

Your Association: _____ **ACC IMPROVEMENT REQUEST**

In accordance with the recorded covenants 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 ACC. **The Association cannot accept an application until all requirements are received. At that time the application is considered complete and can be submitted for review, which takes between 2 to 4 weeks. Submit the following documents prior to starting the improvement:**

- ____ 1) Completed Request ____ 2) Detailed project plans ____ 3) Site plan showing exact location of improvement

FAILURE TO SUBMIT THESE REQUIRED ATTACHMENTS (ITEMS 1, 2, & 3) WILL RESULT IN AUTOMATIC DENIAL OF YOUR REQUEST. Any owner considering an exterior improvement is urged to review the recorded deed restrictions prior to the initial request.

____ Owner's Name _____ Address _____ Email address _____

Cell: (____) ____-____ Home: (____) ____-____ Work (____) ____-____

PROPOSED IMPROVEMENT DESCRIPTION:

IMPROVEMENT LOCATION (check all areas that apply):

- | | | |
|------------------------|-----------------------|-----------------------|
| ____ Front of dwelling | ____ Back of dwelling | ____ Side of dwelling |
| ____ Roof of dwelling | ____ Garage | ____ Patio |
| ____ Other (Describe) | _____ | |

IMPROVEMENT MATERIALS (check all applicable items):

- | | |
|-------------------------|-----------------------------|
| ____ Brick-Color _____ | ____ Cement _____ |
| ____ Wood-Color _____ | ____ Stucco _____ |
| ____ Siding-Color _____ | ____ Electric _____ |
| ____ Paint-Color _____ | ____ Aluminum _____ |
| ____ Stain-Color _____ | ____ Glass _____ |
| ____ Roof-Color _____ | ____ Other – Explain: _____ |

CONTRACTOR NAME / ADDRESS / PHONE #:

I understand that the ACC will act on this request within 30 days of receipt of all required information and contact me in writing regarding its decision. I agree not to begin property improvement without written approval. I understand that all construction must meet with governmental codes and that ACC approval **does not** constitute approval by, or override required city or county codes.

____ Homeowner Signature _____ /____/____ Date Submitted _____ /____/____ Construction Start _____ /____/____ Estimated Completion

COMPLETED FORM & ITEMS 1, 2, AND 3 ABOVE MUST BE SENT TO:
 Attn: ACC Committee, 888 Isom Rd., Suite 202, San Antonio TX 78216. (866) 473-2573 Fax (866) 919-5696 Service@Realmanage.com
All effort will be made to process your application promptly.
Please note that the Association allows up to 30 days for application review.

----- For Office Use -----
Receipt of All requirements: ____/____/____
(If all requirements are not received, application is automatically denied.)