



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

BOARD OF DIRECTORS

President: Laura McKee
Vice President: Cordie Morgan
Treasurer: Leshia Betts
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Nicole Coughlin
Mike Kleiss
Charles Styers

ARCHITECTURAL CONTROL COMMITTEE

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

Information Requested for a Property Improvement Plan

The following information is requested by the IHEPOA – ACC in order to review any property owner's request to make an improvement to a lot within the Indian Hills Estates subdivision. The property owner will submit the information by completing the appropriate forms that can be found at the IHEPOA website or from any Board member or ACC member. The property owner may be asked for more information after an initial review of the submitted material.

All Property Improvement Plans must submit Form #1.
Plans for moving in a manufactured home will need to submit Forms #1 and #2.
Plans for moving in off-site built modular components will need to submit Forms #1 and #3.
Plans for moving in an existing structure, not a residence, will need to submit Forms #1 and #4.

The Property Improvement Plan may be mailed to the **IHEPOA**, emailed to the **ACC**, or hand-delivered to the **IHEPOA Secretary** or a **member of the ACC**.

Ten (10) business days following receipt of the Property Improvement Plan will usually be needed for the Architectural Control Committee and the IHE Board of Directors to review the plan and to provide a written response of approval, disapproval, or a request for more information to the property owner. If the committee does not receive all requested information within fourteen (14) days of the posted date, the previously submitted plan will be considered inactive/cancelled. Then a new plan will need to be submitted to the committee.

NOTE: Property Improvement Plans submitted to IHEPOA – ACC are reviewed for compliance with your deed restrictions. Approval of submitted plans does not imply compliance with local, state, or federal standards or codes. Compliance with building and safety standards is the responsibility of the property owner and homeowner.

FORM #1

All structures (including, but not limited to, houses, storage buildings, porches, decks, fences, room additions, garages, carports, sheds, septic systems, concrete slabs, swimming pools, modular components, manufactured homes)

1. Description of the improvements
2. Contact information for the property owner of record
3. Lot number(s) of the property
4. Physical address of the property
5. Proposed construction date/delivery date/completion date
6. Square footage of improvement/structure, if applicable
7. Materials planned in the construction
8. External design of any improvement/structure – photos or drawings showing all sides, including slope of roof, if applicable
9. Copy of the Comal County Application and the Comal County Permit for Septic System (prior to the start of construction/installation of a residence and/or septic system)
10. Copy of the plat of property upon which the following are drawn and/or written: dimensions of the lot and the structure, location of the structure on the lot, distances that the structure will be from all property lines, location of the utility lines and septic system, septic system permit number.



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FORM #2

Additional Information Needed for Manufactured Homes

1. Year home was manufactured
2. Manufacturer
3. Description of the underpinning – permanent foundation, anchoring method. (Is it FHA approved?)
4. Type of skirting material – include the date that the skirting should be completed
5. Copy of the Statement of Ownership and Location (SOL)
6. Copy of the Bill of Sale
7. Legible photo of the Certification Label (HUD metal tag) or Texas Seal
8. Legible photo of the Data Plate (HUD required paper information sticker placed inside the manufactured home)
9. Photos of the manufactured home (showing all exterior sides and, if this a used manufactured home, the interior rooms)
10. Copy of the Certificate of Installation (after the home is installed)

FORM #3

Additional Information Needed for Off-Site Built Modular Components

1. Year modular components were manufactured
2. Manufacturer
3. Description of the foundation
4. Copy of the Title of Ownership
5. Copy of the Bill of Sale
6. Legible photo of the Certification Decal (label) for each modular section
7. Contact information for foundation engineer and 3rd party inspector
8. Photos of the modular components (showing all exterior sides and, if these are used modular components, the interior rooms)

NOTE: Before modular components are joined together at a site and installed on a permanent foundation system, the removal of the towing hitch, axles, brakes, wheels, and other parts that operate only during transportation and are there to facilitate transportation of the house from each component is mandatory for a modular home to be erected in any block of the subdivision.

FORM #4

Additional Information Needed for Structures, Not a Residence, Moved to Property Within the Subdivision

1. Year structure was manufactured/Projected Construction Date
2. Manufacturer, if applicable
3. Description of the foundation or underpinning/anchoring – permanent foundation, anchoring method
4. Copy of the Title, if applicable
5. Copy of the Bill of Sale, if applicable
6. Photos of the structure (showing all exterior sides and, if this is a used structure, the interior rooms) or detailed drawing of a new structure to be built off-site, including slope of roof
7. Renovation plans, if applicable
8. Materials planned in the construction