

# LANTANA RIDGE PROPERTY OWNERS ASSOCIATION

## Improvement Request Form

In accordance with the recorded Covenants, Conditions and Restrictions of the Association, it is required that any lot owner must submit the following to the Architectural Review Committee prior to initiating work on the planned improvements:

1. **Completed Improvement Request Form, including appropriate attachment A, B or C**
2. **Complete and detailed building plans and specifications**
3. **A site plan showing the location of the proposed improvement in relation to two lot lines on the property.**

If any change is made without prior approval, the Association has the authority to require the owner to remove the improvement from his/her property. Any owner considering any improvement to his/her property is urged to review the recorded deed restrictions prior to submitting a request.

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

Property Address: \_\_\_\_\_ Unit Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different than property address)

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

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

The following documents / information **must be included:**

- o Completed Improvement Request Form
- o Completed Attachment (A, B, or C – see below)
- o Complete and detailed building plans and specifications
- o Copy of survey site plan ( should have been provided with closing papers)
- o Location of improvement in relation to two lot lines drawn on site plan with distances to the two lot lines

A. Request for approval of a Shed – include a completed copy of Attachment A

B. Request for approval of a Fence – include a completed copy of Attachment B

C. Request for approval of any Other improvement – include a completed copy of Attachment C

Attachment included: \_\_\_\_\_

I understand that the Architectural Review Committee will act on this request within twenty one (21) days of receipt and contact me in writing regarding their decision. I agree not to begin construction of improvements without written approval from the Architectural Review Committee.

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

\_\_\_\_\_  
Home Owner Signature/Date

RETURN COMPLETED FORM TO:	
<b>FAX TO:</b> (512) 288-2389 – photos do not transmit well	<b>MAIL TO:</b> Lantana Ridge Property Owners Association Architectural Review Committee
<b>EMAIL TO: (best way to submit)</b> <a href="mailto:info@camanagers.com">info@camanagers.com</a>	P.O. Box 92649 Austin, TX 78709

**LANTANA RIDGE PROPERTY OWNERS ASSOCIATION**

Improvement Request Form

**For ARC Use Only:**

Recommendations:

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Approved:

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Disapproved for the following reasons:

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ACC CONTACT PERSON: \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
ARC Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
ARC Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
ARC Member

\_\_\_\_\_  
Date

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Forwarded To ARC: \_\_\_\_\_

Approved By ARC: \_\_\_\_\_

Date Completed: \_\_\_\_\_

## Attachment A: Shed or Storage Building

If your improvement concerns a **shed or storage building**, we need to have the following information:

Type of material to be used in wall construction \_\_\_\_\_

Size of shed, including height \_\_\_\_\_

Type of foundation material \_\_\_\_\_

Type of skirting material \_\_\_\_\_

Roof color and material \_\_\_\_\_

Color of shed exterior walls \_\_\_\_\_

Site plan to show where shed will be located \_\_\_\_\_

Purpose of shed \_\_\_\_\_

Who will do the actual work on this improvement? \_\_\_\_\_

Location of improvement (check actual areas that apply)

\_\_\_\_\_ Front of dwelling

\_\_\_\_\_ Back of dwelling

\_\_\_\_\_ Side of dwelling

\_\_\_\_\_ Roof of dwelling

\_\_\_\_\_ Garage

\_\_\_\_\_ Patio

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

## Attachment B: Fence

If your improvement concerns a **Fence**, we need to have the following information:

- Type of material to be used \_\_\_\_\_
- Will T-posts be used? Show where on the site map
- Fence Height \_\_\_\_\_
- Fence Color \_\_\_\_\_
- Please include site plan depicting location of fence and all gates (check if attached)\_\_\_\_\_

Who will do the actual work on this improvement? \_\_\_\_\_

Location of improvement (check actual areas that apply)

\_\_\_\_\_ Front of dwelling

\_\_\_\_\_ Back of dwelling

\_\_\_\_\_ Side of dwelling

\_\_\_\_\_ Roof of dwelling

\_\_\_\_\_ Garage

\_\_\_\_\_ Patio

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

## Attachment C: Other Improvement

C. Please give a detailed description of **OTHER** proposed improvement, along with materials to be used and color samples where applicable:

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Who will do the actual work on this improvement? \_\_\_\_\_

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Location of improvement (check actual areas that apply)

<input type="checkbox"/> Front of dwelling	<input type="checkbox"/> Back of dwelling	<input type="checkbox"/> Side of dwelling
<input type="checkbox"/> Roof of dwelling	<input type="checkbox"/> Garage	<input type="checkbox"/> Patio
<input type="checkbox"/> Other (describe) _____		