The Park at Woodland Oaks
Owners Association

Improvement Request Form

In Accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Review Committee prior to initiating work on the planned improvements:

1. Completed Improvement Request Form
2. Complete and detailed building plans and specifications
3. A site plan showing the location of the proposed improvement

If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property. Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

Owners Name: _____

Address: _____

Home Phone: _____

Briefly describe the improvement which you propose: _____

_____

_____

Who will do the actual Improvement which you propose: _____

_____

Location of improvement (check actual areas that apply):

_____ Front of dwelling _____ Back of dwelling _____ Side of dwelling

_____ Roof of dwelling _____ Garage _____ Patio

_____ Other (describe) _____

Material to be used for the improvement (check applicable items):

_____ Brick – Color _____ _____ Cement _____ Stucco

_____ Wood – Color _____ _____ Electric _____ Glass

_____ Stain – Color _____

_____ Paint – Color _____

_____ Siding – Wood _____ Aluminum _____

Other (explain) _____

I understand that the Architectural Review Committee will act on this request within thirty (30) days of receipt and contract me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Review Committee. I understand that all construction will meet City code and that the Architectural Review Committee approvals do not override the City codes but rather, are intended to work with them.

Homeowner Signature/Date _____

Construction State Date/Completion Date _____ *Date:* _____

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The following documents/information must be included for your improvement to be considered:

1. Completed improvement Request Form
2. Completed and detailed building plans and specifications
3. Copy of survey site plan (should have been provided with closing papers)
4. Location of improvement on copy of site plan\

Attachments _____

Type of Improvement(s)

Antennae	_____	Play structure	_____
Basketball goal/permanent	_____	Pool – above Ground	_____
Basketball goal/portable	_____	Pool – in ground	_____
Deck	_____	Room addition	_____
Fencing	_____	Spa/hot tub	_____
Patio	_____	Storage Building	_____
Patio Cover	_____	Landscaping	_____

Recommendations:

_____

_____

_____

Approved:

_____

_____

_____

Disapproved for the following reasons:

_____

_____

_____

_____ _____

ARC Member Date

_____ _____

ARC Member Date

RETURN COMPLETED FORM TO:
Diamond Association Management & Consulting
14603 Huebner Rd., Building 40
San Antonio, Texas 78230
Email: acc@damctx.com

Received By: _____
Forwarded To ARC: _____
Approved By ARC: _____
Denied by ARC: _____