

HOME IMPROVEMENT REQUEST FORM

HOA _____

UNIT _____ BLOCK _____ LOT _____

RETURN FORM TO:

ARCHITECTURAL REVIEW BOARD
7613 TEZEL RD.
SAN ANTONIO, TEXAS 78250

TO PROTECT OWNERS' RIGHTS AND VALUES, IT IS REQUIRED THAT ANY OWNER OR GROUP OF OWNERS WHO ARE CONSIDERING IMPROVEMENT TO THEIR DEEDED PROPERTY, TO INCLUDE LANDSCAPING, SUBMIT A REQUEST FOR APPROVAL TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL 30 DAYS PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS. IF ANY CHANGE IS TO BE MADE, WITHOUT APPROVAL, THE COMMITTEE HAS THE RIGHT TO ORDER THE OWNER TO REMOVE THE IMPROVEMENT FROM HIS/HER PROPERTY. BE SURE TO COMPLETE THIS FORM IN DETAIL.

OWNER'S NAME _____ HOME PHONE _____

ADDRESS OF PROPERTY _____ WORK PHONE _____

BRIEFLY DESCRIBE THE IMPROVEMENT WHICH YOU PROPOSE: _____

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT _____

LOCATION OF IMPROVEMENT (CHECK ACTUAL AREA THAT APPLIES)

____ FRONT OF HOUSE ____ BACK OF HOUSE ____ SIDE OF HOUSE

____ ROOF OF HOUSE ____ GARAGE ____ PATIO

____ OTHER (DESCRIBE) _____

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

____ BRICK - COLOR _____ CEMENT _____ STUCCO _____

____ WOOD- COLOR _____ NATURAL _____ ELECTRICAL _____

____ SIDING- COLOR _____ ALUMINUM _____ FENCING (TYPE) _____

____ STAIN - COLOR _____ OTHER (EXPLAIN) _____

I UNDERSTAND THAT THE RESIDENTIAL REVIEW BOARD WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING ITS DECISION. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT WITHOUT WRITTEN APPROVAL FROM THE ARCHITECTURAL CONTROL COMMITTEE.

OWNER'S SIGNATURE

CONSTRUCTION START-UP DATE

DATE RECEIVED BY ASSOCIATION

ESTIMATED COMPLETION DATE

