

HIGHLAND PARK NORTH HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM

As stated in the Restrictive Covenants, the Architectural Control Committee must approve any modifications to the exterior of your home. Requests for modifications must be submitted and approved by the ACC prior to any work being started.

- (1) Complete this Improvement Request Form. If information is missing, your request can not be processed.
- (2) Include complete and detailed building plans and elevations, material listing and specifications, including colors.
- (3) If adding a new structure, moving an existing structure or installing concrete or other hardscape, you must include a copy of your property survey/plat showing the dimensions, setback measurements and location of the proposed improvement and of any utility (PUE) and/or drainage easements on the property.
- (4) If you are requesting approval for an existing improvement, you must include photos of the improvement from all sides.

Failure to submit the requested attachments or provide requested information may result in approval delay and/or denial of your request. If an improvement is made without prior approval, the Association may require that the improvement be removed and you may be fined.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name(s) _____ Phone _____

Address _____ Email _____

Improvement Description (a separate form must be submitted for each improvement) **Improvement Type:** Proposed Existing

Who will do the actual work on this improvement?

Homeowner Contractor Name/Phone _____

Location of improvement on your lot (check actual areas that apply):

Front Back Side Roof Other describe) _____

List all materials to be used for the improvement (indicate items below or attach detailed materials list).

- If improvement is painting, staining, or roofing or any improvement that involves a color, you must list the brand, type, color number and URL for the color on the manufacturer's website.
- Please provide a link to the manufacturer's website for any new structures, replacement windows, doors, siding, shingles, etc.
- All shingle replacements must be Weathered Wood color that matches the original shingle color used in our neighborhood – see the CC&R Supplemental Guidelines for more information.

What are the dimensions (length, width, height)? _____

Where will construction debris and/or excavated materials be disposed? _____

Is this an emergency repair (e.g. storm damage) where you need expedited approval to prevent property damage? YES

Planned Construction Start Date _____ **Estimated Completion Date** _____

I understand that the ACC will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin this improvement without written approval from the ACC. I understand that this request will not be approved if my account is delinquent or I am in default of an approved payment plan. I understand that all construction must meet with City codes and that the ACC approvals do not override the City codes but, rather, are intended to work with them. I understand that a \$25 application fee may be charged to my HOA account for existing improvement applications per rule adopted 5/20/20.

Homeowner's Printed Name

Signature

Date

PLEASE SCAN AND EMAIL THIS FORM AND ATTACHMENTS TO: improvementrequest@hpnhoa.org

If unable to email, please send via regular mail (requires extra processing time) to:
HPN HOA, c/o Associa Hill Country, 2300 Greenhill Bldg 10, Ste 1010, Round Rock, TX 78664