

HILLTOP RESERVE HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE STANDARDS AND GUIDELINES FOR DETACHED SINGLE-FAMILY COMMUNITIES

HANDBOOK FOR HOMEOWNERS

**APPROVED BY THE BOARD OF DIRECTORS
BOARD MEETING 3/31/2020**

VERSION 1.0

TABLE OF CONTENTS

PURPOSE OF THE HANDBOOK	3
BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS	3
ROLE OF THE ARCHITECTURAL REVIEW COMMITTEE	3
ALTERATIONS REQUIRING REVIEW AND APPROVAL	4
APPLICATION AND REVIEW PROCEDURES	4
ENFORCEMENT PROCEDURES	5
DESIGN GUIDELINES	6
ANTENNAS and SATELLITE DISHES	6
CLOTHES LINES	6
DECKS, ARBORS, GAZEBOS AND SCREENED PORCHES	6
DRIVEWAYS	7
EXTERIOR LIGHTING	7
EXTERIOR PAINTING	7
FENCES	7
FLAGS AND FLAGPOLES	8
HOLIDAY DECORATIONS	8
HOT TUBS/SPAS	9
IRRIGATION SYSTEMS	9
LANDSCAPING	9
MULCH	10
PATIOS	10
REAL ESTATE SIGNS	10
RECREATION AND PLAY EQUIPMENT	10
SIDEWALKS AND PATHWAYS	10
SOLAR PANELS	11
STORM SHUTTERS	11
SWIMMING POOLS	11
TRASH CONTAINERS	11
TREE REMOVAL	11
MAINTENANCE	12
HOUSE NUMBERS	12
STRUCTURES CONSTRUCTED IN EASEMENTS	12
GRANDFATHER CLAUSE	12
EXHIBIT A: ARCHITECTURAL REVIEW COMMITTEE FORMS	13
EXHIBIT B: APPROVED EXTERIOR PAINT COLORS	14

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to familiarize homeowners with the objectives, scope and application of design standards and guidelines, which will be used to maintain the aesthetic appearance and environmental quality of the community.

The handbook provides specific design standards and guidelines that have been adopted by the Board of Directors of the Hilltop Reserve Homeowners Association. It also explains the application and review process that must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the Hilltop Reserve Homeowners Association. Homeowners are reminded that approval by the Architectural Review Committee for a proposed change does not remove the need for the appropriate building permits or other documentation. This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Committee. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for the Hilltop Reserve Homeowners Association include the Declaration of Covenants and Restrictions. They impose use restrictions and specify the process for obtaining approval for changes, improvements or alterations to a Homeowner's lot. Legally, these Covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of this document is to establish design guidelines for the entire community. The declaration and enforcement of design guidelines is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community.
- Promote harmonious architectural and environmental design qualities and features
- Promote and enhance the visual and aesthetic appearance of the community.
- Maintain a clean, neat, orderly appearance.

The enforcement of design standards not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners who reside in association communities that enforce design covenants are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was important consideration in their decision to purchase a home.

ROLE OF THE ARCHITECTURAL REVIEW COMMITTEE

All homeowners are automatically members of the Hilltop Reserve Homeowners Association. The Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants and restrictions. The Declaration of Covenants and Restrictions for the Hilltop Reserve Homeowners Association provides the scope and authority of the Architectural Review Committee (ARC). The members of the ARC are appointed by the Board of Directors (BOD) of the Hilltop Reserve Homeowners Association.

The Architectural Review Committee is responsible for enforcing the Association's Design Guidelines for new home construction, exterior modifications to homes and improvements to lot as proposed by lot owners.

The ARC will review and approve (or disapprove) applications submitted by lot owners for new home construction and exterior additions, alterations or modifications to a home or lot using the Design Guidelines approved by the Associations' Board of Directors.

As part of its responsibilities, the Architectural Review Committee will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the BOD. The BOD will also be responsible for reviewing possible violations of the Association's Design Guidelines.

ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE

Any changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Review Committee. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Minor landscape improvements do not require Architectural Review Committee approval. This includes foundation plantings, single specimen plants or small-scale improvements which do not materially alter the appearance of the lot.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Architectural Review Committee before proceeding with the improvement.

APPLICATION AND REVIEW PROCEDURES

Application and review procedures that will be used by the Architectural Review Committee are detailed below.

1. Applications. All applications for proposed improvements must be submitted in writing using the online form through the Association's management company. A copy of these forms is included as an exhibit to this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.

2. **Supporting Documentation.** The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the Architectural Review Committee, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or supporting documentation required for various types of improvements.
3. **Time Frame for Completion of the Review.** The Architectural Review Committee is required to approve or disapprove any proposed improvement within thirty (30) days. The review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
4. **Notice of Approval/Disapproval.** Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Committee.

ENFORCEMENT PROCEDURES

The Declaration of Covenants for the Association provides the authority for the Board of Directors to establish these Standards and Guidelines.

The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Board of Directors through the managing agent by a member of the Architectural Review Committee or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the Board of Directors, a member of the Architectural Review Committee or the managing agent.
3. The Board, through the managing agent, will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation.
4. If the violation continues for fourteen (14) days after the first notification, a second letter will be sent to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen (15) days from the date of mailing of the letter or alternatively, that the resident in violation must submit to the Board of Directors a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be corrected within the fifteen day period.
5. If the violation is not abated within fifteen days from the date of mailing of the second letter described in number 4 above, the Board, through the managing agent, will send the resident in violation a certified letter informing the resident that they have fourteen (14) days to comply or the Board of Directors will refer the matter to legal counsel for appropriate action to secure compliance with the Association's governing documents.
6. The above procedures do not preclude the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation; provided that the resident in violation has been properly notified by mailing and that the action is consistent with the provisions of the Association's governing documents. Likewise,

the Board may establish shorter notification periods for the correction of violations of the Standards and Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

DESIGN GUIDELINES

The specific Design Guidelines detailed below have been adopted by the Board of Directors. Please note: These guidelines will not cover every situation. If you wish to make a permanent or significant visual modification to your property that is NOT explicitly covered in these Design Guidelines, you still must submit an application to the Architectural Review Committee. Please follow the application procedures and note on your application that your request is a special circumstance.

ANTENNAS and SATELLITE DISHES

No exterior visible antennas, radio masts, towers, poles, aerials, satellite dishes, or other similar equipment shall be placed on any Home or Lot without prior written approval thereof being first had and obtained from the Architectural Review Committee. A dish antenna that is one meter or less in diameter (i.e. Direct Broadcast Satellite) may be approved. The satellite dish must be mounted to the outside of the house in the location that best minimizes its visibility from the street and from other homes. The dish should be mounted on the back of the house or otherwise placed to hide it from street view and should not extend above the crown of the roof. If reception cannot be obtained from these locations, the satellite dish should be located as unobtrusively as possible on the property. Masts higher than six (6) feet will not be permitted. Screening, such as shrubs, is required where possible. No owner shall operate any equipment or device which will interfere with the radio or television reception of others. All antennas not covered by the Federal Communications Commission (FCC) rules are prohibited. The Architectural Review Committee must approve all satellite dish installation.

CLOTHES LINES

Semi-permanent clothes lines or similar apparatus for exterior drying of clothes are not permitted. Removable clotheslines may be installed in the rear yard so long as they are not visible from the front yard. Any such clotheslines shall be removed when it is not in use as a clothesline.

