

Hiller Highlands I Homeowners Association

Request for Construction or Improvements

Per our CC&Rs, changes to the exterior of any unit or to any common area must be approved in writing by the Hiller Highlands I Board of Directors PRIOR to work being done.

This form is intended to streamline the request process and allow the Board to efficiently assess and approve homeowner requests to maintain or improve their properties.

Instructions:

1. Check the appropriate box below to indicate the type of work planned.
2. Describe the requested change or work to be done, with drawings/photos if applicable.
3. Note any permits required and how they will be obtained.
4. Send the completed Request Form to the Board by email, or by dropping in the mailbox marked #36 Spyglass Hill.

Please do not purchase any items or start any of the work until after receiving an approval of this request from the Board. Unauthorized changes may have to be removed at the owner's expense.

1. Type of Change requested:

- | | |
|---|--|
| <input type="checkbox"/> Replace Windows/Doors | <input type="checkbox"/> Changes to Carport or Garage |
| <input type="checkbox"/> External Paint (Compliant with approved color palette) | <input type="checkbox"/> Fence Changes or Replacement |
| <input type="checkbox"/> Storage Shed Repair/Replacement | <input type="checkbox"/> Roof Replacement |
| <input type="checkbox"/> Railing Repair/Replacement | <input type="checkbox"/> Solar Panel Installation |
| <input type="checkbox"/> Changes to Patio Enclosures | <input type="checkbox"/> Natural Gas Line Modification |
| <input type="checkbox"/> Patio Structural/Grading/Drainage | <input type="checkbox"/> ADA Needs Modification |
| <input type="checkbox"/> Air-Conditioning Units/Cement slabs | <input type="checkbox"/> Satellite Dish Installation |
| | <input type="checkbox"/> Other: _____ |

2. Describe the requested change, work, project, permit requirements

(Attach additional page, drawings if needed)

3. Please attach any specifications, drawings, or other supporting documentation.

I UNDERSTAND AND AGREE THAT:

The above and attached information is complete and accurate to the best of my knowledge. Improvement work/installation is to be at no cost whatsoever to the Association. Any further maintenance, repairs or damage related to, or caused by this improvement shall be the responsibility of the owner, heirs or assigns. Any deviation from the approved plans and specifications outlined in the application shall require subsequent approval from Board. Failure to obtain such subsequent approval will nullify the Approval of the Board and said improvements shall be deemed to have been undertaken without the Committee's Approval.

I understand that my proposed improvement may require a permit from the City and/or County Building Department or other government agencies and I will obtain all required permits before commencing any work. I agree I will do no work that will change the existing drainage patterns.

4. Homeowner Information

- a. Name: _____
- b. Property Address: _____
- c. Email Address: _____
- d. Telephone Number _____

Signature: _____ Date: _____

Board Review:

☐ Approved ☐ Conditional Approval ☐ Not Approved

Comments, Conditions, or Reason for not Approving:

Board Representative: _____ Date: _____

If a proposed change is disapproved the applicant is entitled to reconsideration by the Board of Directors, at any open meeting of the board.