

Highland Springs Homeowners Association
Architectural Committee

Architectural Approval Request

Please read the guidelines before completing this form. Please complete lines 1-6. Please Print

1. Name: _____ Phone: _____

2. Address: _____ City: _____ Zip: _____

3. Lot Number: _____ Lake Lot: Yes _____ No _____

4. Briefly Describe the proposed change:

A. Out-building: See Guidelines

Size: (w)____(L)____(h)____(10'max.) Siding _____ Wood _____

B. Deck:

Size: (w)____(L)____

C. Fence: See Guidelines

Style: Dog-eared, flattop shadow box style or Style: Picket Style: Vinyl Coated Chain Link

4' _____ 5' _____ 6' _____ 4' _____ 5' _____ 4' _____ 5' _____

Wood type: _____ Wood type: _____ Black _____ Green _____

D. Other (Please explain in detail.)

5. Project schedule:

A. The project will be completed by: _____ Homeowner _____ Contractor

B. Please indicate the approximate time needed to complete the project, subsequent to the Boards approval.

C. Please indicate any building permits that will be required.(Please check with the City Ordinance.)

6. Please attach the following information:

A. A plot plan indicating the location and dimensions of the project to scale.

B. Professional blueprints or working drawings indicating all necessary dimensions and elevations to scale.

C. If available, a photograph of a similar project.

I hereby acknowledge that I have read and understand the "Declaration and restrictions", as well as the "Architectural Control Standards" set forth by the Board. We understand that if the Request for Architectural Control Approval is granted, we (a) may have to apply to the appropriated governmental agency for any required building permits; (b) we must comply with all applicable building codes, requirements, etc. in the construction of our improvements; and (c) construction may not start until an approved copy of the this request is returned to us. We further understand and agree that approval of this request may be withdrawn if the improvement; (a) is not constructed exactly as it has been approved to (b) is not located in the location approved. (All property owners must sign this form.)

Homeowners Signature

Homeowners Signature

*** DO NOT WRITE BELOW THIS LINE***

Committee Action: () Approved as Submitted () Deferred (stated in comments)
() Approved with conditions (stated in comments) () Denied (stated in comments)

Comments: _____

Signed: _____

Date: _____

Signed: _____

Date: _____

Highland Springs Homeowners Association Architectural Committee

The Declaration of Covenants, Conditions, and Restrictions covering your subdivision requires that you request approval prior to doing any exterior modifications and/or additions to your home or property. The following are the guidelines set forth by the Board of Directors. Please read the guidelines before submitting your architectural request. Refer to your Covenants and Restrictions and Zoning Commitments of your subdivision for specific requirements.

Some examples of modifications needing approval are; room additions, decks, porches, fences, changes of exterior colors of your home, storm doors, mini-barns, playground equipment, basketball goals, satellite dishes, and major landscaping, etc. If you have questions concerning whether or not you need approval, or questions in general you may email any of the board members or call Ardsley Management.

1. No structure will be approved if it violates building setback lines or it encroaches on any easement shown on the Plat.
2. Offensive structures or landscaping that does not maintain the harmonious appearance of the subdivision, or does not project the appropriate image commensurate with neighborhood will not be approved.
3. Lots adjoining the common areas are subject to more restrictive rules and guidelines regarding improvements and changes such as fences, out-buildings, etc. approvals will be made on an individual basis.
4. Pools- Above ground pools are not permitted. In-ground pools must adhere to state guidelines.
5. Satellite Dish- The developer must approve placement of satellite dishes. Approved locations will be along the roof line of your home. Satellite dishes cannot exceed 24" in diameter.
6. Playgroud equipment- All playground equipment must be made primarily of wood. No metal swing-sets. Trampolines will not be approved, unless enclosed by a privacy fence. Portable basketball goals must be stored out of sight when not in use. All basketball goals must not obstruct the right of way or sidewalks.
7. Dog Kennels/Dog houses- Galvanized animal kennels or quartes are not permitted. Dog kennels must be connected to your home. Dog houses must be primarily made of wood and must match the existing home. Metal and plastic dog houses are not acceptable. Dog houses must be located at a maximum of 3 feet from the rear of your home.
8. Fencing- Chain-link fencing must be black or green vinyl-coated; galvanized fencing will not be permitted. Privacy fencing will not be permitted on lake lots. Fencing cannot exceed 6 feet in height. Stockade fencing will not be permitted. Dog-eared, flattop, shadow box style is the preferred style. No fencing shall be located any closer than 6' behind the front foundation line. If your lot is on a corner, the side yard is considered a front yard.
9. Outbuildings- All outbuildings shall match the existing Dwelling Unit, and shall not exceed 120 square feet or 10 feet in height. Metal roofs are not permitted.