

ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM

Your Association Name: _____ Date Submitted: _____

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/survey plan or plat map showing the location of the proposed in prep

FAILURE TO SUBMIT THE REQUESTED DOCUMENTS (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/her property and restore the property to its original condition, at the owner's expense. Any homeowner considering any exterior improvement to his/her property is urged to review the recorded deed restrictions prior to the initial request.

PLEASE PRINT THE FOLLOWING REQUIRED INFORMATION (in pen):

Owner Name _____ Owner's Email _____
Address _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

BRIEFLY DESCRIBE THE PROPOSED IMPROVEMENT: _____

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT? (Circle one) Self Contractor (Name): _____

LOCATION OF IMPROVEMENT (Check all that apply):

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

MATERIALS TO BE USED FOR THE IMPROVEMENT (Check all that apply):

____ Paint – Color _____ ____ Stain – Color _____ ____ Stucco – Color _____ ____ Shingles – Color _____
____ Brick – Color _____
____ Wood – Color _____ ____ Cement _____ ____ Electrical _____ ____ Glass _____
____ Siding – Circle Type: Hardy Board – Color _____ Aluminum – Color _____ Vinyl – Color _____
____ Other (Describe) _____

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contract 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 are intended to work with them.

Owner's Printed Name: _____ Signature _____ Date _____
Co-Owner's Printed Name: _____ Signature _____ Date _____
Proposed Construction Start Date: _____ Estimated Completion Date: _____

Return this form and ALL required documents to:

PATRIOT HOA MANAGEMENT, LLC Phone: 210-354-7403
1826 Grandstand Drive Fax: 210-568-6198
San Antonio, TX 78238 Email: info@patriotcm.com

ACC USE ONLY

ACC Member _____ Date _____ APPROVED _____ DISAPPROVED _____

CONDITIONS or OTHER INFORMATION REQUIRED _____

