



Indian Hills Estates Property Owners Association
PO Box 743, Spring Branch, TX 78070
IndianHillsPOASpringBranch@gmail.com

BOARD OF DIRECTORS

President: Laura McKee
Vice President: Cordie Morgan
Treasurer: Lesha Betts
Secretary: Beverly Maloy
Melba Balantac
Mike Kleiss

ARCHITECTURAL CONTROL COMMITTEE

210.287.2527
IHESpringBranchACC@gmail.com
Vicky Rainwater
Raymond Gonzales
Henry Windham

Form #1 Notice of Property Improvement (All Structures)

1. **Describe** the structure (improvement) in the space below. If more space is needed, please attach another page.

2. Name of Property Owner of Record _____

Current Address _____

Telephone Number _____

E-mail Address _____

3. Name of Person Making the Request _____

Current Address _____

Telephone Number _____

E-mail Address _____

4. Lot Number(s) of the Property _____

5. Physical Address of the Property _____

6. Proposed Construction Date/Delivery Date/Completion Date _____

7. Square footage of improvement/structure, if applicable _____

8. **Describe** the materials planned for the construction in the space below. If more space is needed, please attach another page.

Owner's Name _____ Lot # _____ Date _____



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9. **Attach** photos, pictures, or drawings showing the external design of any improvement/structure – showing all exterior sides, including slope of roof, if applicable.
10. **Attach** a copy of the Comal County Application and the Comal County Permit for the Septic System (prior to the start of construction/installation of a residence and/or septic system).
11. In the space below, **draw** the lot and:
 - a. **Label** the dimensions of the lot.
 - b. **Draw** the structure on the lot in the approximate position where you will place the structure.
 - c. **Label** the dimensions of any structure
 - d. **Label** the distances that any structure will be from all property lines (to the nearest 10 feet).
 - e. **Mark and label** the location of the septic system, water lines, electrical lines, and any gas tank and lines.
 - f. **Write** the septic system permit number here. _____.

Owner's Name _____ Lot # _____ Date _____



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Please **contact the IHEPOA Architectural Committee** to make an **appointment(s)** for committee members to visit the lot and meet with you regarding your plans **and** to see any existing structures that will be placed on your lot.

Date of Committee Visit(s) _____.

ACC Members Present at Visit(s):

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

ACC Observations

ACC Recommendation to the Board of Directors

Signature Date

Signature Date

Signature Date

The IHEPOA Board of Directors will deliver written information to the property owner regarding approval of the property improvement(s).

Owner's Name _____ Lot # _____ Date _____