844 – The Forest At Stone Oak P.U.D.

210-829-7202 Office * 210-829-5207 Fax * 866-232-4386 Toll Free
AMS Website - www.ams-sa.com – E-Mail acc@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 considering improvement of their deeded property including, but not limited to, patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following information to the Committee **prior to initiating work on the planned improvements:**

******One Form Per Request******

1. **Improvement Request Form Completed and Signed by Homeowner** ***(no renters or builders)***
2. **Material list, detailed building plans, detailed drawings, size of improvement, color swatches and photos.**
3. **A copy of the official site plan (no hand-drawn or computerized replicas) of your property showing the exact location of the improvement. Please check your closing papers for the land survey (site plan) showing the Lot with easements, setbacks and a footprint of the home.**

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, & 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. *The Committee has the right to request that an owner remove any improvement installed without prior written approval.* **Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to their initial request.**

Owner Name: _____

Property Address: _____ City _____State _____Zip _____

Mailing Address: _____ City _____State _____Zip _____

Home Phone: _____ Work Phone: _____ Cell Phone:_____
Metro Number (Y/N) Metro Number (Y/N)

E-Mail address: _____ Who will do the actual work on this improvement?_____

Briefly describe the improvement you propose: _____

Location of improvement (check actual areas that apply):
☐ Front of dwelling ☐ Back of dwelling ☐ Side of dwelling

Materials to be used for the improvement (check and specify applicable items):

☐ Brick – Color	_____	☐ Cement – Top Finish	_____
☐ Wood – Type	_____	☐ Stucco – Color	_____
☐ Iron - Fence Color	_____	☐ Flagstone – Color	_____
☐ Paint – Color (sample)	_____	☐ Stain – Color (sample)	_____
☐ Hardi-Plank – Color	_____	☐ Rock/Stone – Color	_____
☐ Siding (type/color)	_____		

☐ Other (explain)_____

All color samples must be submitted and a list of all building materials/or pictures.

Type of Improvement (check or circle which improvement applies to your request): **Please remember one request per form**

☐ Permanent Basketball Goal
☐ Temporary Basketball Goal **(Indicate stored location)**
☐ Stain Fence **(Sample Required)**
☐ Fencing/ Extend Fence **(Distance from front corner of Home)**
☐ Paint Exterior **(Sample Required)**
☐ Porch Railing
☐ Play Structure **(Height, Width and Length and Color of Tarp)**
☐ Front Yard Statuary/Bird Bath/Water Fountain
☐ Permanent Gazebo
☐ Temporary Gazebo
☐ Wall Art/Outside Decor
☐ Exterior/Landscape Lighting
☐ Sprinkler System **(Show location of lines and heads on site plan)**
☐ Deck
☐ Replace Roof **(Sample/Warranty Year Required)**
☐ Other:_____

☐ Pool – Above-Ground
☐ Pool – In-Ground **(Location indicated on official site plan)**
☐ Spa/Hot Tub
☐ Gutters
☐ Room Addition **(Elevation Drawings)**
☐ Storage Building (**Height, Width and Length and Colors)**
☐ Landscaping
☐ Replace Door
☐ Screen/Storm Door
☐ Walkway/ Sidewalk
☐ Stain/Paint Driveway **(Sample Required)**
☐ Extend Driveway
☐ Solar Screens/Window Treatments
☐ Patio/Patio Cover/Extend Patio–**Rear of Home ONLY**
☐ Arbor/Trellis

CARPORTS – NOT ALLOWED

May 20, 2013

I understand that the Committee will act on this request within (30) thirty days of receipt and contact me in writing regarding their decision. I agree not to begin construction/installation without written approval from the Committee. I understand that all construction shall meet City/County code, and that Committee approval does not override City/County codes, but rather, is intended to work in conjunction with them.

_____/_____ _____/_____.
Homeowners Signature Date Estimated Start Date Estimated Completion Date

RETURN COMPLETED FORM TO:
Architectural Department
1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209

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OFFICE USE ONLY

Date:_____

Received By:_____

Forwarded To Committee:_____

COMMITTEE USE ONLY:

Committee comments/suggestions: _____

_____

_____

_____

_____

_____

_____ _____ ☐ **Approved** ☐ **Denied**
Committee Member Date

_____ _____ ☐ **Approved** ☐ **Denied**
Committee Member Date

_____ _____ ☐ **Approved** ☐ **Denied**
Committee Member Date

_____ _____ ☐ **Approved** ☐ **Denied**
Committee Member Date

_____ _____ ☐ **Approved** ☐ **Denied**
Committee Member Date

Association Management Services
Architectural Department
1600 N E Loop 410, Suite 202
San Antonio, Texas 78209
210-829-7202 Office * 210-829-5207 Fax
AMS Website - www.ams-sa.com – E-Mail acc@ams-sa.com

Check List For Submittals

□ Yes □ N/A Improvement Request Form – Signed by **Homeowner** (no renters or builders)
□ Yes □ N/A Photo/Drawings/Brochures
□ Yes □ N/A Paint/Stain Samples and Name of Color
□ Yes □ N/A Dimensions and Elevations
□ Yes □ N/A Material List i.e. type of wood, siding, rock/flagstone, décor, iron, etc.
□ Yes □ N/A The Committee requires photos of all completed projects.
□ Yes □ N/A Official Site Plan (survey) issued in closing papers. No Computerized replicas will be accepted.
□ Yes □ N/A MUST show exact location of improvement on site plan (survey).

Release Form for Contractors

(If you would like your contractor to be able to access information regarding your request please fill out the release form below.)

Note: AMS will not release any information to your contractor with out this form filled out and signed by Homeowner

I _____ give Association Management Services permission to release information about my submitted request to my contractor _____. The request is for a _____ at the following property address _____.

_____ _____
Homeowner Signature Date