

ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM (July 8, 2019)

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 improvements 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/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 their property. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to initial request.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name: _____ Lot Number: _____

Estimated Construction Start Date: _____ Estimated Construction End Date: _____

Address: _____

Phone #1: _____ Phone #2: _____

Email(s): _____

Briefly describe of the improvement that you propose: (use the backside for longer description)

Who will do the actual work on this improvement? Homeowner: _____

Contractor name & phone #: _____

Location of improvement (check actual areas that apply, attach a site plan if needed):

___ 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-Color _____ ___ Stucco-Color _____

___ Wood – Color _____ ___ Electric _____ ___ Glass _____

___ Siding: Wood-Color _____ ___ Metal – Type and Color _____

___ Paint - Color _____ ___ Stain - Color _____

Other (explain): _____

I understand that the Architectural Control Committee will act on this request with 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ACC Committee. I understand that all construction will meet the Generally accepted codes and that the ACC Committee approvals do not override any codes but rather, are intended to work with them.

_____ DATE _____
 Homeowners Printed Name Signature

Submit this form and other supporting documents to: Hills of Bandera Ranch POA
 147 Hills of Bandera Ranch Road
 Bandera, Texas 78003