

# SONOMA RANCH HOMEOWNERS ASSOCIATION

## ARCHITECTURAL CONTROL COMMITTEE – IMPROVEMENT REQUEST FORM

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 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 improvement.***

- 1) Completed *Improvement Request Form*
- 2) Include complete and detailed building plans, material listing and specifications
- 3) Provide a property/site survey plan showing the location of the proposed improvement (Note: Please provide specific measurements, preferably to scale, as it relates to your home and lot.)

**FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.** Any improvement made without ACC approval, is subject to enforcement action by the Covenant's Committee or the SRHOA Board. Any homeowner considering any exterior improvement to his properties is urged to review the recorded deed restrictions prior to initial request.

Please print the following information:

<b>Date Submitted</b>		<b>Home Phone:</b>	
<b>Owner Name</b>		<b>Work Phone:</b>	
<b>Address</b>		<b>Mobile Phone:</b>	
<b>Neighborhood</b>	<input type="checkbox"/> Enclave <input type="checkbox"/> Hills <input type="checkbox"/> Meadows <input type="checkbox"/> Reserve <input type="checkbox"/> Summit <input type="checkbox"/> Springs <input type="checkbox"/> Village	<b>Unit /Section</b>	<b>Lot #</b>

**Briefly describe the improvement that you propose:**

**Who will do the actual work on this improvement?**

<b>Name</b>		<b>Company</b>	
<b>Phone</b>		<b>Address</b>	

**Location of Improvement** (Check all 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):**

<b>Material</b>	<input type="checkbox"/> Brick	<input type="checkbox"/> Wood	<input type="checkbox"/> Siding	<input type="checkbox"/> Cement	<input type="checkbox"/> Stucco	<input type="checkbox"/> Roof Material	<input type="checkbox"/> Electric	<input type="checkbox"/> Glass	<input type="checkbox"/> Stain	<input type="checkbox"/> Other:
<b>Color*</b>										
*Provide color sample if possible		<input type="checkbox"/> Wood <input type="checkbox"/> Aluminum				<input type="checkbox"/> Composite <input type="checkbox"/> Tile <input type="checkbox"/> Metal				

**Do the materials and color match your primary dwelling?** Yes No **If no, please explain below:**

**Landscaping Materials** (include all hardscape and plants/trees)

Material	Description (color, size, etc)	Location

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and Association Management Services (AMS) will contact me in writing regarding the ACC's decision. I agree not to begin the property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with City codes and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them.

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return this completed form AND attachments to:  
Lee Tompkins, Sonoma Ranch Clubhouse, 170 Ruidosa Downs, Helotes, TX 78023  
(210)372-0268 (office), Fax (210)372-1223**

**For AMS and ACC Use only:**

Date Received by Sonoma Ranch HOA (Lee Tompkins – Clubhouse)		Date Reviewed by Sonoma Ranch HOA (Lee Tompkins) for accuracy and completeness	
Date Received by ACC		Date Reviewed by ACC	
Construction Start Date		Estimated Completion Date	