**Villas Condominium Association, Inc.**

Architectural Improvement Application and Review Form

***This form must be submitted via one of the means below and approved by the Association prior to making any exterior home or landscape improvements.***

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| --- | --- | --- | --- |
| **Email:** | **Resident Portal:** | **Mail to:** | **Fax to:** |
| [realservice@ciramailcom](mailto:REALSERVICE@CIRAMAIL.COM) | Application is located under  **My Documents** / **Forms** | P.O. Box 803555  Dallas, TX 75380-3555 | 866-919-5696 |

**Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nature of Project/ Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **For Window Unit Replacement** – Please include a list of all window units to be replaced during project. *(Excludes glass-only replacement within an existing downstairs window frame.)*
* **For Landscape and Structures** – Attach a sketch, photograph or blueprint of all planned improvements to the application to show location, dimensions and changes in elevation where work will take place. This includes installation of artificial turf, drainage systems, raised planting beds, additional fencing, decks, storage units, playhouses, and awnings / shade structures.

**Color to be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Date(s) of Installation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Include manufacturer’s color sample if possible) (Approx. timeframe for installation)

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Provide a plot plan with location and dimensions of project/ improvement. Note existing structures and lot setbacks on the plot plan.

**Dimensions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Construction Material(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vendor / Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_License #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vendor/ Contractor Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTICE**

**☐** I certify that all materials submitted in this application are true and correct. I understand and agree that no work may be performed prior to or in deviation from the terms of a written approval letter submitted by the ACC. I agree to be bound by the ACC rules and standards. I further certify that my Association dues account is current.

All necessary permits (City/ County) must be obtained from the proper agencies prior to beginning construction. All improvements must be performed with high-quality workmanship and consistent with the proposal, diagram(s), and/or drawings submitted for approval. No work shall begin until written approval from the Board has been received. Any variation from the original application must be resubmitted for approval. If any work deviates materially from the original plans submitted, the homeowner may be required to return the property to its original condition at owner’s expense, as well as pay for any resulting legal expenses incurred by the Association.

If roof tiles or stucco are damaged during installation of windows or doors, or during the construction of other improvements, owner shall be solely responsible for repairing such damage. Failure to make satisfactory repairs may result in an Individual Assessment being imposed pursuant to Section 5.6 of the Declaration.

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Owner/ Applicant Signature Date

***For Board use only:***

**Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Disapproved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Initials Date Initials Date**