

**CROSS MOUNTAIN RANCH ASSOCIATION
IMPROVEMENT REQUEST**

In accordance with the recorded covenants, conditions, and restrictions of the association, and in order to protect each lot owner's rights and values, it is required that any lot owner who is considering improvement of his/her deeded property to include, but not be limited to patio covers, decks, outside building add-ons, etc., to submit the following to your homeowners' association **prior to initiating work on the planned improvements**:

- 1.) **Complete this Improvement Request Form**
- 2.) **Attach complete, detailed building plans and specifications to include other helpful data which will better enable the Architectural Control Committee to make a decision on your request such as photos, paint/color samples, material samples, etc.**
- 3.) **Attach a plat map/site plan of your lot/home showing the location of the proposed improvement**
- 4.) **Please indicate if the improvement would be classified as a "reasonable accommodation" under HUD section 504**

If any change/modification is made to the property without ACC approval, the association has the right to tell the homeowner to remove the improvement from the property. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to initial request.

Owner Name: _____

Address: _____

Phone: _____ Email: _____

Briefly describe the improvement which you propose: _____

"Reasonable Accommodation" Explain details: _____

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 ☐ Garage ☐ Patio

☐ Other (describe) _____

Material to be used for the improvement: (Check all applicable items.)

☐ Brick (Color _____) ☐ Cement (Color _____) ☐ Stucco (Color _____)

☐ Wood (Color _____) ☐ Electric ☐ Glass

☐ Siding (Material _____) ☐ Paint (Color _____) ☐ Stain (Color _____)

☐ Other (explain) _____

I understand that the Architectural Control Committee /Board of Directors will act on this request within thirty (30) days of receipt of this request and contact me in writing regarding their decision. I agree not to begin any property improvement without written approval from the Architectural Control Committee/Board of Directors. I understand that all construction will meet with City codes and that the Architectural Control Committee/Board of Directors approvals do not override the City codes but rather are intended to work with them. Approvals do not waive homeowners' responsibility to obtain appropriate permits and approvals.

Homeowner's Signature

Construction Start Date

Date Estimated Completion

Date

Mail or deliver completed form with a money order or check in the amount of \$75.00 for a primary residence, or \$25.00 per request for outbuilding or other improvement. Make check or money order payable to Cross Mountain Ranch. Mail to:

Professional Management Assist, P.O. Box 5069, San Antonio, TX 78201. Fax: (210) 733-0374 Email: srsneed@aol.com

Committee Received Date: _____