


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

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual for 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:

 as per Architectural Bulletin
December 10, 2001

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 and exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

Owner Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Briefly describe the improvements which you propose: _____

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 the 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) _____ | |

I understand that the Architectural Control Committee 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 Architectural Control Committee. I understand that all construction will meet with City codes and that the Architectural Control Committee approvals do not override the city codes but rather, are intended to work with them.

Homeowner Signature/ Date

Construction Start Date/Completion Date

RETURN COMPLETED FORM TO:
Helotes Park Terrace Homeowners Association, Inc.
Architectural Control Committee
P.O. Box 1400
Helotes, TX 78023

ACC: _____

Date: _____
Received By: _____
Forwarded To ACC: _____
Approved By ACC: _____
Denied By: _____

Please submit two (2) complete sets of plans.

