

# 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**  
 1826 Grandstand Drive  
 San Antonio, TX 78238

Phone: 210-354-7403  
 Fax: 210-568-6198  
 Email: [info@patriotcm.com](mailto:info@patriotcm.com)

**ACC USE ONLY**

ACC Member \_\_\_\_\_ Date \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

CONDITIONS or OTHER INFORMATION REQUIRED

\_\_\_\_\_