



Along with submittal of Application, please mail review fees and deposits (if applicable) as follows:

Owner shall email *fully* completed and signed Application
(Note: Contractors may not submit on Owner’s behalf)
to: ACCReviewer@thelookoutgroup.com

REVIEW/INSPECTION FEE: \$100/each
modification requested*

***EACH modification requires a separate application and fee**

Please make check in appropriate amount payable to:

The Lookout Group, Inc.
601 Esperanza Blvd.
Boerne, TX 78006

DEPOSITS: \$750/per submission

Please make check in appropriate amount payable to:

Esperanza Community Association
601 Esperanza Blvd.
Boerne, TX 78006

****IMPORTANT NOTE:** Reviewer has thirty (30) days to respond to application but every effort will be made to respond within 14 days of receipt. No response is deemed a denial but Owners may expect written approval or denial.

Please mark “memo” section of your check with property address and type of modification for both review and deposit checks.

Please provide any other information that will help the Committee in their review.

CITY APPROVALS. Many changes require city and or county review and permits. It is the homeowner’s responsibility to obtain all approvals and permits. Proper authorities should be contacted prior to beginning any work.



ACC MODIFICATION APPLICATION – Page 2

Name Of Community: **ESPERANZA** Owner Name: _____

Owner's Signature: _____ Date: _____

Property Address: _____ City: _____ State: _____

Mailing Address: _____ City: _____ State: _____

Phone: _____ Email (Required): _____

Briefly describe the improvement you propose: _____

Type of Improvement (check or circle which improvement applies to your request):

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Permanent Basketball Goal (Clear backboard/)
<input type="checkbox"/> Temporary Basketball Goal (Clear Backboard/Indicate stored location)
<input type="checkbox"/> Stain Fence (Sample Required)
<input type="checkbox"/> Fencing (Gate Locations/Double Top Rail Req'd/Front Corner)
<input type="checkbox"/> Paint Exterior (Sample Required)
<input type="checkbox"/> Porch Railing
<input type="checkbox"/> Play Structure (Photo, Dimensions, Location on Site Plan
Note: 5' from side property line and 20' min. from rear setback)
<input type="checkbox"/> Front Yard Statuary/Bird Bath/Water Fountain
<input type="checkbox"/> Permanent Gazebo
<input type="checkbox"/> Temporary Gazebo
<input type="checkbox"/> Stain/Paint Driveway (Sample Required)
<input type="checkbox"/> Exterior/Landscape Lighting – indicate wattage and bulb type
<input type="checkbox"/> Solar Panels – roof diagram/location/specs/color
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Pool – show location of equipment/screening on site plan/fence/gates
<input type="checkbox"/> Arbor/Trellis
<input type="checkbox"/> Spa/Hot Tub
<input type="checkbox"/> Gutters (Location & Color)
<input type="checkbox"/> Room Addition (Elevation Drawings)
<input type="checkbox"/> Storage Building (Dimensions, Materials, Colors, Specs)
<input type="checkbox"/> Landscaping (Include type of sod, irrigation & plant names)
<input type="checkbox"/> Patio/Patio Cover/Extend Patio
<input type="checkbox"/> Replace Door
<input type="checkbox"/> Screen/Storm Door
<input type="checkbox"/> Walkway/ Sidewalk
<input type="checkbox"/> Extend Driveway
<input type="checkbox"/> Window Treatments
<input type="checkbox"/> Deck |
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Plan Submittal Requirements	
Please thoroughly review your applications to ensure that all required information is included. Incomplete applications will not be reviewed.	
Site plan (Survey): issued in closing papers showing the building setback lines and easements	Must show exact location of the improvement on the site plan
Materials: List all materials used in the project (ex: type of wood, brick, cement, iron, flagstone, stucco, etc.)	List materials here:
Color Samples: Provide brand/name and color samples for the paint color or stain colors to be used Check website for Associations that have pre-approved stain color lists Roofing – provide samples of material, color/brand/length of warranty (year)	List colors here & provide samples with request:
Photos/Elevation Drawings/Brochures: Elevation drawings needed for building plans and home additions	Include a photo, drawing or brochure showing what the improvement will look like
Dimensions: Needed for all improvements such as outbuildings, play structures, decks, arbors, patio/patio covers, pools, etc. For fence extensions – indicate how many feet from the front corner of the home the new fence line will be and location of fence	Length _____ Width _____ Height _____



ARCHITECTURAL REVIEW PROCESS AND PROCEDURES

ACKNOWLEDGEMENTS:

_____ I acknowledge that I have read and agree to abide with all Restrictions related to my property with regard to the modification/addition as proposed

_____ I acknowledge that any adverse effects to drainage are my responsibility. The Architectural Committee is not responsible for reviewing drainage issues. Large scope projects are susceptible to drainage blocks, and/or diversion, which can impact my property and possibly those of adjacent property owners. I also acknowledge these precautions and agree not to allow my project to create storm water exit changes, which could result in negative conditions. Any negative impact will be my responsibility to correct.

_____ I acknowledge if my projects inadvertently causes drainage concerns, I will correct those problems at my own cost.

_____ I acknowledge if any utility or irrigation lines are damaged due to the improvement I/we make, all the repair cost will be my/our responsibility.

_____ I understand that a deposit and review fee may be applicable BEFORE my application is reviewed

_____ I understand that any contractors that I employ are not permitted to place signs on my property advertising the business (Exam: pool is built by...)

_____ I understand that greenbelt access or adjacent lot access is not granted for construction (ingress, egress or storage included)

_____ I hereby agree not to begin any improvements or changes until the Architectural Committee or Reviewer notifies me of their approval

_____ I understand that I must call to schedule an inspection no more than 7 days after the completion date of my project (I am responsible for calling this in, not my contractor)

_____ I understand that if I do not call in an inspection, I may be subject to forfeiture of my deposit or fines being levied against my HOA account.

_____ **I understand there is an \$100 application and review fee for all architectural modifications. I understand there is a \$750 deposit to be paid with submittal and is refundable.**

SPECIAL NOTE-CITY APPROVALS. Many changes require city and or county review and permits. It is the homeowner’s responsibility to obtain all authority’s approvals and permits. Proper authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. City or County approval does not preclude the need for architectural approval and vice versa.

I hereby acknowledge that I have read the Architectural Process and Procedures and understand the information that has been provided to me regarding the process.

Signature of Property Owner Submitting

Print Name

Date



ACC MODIFICATION APPLICATION – Page 4

FOR OFFICE USE ONLY

Application is: Not Approved

Address: _____
Improvement: _____

Approved Date: _____

Comments: GENERAL: APPLICANT MUST COMPLY WITH ALL APPLICABLE COVENANTS AND GOVERNMENTAL REGULATIONS

ACC Reviewer
Resident Representative