ASSOCIA HILL COUNTRY

ARCHITECTURAL CONTROL COMMITTEE – Online IMPROVEMENT REQUEST FORM

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any 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:

Subdivision _____

Date _____

Owner Name _____

Property Address _____

City, State, Zip _____

Home Phone _____ **Cell** _____

E-mail _____

Documents that may be required:

(1) A completed Improvement Request Form

(2) Complete and detailed building plans, material listing and specifications

(3) Site/plot plan showing the location of the proposed improvement

(4) Paint chips/Color charts

Location of improvement
(check any areas that apply):

☐ Front of dwelling ☐ Back of dwelling ☐ Side of dwelling
☐ Roof of dwelling ☐ Side of dwelling ☐ Patio
☐ Other (Describe below)

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

☐ Brick Color of Brick _____
☐ Wood Paint color or stain _____
☐ Stucco Color _____
☐ Hardi-Plank Color _____
☐ Shingles Color _____
☐ Cement
☐ Other _____

Who will perform the work? ☐ Myself ☐ Contractor ☐ Handyman

If professional, name of company: _____

Briefly describe the improvement you propose:

FAILURE TO SUBMIT THIS REQUEST FORM 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, which may be found with the closing documents prior to initial request.

***Thank you for supplying your email address which will enable us to reply electronically and quickly. Please insure that your spam filters allow you to receive mail from HOAARC@SmartWebs.net Use of this Electronic form helps meet Associa's efforts to reduce paper and damage to the environment.

☐ A check on the left of this statement indicates that I, the owner listed in the owner field above agree to abide by the terms of this document and to accept the decision of the Architectural Committee. I understand that I have the option of signing with a digital signature below, but it is not required. I further understand that the Architectural Control Committee will act in the time frame specified in the governing documents and contact me in writing OR email regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction shall meet with City codes and that the Architectural Control Committee approvals do not override the City codes but are intended to work with them.

Homeowner Acknowledgement:		Planned Start Date:	
Date Submitted:		Planned Completion Date:	

Signature: _____

Save to your desktop then Email this completed form with attachments to: ahcinfo@associa.us

You may also print out and mail or fax the completed forms to

ASSOCIA HILL COUNTRY, 115 Wild Basin Rd, Suite 308, Austin, Tx. FAX (512) 328-6178