

HIGHPOINTE HOMEOWNERS ASSOCIATION

ARCHITECTURAL CHANGE REQUEST

MISCELLANEOUS OR OTHER NON-LISTED EXTERIOR CHANGES

Including Rain Gutters, Gutter Covers, & Downspouts, Windows, Doors and Garage Doors
(Form #6)

This form must be used to request approval for any Miscellaneous or other non-listed proposed change, addition or modification to your home. Refer to the Highpoint Rules and Regulations for a complete list of all architectural or other changes which requiring PRIOR approval. Failure to request approval in advance may be subject to a fine. Failure to use this form to request approval will delay review and possible approval of your request. You may be asked to provide additional information. You may not start your project until you have received written (USPS or E-mail) approval. Work must commence within three (3) months of the date of approval or resubmission will be required. Work must be completed within six (6) months of approval, unless otherwise approved. This is a summary form, the requirements set forth in the Highpointe HOA Rules and Regulations shall prevail in the event of conflict and shall be determinate in any architectural request application and approval process.

Homeowners Name: _____ Lot #: _____

Mailing Address: _____ Phone #: _____

DESCRIPTION OF PROPOSED PROJECT: (Please describe the project in sufficient detail so that the Board will understand the nature and scope of your proposed addition, change, or modification. In addition, please complete the relevant section below indicating the materials your plan to use, as well as other specifications regarding your change (including any renderings, site plans or pictures).

_____ (attach separate sheet, if necessary)

OTHER MODIFICATIONS, CHANGES, ALTERATIONS, or CONSTRUCTION OF or CHANGES TO:

Specify Proposed Project: _____

Material(s): _____

Product Brand Name(s) _____

Material/Composition: _____

Color: _____ Dimensions: _____

Design: Include pictures or drawing of proposed product for windows and doors

Projected Start Date: _____ **Projected Completion Date:** _____

By submitting this request, you agree that you have reviewed the pertinent Highpoint Rules regarding your proposed Architectural Change.

Homeowner's Signature

Date: _____

SUBMISSION PROCESS: The request shall be submitted in duplicate, one copy shall be delivered to the Board President and one copy shall be delivered to the Board Secretary. The Board has 15 (fifteen) days to respond to your "completed" request or the date of the final submission of all required information and/or documentation, whichever is later.