



**C.I.A. Services**  
 SYSTEMS | STRUCTURE | STEWARDS

**San Antonio Region**  
 465 Bear Springs Road  
 P.O. Box 63178  
 Pipe Creek, Texas 78063  
 Phone: 210-490-0000  
[CustomerCare@ciaservices.com](mailto:CustomerCare@ciaservices.com)  
[www.ciaservices.com](http://www.ciaservices.com)

**Home Improvement Request**  
**Creekside at Camp Verde POA**

All exterior modifications to your property must be approved in advance by the Architectural Committee. The committee will review your request to make sure that the improvement will be done in a professional, sound manner and will fit in with the aesthetics of the community. Please provide as much detail as possible so that the committee can properly understand your request. Without a complete description of your request, the form will have to be returned for more information. After you've filled out this form, please return it to the address shown above. Please submit the request far enough ahead of time. For your own protection, make sure you don't start the improvement until you have received proper approval. The more detail you provide about your improvement, the easier it will be to understand what you plan to do and to make a decision. Thank you for your cooperation and concern for your community.

OWNER NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESSES \_\_\_\_\_

PHONE NUMBERS \_\_\_\_\_

DESCRIBE THE IMPROVEMENT (be specific – attach a sketch, drawing or photo)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LOCATION OF THE IMPROVEMENT (attach a plot plan or sketch of location on property)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

MATERIALS TO BE USED (attach a digital image, if appropriate)

Paint (Manufacturer and color names) \_\_\_\_\_

Roofing (Manufacturer and color names) \_\_\_\_\_

Lumber (type/color) \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLANNED START DATE \_\_\_\_\_ EXPECTED COMPLETION DATE \_\_\_\_\_

According to the Deed Restrictions, the Architectural Committee has up to 30 days from receipt of a complete application to provide written notification of its decision. Do not begin your project prior to receipt of a letter approving the application. If you do not receive a letter within thirty (30) days, plus allowance for mailing time, please contact our office at 210-490-0000.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

-----**Please do not write below this line**-----

Account Number \_\_\_\_\_ VREF # \_\_\_\_\_ Date Received \_\_\_\_\_

COMMENTS CONCERNING REQUEST:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED with the following restrictions, if any:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISAPPROVED for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C.I.A. Review Signature and Date: \_\_\_\_\_

ACC Signature and Date:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_