DECKS, ARBORS, GAZEBOS and SCREENED ENCLOSURES

The Architectural Review Committee must approve all decks, arbors, gazebos and/or screened enclosures. Homeowners are advised to consider the following factors:

1. Location. Items must be located in rear yards. If the property is located on a corner, either a fence must be installed prior to installation of a decks, arbor, gazebo, or screened enclosure or hedges must be planted around the perimeter.
2. Scale and Style. The scale shall be compatible with the scale of the house as sited on the lot. Decks, particularly if elevated, should be of a scale and style compatible with the home to which attached, adjacent homes and the environmental surroundings.
3. Materials. Construction materials for decks and gazebos must be of smooth high-quality pressure treated lumber or comparable composite material. Screened enclosures must be constructed using aluminum.

4. Color. Materials for decks and gazebos should be left in a natural condition to weather or treated with a neutral or wood color stain or sealer. Aluminum for screened enclosures must be white, black or bronze.
5. Under Deck Storage. Elevated decks may not utilize the under-deck area for storage space. The Architectural Review Committee, particularly in the case of high decks, may require the use of decorative screening, either wood or plant material, to minimize adverse visual impacts.

DRIVEWAYS

Architectural Review Committee approval will be required for all driveway construction, extensions, modifications and additions to driveways. The primary considerations will be no adverse aesthetic or drainage impact on adjoining lots or common area.

Additions or modifications must be of the same materials as the existing driveway and shall not exceed the width of the garage. Driveways cannot be painted.

EXTERIOR LIGHTING

The Architectural Review Committee shall be responsible for determining whether exterior lighting is an annoyance or unreasonably illuminates other owner's property. Proposed replacement or additional fixtures must be approved and compatible in style and scale with the applicant's house.

No exterior lighting will be directed outside of the applicant's property. Proposed additional lighting will not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

No landscape lighting shall be installed by a homeowner without approval by the Architectural Review Committee. Low-voltage or solar-powered landscape lighting, including low voltage floodlighting, is permitted along walkways, planting beds, or other landscaped areas, so long as all wiring is concealed from view, and light fixtures do not stand more than 18" above the ground. No more than 10 lights per lot are permitted without prior approval from the board. No lights are permitted in lawns.

EXTERIOR PAINTING

An application is required to repaint or re-stain an object to match the original color. The applicant is required to select a color from the preapproved exterior colors. This requirement applies to exterior walls, doors, shutters, trim, roofing and other appurtenant structures. Adjacent homes cannot be painted the same color. Refer to Exhibit B for approved exterior colors

FENCES

General guidelines for construction and Architectural Review Committee approval of fences are provided below.

1. Fence Types and Material. All fences must be constructed of PVC, aluminum, or wrought iron. No wood, chain link, mesh, barbed wire or hog wire fences will be allowed. All fence pickets must be installed on the outside of the posts. Gates must be

- constructed of the height as the fence and be of the same material as the fence. Gate hardware shall be unobtrusive and rust resistant. Vertical members shall be plumb-
2. Fence Limitations. The height of the fence shall not exceed six (6) feet above ground level. Fences must be located in the rear yard of the lot and shall not extend beyond the front of the home. Fencing within a lot will be a consistent style and size. An exception to consistent styles will be made when a different fence style has been erected by an adjoining neighbor or when considering unusual property configurations.
 3. Acceptable Fence Designs. Acceptable fence designs are solid board, board-on-board style, shadow box, picket, and Mount Vernon (scalloped on top).
 4. Fencing along retention areas must not be solid and shall be a picket style. The height shall not exceed four feet for fencing installed directly adjacent to the area. Fences must taper in situations where different heights are required.

FLAGS AND FLAGPOLES

Each homeowner may erect one (1) freestanding flagpole that is no more than twenty feet (20') high on any portion of lot, so long as the flagpole does not obstruct sightlines at intersections and is not erected within or upon any easement. The flagpole may not be installed any closer than ten feet (10') from the back of curb, or within ten feet (10') of any lot boundary line. Temporary flagpole staffs that do not extend higher than the roof of the house and are attached to the dwelling unit do not require approval by the Architectural Review Committee.

