



Stillwater Ranch Homeowner's Association

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 considering improvement of their deeded property including, but not limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following information to the Committee **prior to initiating work on the planned improvements: MUST BE LEGIBLE**

****One Form per Request*****

1. Improvement Request Form Completed and Signed by Homeowner (Homeowners must submit, no renters or builders)
2. Material list, detailed building plans, detailed drawings, size of improvement, color swatches and photos.
3. A copy of the official site plan (no hand-drawn or computerized replicas) of your property showing the exact location of the improvement. Please check your closing papers for the land survey (site plan) showing the Lot with easements, setbacks and a footprint of the home.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, and 3 above) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. The Committee has the right to request that an owner remove any improvement installed without prior written approval. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to their initial request.

Owner Name: _____

Property Address: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Who will do the actual work on this improvement? _____

Briefly describe the improvement you propose: _____

Location of Improvement (check actual areas that apply):

Front of dwelling

Back of dwelling

Side of dwelling

Materials to be used for the improvement (check and specify applicable items):

Brick – Color _____
 Wood – Type _____
 Iron – Fence Color _____
 Paint – Color (Sample) _____
 Hardi-Plank – Color _____
 Siding – Aluminum _____
 Roofing Material _____

Cement – Top Finish _____
 Stucco – Color _____
 Flagstone – Color _____
 Stain – Color (Sample) _____
 Siding – Wood – Color _____
 Rock/Stone – Color _____
 other (explain) _____

Please insure that all color samples are submitted along with a list of all building materials and pictures.

Type of Improvement (check or circle which improvement applies to your request): One request per form please

<input type="checkbox"/> Stain Fence	<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> Front/Back Screen/Storm Door
<input type="checkbox"/> Extend Fence	<input type="checkbox"/> Deck	<input type="checkbox"/> Stain/Paint Driveway
<input type="checkbox"/> Paint Exterior	<input type="checkbox"/> Arbor/Trellis	<input type="checkbox"/> Extend Driveway
<input type="checkbox"/> Play Structure/Front Yard Glider Swing	<input type="checkbox"/> Pool – In-Ground	<input type="checkbox"/> Solar Panel Install
<input type="checkbox"/> Front Yard Statuary/Bird Bath/Water Fountain	<input type="checkbox"/> Spa/Hot Tub	<input type="checkbox"/> New Patio/Enlarge Patio
<input type="checkbox"/> Gazebo/Pergola	<input type="checkbox"/> Storage Building/Shed	<input type="checkbox"/> Patio Cover

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I understand that the Committee will act on this request within ninety (90) days of receipt and contact me in writing regarding their decision. I agree not to begin construction/installation without written approval from the Committee. I understand that all construction shall meet City/County code, and that Committee approval does not override City/County codes, but rather, is intended to work in conjunction with them.

_____/_____
Homeowner's Signature Date

_____/_____
Estimated Start Date Estimated Completion Date

SEND COMPLETED FORM TO:

SWR HOA Architectural Department

CCMC Email: btate@ccmcnet.com

7607 Kings Spring | San Antonio, Texas 78254

OFFICE USE ONLY
Date Rec'd: _____
Received By: _____
Forwarded to ACC: _____

Committee Comments/Suggestions: _____

APPROVED

DENIED

_____/_____
Committee Member Signature

Date



STILLWATER RANCH HOMEOWNER'S ASSOCIATION

Architectural Department

7607 Kings Spring • San Antonio, Texas 78254

Office: 210-451-9656

Fax: 210-451-9671

Email: Btate@ccmcnet.com

Release Form for Contractors

I, _____, give Stillwater Ranch Homeowner's Association permission to release information about my submitted request to my contractor, _____.

The request is for a _____ at the following property address

Homeowner Signature

Date