

Longhill Station Owners,

This is a reminder that improvements to your property require the submission of an Architectural Improvement Review Application (see the attached). This form must be completed and submitted along with any additional clarifying documents that provide context to your project. Projects include roof, windows, door replacements, fence installations, and other exterior projects.

If in doubt, please apply. Failure to apply will result in receipt of a violation notification. Once completed, submit ARCs and associated forms to lhshoa.arc@gmail.com for approval. The BoD has thirty (30) days from the date of receipt to recommend approval/disapproval of your project. No work should commence until approval is received.

Thank you, BRE Community Management / LHS HOA BoD

**** Scroll Down for ARC Application Form ****

ARCHITECTURAL IMPROVEMENT REVIEW APPLICATION

Longhill Station HOA

(Please print the requested information clearly)

Lot Number: _____

Street Address of Property: _____

Owner's Name: _____

Telephone Number: Daytime # _____ Evening # _____

Email Address: _____

Address for Correspondence: _____

(If Different than Property Address)

Briefly Describe Improvement Request: _____

A site plan/plat of the lot showing the proposed lot improvement(s). The plan should include dimensions of the improvement(s) relative to the property lines. Any trees greater than 6 inches in diameter should be indicated with an "X" marking the location on the site plan and with a ribbon or tape on-site for ARC review.

A complete description of materials, specifications, color, and, if possible, a brochure or photo showing height, details, etc.

Completed application(s) should be emailed to: lhshoa.arc@gmail.com

The Longhill Station Architectural Review Committee (ARC) has thirty (30) days from the date of receipt of your request to recommend approval or disapproval until the requisite information is received.

Attachment(s): Please complete the form and include all requested items with your application. An incomplete application may delay approval of your request until the requisite information is received.

(Homeowner's Signature) _____

(Date) _____

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(Please do not write below this line)

Status of Application:

☐ Approved ☐ Approved with changes or conditions noted:

☐ Disapproved; More Information is needed:

Planning ahead? Approval is good for twelve months from the date of approval. If improvement is not completed within that period, ARC approval is deemed void, requiring resubmission to the Committee for approval.

Approval by the ARC Committee does not warrant or guarantee the contractor's performance or workmanship. Property owners are responsible for all permit requirements and/or building code compliance where applicable.

(Committee Signature): _____ (Committee Signature): _____

Date: _____