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/survey 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 Blvd., Suite 350
San Antonio, Texas 78258. Please call (210) 545-1888, Fax: (210) 545-1940 for information.

QUESTIONS ASKED ABOUT
ARCHITECTURAL CONTROL COMMITTEE (ACC) PROCEDURES



WHAT IS THE PURPOSE OF THE COMMITTEE?

The purpose of the Committee is to maintain property values by protecting the environmental and architectural integrity of the Subdivision in accordance with the provisions of the Declaration. Most covenants state that no building, structure or improvement of any character shall be erected, placed, added to or altered on any lot until the building plans, specifications and a site plan showing the location of the proposed structure or structures have been submitted to and approved by Architectural Control Committee for the Association as being in compliance with the restrictions as to use, quality of workmanship and materials, nature of materials, harmony of external design and colors with existing and proposed structures, and location of improvements with respect to topography, finished grade elevation, lot boundary lines and building lines, and within the scheme and design of Declarant.

WHAT ACTION IS REQUIRED OF OWNER(S)?

Prior to making any change or improvement, any owner planning to change or add to the existing structures on a lot must submit a request in writing to the ACC stating the details of the intended change, improvement or need for variance and attaching samples or plans to more clearly describe the projected change or addition. If any change, improvement or action in variance from the Declaration is taken prior to written approval of the ACC, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property.

WHAT TYPES OF ITEMS REQUIRE WRITTEN APPROVAL?

Some examples of improvement/alterations requiring written approval from the ACC include (refer to the Declaration for other details):

- Antennas
- Buildings/Structures (Garages, Storage Buildings, Patio Covers, Play Structures, etc.)
- Fences and Walls
- Solar Collectors
- Other (Flagpoles, light fixtures, etc.)

CAN THE COMMITTEE GRANT VARIANCES FOR CERTAIN DETAILS?

The Committee is authorized to grant selective variances for things such as location, height, number of improvements, materials, etc., but the owner must request this variance, giving reasons why it should be granted so that the Committee can make a reasoned decision.

WHY DO WE HAVE TO PUT EVERYTHING IN WRITING?

The formal request and approval process is necessary to assure that every owner's desire to improve his or her property can be given due process without discrimination. It will also provide the owner(s), the Committee and the Association Board with a permanent record of actions taken under the Declaration.

WHAT DO WE NEED TO SAY IN THE REQUEST?

A number of owners have already requested and been granted approval to add improvements to their property by following the procedures outlined in the Declaration of Protective Covenants, but there are some owners who have expressed surprise and consternation about having to "ask permission" to improve their own property. Your subdivision was developed and made subject to a Declaration of Protective Covenants and all owners become obligated to follow the terms of the Declaration when they receive the deed to their property. The simple form on the reverse has been created to make it easier for all owners to submit requests for improvements.