

## **Property Improvement Request**

**To the High Pines Owners Association (HPOA) Architectural Control Committee (ACC)**

**From:** Owner: \_\_\_\_\_  
**Property Address:** \_\_\_\_\_  
**Mailing Address (if different from property):** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

The following improvement/design/change(s) is/are hereby requested (Check applicable items):

- ☐ Awning ☐ Back-yard landscaping ☐ Deck ☐ Driveway ☐ Exterior Lighting ☐ Fence ☐ Front-yard landscaping  
☐ Garage Door ☐ Gazebo/Pergola ☐ Hot tub ☐ Paint-Exterior Color Change ☐ Painting-Exterior ☐ Patio Cover  
☐ Patio/Slab ☐ Playhouse ☐ Roofing ☐ Shed ☐ Solar Device ☐ Other

Describe improvements in detail. Homeowner must attach Site/Plot plan, pictures(s), drawing(s), diagrams(s), brochure(s), paint chips(s), description of other colors and materials, location, drainage/elevation changes, and other information consistent with covenants.

**Proposed Start Date:** \_\_\_\_\_ **Proposed Completion Date:** \_\_\_\_\_

(Please initial below)

- \_\_\_ I understand that approval by the ACC is required *prior* to proceeding with the project.  
\_\_\_ I understand that I am responsible for obtaining appropriate building permits & complying with building/zoning requirements.  
\_\_\_ I agree to complete all proposed improvements promptly after receiving ACC approval. Any delay will be relayed to the ACC.  
\_\_\_ I understand that according to the HPOA covenants, the ACC has 90 days upon their receipt of a completed Property Improvement Request form to review and render a decision. Should the ACC require additional information pertaining to your request, then the 90 day clock will restart upon receipt of the requested information.  
\_\_\_ I understand that upon completion of the approved project, I will notify the ACC so that they may, if necessary, inspect the completed work to ensure compliance as approved.  
\_\_\_ I have submitted a check for \$25 with this request in accordance with the HPOA covenants.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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### **ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

**ACC ACTION:** ☐ Approved ☐ Approved with Conditions ☐ Denied ☐ Additional Info Requested

ACC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional notes:

**High Pines Owners Association, Inc.**

**PO Box 1127**

**Monument, CO 80132**

**860-459-9483**

<http://www.myhpoa.co/>

## **Additional Suggestions for the Property Improvement Request Form**

(Be sure to print a copy of all forms for your documentation)

Basic Submittal Information--A general rule of thumb is this: Imagine you are on the Architectural Control Committee and you are reviewing the submission. Do you have everything necessary in order to visualize the completed project so you can make a judgment? If there are no unanswered questions in your mind based on the submission, then it is likely your submission is complete. Listed below are some common improvements with a general list of what a submittal should include. All submittals should denote the proposed location for the improvement so that the ACC may determine if it unduly interferes with existing trees, with drainage of the property, or the use and enjoyment of adjoining lots. If you have further questions, or need additional information, please see the documents section on our website or email the ACC Chair at [acc@myhpoa.co](mailto:acc@myhpoa.co).

### **Concrete/Paving**

- Denote placement and dimensions, including thickness, on your site plan
- Any texture or stamping design and color to be used
- Photograph of existing condition/location

### **Decks**

- Denote placement and dimensions on your site plan
- Rear elevation
- Side elevation showing height from grade to top of deck
- Railing design and material
- Materials being used for the deck
- Photograph of existing condition/location

### **Hot Tubs**

- Locate on your site plan
- Picture or drawing of unit including dimensions
- Plans for screening the unit from adjacent properties
- Minimum setback of 5' off all property lines
- Photograph of existing condition/location

### **Patio & Deck Covers/Pergolas**

- Denote placement with dimensions & measurements from property lines to improvement on your site plan
- Rear elevation showing placement on back of the home (best shown with a photo of the back of the house)
- Side elevation showing height from grade to cover and the roof pitch of your home and the proposed cover
- Materials must match current home
- Photograph of existing condition/location

### **Play Equipment/Trampolines**

- Denote placement on your site plan
- Picture of equipment including dimensions
- Plans to screen it from neighboring properties
- Photograph of existing condition/location

#### Retaining Walls

- Denote placement, height and length, on your site plan
- Materials to be used
- Alterations to grade and/or drainage
- Photograph of existing condition/location

#### Room Additions

- Two complete sets of plans including, but not limited to, a floor plan, site plan (at a scale of 1" = 20'), exterior elevations (at a scale of 1/4" = 1'), and construction details
- Photograph of existing condition/location

#### Sheds/Playhouse

- Denote placement of shed on your site plan
- Picture or drawing of the unit including dimensions
- Materials must match existing home
- Photograph of existing condition/location
- Although the maximum size of the shed or other structure is 10 feet x 10 feet x 10 feet, the ACC may require a smaller size or height depending upon the size of the back yard and the structure's location
- Check HPOA website under Governance, Rule 1, for Clarification on Design Guidelines and Rules on Storage Sheds or Outbuildings for other guidance and limitations

#### Solar Energy

- Roofing plan denoting location
- Type of device
- Dimensions of devices
- Proposed color
- Picture/brochure of devices

#### Window/Door/Garage Door Replacement

- Style and color
- Picture or brochure of windows/door
- Grids/No grids - denote
- Each elevation must be consistent

#### Xeriscape

- A landscape that contains less than 50% sod in the "front" and/or "rear" yards, or "side" yards wider than 15' shall be considered xeriscape
- Locate all plantings on your site plan. Denote all concrete and paving on plan.
- Label the name and size of all grasses and plants
- Underlayment and preparation
- Photograph of existing condition/location