The following flags shall not require ARC approval, provided no more than two (2) are displayed on pole as described in this section:

U.S. flag (not to exceed 54" x 72" in size)

State of Florida flag (not to exceed 54" x 72" in size)

Official flags of the U.S. Armed Forces-U.S. Army, Navy, Air Force, Marines, or Coast Guard (not to exceed 54" x 72" in size)

No other flags are permitted nor will be approved by the ARC.

HOLIDAY DECORATIONS AND LIGHTING

Homeowners may display a reasonable number of holiday decorations and lighting. Holiday decorations may be installed no earlier than 30 days prior to any holiday and be removed no later than 14 days after to any holiday. No ARC application shall be required. However, in the event the ARC determines the decorations and/or lighting are:

1. Excessive in number, size or brightness;
2. Draw excessive traffic;
3. Unreasonably interfere with the use and enjoyment of the Common Area and/or adjacent lots; or
4. Cause a dangerous condition to exist, the Homeowner must remove the decorations or lighting within 48 hours after receiving written Notice from the Association.

HOT TUBS/SPAS

Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. If the property is located on a corner, either a fence must be installed prior to installation of a hot tub/spa or hedges must be planted around the perimeter. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck or patio to which attached or most closely related. All hot tubs and spas must have a hard cover when not in use or incorporate other safety measures. Installation of exterior hot tubs or spas requires approval of the Architectural Review Committee.

IRRIGATION SYSTEMS

Irrigation systems, if provided, must be kept in good working order to prevent dead or otherwise unsightly landscaping.

LANDSCAPING

All major landscape installations or changes must be approved in advance by the Architectural Review Committee. Examples include the installation of multiple trees and plant beds that did not exist when the house was originally built.

The yard may be planted with the following types of grass: St. Augustine (i.e. Floratam or a similar variety) grass, Bermudagrass, or Zoysia grass. Bahiagrass and Centipede grass are not acceptable. Additionally, front yards are not permitted to be all rock, mulch, stone, etc. Any replacement of dead or dying landscape and/or sod is to be replaced with matching materials.

No additional landscaping is allowed between the sidewalk and back of curb. The homeowner is responsible for maintaining this area.

Pots must be earth tone in color and shall be of a consistent style where they are allowed. Flowerpots are only allowed in landscape beds. Any color variances should be submitted to the ARC.

One statue or ornament equal to or less than 24 inches in height shall be allowed upon approval by the ARC in a landscape bed in the front yard of the home.

No artificial grass, plants, or other artificial vegetation, or other landscape devices, shall be placed or maintained upon the exterior portion of any Lot.

Borders/Edgers

- An application is required for the installation of all landscape timbers, borders, edging or similar structures to be located in front yards or areas visible to other in the community. The use of railroad ties is prohibited.
- In most cases the board will only approve landscape timbers that are constructed up to two courses high or a maximum of 8" whichever is less. The border/edgers must follow the established landscape pattern.
- Landscape borders shall be of one color and one style throughout the lot.

MULCH

Plant beds and trees visible from the street will be mulched with pine bark, cypress mulch, rubber mulch, or colored stone chips. Allowable colors for rubber mulch are red, brown, and black. No other colors of rubber mulch are acceptable. Stone chips are only permitted when used in conjunction with a rigid permanent landscape edging. Material shall be of a single-color scheme and type throughout the landscaping for the lot.

PATIOS

All patio construction requires Architectural Review Committee approval. Patios must be located in the rear yard behind the house. A durable construction material such as stone, brick, pavers, flagstone, concrete or similar material should be used. Any adverse drainage requirements that might result from the construction of a patio should be considered and remedied. The use of a partially porous patio surface or the installation of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

REAL ESTATE SIGNS

Only one post sign advertising a property for sale or rent may be displayed on a lot. Such signs must not exceed one (1) discreet, professionally prepared “For Sale” sign of no more than three (3) square feet. Sign may only be placed in the front yard of the home. All real estate signs shall be approved by the Hilltop Reserve Homeowner Association. In general, the sign would be design to say “HILLTOP RESERVE HOA” with the HOA logo, “FOR SALE/RENT,” and the Agent’s contact information.

