

575 - Roseheart Homeowners Association

210-829-7202 Office * 210-829-5207 Fax * 866-232-4386 Toll Free

AMS Website - www.ams-sa.com - E-Mail acc@ams-sa.com

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:**

*****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, & 3) 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: _____ City _____ State _____ Zip _____

Mailing Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-Mail address: _____ 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) _____

All color samples
must be
submitted and a
list of all building
materials/or
pictures.

Type of Improvement (check or circle which improvement applies to your request): **Please remember one request per form**

Deck

Spa/Hot Tub

Fencing/ Extend Fence

Paint Exterior

Porch Railing

Front Yard Statuary/Bird Bath/Water Fountain

Permanent Gazebo

Temporary Gazebo

Wall Art/Outside Decor

Extend Driveway

Sprinkler System

Patio

Replace Roof

Pool - In-Ground

Landscaping

Gutters

Room Addition

Storage Building

Front Door/ Back Door

Front/Back Screen/Storm Door

Walkway/ Pavers

Exterior/Landscape Lighting

Enlarge Patio

Solar Screens/Window Treatments

Patio Cover

Other: _____

I understand that the Committee will act on this request within (30) thirty 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.

_____/_____
Homeowners Signature Date Estimated Start Date Estimated Completion Date

RETURN COMPLETED FORM TO:
Architectural Department
1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209

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OFFICE USE ONLY
Date: _____
Received By: _____
Forwarded To Committee: _____

COMMITTEE USE ONLY:

Committee comments/suggestions: _____

Committee Member Date

Approved **Denied**

Committee Member Date

Approved **Denied**

Committee Member Date

Approved **Denied**

Association Management Services
Architectural Department
1600 N E Loop 410, Suite 202
San Antonio, Texas 78209
210-829-7202 Office * 210-829-5207 Fax
AMS Website - www.ams-sa.com – E-Mail acc@ams-sa.com

Release Form for Contractors

I _____ give Association Management Services permission to release information about my submitted request to my contractor _____.
The request is for a _____ at the following property address _____.

Homeowner Signature

Date