Sendero Ranch Owners 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 Committee **prior to initiating work on the planned improvements:**

1. **Completed Improvement Request Form** *(2 pages).* ***** ONE FORM PER REQUEST *****
2. **Complete & detailed building plans & specifications, material list, and color swatches, as applicable.**
3. **A site/plot plan showing the location of the proposed improvement.**
4. **Photos, as applicable.**
5. **Building permit(s) and inspection(s) required by City ordinance.**
6. **All applicable fees as per the DCCERs**

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1 - 6) 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/her 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 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 ☐ Garage ☐ Patio
☐ Other (describe) _____

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

☐ Brick – Color => _____ ☐ Cement ☐ Stucco
☐ Wood – Color => _____
☐ Stain – Color => _____ ☐ Electric ☐ Glass
☐ Paint – Color => _____
☐ Siding - Wood ☐ -or- Aluminum ☐
☐ Other (explain) _____

Please include color swatches, photos and/or samples.

I understand that the Architectural Control 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 property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with County codes and that the Architectural Control Committee approvals do not override the County codes but rather, intended to work with them.

_____
Homeowner Signature   Date

_____ / _____
Construction Start Date   Completion Date

RETURN COMPLETED FORM TO:
Sendero Ranch Owners Association
Master Design Committee
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:

1. Completed Improvement Request Form – 2 pages. *** ONE FORM PER REQUEST ***

2. Complete and detailed building plans and specifications, material list, and color swatches, as applicable.

3. Copy of survey site/plot plan showing the location of the proposed improvement. (should have been provided with closing papers).

4. Photos, as applicable.

5. Building permit(s) and inspection(s) required by City ordinance**.**

Attachments _____

Type of improvement(s)

☐ Basketball goal   ☐ Pool - above ground

☐ Deck   ☐ Pool -in ground

☐ Fencing   ☐ Spa/Hot tub

☐ Patio   ☐ Room addition

☐ Patio Cover   ☐ Storage Building

☐ Play Structure   ☐ Landscaping

Recommendations: _____

_____

FOR MDC USE ONLY

Conditional Approved:

Disapproved for the following reasons: _____

_____

_____

_____   ☐**Approved** ☐ **Disapproved** ☐ **Conditional Approved**
MDC Member   Date

_____   ☐ **Approved** ☐ **Disapproved** ☐ **Conditional Approved**
MDC Member   Date

_____   ☐ **Approved** ☐ **Disapproved** ☐ **Conditional Approved**
MDC Member   Date