RECREATION AND PLAY EQUIPMENT

1. Play Equipment. Semi-permanent play equipment that either constitutes a structure or is appurtenant to an existing structure must be located in the rear yard. If the property is located on a corner, either a fence must be installed prior to installation of any play equipment or hedges must be planted around the perimeter. Examples include sandboxes, playhouses, swing sets, etc. Play equipment must be approved by the Architectural Review Committee. Tree platforms of a similar nature shall not be constructed on any part of a lot. Trampolines can be placed within the fenced area of the rear yard and do not require review by the Architectural Review Committee.
2. Basketball Backboards. Backboards may not be affixed to the home. No permanently installed basketball hoops and poles are to be installed at any time. Basketball hoops are to be mobile and should be stored off the road when not in use. At all times, the backboard, hoop, and net must be maintained appropriately. Poles are painted a solid earth tone or black. No court markings shall be painted, drawn or otherwise affixed to the driveway playing surface.

SIDEWALKS AND PATHWAYS

Sidewalks and pathways require Architectural Review Committee approval. They should be installed flush to the ground. Only stone, brick, concrete or similar durable construction material should be used. The scale, location, design and color should be compatible with the lot, home and surroundings. Sidewalks may not be painted.

SOLAR PANELS

Solar panels and solar collectors are permitted and require Architectural Review Committee approval.

STORM SHUTTERS

No hurricane shutters or similar protective covering for the windows and glass doors of a residence on a Lot may be installed without ARC approval. If approved, mounting brackets must be discrete and may be permanently installed on the home; however, shutters may only be affixed to the house when winds of 50 mph or more are predicted; no sooner than 48 hours of predicted approach of the storm and must be removed and stored within 72 hours after winds have subsided.

SWIMMING POOLS

Temporary or above ground pools are not allowed. Only in-ground swimming pools are permitted. Pools must be located in the rear of the property. They must be approved by the Architectural Review Committee. The design must incorporate, at a minimum, the following:

1. The composition of the material must be thoroughly tested and accepted by the industry for such construction.
2. Any swimming pool constructed on any Lot shall have an elevation at the top of the pool of not over two feet (2') above the natural grade unless approved by the ARC
3. Pool cages must be of a design, color and material approved by the ARC
4. Pool cages shall in no event be higher than the roof line of the Home.

All pools shall be adequately maintained and chlorinated (or cleaned with similar treatment). No diving boards, slides, or platforms shall be permitted without ARC approval.

TRASH CONTAINERS

All trash containers must be stored out of view of the street on non-collection days. The storing of trash containers on the side of the house is acceptable, as long as they are past the corner of the house. If the Lot is on the corner, trash containers must not be stored on the side of the house that faces the street.

TREE REMOVAL

Living trees may not be removed without the prior approval of the Architectural Review Committee. Exceptions to this are trees that pose an imminent hazard to persons or property. Further defined, hazardous trees are those that are uprooted and leaning or have large limbs or branches that are splintered or otherwise damaged resulting in debris that may fall without warning. (Homeowners removing hazard trees without approval shall have written documentation and/or photographs of the hazard before removal). Trees approved for removal shall be cut at or ground down to grade level (on grade) or the stump should be ground down.

