**HIGH POINT ESTATES HOMEOWNERS’ ASSOCIATION, INC. APPLICATION FOR MODIFICATION**

Note: **This form must be completed and submitted. Architectural Review Committee (ARC) approval must be received prior to commencing any work.** Documentation submitted for review becomes the property of High Point Estates Homeowners’ Association, Inc. Incomplete Forms will be returned without review, including but not limited to applications without homeowner signature(s) or with missing information.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Address: |  | Home Phone: |  |
| City, State, Zip: |  | Office Phone: |  |
| Email address: |  | Cell Phone: |  |

# EXTERIOR MODIFICATION TYPE

|  |  |  |  |
| --- | --- | --- | --- |
| Deck | Gazebo / Arbor | Screened Porch | Fence |
| Retaining Wall | Exterior Addition | Swimming Pool | Landscaping |
| Storm Door | Painting | Roof Change | House Addition |
| Other: | | | |

Please provide the ARC with all the information necessary to evaluate your request thoroughly and as quickly as possible. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required below or as required by the ARC Guidelines for High Point Estates Homeowners’ Association, Inc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Improvement or Modification Requested (attach separate sheets if necessary):** | | | |
|  | | | |
| **Estimated Start Date:** |  | **Estimated Completion Date:** |  |

I understand and agree that no work on this request shall commence until written approval of the High Point Estates Homeowners’ Association, Inc. ARC has been received by the homeowner. I represent and warrant that the requested improvements and/or modifications strictly conform to the ARC Guidelines and that these changes shall be made in strict conformance to those Covenants. I understand that I am responsible with all city, county and state regulations.

Permission is hereby granted for members of the ARC and appropriate High Point Estates Homeowners’ Association, Inc. representatives to enter the property to make reasonable observation and inspection of the requested modification and completed project.

Neither High Point Estates Homeowners’ Association, Inc., the Association Board of Directors, the *ARC* nor their respective members, officers, successors, assigns, agents, representatives, or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence, or misfeasance, arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance, and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

In accordance with the Covenants, please allow a maximum of **30-days from the date of final submission of all information requested by the ARC** for a modification review. The volunteer members of the ARC will make an effort to approve requests in a reasonable time though some requests may take as long as 30 days as allowed for in the Covenants. The 30-day timeframe will commence upon receipt of all additional information requested/required to consider the application complete. If modification is started prior to approval, fines may be assessed.

It is the homeowner’s responsibility to monitor construction and enforce the items of this approval. Alterations in the approval plan are not allowed unless a revised plan has been submitted and received ARC approval. Failure to follow the items of this approval will result in an unapproved exterior modification. The homeowner then accepts full responsibility for, at their expense, removing the unapproved structure or altering the structure in order to bring it into compliance with the approval plan.

Homeowner’s Signature: Date:

Homeowner’s Signature:

# (All owners must sign)

Date:

Upon completion of this form, please submit the completed form via TownSq (<https://app.townsq.io/login>)