

**HIGHPOINTE HOMEOWNER'S ASSOCIATION**  
**ARCHITECTURAL CHANGE REQUEST**  
**SHEDS, CHIMNEYS, PORCHES, DECKS, WALKWAYS, AND/OR OTHER STRUCTURES,**  
**NEW CONSTRUCTION OR CHANGE TO EXISTING STRUCTURE(S)**

This form must be used to request approval for any proposed change or addition to your home, including, but not limited to Porches, Decks, Walkways, Chimney's, Sheds and/or other structures or other exterior modification or change to the home. Refer to the Highpointe 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 6 (six) months of the date of approval or resubmission will be required. Work must be completed within 9 (nine) 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 #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
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(s) below indicating the materials you plan to use, as well as other specifications regarding your change (including any renderings, site plans or pictures).

\_\_\_\_\_ (attach separate sheet, if necessary)

**PROPOSED PORCHES, DECKS, WALKWAYS, CHIMNEYS, SHEDS (or similar structures or out buildings).**

**SPECIFICATIONS:**

**Sheds:** Siding Material(s): \_\_\_\_\_ (Specify Vertical & Horizontal Surfaces)

Siding Orientation: \_\_\_\_\_ Siding Color(s): \_\_\_\_\_ Roofing Material \_\_\_\_\_

Siding Reveal (inches) \_\_\_\_\_ Roofing Material Color \_\_\_\_\_

Location: \_\_\_\_\_

Adjacent Neighbor Comment(s): \_\_\_\_\_

**Chimney(s):** \_\_\_\_\_ Chimney - Cap(s): \_\_\_\_\_

**Porches:** \_\_\_\_\_ Railing/Columns: \_\_\_\_\_ Steps: \_\_\_\_\_

**Decks:** \_\_\_\_\_ Railing: \_\_\_\_\_ Steps: \_\_\_\_\_

**Walkways:** Material \_\_\_\_\_ Color: \_\_\_\_\_

Dimensions: \_\_\_\_\_ Location: \_\_\_\_\_

**Other Structure(s):** \_\_\_\_\_

**Projected Start Date:** \_\_\_\_\_ **Projected Completion Date:** \_\_\_\_\_

Please refer to Rule 2013-1, 2009-1, 2008-2 & 2019-1 and any other associated rules for complete requirements. By submitting this request, you agree that you have reviewed the pertinent Highpointe Rules and Regulations regarding your proposed Architectural Change(s).

**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.