



## *Alamo Ranch Community Association*

### *Architectural Modification Application Instructions*

**Homeowner acknowledges that he/she has read, understands and agrees with the following provisions:**

1. No work may begin without the prior written approval of the ARC of The Alamo Ranch Community Association, Inc. If work is begun prior to obtaining written approval, Homeowner is responsible for all costs required to correct any non-conforming work and may also be subject to penalties and fines. The submittal of the application does not constitute approval of the proposed plan.
2. All modification details will be included in application to include height, width, length, color, materials, etc. Plat survey must be submitted with application depicting requested modification location.
3. Homeowner has read and understands the applicable provisions of the Declaration of Covenants, Conditions and Restrictions for The Alamo Ranch Community concerning design, modification and construction.
4. Written notification of the ARC's decision will be supplied to Homeowner within sixty (60) days after receipt of all required information from Homeowner.
5. If the application is approved, approval of the application shall not constitute an approval, ratification or endorsement of the quality or architectural or engineering soundness of the proposed improvements and neither the ARC nor the Association shall have any liability for any defects in the plans, specification or improvements.
6. Homeowner is responsible for ensuring that approved work is constructed and/or installed as outlined in the written response from the ARC. Homeowner is responsible for correcting, at Homeowner's own expense, any non-conforming work, including that of all contractors and sub-contractors. Homeowner is responsible for all costs required to correct any failure to complete work as approved and/or failure to correct any non-conforming work, as well as any penalties and fines.
7. All approved work must begin within sixty (60) days after written approval and completed within ninety (90) days after written approval, unless otherwise specified in the written decision of the ARC's. Any approved work not begun within sixty (60) days after written approval will be deemed to be not approved and Homeowner is required to re-submit an application to the ARC.
8. Homeowner agrees to pay any costs incurred by the Association if Homeowner fails to meet the standards, requirements or provisions of the Design Guidelines and the Declaration of Covenants, Conditions and Restrictions for The Alamo Ranch.
9. Homeowner shall be responsible for complying with all local codes and ordinances and obtaining necessary permits and approvals to conduct work, separate and apart from any approvals obtained from the Association's ARC. Homeowner assumes all risk in connection with any construction or modifications on his/her Lot.



## ***Architectural Modification Submittal Procedures***

**TYPE I SUBMITTALS** – These items require prior review and approval by the Design Review Committee or its representative. No fee will be charged for the review of these minor items, unless unusual circumstances require further review by a professional consultant. Please refer to the Design Guidelines for a complete list of these items.

**TYPE II SUBMITTALS** – These items include major improvements to the Dwelling or Lot and most likely require professional construction/installation and building permits from the County. Please refer to the Design Guidelines for a complete list of these items. Homeowner is responsible for obtaining any and all necessary permits from the county required to complete the proposed project.

### **FOLLOWING ARE THE STEPS FOR COMPLETING SUBMITTALS FOR REVIEW:**

#### **Step 1: Complete a Modification Application form (attached), including the following:**

- Lot Owner's name
- Site address
- Owner's mailing address
- Day time contact information

#### **Step 2: Include a site plan/drawing indicating the following:**

- Final Plat Survey
- Engineering Plans & Specifications
- Landscaping, Fencing, and General Development Plans

#### **Step 3: Describe the item(s) being submitted for review as completely as possible, including:**

- Size, height, and color
- Type of material(s)
- Method of installation (i.e. in-ground, on concrete or tile, etc.)
- Location of all landscaping and improvements
- Include any catalog sheets, specifications sheets or photos that clearly show the above items.

#### **Step 4: Completed Neighbor Awareness Form for fence installation, modification or repair**



## ***Alamo Ranch Community Association***

### ***Architectural Modification Application***

In accordance with the recorded covenants, conditions and restrictions (CC&Rs) 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):**

<input type="checkbox"/> Brick – Color _____	<input type="checkbox"/> Cement – Top Finish _____
<input type="checkbox"/> Wood – Type _____	<input type="checkbox"/> Iron – Fence Color _____
<input type="checkbox"/> Flagstone – Color _____	<input type="checkbox"/> Paint – Color (Sample) _____
<input type="checkbox"/> Stain – Color (Sample) _____	<input type="checkbox"/> Siding – Wood – Color _____
<input type="checkbox"/> Rock/Stone – Color _____	<input type="checkbox"/> Roofing Material _____
<input type="checkbox"/> Other (Explain) _____	

**Please ensure 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 – Neighbor Form Required  | <input type="checkbox"/> Sprinkler System/Irrigation | <input type="checkbox"/> Front/Back Screen/Storm Door  |
| <input type="checkbox"/> Extend Fence – Neighbor Form Required | <input type="checkbox"/> Deck/Outdoor Kitchen        | <input type="checkbox"/> Stain Patio or Sidewalk       |
| <input type="checkbox"/> Paint Exterior of Dwelling            | <input type="checkbox"/> Arbor/Trellis               | <input type="checkbox"/> Extend Driveway               |
| <input type="checkbox"/> Satellite Dish Installation           | <input type="checkbox"/> Pool – In-Ground            | <input type="checkbox"/> Solar Panel Installation      |
| <input type="checkbox"/> Patio Cover/Enclosure                 | <input type="checkbox"/> Spa/Hot Tub/Water Feature   | <input type="checkbox"/> New Patio/Enlarge Patio       |
| <input type="checkbox"/> Gazebo/Pergola                        | <input type="checkbox"/> Storage Building/Shed       | <input type="checkbox"/> Landscaping Changes/Additions |
| <input type="checkbox"/> Concrete Work/Paving Stones           | <input type="checkbox"/> Other (Explain): _____      |  |



### Improvement Request Form Acknowledgment

I understand that the Architectural Review Committee will act on this request within sixty (60) 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 the Alamo Ranch Design Review Guidelines and CC&Rs as well as 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 Completion Date

SEND COMPLETED FORM BY MAIL TO:                      OR                      SUBMIT COMPLETED FORM IN PERSON TO THE ASSOCIATION OFFICE:  
ARCA Architectural Committee                      Alamo Ranch Clubhouse  
Attn: Michelle Barnes                      Attn: Michelle Barnes  
12160 Volunteer Pkwy                      12160 Volunteer Pkwy  
San Antonio, TX 78253                      San Antonio, TX 78253

Modification Applications may be dropped off at the Alamo Ranch Clubhouse drop box located to the side of the front door as well.  
**Modification Applications may be submitted by email to [mbarnes@ccmcnet.com](mailto:mbarnes@ccmcnet.com).**

12160 Volunteer Pkwy | San Antonio, Texas 78253

Committee Comments/Suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ APPROVED                      ☐ DENIED                      \_\_\_\_\_  
Committee Member Signature                      Date