THE NAPA OAKS ASSOCIATION
HOME IMPROVEMENT REQUEST FORM

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. The Architectural Committee will act on this request as quickly as possible and render a decision according the amount of time specified in the Governing Documents for your community.

Please complete both pages of this form, in detail, and return this form and any required attachments to:

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

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, 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. Improvements to the physical house do not require a survey.
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. All exterior modifications and/or physical changes to any property must include material and color samples (representative color pictures) in PDF format.
6. Provide a separate application for each improvement.

Owner's Name _____Home/Work Phone_____/_____
Community Property is Located in: _____
Address of Property _____Unit____Lot_____Block_____
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) _____
☐ Stain - Color _____ What is being stained? _____
☐ Roofing (describe) _____
☐ Electrical (describe) _____
☐ Other (explain) _____
Will the paint color(s) match the home's existing paint (if not, please explain below)?
_____

FOR ARCHITECTURAL CONTROL COMMITTEE USE:

Date request received by the Committee: _____

Approved ☐ Disapproved ☐

Date: _____ Acc Committee Member_____

Date: _____ Acc Committee Member_____
Comments:

Owner Acknowledgement:

By signing below, I agree not to begin any improvement without first receiving written approval from the Architectural 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.

* This document should be signed by the owner of the property. You agree that submitting this document, regardless of signature, to your Association and or DAMC, that you are in fact requesting the committee to review these plans and that you agree to all items stated and submitted on this form and all supporting documents and forms submitted with this form or separate of this form.

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

_____ _____
Date Signed Estimated Completion Date for the Improvement