

**IMPROVEMENT REQUEST FORM - POLO CLUB**

**Rev 10-2-18**

**DATE:** \_\_\_\_\_

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner’s rights and values, it is required that any owner who is considering improvements 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 Architectural Control Committee prior to initiating work on the planned improvements.

- (1) A completed Improvement Request Form
- (2) Complete and detailed building plans, material listing and specifications
- (3) A property site/plot plan showing the location of the proposed improvement

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1,2&3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from their property. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to initial request.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Briefly describe the improvement which you propose: SUBMIT DRAWINGS SHOWING THE LOCATION AND EXTEROIR PLANS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will do the actual work on this improvement?

Homeowner \_\_\_\_\_ Contractor name & phone# \_\_\_\_\_

Location of improvement (check actual areas that apply)

Front of dwelling  Back of dwelling  Side of dwelling  Roof of dwelling  Garage

Patio  Other (describe) \_\_\_\_\_

Material to be used for the improvement (check applicable items): SUBMIT PHOTOS OF MATERIALS & COLORS

Brick – Color \_\_\_\_\_

Cement  Stucco

Wood – Color \_\_\_\_\_

Electric

Siding Wood \_\_\_\_\_  Aluminum

Glass

Paint - Color \_\_\_\_\_

Stain  Color

Other (explain) \_\_\_\_\_

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ACC Committee. I understand that all construction will meet the City codes and that the ACC Committee approvals do not override the City codes but rather, are intended to work with them.

Homeowners Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Construction Start Date \_\_\_\_\_

Estimated time of completion \_\_\_\_\_

Return this form to the address below:

**ASSOCIA HILL COUNTRY | 2300 Greenhill Dr, Building 10-Suite 1010 | Roundrock, TEXAS | 78664  
(O) 512-328-6100 / Manager: Gabrielle Hanson 512-347-3018 E: gabrielle.hanson@associa.us**