

Ventana Homeowners Association - ACA

Property Modification Approval Request Form

ACA Use Only
Rq. No.
Phase

As each of us bought our property in an HOA, we agreed by our signatures to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect our property values by keeping the community a highly desirable place to live. ACA (Architectural Control Authority) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The ACA tries to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

1. ABOUT THE RESIDENT(S)

Name(s)	
Address	
E-Mail	
Phone(s)	Best time to call

2. ABOUT THE PROJECT

Proposed start date	Proposed completion date
Describe the nature of the project (attach pages as necessary)	
Location (attach sketch/drawing)	
Dimensions	Distance from fences and easements
Colors	Shape
Materials	
Builder	
Other (specify)	

IMPORTANT: Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc.

3. ABOUT THE REQUIREMENTS

YES	NO	N/A	
☐	☐	☐	I/We have read the appropriate Deed Restrictions
☐	☐	☐	I/We have obtained a City of Fort Worth building permit (attach copy)
☐	☐	☐	This project will require A fence removal (if yes, inform Association Manager)
☐	☐	☐	Completed project will be visible from the street
Check any that apply:			☐ Corner lot
			☐ Iron park fencing
			☐ Project already started/completed

Homeowner's Signature	Date
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Signature constitutes permission for ACA members to inspect property and agreement to abide by ACA's decision.

Mail or email this request, along with all supporting documents, drawings, photographs, etc. to:

Ventana HOA
5537 High Bank Rd
Fort Worth, TX 76126
dedra.salisbury@fsresidential.com

For additional information call or fax:
Dedra Salisbury
General Manager
dedra.salisbury@fsresidential.com
Phone: (469) 515-6149
Fax: (817)-380-7011