

**THE RETREAT AT GLEN HEATHER HOMEOWNER ASSOCIATION, INC.
ARCHITECTURAL REQUEST APPLICATION**

To protect owners' rights and values, the Declaration of Covenants, Conditions, and Restrictions require that any owner considering erecting, placing, adding to or altering a building or improvement of any character to their lot, submit a request form to the Architectural Control Committee for approval prior to commencing the erection, placement, addition to, or alteration of any such improvements on any lot. Approval is conditioned upon the committee's finding that the submitted proposal is in compliance with the restrictions as to use, quality of workmanship and materials, harmony of external design, and external colors with existing and proposed structures, and location of improvements with respect to topography, finished grade elevation, lot boundary lines, and building lines. Be sure to complete this form in detail. **FILL OUT ONE FORM FOR EACH IMPROVEMENT.**

Owner's Name: _____ Home Phone _____

Address of property: _____ Cell Phone _____

Briefly describe improvement you propose:

Who will do actual work on this improvement?

Location of improvement (check actual area(s) that apply).

_____ Front of house _____ Back of house _____ Side of house _____ Roof of house
_____ Garage _____ Patio _____ Other (please explain)

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

_____ Brick Color _____ _____ Cement
_____ Siding _____ Aluminum _____ Vinyl _____ Clapboard Color _____
_____ Wood Type _____
_____ Fencing Type _____ _____ Electrical _____ Other

1. Include ALL building plans, specifications, site plan, to include a copy of your plat.
2. All improvements shall be drawn to scale on a copy of your plat survey which you received at closing.
3. Include ALL color and material samples.

I understand that the Architectural Control Committee will act on this request as quickly as possible, but in any event no later than thirty (30) days after submission hereof, and contact me in writing regarding their decision. I agree to NOT begin property improvements without written approval from the Architectural Control Committee. Further, I understand that construction MUST be completed within ninety (90) days of approval or any approval given is VOID.

SIGNATURE

Construction START-UP Date

Today's Date

Estimated Completion Date

**Mail Request to The Retreat at Glen Heather Attn: ACC, P.O. Box 291070, San Antonio, TX 78229
or email to: gnmcsbcglobal.net**