

REDLAND OAKS HOMEOWNERS ASSOCIATION, INC.
(ROHOA)

HOME IMPROVEMENT REQUEST

DATE OF REQUEST: _____

DATE RECEIVED ROHA ACC: _____ MEMBER RECEIVING REQUEST: _____

START DATE OF IMPROVEMENTS: _____

ESTIMATED DATE OF COMPLETION: _____

HOMEOWNER'S NAME: _____ HOME PHONE # _____

ADDRESS: _____ WORK PHONE # _____

THIS FORM MUST BE PRESENTED TO THE ARCHITECTURAL CONTROL COMMITTEE (ACC)
LISTED BELOW ARE THE ACC COMMITTEE MEMBERS

ACC CHAIRMAN
QUINN BRITT
16515 OLD STABLE ROAD
494 – 0084

ACC MEMBER
SUSAN DEL TORO
3403 PINTO PONY LANE
378 – 4032

ACC MEMBER
TONY ALVIAR
16607 OLD STABLE ROAD
490 – 3570

RETURN FORM TO: Redland Oaks Homeowners Association
ACC Committee
7613 Tezel Road
San Antonio, TX 78250

A. PURPOSE: To protect the ROHA Homeowner's Rights and to enforce being in compliance with ROHA Covenants, Conditions, and Restrictions when a ROHA Homeowner or group of homeowners consider improvements to their properties.

1. All ROHA homeowners are required to submit a completed copy of this request prior to initiating work. A written description and a sketch / plan of the proposed improvements is required.
2. The ACC Committee must be given a Minimum of (30) Days for Review, Determining Compliance, and Approval / Disapproval of the homeowner's request. Improvements will not start until written approval from the ACC Committee has been received by the homeowner.
3. The Committee shall be the sole authority for determining whether proposed structures (or modifications / additions thereto):
 - Comply with ROHA Covenants, Conditions and Restrictions.
 - Are in harmony of external design with existing structures within the Properties.
 - Are in keeping with the overall plan for the development of the Properties.
4. On all matters before the Committee, majority vote shall constitute approval. Said approvals shall be in writing (or stamped and initialed plans).

5. If any improvements to the requestor's property impact on the rights of adjacent homeowners notification and written Approval / Disapproval is required from those adjoining property owners when submitting this improvement request for consideration.
6. Changes made to homeowner properties without prior ACC Committee approval may require actions to be taken by ACC Committee and / or the ROHA Board of Directors. If violations are not corrected the ROHA Board of Directors may request legal actions be taken against the homeowner violating the ROHA Covenants, Conditions, and Restrictions.
7. Any improvement which impacts on adjacent homeowners and their property require Notification prior to the approval of this request.
 - Approval / Disapproval by the adjacent property owners must be obtained using this request along with plans / sketches for their review of the proposed improvements.
 - Their written Approval / Disapproval of the proposed improvement will be indicated (Item G) of this form.
 - Their Approval / Disapproval on this form does not constitute Approval / Disapproval by the ACC Committee.

**THIS FORM MUST BE COMPLETED AND APPROVED IN WRITING
PRIOR TO WORK STARTING ON HOME IMPROVEMENTS.**

HOMEOWNER'S HOME IMPROVEMENT PROPOSAL

A. BRIEFLY DESCRIBE THE PROPOSED IMPROVEMENT ON A SEPARATE PAGE AND ATTACH TO THIS REQUEST.

B. WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?

C. LOCATION OF PROPOSED IMPROVEMENTS (CHECK ACTUAL AREA THAT APPLIES)

- () FRONT OF HOUSE () BACK OF HOUSE () SIDE OF HOUSE () ROOF OF HOUSE
 () GARAGE () PATIO () OTHER (DESCRIBE)

D. PROVIDE A COMPLETE DESCRIPTION OF MATERIALS TO BE USED FOR THE PROPOSED IMPROVEMENTS (CHECK APPLICABLE ITEMS) AND PROVIDE SKETCH, PLANS AND OR PHOTOS AS AN ATTACHMENT TO THIS REQUEST.

- () BRICK COLOR _____ () CEMENT () STUCCO () SIDING COLOR _____
 () WOOD COLOR _____ () NATURAL () ELECTRICAL () ALUMINUM _____
 () STAIN COLOR _____ () FENCING (TYPE) _____

E. YOU AS THE HOMEOWNER SUBMITTING THIS REQUEST UNDERSTAND THE FOLLOWING:

1. THE ARCHITECTURAL CONTROL COMMITTEE HAS 30 DAYS TO ACT ON THIS REQUEST.
2. THE ACC OR ROHA BOARD OF DIRECTORS WILL INFORM ME IN WRITING REGARDING IT'S DECISION.
3. I AGREE NOT TO BEGIN IMPROVEMENTS UNTIL WRITTEN APPROVAL IS RECEIVED FROM THE ACC OR ROHA BOARD OF DIRECTORS.
4. I MUST MEET AND / OR OBTAIN CITY AND/OR COUNTY CONSTRUCTION PERMITS PRIOR TO BEGINNING OF IMPROVEMENTS.

HOMEOWNER'S ACKNOWLEDGEMENT AND RESPONSIBILITIES

I ACKNOWLEDGE MY RESPONSIBILITIES TO MEET ROHA COVENANTS, CONDITIONS AND RESTRICTIONS FOR THIS HOME IMPROVEMENT.

REQUESTOR'S SIGNATURE: _____ DATE: _____

ADDRESS: _____

NOTIFICATION TO ADJACENT PROPERTY OWNERS

I HAVE NOTIFIED ALL PROPERTY OWNERS AFFECTED BY THIS HOME IMPROVEMENT AND HAVE OBTAINED THEIR APPROVAL / DISAPPROVAL BY THEIR SIGNATURES INDICATED BELOW:

ADDRESS: _____ () APPROVE () DISAPPROVE SIGNATURE/DATE: _____

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ADDRESS: _____ () APPROVE () DISAPPROVE SIGNATURE/DATE: _____

ADDRESS: _____ () APPROVE () DISAPPROVE SIGNATURE/DATE: _____

H. THE ACC COMMITTEE RECOMMENDATION FOR IMPROVEMENT WAS DETERMINED ON:
DATE: _____ AND IS INDICATED BELOW:

() APPROVED () DISAPPROVED

CHAIRPERSON () APPROVE () DISAPPROVE SIGNATURE/DATE: _____

MEMBER () APPROVE () DISAPPROVE SIGNATURE/DATE: _____

MEMBER () APPROVE () DISAPPROVE SIGNATURE/DATE: _____