

HIGHPOINTE HOMEOWNERS ASSOCIATION
ARCHITECTURAL CHANGE REQUEST
ROOF or ROOFING CHANGE
(Form #1)

This form must be used to request approval for any proposed change or addition to your home's Roof. 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 3 (three) months of the date of approval or resubmission will be required. Work must be completed within 6 (six) 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)

PROPOSED ROOF/ROOFING SPECIFICATIONS:

Roofing Shingles (including hip/ridge):

Product Brand Name _____ Color: _____

Venting: Hips and/or Ridge: (Specify) _____

Hip/Ridge Caps: (Specify) _____

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

PROPOSED CHANGES TO GUTTERS, DOWNSPOUTS, GUTTER COVERS

Please complete Form 6, MISCELLANEOUS OR OTHER NON-LISTED EXTERIOR CHANGES

To set minimum standards for all roofs and to provide for consistent handling of requests for approval of roofing materials other than wood shakes. No roofing materials are pre-approved, other than wood shakes and those specified in Rule and Regulation 2007-3, Section 3. Although some reroofing materials are pre-approved, all re-roofing projects must submit this Architectural Change Request. Form to the Board for approval. No work should start until owner has written approval from the board. **Please refer to Rule 2007-3 and any associated rules for complete requirements. 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.