

Direct all submissions to covenants@mynhha.org with a cc to the property owner.

Phone requests are not acceptable.

All applications to include the following:

1. Customer name, residential address, email and contact phone number.
2. Description of proposed work on residence.
3. Recent survey of the property diagram showing where the proposed work is performed.
4. List of major brand products installed on subject property.
5. Visual rendition of what the completed project should look as observed from the street.

For contractors only:

1. Copy of valid city of San Antonio and/or State of Texas contractor's license.
2. List (addresses only) of completed work performed in the last few months.
3. Name of liability insurance provider.

Once the application is received and acknowledged (return email) the process will take up to two weeks for those applications received before the first of the months and three business weeks for applications received after the second Tuesday of any month. Any attempt to contact the committee during the review process will cause the file to be pulled from the queue for a response and should the committee need to contact the contractor in order to comply with the required documentation above the request will be pulled from the queue until all documents are received.

Finally decision of the Architectural Review Committee on the application will only be given to the property owner. NO PHONE confirmations will be made. All contact will be by email only! All approved projects are contingent upon the contractor securing all permits (building, electrical, etc.) and inspections as required by the city of San Antonio Planning & Development Services Department. During the work being performed all permits and a copy of the Architectural Review Committee approval will be displayed prominently in the front Window of subject property.

Please, to avoid being miss-filed direct all contact to covenants@mynhha.org .

Sincerely,

Roger F Martinez
Covenants Chairman
Northern Hills Homeowners Association