Your Association: The Crossvine Master Community, Inc. ARC/ACC Improvement Request

In accordance with the recorded covenants of the Association, and in order to protect each individual owner's rights and values, it is required that any 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 ARC. The Association cannot accept an application until *all requirements* are received. *At that time* the application is considered complete and can be submitted for review, which takes between 2 to 4 weeks. Submit the following documents prior to starting the improvement:

_____1) Completed Request _____2) Detailed project plans _____3) Site plan showing exact location of improvement/ plat map

***FAILURE TO SUBMIT THESE REQUIRED ATTACHMENTS (ITEMS 1, 2, & 3) WILL RESULT IN AUTOMATIC DENIAL OF YOUR REQUEST*. Any owner considering an exterior improvement is urged to review the recorded deed restrictions prior to the initial request.**

_____ _____ _____
Owner's Name Address Email address

Cell: (_____)_____-_____ Home: (_____)_____-_____ Work: (_____) _____-_____

PROPOSED IMPROVEMENT DESCRIPTION: _____
_____
_____

IMPROVEMENT LOCATION (check all areas that apply):

_____ Front of dwelling _____ Back of dwelling _____ Side of dwelling
_____ Roof of dwelling _____ Garage _____ Patio
_____ Other (Describe) _____
_____

IMPROVEMENT MATERIALS (check all applicable items):

_____ Brick-Color _____ _____ Cement
_____ Wood-Color _____ _____ Stucco
_____ Siding-Color _____ _____ Electric
_____ Paint-Color _____ _____ Aluminum
_____ Stain-Color _____ _____ Glass
_____ Roof-Color _____ _____ Other – Explain: _____

CONTRACTOR NAME / ADDRESS / PHONE #: _____
_____
_____

I understand that the ACC will act on this request within 30 days of receipt of all required information and contact me in writing regarding its decision. I agree not to begin property improvement without written approval. I understand that all construction must meet with governmental codes and that ACC approval *does not* constitute approval by, or override required city or county codes.

_____ _____/_____/_____ ____/_____/_____ _____/_____/_____
Homeowner Signature Date Submitted Construction Start Estimated Completion

COMPLETED FORM & ITEMS 1, 2, AND 3 ABOVE MUST BE SENT TO:
Attn: ARC Committee, 6132 NW Loop 410 Suite #510, San Antonio TX 78216. (866) 473-2573 Fax (866) 919-5696
CROSSMC@ciramail.com
All effort will be made to process your application promptly.
Please note that the Association allows up to 30 days for application review.

---------- For Office Use ----------
***Receipt of All requirements*: ____/____/____**
(*If all requirements are not received, application is automatically denied.)*