

**ARCHITECTURAL CONTROL COMMITTEE
IMPROVEMENT REQUEST FORM**

The recorded covenants, conditions and restrictions of the association, in order to protect each individual owner's rights and values, require any owner who is considering improvement of his deeded property, to include (but not be limited to) swimming pools, patio covers, decks, outside buildings, fencing, building add-ons, etc., to submit the following information to the Architectural Control committee prior to initiating work on the planned improvements:

- _____ (1) This completed form.
- _____ (2) Completed detailed building plans, materials listing and specifications.
- _____ (3) A site plan showing the location of the proposed improvements(s).

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) WILL RESULT IN AUTOMATIC DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name _____

Address _____

Phone (h) _____ (w) _____ e-mail _____

Briefly describe the improvement which you propose:

Name and Phone # of Contractor performing work:

I understand that the Architectural Control Committee will act on this request within 1 week of receipt and contact 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 with City codes and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them. I further understand that the Architectural Control Committee may inspect the new construction at any time to ensure compliance.

Date: _____

Homeowner Signature: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Return this form and attachments to:

Hidden Forest Homeowners Association
831 Sherman Oak
San Antonio, TX 78232

Instructions/Comments:

ACC Approval

Date