

Virginia Crossing Architectural Change Request (ACR) Policy

From Virginia Crossing Bylaws

No dwelling, building, wall, fence, pavement, spa, swimming pool, or other alteration, addition, or improvement of any nature shall be erected, placed, or altered on any portion of the Property, including a change in paint color or other exterior appearance of the dwelling. until the construction plans and specifications and a plot plan showing the location of the improvement shall have been approved in writing by the Architectural Committee

- 1) The Architectural Change Request (ACR) Form & Architectural Change Policies are available:
 - a) On the VC website
 - b) In the clubhouse library.
- 2) The owner may submit the request in any of three methods:
 - a) Download & complete the website form, save on your device, email to vcrossing.ACR@gmail.com
 - b) Complete the paper form, leave it in the clubhouse office maildrop together with supporting documents.
 - c) Complete the paper form, scan it & any supporting documents as a PDF, email to vcrossing.ACR@gmail.com
 - d) Any forms emailed must be either a PDF file, or a Word document. Photos of the ACR form will not be accepted. Any supporting documents may be in any format.
 - e) Do not leave the ACR at the home of any board or committee member.
- 3) The ACR must include:
 - a) Completed form.
 - b) List of products, materials, and colors (where color is specified)
 - c) Photo of products, where applicable
 - d) Site (plot) plan (when there are site changes, i.e., retaining walls)
 - e) If the city requires a permit, it must be provided before work can begin.
- 4) Do not include:
 - a) Material costs, contractor billing or estimate
 - b) Contractor insurance, license, or certification
- 5) The Architectural Committee will review the submitted form for completeness & conformity to community standards. Standards used, but are not limited to:
 - a) Windows, doors, carriage lights, vinyl fences, & mailboxes must be white.
 - b) Driveways – refer to Driveway Policy
 - c) Hurricane shutters – refer to Hurricane Protection Policy
- 6) If a member of the Architectural Committee does not contact the owner within one week of the request date, the owner should contact the Architectural Committee by emailing vcrossing.ACR@gmail.com
- 7) If the owner does not receive a final decision or a request for a decision extension within 30 days of the date submitted, the owner may proceed with the requested change providing the request complies with written VC community standards.
 - a) If a permit is required, a permit copy must be provided to the Architectural Committee before work can begin.
- 8) Once approved in writing, the owner may proceed with the requested change:
 - a) If a permit is required, a permit copy must be provided to the Architectural Committee before work can begin.
- 9) The owner is to notify the Architectural Committee when the project is completed.
 - a) The Architectural Committee will inspect to confirm work completed as specified in the request.

A motion made and seconded, this policy approved
This 16th day of April 2026

Ron Matuska

Board President