

ARCHITECTURAL CONTROL COMMITTEE - IMPROVEMENT REQUEST FORM

ASSOCIATION: _____

DATE: _____

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- _____ (1) A completed Improvement Request Form
- _____ (2) Complete and detailed building plans, material listing and specifications
- _____ (3) A property site/plot plan showing the location of the proposed improvement.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property. Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name _____

Address _____

_____, Texas 78_____

Home Phone: _____ Work Phone: _____

BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE:

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?

LOCATION OF IMPROVEMENT (CHECK ACTUAL AREAS THAT APPLY):

_____ Front of dwelling _____ Back of dwelling _____ Side of dwelling
_____ Roof of dwelling _____ Garage _____ Patio
_____ Other (Describe) _____

MATERIAL TO BE USED FOR THE IMPROVEMENT (CHECK APPLICABLE ITEMS):

_____ Brick - Color _____ _____ Cement _____ Stucco
_____ Wood - Color _____ _____ Electric
_____ Siding Wood _____ Aluminum _____ _____ Glass
_____ Paint - Color _____ _____ Stain
_____ Color Other (Explain) _____

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with City codes and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them.

Owner's Printed Name _____ Signature _____ Date _____

Co-owner's Printed Name _____ Signature _____ Date _____

Construction Start Date _____ Estimated Completion Date _____

Return this completed form AND attachments to 12500 San Pedro Ave., Suite 325, San Antonio, TX 78216.
For Questions please call or e-mail: 1-866-473-2573, sunsana@ciramail.com

**ACC COMMITTEE REVIEW
OF
HOMEOWNER'S REQUEST FOR IMPROVEMENT**

Homeowner Acct.: # _____

Property _____ Date Committee Received Request: _____

Homeowner: _____

Address: _____

Work Phone: _____

Home Phone: _____

New Home: _____ If so, are 2 sets of house plans enclosed? _____ Exterior Change/Improvement: _____

Approval requested for (Detail homeowner's request):

Committee Member	Date	Approved	Disapproved
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Committee Member	Date	Approved	Disapproved
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Committee Member	Date	Approved	Disapproved
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If disapproved, why?

What changes are recommended before request will be reconsidered for approval?

Return to Homeowner _____

cc: Unit File with Attachments