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Architectural Controls Guidelines

For Homeowners In

Highland Ridge Neighborhood

Updated January 2001

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OVERVIEW

This document provides homeowners in the Highland Ridge neighborhood with general guidelines on gaining approval for architectural changes. It covers some common architectural changes but is not intended to cover every possible change. The legal authority and detailed requirements covering architectural changes are included in the neighborhood covenants, a copy of which may be obtained from a member of the Architectural Control Committee or any member of the HRHOA Board of Directors.

Why do we have architectural controls? Architectural controls protect the value of our properties. When potential homebuyers look at a neighborhood, they notice not only the homes they are looking at, but also all of the other homes. What they expect is a consistently attractive look and feel that is attractive to them. Covenants are legally enforceable requirements and restrictions that were established when our neighborhood was developed. These covenants place some limits on what a homeowner can and cannot do to his or her property. They establish a process for gaining approval to make changes to the external appearance of a house and lot. Abiding by the covenants and complying with the approval process protects all of our property values and assures that we have a community with the attractive look that potential homebuyers want.

Who is affected by the architectural controls in the covenants? All homeowners in the Highland ridge neighborhood must conform to the neighborhood covenants *regardless of membership in the Homeowners Association*. Failure to comply with the architectural controls can result in unnecessary delays, additional expense and possibly legal action.

When should an application be submitted? The covenants state quite clearly that "No structure shall be commenced, erected, placed, moved onto or permitted to remain on any Lot, nor shall any existing Structure upon any Lot be altered in any way which materially changes the exterior appearance of the Structure or Lot, unless plans and specifications therefore shall have been *first submitted to and approved by the Architectural Control Committee...*" (Article II, Sec. 2).

Who approves architectural changes? The Highland Ridge Homeowners Association (HRHOA) has full legal authority to approve architectural change requests for all homes in the Highland Ridge neighborhood. The Architectural Control Committee (ACC) is composed of homeowners who are appointed by the HRHOA Board of Directors to handle this responsibility.

What does the ACC approve? The ACC reviews any change to a house or lot that affects the external appearance of the property. According to Article II Section 1 of the Highland Ridge covenants, the ACC exists to protect all homeowners' property

values by ensuring that any changes are "...in conformity and harmony of external design and general quality with the existing standards of the neighborhood...and the location of Structures on the Lots is compatible and harmonious with the topography of the Property..." (covenants, Article II Sec. 1). The quality of workmanship on any project is also considered a part of the approval process. It is the responsibility of the homeowner to secure and properly display all necessary building permits, complete all required inspections and comply with current zoning and construction regulations and standards.

ACC Approval Process

- Step 1:** Before any work commences, submit to the Architectural Control Committee a written application for approval using the ACC-provided format attached to these guidelines. The names and addresses of the Committee are listed in the newsletter and neighborhood directory.
- Step 2:** The ACC will make every effort to provide a prompt response to your request. ACC members may ask to meet with you to discuss the changes you wish to make.
- Step 3:** The ACC will provide a written response to your request. If a request is denied, you have the option of revising or resubmitting the request or appealing the ACC's decision to the HRHOA Board of Directors.

The ACC may perform a post-construction review on larger projects to assure they conform to approved plans.

A homeowner may want to make changes in plans after gaining approval from the ACC. If these changes affect the external appearance of the property, they must be resubmitted to the ACC for approval.

General Guidelines

The following section of this document deals with some of the more common types of requests. It does not attempt to cover all possible scenarios. Each homeowner is responsible for understanding the covenants and abiding by them. Homeowners are **not** required to submit approval requests for simple exterior changes such as planting annuals, as long as the change is consistent with the standards of the neighborhood. If you are in doubt about whether or not to submit a request to the ACC, call a member of the ACC and discuss your plans.

Landscaping Changes

Typical changes that require approval include:

- Planting or removing any trees or shrubs
- Any landscaping that alters elevations on the lot
- Constructing or modifying retaining or decorative walls
- Installation of pools of any type
- Fences
- Exterior lighting (not including seasonal lighting such as Christmas lights)
- Driveways, parking pads, basketball courts or any other type of concrete or brick pad

What to submit:

Trees or Shrubs

1. Scale drawing of lot showing planned location or removal of trees or shrubs, home and property lines.
2. List of types of shrubs or trees to be planted

Landscaping, walls, fences, exterior lighting, driveways, parking pads, basketball courts or pools:

1. Drawing of lot showing planned improvements, house and property lines
2. Photo or illustration of wall, fence or pool (brochures, etc.)
3. Full Description of materials to be used
4. Elevation drawing if lot elevations will change

Changes to the Exterior of the House

Typical changes which require approval include:

Any visible changes to the exterior of a house, including but not limited to:

- Room additions
- Porch, deck or patio addition or modification
- Storage shed
- Shutters, when changing color or style
- Storm doors or screen doors
- Any changes in house exterior colors
- Changes in exterior material (brick, stone, siding replacement)
- Window tinting
- Any other construction that changes the exterior appearance of the house

What to submit:

- Drawings of site, if appropriate to scope of changes contemplated, showing house and property lines
- Paint color changes: Provide swatches or chips of new colors
- Changes to exterior material: Actual products or illustrations (photographs or brochures) showing new material, including color samples
- Storm or screen door: Picture in color (brochure) and location(s) for new doors
- Any construction which changes the exterior appearance of the house requires a scale drawing of lot showing property lines and room addition; drawing of exterior appearance after construction; elevation drawing of lot and construction, and specifications or samples of exterior materials including colors

Miscellaneous

Satellite dish

Before any installation work is started, submit a description and illustration of the proposed dish, including size, color and height of the mounting, and a scale drawing of your lot indicating property lines and proposed location of the dish. The ACC will give appropriate consideration to the special requirements for best reception by a satellite system and the terrain restrictions posed by certain lots, trees, etc. An applicant may be required by the ACC to secure written approval from the owners of contiguous lots before a satellite antenna system may be installed in a location that may be visible to those owners or others in the neighborhood.

Mailboxes

Maintenance of the uniform design, appearance, color and positioning of mailboxes and house numbers is an architectural control priority that adds to the attractiveness of the neighborhood. Requests for any variance, other than changing the location of an existing mailbox, requires special circumstances that must be outlined in a letter to the ACC. When a replacement mailbox post is needed, contact a member of the ACC or the HRHOA Board of Directors for sources for an identical replacement. When replacing or relocating a mailbox, you must also comply with the U. S. Postal Service's requirements for height and distance from the curb. Submit a scale drawing of your lot and indicate the old and proposed new locations.

Children's play equipment that cannot be moved

Submit an illustration, photograph or drawing of the equipment and its dimensions, color and materials to be used. Also provide a scale drawing of your lot indicating the location of the equipment.

Flagpoles, doghouses or dog runs, permanent barbecues

Submit an illustration, materials descriptions, dimensions and location on a scale drawing of your lot.

SUMMARY

Highland Ridge is an extremely attractive neighborhood that benefits from its varied terrain, numerous trees, attractive variety of residence designs and from the continued attention to maintenance of high standards of appearance that each homeowner provides. Your cooperation will help assure that Highland Ridge property values will be protected well into the future.

Highland Ridge
Architectural Control Committee
Change Approval Request Form

Date Submitted _____

Homeowner _____

Address _____

Describe changes covered by this request: (please use diagrams and attach other illustrations)

ACC Committee Action

Date _____

Accepted ()

Denied ()

Comments:

Committee Member(s) _____
