

IMPROVEMENT REQUEST FORM - POLO CLUB**Rev 10-2-18****DATE:** _____

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 improvements 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) A completed Improvement Request Form

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

(3) A property site/plot plan showing the location of the proposed improvement

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1,2&3) 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 their property. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to initial request.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name: _____ Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Briefly describe the improvement which you propose: SUBMIT DRAWINGS SHOWING THE LOCATION AND EXTERIOR PLANS

Who will do the actual work on this improvement?

Homeowner _____ Contractor name & phone# _____

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): SUBMIT PHOTOS OF MATERIALS & COLORS

☐ Brick - Color _____

☐ Wood - Color _____

☐ Siding Wood _____ ☐ Aluminum _____

☐ Paint - Color _____

Other (explain) _____

☐ Cement ☐ Stucco

☐ Electric

☐ Glass

☐ Stain ☐ Color

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ACC Committee. I understand that all construction will meet the City codes and that the ACC Committee approvals do not override the City codes but rather, are intended to work with them.

Homeowners Printed Name _____

Signature _____

Date _____

Construction Start Date _____

Estimated time of completion _____

Return this form to the address or fax listed below:

ASSOCIA HILL COUNTRY 4009 BANISTER LN, SUITE 300, AUSTIN, TEXAS 78704 PHONE: 512.328.6100 FAX: 512.328.6178 EMAIL: ahcinfo@associa.us