

Country View Village Homeowner's Association, Inc.
Improvement Request Form

In accordance with the recorded covenants, conditions & restrictions of the Association, and in order to protect the common interests, rights and property values of all Association Members, any Association Member who is considering improvements to his deeded property, to include, but not limited to patio covers, decks, outside buildings, fencing, building add-ons, etc. must submit the following and OBTAIN approval from the Architectural Control Committee (ACC) **prior** to initiating work on the planned improvement:

1. Completed Improvement Request Form (this paper)
2. Complete and detailed building plans and specifications
3. A site plan showing the location of the proposed improvement

Member name: _____
Address: _____
Home Phone: _____ Work Phone: _____

Briefly describe the improvement which you propose:

Who will do the actual work on this improvement:

Location of improvement (check actual areas that apply):
 Front of dwelling Back of dwelling Side of dwelling Roof of dwelling Patio
 Garage Other (describe) _____

Material to be used for the improvement (check applicable items):
 Brick – Color _____ Cement Stucco
 Wood – Color _____ Electric Paint – Color _____
 Siding – (wood/aluminum/other-describe) _____
 Glass Stain – Color _____
 Roofing – Type: Fiberglass Wood Metal Other
 Other (explain) _____

I understand that the Architectural Control Committee will act on this request within thirty (30) days of receipt and will contact me in writing regarding their decision. I agree **not** to begin property improvement without written approval from the ACC. I understand that all construction **must** meet with City Codes and that ACC approval does **not** override City Codes, but rather is intended to work with them with the goal of maintaining property values for all Association Members.

Member Signature _____
Construction Start Date

Estimated Completion Date

Return COMPLETED form to: Country View Village Homeowner's Association, Inc.
Architectural Control Committee
P. O. Box 690862
San Antonio, TX 78269-0862

NOTE: If any improvement is made **without** ACC approval, the Committee or the Association Board of Directors has the right to tell the Association Member to remove the improvement from their property. Any Association Member considering an exterior improvement of any type to their property is urged to review their recorded deed restrictions prior to initiating a request. Further, Association Members are advised to seek ACC approval prior to entering into a binding contractual agreement for an improvement and/or to negotiate a release clause with the contractor to avoid financial loss.

Date Committee received request _____
Approved by / Date