

# Valley International Country Club

## Architectural Control Committee (ACC)

### Property Improvement Request Form

In accordance with the recorded covenants, conditions, and restrictions of the VICC Subdivision, and in order to protect each individual owner's rights and values, any owner who is considering property improvements (to include, but not be limited to building add-ons, changes to the exterior of the house, decks, landscaping, outside buildings, swimming pools, etc.) must submit the following to the ACC prior to initiating work on the planned improvements. The ACC will then review and provide a response within 30 days of receiving your Property Improvement Request form.

1. A completed Improvement Request Form
2. Complete and detailed building plans, material listing, and specifications
3. A property site/plot plan showing the location of the proposed improvements. Please include color photos and/or samples when possible.

**PLEASE NOTE: FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1,2, AND 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.**

If any change is made without prior ACC written approval, the homeowner may be required to correct or remove the improvements. Any homeowner considering any exterior improvements is urged to review the recorded restrictions applicable to the owner's property and VICC ACC documents, available upon request, prior to initial request.

**PLEASE PRINT THE FOLLOWING INFORMATION:**

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Briefly describe the improvement which you propose:

---



---



---



---

Who will do the actual work on this improvement? Please provide contractor's contact information.

---



---



---

Location of improvement (check all areas that apply):

<input type="checkbox"/>	Front of Dwelling	<input type="checkbox"/>	Roof of Dwelling	<input type="checkbox"/>	Patio
<input type="checkbox"/>	Back of Dwelling	<input type="checkbox"/>	Garage	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Side of Dwelling	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

Material to be used for the improvement (check applicable items and specify color):

<input type="checkbox"/>	Wood – type	<input type="checkbox"/>	Concrete	<input type="checkbox"/>	Stain
<input type="checkbox"/>	Brick	<input type="checkbox"/>	Stone	<input type="checkbox"/>	Roofing –composite
<input type="checkbox"/>	Stucco	<input type="checkbox"/>	Paint	<input type="checkbox"/>	Other:

Siding:

Wood	Hardy Plank	Aluminum (color)
Composite	Cement Board	Other:

**Utilities:**

Gas	Electric
-----	----------

**Landscaping:** plat plan with drawings of placement of improvements (please attach to this form)

**Windows:**

**Size:** \_\_\_\_\_ **Type and style (please include photo if available):** \_\_\_\_\_

**Other/Comments:**

---



---



---

By signing below, I am confirming that I understand that the VICC ACC will review and respond within 30 days in writing regarding their decision to approve or deny my improvement request. I agree NOT to begin property improvement without written and signed approval from all members of the VICC Architectural Control Committee. I understand that all construction must meet with any Brownsville City and county codes and that the ACC approvals do not override any Brownsville city or county codes, but rather, are intended to work with them.

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Construction Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM AND ATTACHMENTS TO THE COUNTRY CLUB OFFICE**

-----  
**DO NOT WRITE BELOW THIS LINE. ARCHITECTURAL CONTROL COMMITTEE ACTION ONLY**  
 -----

**Request ID Number:** \_\_\_\_\_

- Action is suspended pending submission of items listed on the attached letter.
- The request is approved as submitted.
- The request is approved subject to the requirements stated in the attached letter.
- The request is disapproved as stated in the attached letter.

**Note:** An attached letter may provide additional detail of the ACC action that is a part of this response.

**Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_