



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 |

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