

087 - Crownridge Of Texas Homeowners Association

210-829-7202 Office * 210-829-5207 Fax * 866-232-4386 Toll Free

AMS Website - www.ams-sa.com - E-Mail acc@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:**

*****One Form Per Request*****

- 1. Improvement Request Form Completed and Signed by Homeowner**
(Homeowners must submit, no renters or builders)
- 2. Material list, detailed building plans, detailed drawings, size of improvement, color swatches and photos.**
- 3. A copy of the official site plan (no hand-drawn or computerized replicas) of your property showing the exact location of the improvement. Please check your closing papers for the land survey (site plan) showing the Lot with easements, setbacks and a footprint of the home.**

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

Metro Number (Y/N) _____ Metro Number (Y/N) _____

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):

Front of dwelling

Back of dwelling

Side of dwelling

Materials to be used for the improvement (check and specify applicable items):

Brick - Color _____

Cement - Top Finish _____

Wood - Type _____

Stucco - Color _____

Iron - Fence Color _____

Flagstone - Color _____

Paint - Color (sample) _____

Stain - Color (sample) _____

Hardi-Plank - Color _____

Siding - Wood - Color _____

Siding - Aluminum _____

Rock/Stone - Color _____

Roofing Material _____

Other (explain) _____

All color samples must be submitted and a list of all building materials/or pictures.

Type of Improvement (check or circle which improvement applies to your request): **Please remember one request per form**

Permanent Basketball Goal

Pool - Above-Ground

Temporary Basketball Goal

Pool - In-Ground

Stain Fence

Spa/Hot Tub

Fencing/ Extend Fence

Gutters

Paint Exterior

Room Addition

Porch Railing

Storage Building

Play Structure/Front Yard Glider Swing

Landscaping

Front Yard Statuary/Bird Bath/Water Fountain

Front Door/ Back Door

Permanent Gazebo

Front/Back Screen/Storm Door

Temporary Gazebo

Walkway/ Pavers

Wall Art/Outside Decor

Stain/Paint Driveway

Exterior/Landscape Lighting

Extend Driveway

Sprinkler System

Solar Screens/Window Treatments

Deck

Patio Cover

Replace Roof

Patio

Arbor/Trellis

Enlarge Patio

Improvement Request Form – Page 2

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 Estimated Start Date Estimated Completion Date

**RETURN COMPLETED FORM TO:
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: _____

COMMITTEE USE ONLY:

Committee comments/suggestions: _____

_____ Committee Member	_____ Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Committee Member	_____ Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Committee Member	_____ Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Committee Member	_____ Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Committee Member	_____ Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied

Association Management Services
Architectural Department
1600 N E Loop 410, Suite 202
San Antonio, Texas 78209
210-829-7202 Office * 210-829-5207 Fax
AMS Website - www.ams-sa.com – E-Mail acc@ams-sa.com

Release Form for Contractors

I _____ give Association Management Services permission to release information about my submitted request to my contractor _____.
The request is for a _____ at the following property address _____.

Homeowner Signature

Date