MAINTENANCE

Residents are responsible for maintaining the exterior appearance of their house, landscape and other improvements on their lots in good order and repair. While it is difficult to provide precise

criteria for what the Association deems as unacceptable conditions, the following case represent some of the conditions that would be considered a violation:

- Peeling paint of houses
- Damaged or dented garage doors
- Fences and gates with leaning, broken, deteriorating or missing parts
- Recreation equipment with broken or damaged items or in need of painting or other repairs
- Decks with missing or broken railing or parts
- Unkept lawn and landscaping need of mowing and pruning, weeding or insect control or diseased, dying or dead plants
- Missing shutters, shingles, windowpanes or storm window parts, house numbers, bricks, siding, etc.
- Storage of play items, yard equipment and other clutter in front or rear yards
- Mold/mildew on exterior walls, fascia, sidewalks, driveways and garage doors

The exteriors of all structures including, without limitation, walls door, windows, roofs and porticos, shall be kept in good maintenance and repair. No structure shall be permitted to stand with its exterior in an unfinished condition for longer than twelve (12) months after the commencement of construction. In the event of fire, windstorm, extreme weather or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months, unless expressly accepted by the Board in writing. If not properly maintained and/or is deemed as a safety hazard, the ARC or Board of Directors may make necessary repairs and bill the homeowner.

HOUSE NUMBERS

All address numbers should match the original design intent installed by the Builder. Any deviations from the original design intent are to be submitted to the ARC.

STRUCTURES CONSTRUCTED IN EASEMENTS

Residents shall be responsible for removing and replacing any fencing or other items located in any easement areas should any type of maintenance be required in those areas.

GRANDFATHER CLAUSE

Any changes made to a homeowner's property, which has been approved by the Association and is properly documented prior to the adoption of the above guidelines, need not be modified in accordance with the guidelines specified herein. Also, any improvements made by the original builder are automatically grandfathered. These modifications will be considered acceptable under this clause. The Grandfather Clause does not mean that any modifications made to an individual property prior to the adoption and issuance of these Design Guidelines are exempt. If there are any modifications that have been made prior to the adoption and issuance of these Guidelines, the homeowner is still required to submit an ARB request for approval.

EXHIBIT A

HILLTOP RESERVE HOMEOWNERS ASSOCIATION DESIGN REVIEW APPLICATION

ARCHITECTURAL APPLICATION MAIL TO: Artemis Lifestyles Atten: ARC Department 1631 E. Vine Street Suite 300, Kissimmee, FL 34744 or upload to www.artemislifestyles.com

Name: _____

Property Address: _____

Mailing Address: _____

Phone: _____ Work: _____

Fax: _____

In accordance with the Declaration of Covenants, Conditions and Restrictions, and the Association's rules and regulations, installation must conform to this approval and the Association's guidelines. I hereby request your consent to make the following changes, alterations, renovations and/or additions to my property:

- Fence Swimming Pool Lawn Ornament Patio Screen Enclosure
 Exterior Color Landscaping Lawn Replacement Other _____

***If Exterior Color change request, please note existing "scheme" #, and proposed "scheme" # Current Scheme # _____ Proposed Scheme # _____ (approved samples are available on the Hilltop Reserve website/www.hilltoreservehoa.com)

Other Description: _____

Attach one (1) copy of the property survey that shows the locations of the proposed change, alteration, renovation or addition. Attach all drawings, pictures, and documentation of your plan. Landscaping request should include proposed sod, plants, design, and pictures indicating the location of your proposed project.

NOTE: APPLICATIONS SUBMITTED WITHOUT PROPER DOCUMENTATION IS CONSIDER INCOMPLETE AND WILL NOT BE PROCESSED.

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Association. Work must be completed within 60 days from the approval date. If more time is needed the owner should submit a request to management.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed in a timely manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common areas, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection
7. with this work. I will obtain any necessary governmental permits and approval for the work.

Upon receipt of this application, the management company will forward a copy to the Association. A decision by the Association may take up to 30 days. I will be notified in-writing when the application is either approved or denied. *ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES & GUIDELINES WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Homeowner

Signature(s) _____

Date: _____

Do Not Write Below This Line

This Application is hereby: () Approved () Disapproved

Date _____

Signatures

Comments: _____

EXHIBIT B

APPROVED EXTERIOR PAINT COLORS

Please visit www.hilltopreservehoa.com