

HUNTINGTON PINES HOME OWNERS ASSOCIATION
PROPERTY IMPROVEMENT REQUEST FORM

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.

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Structure Addition |
| <input type="checkbox"/> Driveway/Walkway | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Windows/Awnings |
| <input type="checkbox"/> Other: _____ | | |

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GENERAL DESCRIPTION OF PROPOSED PROPERTY IMPROVEMENT

** Attach any architectural and design plans to this form.*

PROJECT DETAILS (AS APPROPRIATE)

Color	<div></div>	Commentary	<div></div>
Materials	<div></div>	Commentary	<div></div>
Dimensions	<div></div>	Commentary	<div></div>

NEW OR MODIFIED WORK

Electrical	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>
Gas Lines	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>
Lighting	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>
Audio/Visual	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>

CONSTRUCTION CONSIDERATIONS

Potential Street/ Sidewalk Blockage	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>
Overnight Equipment Storage	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>
Safety Risk to Residents/Pets	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>
Excessive Noise	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>
Access to Neighboring Property	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>

PROJECT PERMITTED? ☐ Yes ☐ No

If “No,” explain why project is not being permitted (e.g., “Owner choice,” “permit not required,” etc.)

POTENTIAL IMPACT TO NEIGHBORS FOR PROPOSED PROJECT

Street Side Visibility	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>
View Impairment	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>
Increased Noise	<input type="radio"/> Yes	<input type="radio"/> No	Describe:	<div></div>

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PROPERTY IMPROVEMENT REQUEST FORM – NEIGHBOR CONSENT AND APPROVAL ADDENDUM

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.

PROPOSED PROJECT NAME

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PROJECT ADDRESS _____

HOME OWNER'S
NAME _____

PHONE _____

E-MAIL _____

NEIGHBOR'S
ADDRESS _____

NEIGHBOR'S NAME _____

PHONE _____

E-MAIL _____

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).

Homeowner Signature _____ Date _____

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 _____
