

**Creekhaven At Bulverde Village
Homeowners Association**

**Improvement Request Form
210-829-7202 Office * 210-829-5207 Fax**

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 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 Authority **prior to initiating work on the planned improvements:**

1. **Completed Improvement Request Form (Front and back).**
2. **Complete and detailed building plans and specifications, material list, and color swatches, as applicable.**
3. **A 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 his property.* Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

Owner Name: _____

Property Address: _____ City _____ Zip _____

Mailing Address: _____ City _____ Zip _____

Home Phone: _____ Work Phone: _____ Email address: _____

Briefly describe the improvement, which you propose: _____

Who will do the actual work on this improvement? _____

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"/> Patio |
| <input type="checkbox"/> Other (describe) _____ | | |

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

- | | | | |
|--|---|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Brick - Color => _____ | Please include
color swatches
and/or samples. | <input type="checkbox"/> Cement | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Wood - Color => _____ | | <input type="checkbox"/> Electric | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Stain - Color => _____ | | | |
| <input type="checkbox"/> Paint - Color => _____ | | | |
| <input type="checkbox"/> Siding - Wood <input type="checkbox"/> -or- Aluminum <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other (explain) _____ | | | |

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

Homeowner Signature _____ Date _____

Construction Start Date _____ / _____ Completion Date _____

**RETURN COMPLETED FORM TO:
Creekhaven At Bulverde Village Homeowners Association
Architectural Control Authority
1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209**

OFFICE USE ONLY
Date: _____
Received By: _____
Forwarded To ACC: _____
Approved By ACC: _____
Denied By ACC: _____

