



Professional Community Association Management
Houston ▪ San Antonio

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HOME IMPROVEMENT REQUEST

Riverwalk Property Owners Association

All exterior modifications to your property must be approved in advance by the Architectural Control Committee. The ACC will review your request to make sure that the improvement will be done in a professional, sound manner and will fit in with the aesthetics of the community. Please provide as much detail as possible so that the ACC can properly understand your request. Without a complete description of your request, the form will have to be returned for more information. After you've filled out this form, please return it to the address shown above. Thank you for your cooperation and concern for your community.

OWNER NAME _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

BUILDER NAME _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

DESCRIBE THE IMPROVEMENT (you must be specific – attach a sketch, drawing or photo)

Permit Fee Required: Residence Guest House Garage

Permit Fee NOT Required: Fence Deck Storage Pool Site Plan/Landscape Plan
 Other _____

LOCATION OF THE IMPROVEMENT (attach a plot plan or sketch of location on property)

MATERIALS TO BE USED (attach sample if appropriate)

Paint (color sample **required**) Base _____ Trim _____

Roof Shingles: Manufacturer _____ Color _____ Warranty _____

Lumber (type/grade) _____

Brick/Stone (type/color) _____

Cement _____

Pipe _____

Electrical _____

Other _____

COMMENTS

PLANNED START DATE _____ EXPECTED COMPLETION DATE _____

For residence, garage and guest house construction, a \$2,000 builder compliance deposit is required to be submitted with the application. In addition, these projects will require a \$50 non-refundable review fee. A separate landscape deposit of \$1,500 is required for applications for construction of a residence. The builder compliance deposit and landscape deposit are refundable upon completion of construction provided there are no builder fines levied during the project and landscaping is installed per the landscape plan submitted in accordance with the guidelines. According to the Deed Restrictions, the Architectural Control Committee has **up to 30 days** after receipt of this application to make a decision, so please submit the request far enough ahead of time. For your own protection, make sure you don't start the improvement until you have received proper approval and a permit issued by the Association. The more detail you provide about your improvement, the easier it will be to understand what you plan to do and make a decision. For new construction, a site plan indicating all planned future structures and proposed area of land clearing is required to be submitted to the ACC and approved prior to clearing or site work and a form survey must also be submitted and approved prior to pouring concrete.

ACKNOWLEDGEMENTS:

OWNER:

I have read and agree to the Riverwalk Deed Restrictions and ACC Building Requirements. My failure to abide by these Requirements could result in penalties or fines. A Landscape Plan is required to be submitted with new home construction applications and a \$1,500 landscape plan deposit is required. Deposit will be refunded less any associated fines upon completion and inspection by the ACC to insure adherence to the Site Plan/Landscaping requirements.

SIGNATURE: _____ DATE: _____

BUILDER:

I have read and agree to the Riverwalk Deed Restrictions and ACC Building Requirements. My failure to abide by these Requirements could result in penalties and fines. A \$2,000 Construction Compliance Deposit from the Builder is due at the time of submission. Deposit will be refunded less any violation fines when construction is completed, upon completion and review of the refund request form within the stated time period (included in the Builder Permit Requirements packet).

SIGNATURE: _____ DATE: _____

-----Please Do Not Write Below Line-----

Account _____ VRef No _____
Date Received _____
Date Sent to ACC _____
Date of ACC Decision _____ Date Returned to Property Owner _____

Review Fee: Check # _____ Landscape Design Deposit: Check # _____
Construction Deposit: Check # _____

COMMENTS CONCERNING REQUEST

| | | | | | | | |
|---------------------------|-------|-------|-------|----------------------|-------|-------|-------|
| Maintenance Fees Current? | _____ | _____ | _____ | Building Setbacks: | _____ | _____ | _____ |
| County Permit? | _____ | _____ | _____ | Square Footage: | _____ | _____ | _____ |
| Site Plan/Survey? | _____ | _____ | _____ | Elevations/Masonry: | _____ | _____ | _____ |
| Landscape Plan? | _____ | _____ | _____ | Paint Color: | _____ | _____ | _____ |
| | | | | Stone/Brick Samples: | _____ | _____ | _____ |
| | | | | Shingle Sample: | _____ | _____ | _____ |

ACC DECISION

- APPROVED without conditions
- APPROVED with conditions noted below
- DISAPPROVED for reasons noted below
- DISAPPROVED because more information is needed as described below

Review Signature and Date:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |