Deliver to Office, Mail to 11333 Mission Trace, San Antonio, TX 78230 or email to missiontracehoa@gmail.com

| ARCHITECTURAL WORK REQUEST | | |
|------------------------------------------------------------------------------------------------------------|-----|----|
| Homeowner Name | | |
| Address | | |
| Phone Number | | |
| Email Address | | |
| Description: Type of work to be done, such as color, dimensions, material, design, drawings and/or photos. | | |
| Date Received in Office | | |
| Plans/Photos Attached | | |
| Date Submitted to ACC | | |
| Date Submitted to Board | | |
| Plan Approved | YES | NO |
| ACC Chairman Comments | | |
| Architectural Chair Signature | | |
| Date/Method of Homeowner Notification | | |