

Application Procedure

Architectural or Landscaping Change/Addition Village at Highlands Owners Association

Pursuant to the HOA Covenants, the Architectural Review Board (ARB) shall regulate the external design, appearance, color, use, location and maintenance of dwellings, improvements and landscaping on any Lot or the Open Space in such a manner as to:

- a) Maintain a harmonious relationship among structures and the natural vegetation and topography; and
- b) Preserve the general character and color, tone and architectural compatibility of the area as originally constructed.

No exterior improvements, alterations, repairs, changes of paint or stain colors, change of roof color, excavations, changes in grade, clearing, major landscaping or other work which in any way alters any Lot from its natural or improved state on the date when said Lot was first conveyed in fee by Declarant shall be made or done upon the Property without the prior written conditional approval signed by each member of the ARB. No building, fence, exterior wall, residence or other structures or exterior changes to any existing structures upon the Property shall be commenced or made until given prior written conditional approval signed by each member of the ARB.

PLEASE NOTE: The ARB is required to provide 14-day notice to all Homeowners of every scheduled committee meeting and, therefore, you should submit your Application for Architectural or Landscaping Change/Addition well in advance of your anticipated start date. The HOA Covenants specify the application procedure as follows.

Application Procedure:

- 1) Complete the Application for Architectural or Landscaping Change/Addition.
- 2) Attach plans/specs, drawings, sketches, or other details of the proposed change/addition. This should include details including the nature, size, kind, shape, height, materials, colors and location of the proposed change/addition. No work shall be started until the ARB has provided a conditional approval in writing signed by each member of the ARB. The ARB reserves the right to request additional information to be submitted regarding the application.
- 3) The ARB must approve, modify or disapprove in writing within 60 days after plans/specs, drawings, sketches or other information has been received. The burden shall be upon the Owner to show date of submission and that plans/specs/drawings or other requested information was properly submitted to the ARB.
- 4) Preconstruction approvals granted by the ARB shall be deemed to be **CONDITIONAL** approvals. They may become **FINAL** approvals upon ARB's inspection and finding to be as set forth in plans/specs previously submitted. If, in the judgment of the ARB, the change/addition does not conform to the details previously approved, then the ARB approval may be withdrawn.
- 5) It is incumbent upon the Owner to notify the ARB in writing within 30 days after completion of work to request **FINAL** approval. The ARB shall then have 30 days to inspect and grant or refuse final approval in writing. If final approval is refused, the Owner shall make changes and resubmit until final approval is obtained.

GENTLE REMINDER: The HOA Covenants require that all fronts of homes remain in compliance with the original intent and character of the neighborhood and, therefore, any changes to the architectural or landscaping elements in the fronts of homes must maintain compliance.

Application

Architectural or Landscaping Change/Addition

Name _____ Date _____

Address _____

Email _____ Phone _____

DESCRIPTION OF PROPOSED CHANGE/ADDITION (Include Details):

Start Date _____ Estimated Completion Date _____

ATTACH DESIGN – A plan or sketch of proposed change/addition is **required**

As a Village homeowner, I understand that I am responsible for repair and maintenance of proposed improvements to my property. Permission is granted for members of the ARB to enter my property, if necessary, to review the proposed change or addition.

OWNER MUST REQUEST FINAL APPROVAL FROM ARB IN WRITING WITHIN 30 DAYS OF COMPLETION

Owner's Signature _____

CHANGES OR ADDITIONS TO YOUR PROPERTY CAN AFFECT YOUR NEIGHBORS. Therefore, the ARB requires that you inform adjacent neighbors of your proposed change/addition. Please list your adjacent homeowners (on both sides) and have them initial this application to verify they acknowledge your proposed change/addition.

Property Owner	Address	Acknowledged (Initial)
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_____	_____	_____
_____	_____	_____

Dates in this Section to be Completed by the ARB

Application Rec'd _____ Plans/Drawings Rec'd _____ ARB Meet Date _____

Conditional Approval or Response to Owner (within 60 days) _____

Request for Final Approval Rec'd (within 30 days completion) _____

Final Approval or Denial Sent in Writing to Owner (within 30 days) _____

COMMENTS: _____

Conditional Approval: ARB Member _____ ARB Member _____ ARB Member _____

Final Approval: ARB Member _____ ARB Member _____ ARB Member _____