

# WILDWOOD MANAGEMENT GROUP 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., to submit the following to your homeowner's association **prior to initiating work on the planned improvements:**

1. **Complete this Improvement Request Form and**
2. **ATTACH complete, detailed building plans and specifications to include other helpful data which will better enable the ACC to make a decision on your request (pictures, paint/color samples, material samples, etc.)**
3. **Attach a plat map/site plan of your lot/home showing the location of the proposed improvement(s)**
4. **Please indicate if the improvement would be classified as a "reasonable accommodation" under HUD section 504**

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

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ San Antonio, Texas \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email \_\_\_\_\_

Association Name: \_\_\_\_\_

Briefly describe the improvement which you propose: \_\_\_\_\_

"Reasonable Accommodation" explain details: \_\_\_\_\_

Who will do the actual work on this improvement? \_\_\_\_\_

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 if applicable items) :

Brick (Color \_\_\_\_\_)     Cement (Color \_\_\_\_\_)     Stucco (Color \_\_\_\_\_)

Wood (Color \_\_\_\_\_)     Electric

Siding ( Wood     Aluminum)     Glass

Paint (Color \_\_\_\_\_)     Stain (Color \_\_\_\_\_)

Other (Explain) \_\_\_\_\_

I understand that the Architectural Control committee/Board of Directors will act on this request within thirty (15) days of receipt of this request and contact me in writing regarding their decision. I agree not to begin any property improvement without written approval from the Architectural Committee/Board of Directors. I understand that all construction will meet with City codes and that the Architectural Control Committee/Board of Directors approvals do not override the City codes but rather are intended to work with them.

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Construction Start Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Estimated Completion Date

Approval of this request does not waive the homeowner from responsibility to obtain the appropriate permits and approvals.

**Mail or Deliver Completed Form with a money order or check in the amount of \$10 per request that does not require a permit or \$50 per request that require a permit - made payable to: Wildwood Management Group, 2611 North Main, San Antonio, TX 78212 or fax to 210-733-3415 or email to [acc@wildwood-sa.com](mailto:acc@wildwood-sa.com).**

Committee Received Date \_\_\_\_\_