

**HELOTES PARK TERRACE HOMEOWNERS ASSOCIATION, INC.
IMPROVEMENT REQUEST FORM**

In accordance with the recorded Covenants, Conditions and Restrictions (CCRs) of the Association, and to protect each individual for 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 buildings, building extensions, add-ons, fencing, etc., submit the following to the Association noted below prior to initiating work on the planned improvements to be reviewed by the Architectural Control Committee:

As per Architectural Standards dated December 10, 2001 and CC&Rs and Amendments

If any improvement or change is made without approval, the Association has the right to tell the homeowner to remove the improvement from the property. Any homeowner considering an exterior improvement to his/her property is urged to review the current CC&Rs and Amendments located on the Helotes Park Terrace Homeowners Association website prior to initial request.

Owner Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Briefly describe the improvement being proposed: _____

Who will do the actual work on this improvement? _____

Location of improvement (check actual areas that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Front of dwelling | <input type="checkbox"/> Back of dwelling | <input type="checkbox"/> Side of dwelling |
| <input type="checkbox"/> Roof of dwelling | <input type="checkbox"/> Garage | <input type="checkbox"/> Patio |

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Brick – Color | <input type="checkbox"/> Cement | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Wood – Color | <input type="checkbox"/> Stain – Color | <input type="checkbox"/> Paint – Color |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Glass | <input type="checkbox"/> Siding – Wood |
| <input type="checkbox"/> Aluminum | <input type="checkbox"/> Other (explain) _____ | |

Type of improvement(s):

- | | | |
|---|--|---|
| <input type="checkbox"/> Antenna | <input type="checkbox"/> Basketball goal/permanent | <input type="checkbox"/> Basketball goal/portable |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Fencing | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Play Structure | <input type="checkbox"/> Storage Building |
| <input type="checkbox"/> Pool – in ground | <input type="checkbox"/> Room Addition | <input type="checkbox"/> Spa/Hot Tub |
| <input type="checkbox"/> Flag Pole | <input type="checkbox"/> Garage | |

The following documents/information **must** be included for the improvement request to be considered:

- Completed Improvement Request Form
- Complete and detailed building plans and specifications, including materials
- Copy of survey site plan
- Location of improvement on survey site plan

I understand that the Association will act on this request within thirty (30) days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Association. I understand that all construction will meet with City codes and that the Association approvals do not override the City codes but rather, are intended to work with them. I understand that the Architectural Control Committee will review and may contact me to gather additional information to facilitate recommendations to the Association regarding this improvement request. I understand that I am responsible for paying any required fee, as specified by the Association, for approved improvements prior to starting the improvement.

Homeowner Signature

Date

Construction Start Date

Construction Completion Date

RETURN COMPLETED FORM TO:

Helotes Park Terrace Homeowners Association, Inc.
P.O. Box 1400
Helotes, TX 78023

OR

Email: secretary@hpt-hoa07.com

To Be Completed by the Architectural Control Committee and the Association

Secretary

Received via:

☐

Email

☐

Postal Delivery

☐

Hand Delivered

Date Received: _____

Forwarded to ACC Date: _____

Architectural Control Committee (ACC)

Date Reviewed: _____

Recommendations: _____

Association

☐

Approval

☐

Disapproval

Date: _____

Reason: _____

Directory, HPT HOA

Date

Directory, HPT HOA

Date

Directory, HPT HOA

Date