

Improvement Request form
Improvement Request Form
 Association Management Services
 1600 N.E. Loop 410, ste. 202
 San Antonio, TX 78209
 210-829-7202 Office * 210-829-5207 Fax * 866-232-4386 Toll Free
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 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:**

1. **Completed and Signed Improvement Request Form (2 pages).** *** ONE FORM PER REQUEST ***
2. **Complete & detailed building plans & specifications, material list, and color swatches, as applicable.**
3. **A site/plot plan showing the exact location of the proposed improvement. (Issued with your closing papers)**
4. **Photos, as applicable.**

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, 3 & 4) 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: _____

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):

- | | | |
|---|---|---|
| <input type="checkbox"/> Front of dwelling | <input type="checkbox"/> Back of dwelling | <input type="checkbox"/> Side of dwelling |
| <input type="checkbox"/> Roof of dwelling | <input type="checkbox"/> Garage | <input type="checkbox"/> Front/Back Patio |
| <input type="checkbox"/> Other (describe) _____ | | |

Material to be used for the improvement (check applicable items):

- | | |
|---|---|
| <input type="checkbox"/> Brick – Color _____ | <input type="checkbox"/> Cement – Top Finish _____ |
| <input type="checkbox"/> Wood – Type _____ | <input type="checkbox"/> Stucco – Color _____ |
| <input type="checkbox"/> Iron - Fence Color _____ | <input type="checkbox"/> Flagstone – Color _____ |
| <input type="checkbox"/> Paint – Color (sample) _____ | <input type="checkbox"/> Stain – Color (sample) _____ |
| <input type="checkbox"/> Hardi-Plank – Color _____ | <input type="checkbox"/> Siding – Wood - Color _____ |
| <input type="checkbox"/> Siding - Aluminum _____ | <input type="checkbox"/> Rock/Stone – Color _____ |
| <input type="checkbox"/> Roofing Material _____ | <input type="checkbox"/> Masonry _____ |
| <input type="checkbox"/> Other (explain) _____ | |

Please include color swatches, photos and/or samples.

Type of Improvement:

- | | |
|---|---|
| <input type="checkbox"/> Permanent/Temporary Basketball goal | <input type="checkbox"/> Pool – Above-Ground |
| <input type="checkbox"/> Stain/Paint Fence | <input type="checkbox"/> Pool – In-Ground |
| <input type="checkbox"/> Fencing/ Extend Fence | <input type="checkbox"/> Spa/Hot tub |
| <input type="checkbox"/> Paint Exterior | <input type="checkbox"/> Room addition |
| <input type="checkbox"/> Porch Railing | <input type="checkbox"/> Storage Building |
| <input type="checkbox"/> Play Structure/Front Yard Glider Swing | <input type="checkbox"/> Landscaping/Landscape Lighting |
| <input type="checkbox"/> Front Yard Statuary/Bird Bath/Water Fountain | <input type="checkbox"/> Wall Art/Outside Decor |
| <input type="checkbox"/> Permanent/Temporary Gazebo | <input type="checkbox"/> Front/Back Screen/Storm Door |
| <input type="checkbox"/> Front/Back Door | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Stain/Paint Driveway |

Improvement Request form

- Exterior Lights
- Walkway/Pavers
- Deck
- Replace Roof

- Extend Driveway
- Solar Screens/Window Treatments
- Arbor/Trellis
- Patio/Enlarge Patio/Patio Cover

Other Improvement: _____

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

_____/_____
Construction Start Date Estimated Completion Date

RETURN COMPLETED FORM TO:
Homeowners Association
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: _____	Approved By Committee: _____
Denied By Committee: _____	

COMMITTEE USE ONLY:

Committee notes/recommendations: _____

Committee Member Date

Approved **Denied**

Committee Member Date

Approved **Denied**

Committee Member Date

Approved **Denied**