

**Bulverde Village Homeowners Association
The Point Improvement Request Form**

1600 NE Loop 410 ste 202, ACA Dept.
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 => _____ | <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) _____ | | |

Please
include color
swatches
and/or
samples.

I understand that the Architectural Control Authority will act on this request within ninety (90) 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:
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: _____

HOMEOWNER USE:

The following documents/information must be included for your improvement to be considered:

- Completed Improvement Request Form.
- Complete and detailed building plans and specifications, material list, and color swatches, as applicable.
- Copy of survey site/plot plan (should have been provided with closing papers).
- Location of improvement on copy of site plan.

Attachments _____

Type of improvement(s)

- | | |
|--|--|
| <input type="checkbox"/> Basketball goal | <input type="checkbox"/> Pool - above ground |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Pool -in ground |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Spa/Hot tub |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Room addition |
| <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Storage Building |
| <input type="checkbox"/> Play Structure | <input type="checkbox"/> Landscaping |

Recommendations: _____

FOR ACA USE ONLY

Conditional Approved: _____

Disapproved for the following reasons: _____

ACA Member Date

Approved Disapproved Conditional Approved

ACA Member Date

Approved Disapproved Conditional Approved

ACA Member Date

Approved Disapproved Conditional Approved