

**Hickory Creek Association Inc.
P.O. Box 350323
Jacksonville, FL 32235-0323**

Architectural Control Committee (ACC) – Request for Property Improvement

Home Owner's Name: _____ Unit & Lot #: _____

Address: _____ Home Phone: _____

Date Submitted: _____ Daytime Phone: _____

This document serves as a formal request for property improvement. *Please keep a copy for your records.*

Attach a copy of your survey showing the location of improvement. Mail the completed document to the Association, **Attn: ACC Committee** or contact a member of the committee or Board of Directors to arrange to present and deliver the document(s) in person. We suggest you follow up with a phone call or email to make sure your request was received and to obtain a status of your request. Check website, www.hickorycreekonline.com, for member names and contact info.

(Please include a complete description of your property improvement plan, type of materials, color, drawings, etc.)

***Note:** Any permits required by any governmental agency are still required. Project must be completed within SIX MONTHS or this request is null and void. Additionally, any future requests received for the same type of property improvement or variance of same, override the earlier request if not already expired or disapproved.*

I, the undersigned Hickory Creek home owner, authorize member(s) of the Hickory Creek Association's Architectural Control Committee and/or Hickory Creek Association's Board of Director's (BOD) member access to my property for the purpose of reviewing my request. If approved, I also allow the same member(s) as described above, access to my property for the sole purpose of inspecting the finalized property improvement for validation of compliance to my property improvement request.

Owner's Name: _____

Owner's Signature: _____

Pursuant to Article V 22.b of the Covenants, the committee's approval or disapproval as required in these covenants shall be in writing. In the event the committee, or its designated representative, fails to approve or disapprove within thirty (30) days after the plans and specifications have been submitted to it, approval will not be required and the related covenants shall be deemed to have been fully complied with.

ACC Committee Review and Response:

Request for Property Improvement Received by: _____

Date Request Received: _____ via ___email ___ HC PO Box or

___ Hand delivered by _____.

ACC Decision:

Approval: _____ **Disapproval:** _____ **Date of Review/Decision:** _____

By: _____ **Title:** _____

Written response delivered in writing to Hickory Creek Home Owner via ___US Mail
___ Hand delivered on date: _____ by ACC Member _____ or
BOD member _____.

Condition(s) of Approval:

Disapproval Reason:

If you the homeowner are not satisfied with the decision of the Architectural Control Committee (ACC), you have 30 days from the date of review to appeal the decision of the ACC in writing to the Board of Directors. Pursuant to Article V of the Covenants, the ACC's approval or disapproval as required in these covenants shall be in writing. In the event the committee, or its designated representative, fails to approve or disapprove within thirty (30) days after the plans and specifications have been submitted to it, approval will not be required and the related covenants shall be deemed to have been fully complied with.

ACC Member Name

ACC Member Name

ACC Member Name

ACC Member Signature

ACC Member Signature

ACC Member Signature

Inspection of Property Improvement

Pre Site visit date: _____

By ACC Member(s): _____

Comments: _____

Post Site visit date: _____

By ACC Member(s): _____

Property improvement in compliance with ACC approval? _____

Comments: _____

ACC Member Name: _____

ACC Member Signature: _____ **Date:** _____

ACC Member Name: _____

ACC Member Signature: _____ **Date:** _____

ACC Member Name: _____

ACC Member Signature: _____ **Date:** _____