

Highlands at Queens Creek  
Homeowners Association, Inc.  
P.O. Box 499  
Hubert, NC 28539  
Email: thehighlandshoa28539@gmail.com



Home Improvement Request Form

In an effort to preserve homeowners' rights and maintain property values, it is required under Article XX of the Highlands at Queens Creeks Covenants that any homeowners, or group of owners, considering improvement(s) to their property, submit a Home Improvement Request Form to the Homeowners Association Council for approval. This must be done PRIOR to initiating work on planned improvements. This form is required for any change in the appearance of any building, wall, fence or other structure or improvements, and any change in the appearance of the landscaping (with the exception of the planting or pruning of flowers and shrubs). If any change is made that has not been approved, the Committee has the right to require the homeowner to remove the improvement from his property as well as levy fines for non-compliance. Please fill out this form completely and mail/email to address at bottom of this form. Please include floor plan, elevation (front view drawing), location on lot, and any other documentation that could assist the committee in approving the request.

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
ADDRESS \_\_\_\_\_ LOT # \_\_\_\_\_  
PHONE \_\_\_\_\_ ALT. PHONE \_\_\_\_\_

Briefly describe the proposed improvement(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of proposed improvement(s): (Check/X all that apply)

Front of House     Rear of House     Side of House     Garage     Patio / Yard  
 Other \_\_\_\_\_

Materials of proposed improvement(s): (Check and describe)

Paint Color(s) \_\_\_\_\_     Stain Color(s) \_\_\_\_\_  
 Fence Material(s) \_\_\_\_\_     Brick Type(s) \_\_\_\_\_  
 Cement     Gutters     Height \_\_\_\_\_     Other \_\_\_\_\_

I understand that the Highlands at Queens Creek Architectural Committee has thirty(30) days to approve or disapprove this form the submittal date. If not responded to in the allotted time, the homeowner has the right to proceed with improvement considering them approved. I also agree not to begin improvement(s) until contacted by Committee or review period expires.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Council Approval Signature \_\_\_\_\_ Date \_\_\_\_\_