



WINDMILL RANCH HOME OWNERS ASSOCIATION

Application for Architectural Review Committee (ARC) Approval

Please complete this form and attach a comprehensive diagram of the proposed property modification (or request for a variance) and send to the following:

After Completion, either mail all documents, or scan and email.

Mail to:

ATTN: ARC Director

162 Windmill Ranch Rd

Spring Branch, TX 78070

Email to:

wmranch.acc@gmail.com

Call (210-885-4837) with any questions.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS 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 the property. Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request. Homeowners are strongly encouraged to refer to the Windmill Ranch Covenants and/or ARC Guidelines for details regarding your category of improvement prior to submitting request.

Name	Phone
Address Lot #	Email

Check any that apply and describe as provided below

- | | | | |
|--|---|---|---|
| ☐ Home Addition | ☐ Fence Stain | ☐ Pool | ☐ Outbuildings/Sheds/barns |
| ☐ Exterior Design | ☐ Fence Replacement | ☐ Roof Replacement | ☐ Shutters |
| ☐ Exterior Paint | ☐ Driveway/New Extension | ☐ Garage | ☐ Solar Installation |
| ☐ Other: Describe _____ | | | |

Is this a re-submittal? ☐ Yes ☐ No Is this request for a variance? ☐ Yes ☐ No

Description (Please attach extra sheet if needed to fully explain and document)

Please provide the following attachments: (All requests will be incomplete without the following)

- (1) 2 Copies of this improvement request form. 1 for the committee and 1 for HOA records.
- (2) Contractor provides proof of Liability Insurance PRIOR to any work.
- (3) 2 Copies or 1 copy scanned of Complete and detailed building plans, material listing, colors and specifications.
- (4) A property site/survey plan showing the location of the proposed improvement.
- (5) Signed copy of the ACC(ARC) Design Guidelines and Checklist.
- (6) Deposit(s): if applicable (please contact ARC Director if not sure project needs a deposit)
☐ \$2,000.00 New Construction, Pool, New Driveway or slab. Any project where concrete is poured.
☐ \$500.00 All other projects.

It is Ultimately the Home Owners responsibility to make sure if any Project requires a permit and up to the home owner to acquire that prior to starting any project. Contact City of Bulverde for any questions.

Est. Start Date:	Est. End Date.	Today's Date
Owner's Printed Name	Signature	
Co-Owner's Printed Name	Signature	

AGREEMENT: By my signature above, I certify all information, data and supplemental materials submitted in this application are complete, true and correct. I understand and agree no work may be performed prior to the receipt of written ARC approval. I further understand that there may be no deviation from the terms of the written ARC approval. I agree to be bound by the Association Rules, Regulations and standards. I certify that my Association dues account is current and I have no outstanding fines or penalties and I am responsible for obtaining any necessary permits from the appropriate City Building and Zoning Departments.

*****UNTIL YOU RECEIVE A CONFIRMATION EMAIL FROM THE ARC DIRECTOR, THIS APPLICATION WILL NOT BE CONSIDERED RECEIVED. *****