

**WOODSIDE TRAILS CONDOMINIUM ASSOCIATION**  
**Professionally Managed by AMC Management, LLC**

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**ARCHITECTURAL IMPROVEMENT REQUEST FORM**

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**Instructions:** *Please read and follow the instructions carefully. Direct questions to Greg at AMC, 314-291-1450.*

In accordance with the rules and regulations, set forth by your community's governing documents, any owner wishing to make an alteration/improvement to the exterior of the home or lot must obtain prior written approval from the Board of Directors. In order to request such approval, please complete the below fields and return to AMC Management, LLC via the below address, or email to [greg@amcassociation.com](mailto:greg@amcassociation.com). Once received your request will be reviewed for completeness, and forwarded to the Board of Directors for review. Once a decision is reached, you will be notified via an approval/disapproval letter.

**Complete the Below Fields:** *Please print neatly.*

Owners Name(s): \_\_\_\_\_

Address of Unit at Woodside Trails: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Nature of Improvement: \_\_\_\_\_

Installation Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

List of Materials to be Used:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planned Location of Improvement: \_\_\_\_\_

Name of Contractor Selected: \_\_\_\_\_

**Required Documents:** *Requests submitted must include all of the below indicated supporting documents.*

1. Photo, architectural drawing or rendering, or sketch of the improvement.
2. Copy of plot plan with the location of the desired improvement indicated.
3. Copy of proposal from contractor/vendor selected to complete the improvement (if applicable).
4. Copy of proof of contractor/vendor's general liability and workers compensation insurance (if applicable).
5. Any additional items you believe would assist the Board in making a decision.

**Submit Your Request:** *Select from the following ways to submit your request for consideration.*

Via Mail to: AMC Management, LLC, 3153 Fee Fee Rd, Bridgeton, MO 63044

Via Email to: [greg@amcassociation.com](mailto:greg@amcassociation.com)

*Thank you for properly submitting your architectural request.*