

Hilton Lake HOA Architectural Control Request

The governing guidance for HLHOA Architectural Requests is from the CC&Rs, Article VI:

No **building, fence, wall or other structure** shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with.

However, in no event shall any building with **asphalt or composition type roofing** be constructed, installed or maintained upon the Properties, including the Common Area, unless it meets the criteria of **“at least 450 pounds per square” and “Open Tooth”** design.

Instructions:

1. Completely fill out the **top section** of this form and sign. Additional details can go on the back.
2. Submit this form via email, Board meeting, or mail to the contact address on <http://hiltonlake.org> website.
3. **No work should begin without prior Board approval.**

Requested Action – Check here <input type="checkbox"/> if additional info on other side of this form	
<input type="checkbox"/> Roofing <input type="checkbox"/> Fence / Wall <input type="checkbox"/> Building / Structure	Reason for this request:
Describe in detail (for roofing, attach contractor bid showing product and specs):	
Homeowner	
Printed Name:	Date:
Signature:	Phone:
Street Address:	Email:
Contractor Performing Work (if applicable)	
Company Name:	Contact:
Address:	Phone:

Please DO NOT write anything in the section below – for Board use only

Final Determination			
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Follow-Up Required	Date:
Details:			
Implementation			
Work Observed/Inspected by:			Date:
Follow-Up:			