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## ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM

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Please complete and return this form with the necessary attachments to:

### **RIVIERA II COUNCIL OF CO-OWNERS, INC.**

c/o Rapp Management Co., Inc.

1703 Broadway St.

Galveston, TX 77550-4910

[peggy@rappmanagement.com](mailto:peggy@rappmanagement.com)

In accordance with the recorded deed restrictions of **RIVIERA II Council of Co-Owners, Inc.** and in order to protect each individual owners' rights and property values, no improvements or modifications shall be commenced, erected, constructed, placed or maintained upon any unit, nor shall exterior addition to or change or alteration therein be made until a plan shall have been submitted in accordance herewith to and approved by the Architectural Control Committee (the "ACC"), which, at this time, is comprised of the Board of Directors.

**Failure to submit the following prior to commencement of construction will result in denial of your request for improvement and may also result in the ACC ordering removal of any and all unapproved improvements or modifications.**

The complete improvement request shall include:

- a. Completed ACC Improvement Request Form (this form)
- b. Name and contact information of contractor and signed work agreement
- c. Make and Materials list of any addition or improvement to common or limited common areas, such a window/door replacement, addition of full glass storm door, barrier on balcony, etc.

Date: \_\_\_\_\_

Unit No: \_\_\_\_\_

Owners' Names: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Owner will receive a response within 30-days from date submitted and received by ACC.**

## I wish to:

\_\_\_\_\_ **Add full glass storm door on my front door.** I understand and agree that the only approved type of storm door is allowed:

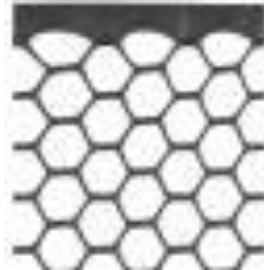
**APPROVED Home Depot Anderson Storm Door**. There is a video online which explains how to measure for your storm door. Please note that the storm door **MUST** be white. Only this type of door can be approved. (Application must be submitted to the ACC for approval PRIOR to installation.)



It is agreed and understood that:

- This is an extra door and not a door in lieu of the existing solid door.
- The storm door must remain closed/shut at all times so it does not obstruct the breezeway walkway.
- For any storm door that is key locked, the key to the storm door is to be provided to the management office to allow access to the inside of the unit in the event of an emergency.
- It is the owners' responsibility to maintain and keep the storm door in good working condition.
- If the owner does not comply with the rules and maintenance of the storm door, the board reserves the right to require that the door be removed.

\_\_\_\_\_ **Barrier screen on balcony (to protect children or pets).** The only approved material is: [APPROVED Home Depot Barrier Fence](#). It **MUST** be black so that it cannot be seen from the beach. (Application must be submitted to the ACC for approval PRIOR to installation.)



\_\_\_\_\_ **Shutters on sliding glass door or front/side windows.** The shutters must be white in color and the specs and name of the installer must be submitted and approved by the ACC prior to installation. They can be the accordion type or the electronic roll down shutters.

It is agreed and understood that:

- It is the owners' responsibility to maintain, paint and keep the shutters in good working condition.
- If it is found that the shutters are not being maintained, the board reserves the right to request that the shutters be removed.

\_\_\_\_\_ **Installation of interior tile.** Specifications and name of contractor must be approved by the ACC. Owner and contractor must also sign an agreement which details the rules that contractors must follow – PRIOR to work commencing. (Attached)

**PLEASE NOTE THAT REMOVAL WILL BE REQUIRED FOR ANY NON-APPROVED INSTALLATIONS.**

**Please complete the following:**

If other than listed above, briefly describe your proposed improvement/addition:

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**Who will perform the actual work?**

Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Cell: \_\_\_\_\_

On-job Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Materials to be used:

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***(FOLLOWING CONTRACTOR RULES PAGE MUST BE SIGNED BY OWNER AND  
CONTRACTOR PRIOR TO APPROVAL.)***

## RIVIERA II COUNCIL OF CO-OWNERS, INC.

### CONTRACTOR RULES

\_\_\_\_\_ (Contractor) and \_\_\_\_\_  
(Owner) agrees and understands, if approved by the ACC, the following procedures and rules must be following while performing any construction, reconstruction, upgrade, repairs or maintenance to Unit \_\_\_\_\_.

- ✓ Construction work inside a unit must be done between the hours of 8 am - 6 pm Monday thru Friday. On Saturday, work can be done between 9 am - Noon. No work is allowed inside the unit on Sunday.
- ✓ If tile work is being done, ALL tile cutting must be done either inside the unit or on the ground level.
- ✓ Contractors are not allowed to prop the elevator door open. It will cause it to fail and the owner will be responsible for the repair cost.
- ✓ No construction materials may be placed in the dumpster - contractor must haul off all items.
- ✓ Contractors are not allowed to park their vehicles on the front row parking spaces near the building.
- ✓ Contractor must leave common areas clean, including the elevator. If the Association incurs costs to clean, the owner will be responsible for the cost.
- ✓ Owner is ultimately responsible for any damage or extra cost incurred by the HOA because the contractor.
- ✓ Contractor and workers are ONLY allowed the rental code for the entrance, elevator, and stairwells - do not give out the owner code.

**AGREES** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Owner Signature