

Canterbury Farms Homeowners Association

Improvement Request Form 210-829-7202 Office * 210-829-5207 Fax www.ams-sa.com

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot 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. Completed Improvement Request Form (Front and back)**
- 2. Complete and detailed building plans and specifications, material list, and color swatches, as applicable.**
- 3. A 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.**

Owner Name: _____

Property Address: _____ City _____ Zip _____

Mailing Address: _____ City _____ Zip _____

Home Phone: _____ Work Phone: _____ Email address: _____

Briefly describe the improvement which 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 _____
_____ Stain - Color _____ Electric _____ Glass
_____ Paint - Color _____
_____ Siding - Wood _____ Aluminum
_____ Other (explain) _____

I understand that the Architectural Control Committee will act on this request within thirty (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 County codes and that the Architectural Control Committee approvals do not override the County codes but rather, are intended to work with them.

Homeowner Signature / Date

Construction Start Date / Completion Date

RETURN COMPLETED FORM TO:
Canterbury Farms Homeowners Association
Architectural Control Committee
1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209

OFFICE USE

ONLY Date: _____

Received By: _____

Forwarded To ACC: _____

Approved By ACC: _____

Denied By ACC: _____

HOMEOWNER USE

The following documents/information must be included for your improvement to be considered:

- ☐ Completed Improvement Request Form
- ☐ Complete and detailed building plans and specifications, material list, and color swatches, as applicable
- ☐ Copy of survey site/plot plan (should have been provided with closing papers)
- ☐ Location of improvement on copy of site plan

Attachments

Type of improvement(s)

Basketball goal _____

Pool - above ground _____

Deck _____

Pool -in ground _____

Fencing _____

Spa/Hot tub _____

Patio _____

Room addition _____

Patio Cover _____

Storage Building _____

Play Structure _____

Landscaping _____

Recommendations:

FOR ACC USE ONLY

Conditional Approved:

Disapproved for the following reasons:

_____	_____	9Approved 9Disapproved 9Conditional Approved
ACC Member	Date	

_____	_____	9Approved 9Disapproved 9Conditional Approved
ACC Member	Date	

_____	_____	9Approved 9Disapproved 9Conditional Approved
ACC Member	Date	