

# ACC IMPROVEMENT REQUEST

Your Association: Bridgewood

In accordance with the recorded covenants of the Association, and in order to protect each individual owner's rights and values, it is required that any 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 ACC. **The Association cannot accept an application until all requirements are received. At that time the application is considered complete and can be submitted for review, which takes up to 4 weeks. Submit the following documents prior to starting the improvement:**

\_\_\_\_ 1) Completed Request Form      \_\_\_\_ 2) Detailed project plans      \_\_\_\_ 3) Site/Plot plan showing exact location of improvement

**FAILURE TO SUBMIT THESE REQUIRED ATTACHMENTS (ITEMS 1, 2, & 3) WILL RESULT IN AUTOMATIC DENIAL OF YOUR REQUEST.**

Any owner considering an exterior improvement is urged to review the recorded deed restrictions prior to the initial request.

\_\_\_\_ Owner's Name      \_\_\_\_\_ Address      \_\_\_\_\_ Email address

Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Work: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

PROPOSED IMPROVEMENT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### IMPROVEMENT LOCATION (check all areas that apply):

\_\_\_\_ Front of dwelling      \_\_\_\_ Back of dwelling      \_\_\_\_ Side of dwelling  
\_\_\_\_ Roof of dwelling      \_\_\_\_ Garage      \_\_\_\_ Patio  
\_\_\_\_ Other (Describe) \_\_\_\_\_  
\_\_\_\_\_

### IMPROVEMENT MATERIALS (check all applicable items):

\_\_\_\_ Brick-Color \_\_\_\_\_      \_\_\_\_ Cement  
\_\_\_\_ Wood-Color \_\_\_\_\_      \_\_\_\_ Stucco  
\_\_\_\_ Siding-Color \_\_\_\_\_      \_\_\_\_ Electric  
\_\_\_\_ Paint-Color \_\_\_\_\_      \_\_\_\_ Aluminum  
\_\_\_\_ Stain-Color \_\_\_\_\_      \_\_\_\_ Glass  
\_\_\_\_ Roof-Color \_\_\_\_\_      \_\_\_\_ Other - Explain: \_\_\_\_\_

### CONTRACTOR NAME / ADDRESS / PHONE #:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the ACC will act on this request within 30 days of receipt of all required information and contact me in writing regarding its decision. I agree not to begin property improvement without written approval. I understand that all construction must meet with governmental codes and that ACC approval **does not** constitute approval by, or override required city or county codes.

\_\_\_\_ Homeowner Signature      \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Submitted      \_\_\_\_/\_\_\_\_/\_\_\_\_ Construction Start      \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Completion

COMPLETED FORM (ITEM 1) AND ITEMS 2 AND 3 AS LISTED ABOVE MUST BE DELIVERED TO ONE OF THE BELOW:

Email: service@ciramail.com

Hand Delivered or Mailed: Attn: ACC Committee, 11102 Liberty Field, San Antonio, TX 78254

Hand Delivered or Mailed: Attn: ACC Committee, 12500 San Pedro #325, San Antonio TX 78216

**All effort will be made to process your application promptly.**

**Please note: The Association allows up to 30 days for application to be review once received.**

----- For Office Use -----

**Receipt of All requirements: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(If all requirements are not received, application is automatically denied.)**