Misty Woods SUBDIVISION
HOME IMPROVEMENT REQUEST FORM

Unit _____ Block _____ Lot _____

Return this form and any required attachments to:

Diamond Association Management & Consulting
14603 Huebner Road, Building 40
San Antonio, Texas 78230
Office: 210-561-0606 Fax: 210-690-1125
e-mail: acc@damctx.com

To protect neighborhood owners' rights and property values, the Declaration of Covenants, Conditions and Restrictions requires that any owner who is considering an improvement to their deeded property submit a request to the Architectural Control Committee and obtain approval prior to initiating work on any planned improvement. If any work is done by an owner without first having obtained approval, the Committee has the right to take the necessary action against the owner to remedy the situation.

Please complete both pages of this form in detail.

Owner's Name _____ Home Phone _____
Address of Property _____ Work Phone _____

Email Address: _____
Briefly describe the improvement you propose: _____
_____
_____

Who will do the actual work on this improvement? _____
_____

Location of the improvement (check all that apply):
_____ Front of house _____ Back of house _____ Side of house
_____ Roof of house _____ Garage _____ Patio
_____ Other (describe) _____

Material to be used for the improvement (check and complete all applicable items):
_____ Brick - Color _____ _____ Cement
_____ Siding - Type _____ _____ Fencing - Type _____
_____ Wood - Type _____
_____ Paint - Color(s) _____
Will the paint color(s) match the home's existing paint (if not, please explain below)? _____
_____ Stain - Color _____ What is being stained? _____
_____ Roofing (describe) _____
_____ Electrical (describe) _____
_____ Other (explain) _____
_____
Comments/explanations: _____
_____

Property Address_____ Improvement_____

Please include the following items, as applicable, with your request:

1. On a copy of the Land Title Survey, which you received when you purchased your home, show the location of the improvement (such as a room addition, pool, spa, gazebo, storage shed, deck, patio, patio/deck cover, satellite dish, gutters and downspouts, basketball goal, security and landscape lighting, cuts into the natural grade and similar types of improvements) relative to the property boundaries, easements and building setbacks for your lot.
2. For a room addition, provide floor plans and elevation drawings of the home exterior showing the addition.
3. Provide scaled footprint and elevation drawings for any outbuilding, deck or patio/deck cover.
4. If installing a pool or in ground spa, provide a copy of the contractor's pool/spa site plan.
5. Any physical change to any structure must include material and color samples.

Owner Acknowledgement:

I understand the Architectural Control Committee will act on this request as quickly as possible and I will be contacted in writing regarding the Committee's decision within thirty (30) days of their receipt of this request.

I agree not to begin any improvement without first receiving written approval from the Architectural Control Committee.

I understand it is my responsibility to comply with all established building codes and to ensure any required building permits are obtained after I receive Committee approval of this improvement request.

_____ _____

Owner's Signature Proposed Start-up Date for the Improvement

_____ _____

Date Signed Estimated Completion Date for the Improvement

FOR ARCHITECTURAL CONTROL COMMITTEE USE:

Date request received by the Committee: _____

Approved _____ Disapproved _____

Date: _____ Acc Committee Member_____

Date: _____ Acc Committee Member_____

Comments: _____
_____
_____
_____