



**IMPROVEMENT REQUEST FORM**  
**Asset Property Management, Inc., Managing Agent**  
**8318 Jones Maltsberger, Suite 121, San Antonio, Tx 78216**  
**Tel.: (210) 342-1181 Fax: (210) 349-4477 (Rev. 5/27/08)**

Date Received by ACC Chairperson: \_\_\_\_\_

In accordance with the recorded deed restrictions of the association, a lot owner considering any exterior improvement/modification of their deeded property must submit all of the items indicated below to the association (c/o APMI) for approval **prior to initiating work** on the planned improvements. Unapproved exterior modifications violate the deed restrictions, and the association can require that you modify/remove the improvement at your sole expense. Owners' requests are processed as expeditiously as possible, in the order received, and owners are notified in writing of the ACC's decision within the time frame allowed in the deed restrictions (usually up to 30 days).

**INSTRUCTIONS: Complete and return this form along with a copy of home/lot's recorded survey plat map (onto which you must indicate to scale the exact location of the proposed improvement) and detailed building plans/specifications. Use additional paper for details if necessary.**

**INCOMPLETE REQUESTS WILL NOT BE PROCESSED. ☺ PRINT LEGIBLY ☺ ONE FORM PER IMPROVEMENT**

Community Association:	ENCINO MESA HOA				
Owner Name:					
Property Address:		City/State	Zip		
Mailing Address:		City/State	Zip		
Contact #	Ask for:	Email:			
<b>1. REQUIRED Attachments</b>	<input type="checkbox"/> Recorded Survey Plat <u>indicating exact location, to scale, of proposed improvement</u> <input type="checkbox"/> Detailed Building Plans/Specs, Material Listing, Brochure/Picture, and Paint/Stain Samples as applicable				
<b>2. Indicate Improvement</b>	<input type="checkbox"/> Shed/Outbuilding <input type="checkbox"/> Landscaping <input type="checkbox"/> Deck <input type="checkbox"/> Play Structure <input type="checkbox"/> Room Addition <input type="checkbox"/> Fencing <input type="checkbox"/> Patio <input type="checkbox"/> Patio Cover <input type="checkbox"/> Pool - Above Ground <input type="checkbox"/> Pool - In Ground <input type="checkbox"/> Spa/Hot Tub ( <input type="checkbox"/> Covered <input type="checkbox"/> Not Covered) <input type="checkbox"/> Other: _____				
<b>Additional Notes/Comments</b>					
<b>3. Indicate Location</b>	<input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Side <input type="checkbox"/> Roof <input type="checkbox"/> Garage <input type="checkbox"/> Patio				
<b>4. Provide dimensions</b>	Length	Width	Height	Depth	Circumference
<b>5. Colors</b>	General item color(s) description: _____ <input type="checkbox"/> Paint – Attach samples: (Main Color: _____ Trim Color: _____) <input type="checkbox"/> Stain – Attach sample: Color: _____				
<b>6. Indicate Materials</b>	<b>SPECIAL REMINDER regarding sheds/outbuildings: The use restrictions may require that materials like siding and shingles match those of the main dwelling in color and composition. Refer to your governing documents. (Attach a material listing if more space needed.)</b> <input type="checkbox"/> Wood - Type: _____ <input type="checkbox"/> Siding - Type: _____ <input type="checkbox"/> Shingles - Color: _____ Composition: _____ <input type="checkbox"/> Brick (Color _____) <input type="checkbox"/> Stucco (Color _____) <input type="checkbox"/> Cement <input type="checkbox"/> Other - Describe: _____				
<b>7. Who will do the work</b>					

OWNER'S ACKNOWLEDGEMENT: I acknowledge that neither Management nor the ACC is responsible for any delay in processing my request due to incomplete information submitted by me; that I/we, as the property owner(s) of record am/are solely responsible for compliance with the association's governing documents and applicable building codes and ordinances irrespective of the ACC's approval of the submitted documents, and that it is my/our responsibility to obtain all necessary City permits.

Required: Owner's Signature & Acknowledgement      Desired Start Date      # of Days to Complete Project if Approved