

# 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 PROCOMM at 300 EAST SONTERRA BOULEVARD, SUITE 350, SAN ANTONIO, TX 78258.  
Please call (210) 545-1888 for information.

**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
Committee Member	Date	Approved	Disapproved
Committee Member	Date	Approved	Disapproved

If disapproved, why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return to Homeowner \_\_\_\_\_

**cc: Unit File with Attachments**