

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 Control 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 Control 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 Control Committee. I understand that all construction will meet City code and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them.

Homeowner Signature/Date _____

Construction Start Date/Completion Date _____ Date: _____

The Park at Woodland Oaks

Owners Association

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 _____
Other _____	

Recommendations:

Approved:

Disapproved for the following reasons:

ACC Member

Date

RETURN COMPLETED FORM TO:
 Park At Woodland Oaks Homeowners Association, Inc.
 Architectural Control Committee
 P.O. Box 164
 Schertz, TX 78154
 or email to: theparkatwoodlandoaks@outlook.com

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