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| **Instructions, Notifications, and Expectations** |
| * This form can be completed by either the homeowner or the homeowner’s contractor.
* Submit this completed form to any current HOA Board Member.
* HOA approval is required before any work can begin, unless there is undue delay to grant the approval.
* Any property improvement visible from the street or by neighboring properties must adhere to the *Huntington Pines HOA Architectural Guideline*, the *Master Declaration Covenants, Conditions, and Restrictions of Huntington Pines*, and the *Greenwood Village Residential Property Enforcement Guide* (Improvement Guidelines). These documents can be obtained at: http://huntingtonpines.com/\_mgxroot/page\_10723.html
* The HOA has the authority to reject any improvement requests or mandate remediation for any work not in compliance with the Improvement Guideline.
* HOA approval of any property improvements does not relieve the homeowner of any obligations to obtain all necessary building permits required by the appropriate governing agencies.
* Obtaining the necessary building permits from the governing agencies does not waive the homeowner’s obligation to obtain HOA approval.
* The HOA does not represent the owner in dealings with the contractor, permitting agencies, or insurance companies.
* The HOA does not have or purport to have construction expertise and does not offer architectural/design consultation, provide expert advice, or perform work inspections.
* Potential quality of living impacts to neighbors for the proposed improvements must have the impacted neighbors’ approval. Attach signed Neighbor Consent and Approval Addendum to the Property Improvement Request Form.
* Project work hours are 8:00 AM to 6:00 PM, Monday through Friday. 9:00 AM to 4:00 PM Saturday and Sunday.
* Contractors are expected to perform required work in a professional, clean, and timely manner; and affording courtesies and access/noise abatement accommodations, within reason, to Huntington Pines residents.
* Contractors and homeowners are responsible for project debris and trash; and ensuring that the debris and trash are contained to the project property.
* Equipment storage must be on project property and not on common areas, such as the street or sidewalks.
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| **Proposed Project Name** |
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| **Project Address** |  |  | **Contractor (Business Name)** |  |
| **Home Owner’s Name** |  |  | **Contractor (Contact Person)** |  |
| **Phone** |  |  | **Phone** |  |
| **E-mail** |  |  | **E-mail** |  |
| **Desired Start Date** |  |  | **Expected Completion Date** |  |

**Improvement Type**

|  |  |  |
| --- | --- | --- |
| [ ] Deck/Patio | [ ] Exterior Lighting | [ ] Roofing |
| [ ] Doors | [ ] Exterior Paint | [ ] Structure Addition |
| [ ] Driveway/Walkway | [ ] Landscaping | [ ] Windows/Awnings |
| [ ] Other: |  |

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| **General Description of Proposed Property Improvement** |
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*\* Attach any architectural and design plans to this form.*

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| **Project Details (as Appropriate)** |
| Color |  | Commentary |  |
| Materials |  | Commentary |  |
| Dimensions |  | Commentary |  |

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| **New or Modified Work**  |
| Electrical |  |  | Describe: |  |
| Gas Lines |  |  | Describe: |  |
| Lighting |  |  | Describe: |  |
| Audio/Visual |  |  | Describe: |  |

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| **Construction Considerations** |
| Potential Street/ Sidewalk Blockage |  |  | Describe: |  |
| Overnight Equipment Storage |  |  | Describe: |  |
| Safety Risk to Residents/Pets |  |  | Describe: |  |
| Excessive Noise |  |  | Describe: |  |
| Access to Neighboring Property |  |  | Describe: |  |

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| **Project Permitted?** |  |  |
| If “No,” explain why project is not being permitted (*e.g.*, “Owner choice,” “permit not required,” *etc.*) |
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| **Potential Impact to Neighbors for Proposed Project** |
| Street Side Visibility |  |  | Describe: |  |
| View Impairment |  |  | Describe: |  |
| Increased Noise |  |  | Describe: |  |

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| **Neighbor Consent and Approval Instructions** |
| * Communicate and share project plans with potentially impacted neighbors and openly discuss potential quality of living impacts.
* Include an addendum for each potentially impacted neighbor.
* Attach signed Neighbor Consent and Approval Addendum to the Property Improvement Request Form and submit to any current HOA Board Member.
* If a neighbor has an objection or a consideration request, that neighbor should not sign this form until the objection or consideration has been addressed to that neighbor’s satisfaction.
* A Neighbor’s objections and requested considerations do not necessarily constitute a denial of the proposed property improvement. The HOA will discuss and take into consideration any objections and considerations in the process of approving or denying the proposed property improvement request.
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| **Proposed Project Name** |
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| **Project Address** |  |  | **Neighbor’s Address** |  |
| **Home Owner’s Name** |  |  | **Neighbor’s Name** |  |
| **Phone** |  |  | **Phone** |  |
| **E-mail** |  |  | **E-mail** |  |

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| **Declarations and Signatures** |
| **Homeowner** |
| As witnessed by my signature, I declare that I have shared and reviewed all designs and plans associated with the proposed property improvement and reviewed all potential impacts in full transparency and in good faith with my neighbor (as named above). |

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| Homeowner Signature |  | Date |  |

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| **Neighbor** |
| As witnessed by my signature, I declare that I have reviewed the proposed property improvements with the homeowner (as named above), and hereby grant consent and approval to the homeowner for the proposed property improvement at the project address listed above. I also declare that any objections or considerations I have are listed below have been addressed to my satisfaction by an HOA representative and/or the homeowner. |
| **Objections and Considerations** |
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| Neighbor’s Signature |  | Date |  |