

Promontory Pointe Homeowners Association

Improvement Request Form

Office: 210-561-0606 Fax: 210-690-1125

www.promontoryhoa.org / manager@damctx.com

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot 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, landscaping etc., submit the following to the Architectural Control Committee. **Prior to initiating work on the planned improvements:**

1. Completed Improvement Request Form (2 Pages)
2. Complete & detailed building plans & specifications, material list, color swatches as applicable
3. A site plan/survey showing the location of the proposed improvement
4. Any other applicable photos or descriptive literature to support the project.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, 3 & 4) 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 prior to initial request.

Owner Name

Property Address

City

Zip

Mailing Address (if different)

Home Phone

Work Phone

Email

Briefly describe the improvement which you propose:

Who will do the actual work on this improvement?

Location of improvement (Check all that apply):

Front of dwelling

Back of dwelling

Side of dwelling

Roof of dwelling

Garage

Patio

Other (Please Describe)

Material to be used for the improvement (Check all that apply):

Brick

Color

Paint

Color

Please include
color swatches,
photos and/or
samples.

Cement

Stucco

Wood Color

Siding Material

Electric

Glass

Stain Color

Other (Please 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 County codes and that the Architectural Control Committee approvals do not override the County codes but rather, are intended to work with them.

Homeowner's Signature: _____

Date

Construction Start Date

Completion Date

YOU MAY PRINT AND COMPLETE THIS FORM OR COMPLETE ON LINE AND THEN PRINT, SIGN AND RETURN WITH REQUIRED ATTACHMENTS TO:

Promontory Pointe HOA / ACC Committee

6391 De Zavala, Ste #223D

San Antonio, TX 78249

Or electronically to: manager@damctx.com

OFFICE USE ONLY

Date: _____

Received By: _____

Forwarded to ACC: _____

Approved By ACC: _____

Denied By ACC: _____

HOMEOWNER USE

The following documents/information must be attached or included for your improvement to be considered:

Completed Improvement Request Form

Complete and detailed building plans and specifications, material list, and color swatches, as applicable

Copy of survey site/plot plan (should have been provided with closing papers)

Location of improvement on copy of site plan

Attachments

Type of Improvement(s)

Basketball Goal

Landscaping

Deck

Pool- (*In Ground Only*)

Fencing

Spa/Hot Tub

Patio

Room Addition

Patio Cover

Storage Building

Play Structure (Playscape)

Additional Comments:
(max 400 characters)

FOR ACC USE ONLY

Conditionally Approved:

Disapproved for the following reasons:

ACC Member: _____ Date _____ Approved Disapproved Conditionally Approved

ACC Member: _____ Date _____ Approved Disapproved Conditionally Approved

ACC Member: _____ Date _____ Approved Disapproved Conditionally Approved