

The Highlands Community Homeowners Association
Architectural Review Board
Guidelines & Procedures

CROSS-REFERENCE: Amended and Restated Declaration of Protective Covenants and Agreements for THE HIGHLANDS

AUTHORIZATION: The Highlands Community Founder
January 2021

EFFECTIVE DATE: February 1, 2021

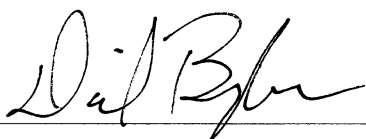
DECLARATION

WHEREAS, the Founder of The Highlands Community Homeowners Association (HCHOA), in conformity with the Amended and Restated Declaration of Protective Covenants and Agreements for THE HIGHLANDS Article 3 dated 03/13/2017, has the right to review and control construction within The Highlands; this right is vested in an Architectural Review Board (ARB) appointed by said HCHOA Founder.

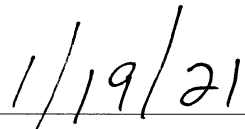
NOW, THEREFORE, the HCHOA Founder vests in the ARB all authority pertaining to construction on Residential Lots within The Highlands; and retains for itself all authority pertaining to structures on Common Property.

NOW, THEREFORE, the Founder has reviewed and approved the ARB Guidelines & Procedures and does direct that such Guidelines & Procedures be implemented with an effective date established by the ARB of February 1, 2021.

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION



Founder



Date



Secretary



Date

TABLE OF CONTENTS

SECTION 1	General Provision.....	4
SECTION 2	Procedure and Submittal Information	5
SECTION 3	Fees and Deposits	5
SECTION 4	Plan Requirements	6
SECTION 5	Building Requirements	6
SECTION 6	Additions and Renovations.....	8
SECTION 7	Demolition of Existing Structures.....	9
SECTION 8	Landscaping, Ornamentals and Yard Structures.....	9
SECTION 9	Tree Protection Management.....	9

APPENDIX

APPENDIX I	Schedule of Fines and Penalties
APPENDIX II	Building Instructions
APPENDIX III	Application for Residential Construction
APPENDIX IV	Letter of Understanding
APPENDIX V	Real Estate Fee Agreement
APPENDIX VI	Site Plan, Landscaping and Erosion Control Plan
APPENDIX VII	Tree Removal Request Form
APPENDIX VIII	House Plan
APPENDIX IX	Statement of Compliance
APPENDIX X	Mailbox Ordering Information
APPENDIX XI	Application for Reroofing/Repainting
APPENDIX XII	Yard Structure Application
APPENDIX XIII	Building Permit

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD
GUIDELINES & PROCEDURES

SECTION 1. General Provisions

1.1 The Architectural Review Board (ARB) is the agent of The Highlands Community Homeowners Association (HCHOA) Founder for the purpose of improving the property in a desirable and uniform manner suitable in architectural design within The Highlands. The following Guidelines and Procedures have been developed to ensure that purpose and, except as herein specified, no building, fence, or other structure, shall be located, erected, constructed, extended, enlarged, converted, modified (exterior of residence including roof color); and no lot landscaped, or altered, except in conformity with these Guidelines & Procedures.

1.2 The ARB is authorized to grant exceptions or variances to these Guidelines & Procedures, provided that such exceptions are reasonably within the intent and purposes of those contained in Article 3 of the Amended and Restated Declaration of Protective Covenants and Agreements for THE HIGHLANDS, and provided further, that adjoining owners are informed by the ARB, in writing, of each applicant's request for any exception.

1.3 Meetings of the ARB are customarily scheduled on the second and fourth Monday of each month. For consideration by the ARB, submittals must be made by 5:00 p.m. on the Monday, prior to a scheduled meeting. Submittal packages must be provided a minimum of 15 days prior to the date construction is scheduled to commence. Packages must be complete with an application form and all necessary plans (minimum 2 copies of 11 x 17 prints), details, color samples, and any other required information as noted on ARB forms. Piecemeal and/or incomplete submittals will not be accepted or reviewed.

1.4 The ARB requires that contractors provide a completed Application for Residential Construction form (APPENDIX III) prior to commencing any work in The Highlands.

1.5 The ARB shall review and approve or disapprove all plans and specifications submitted for structures, landscaping, drainage, additions, alterations, or changes to existing structures or land, and shall issue a Building Permit (Appendix XIII) when appropriate. Plans will be reviewed for both quality of design and conformance with applicable covenants. Plans may be disapproved on any grounds deemed objectionable, including purely aesthetic reasons. Applicants will be notified in writing (letter or email) of either approval or disapproval of an application. Reasons for disapproval will be included in such notification. All approvals will be valid for six (6) months.

1.6 Resolutions of disputes associated with submitted applications may be sought by the aggrieved owner, or owner's agent, in a meeting with the full ARB.

1.7 When it is determined that construction on any property at The Highlands is being conducted in violation of submitted and approved plans, the ARB, by a majority of its members, shall issue a Cease Construction Letter. No further work shall be permitted at the site until the Cease Construction Letter has been lifted with the approval of the ARB Chairman.

1.8 The ARB shall also review alleged violations of these Guidelines & Procedures and, if found justified, recommend that the sanctions or fines and penalties outlined in Appendix I be assessed by the ARB against the party found responsible for the violations. If the violation is not corrected within thirty (30) days, the fines outlined in the Appendix will be imposed and collected until the violation is corrected.

SECTION 2. Procedures and Submittal Information

- 2.1 The steps of the plan review process and the necessary information for each are:
 - A. Preliminary Review (required only when requesting a variance)
 - (1) Application for Residential Construction (Appendix III)
 - (2) Letter of Understanding (Appendix IV)
 - (3) Real Estate Fee Agreement (Appendix V)
 - (4) Site Plan, Landscaping and Erosion Control Plan (Appendix VI)
 - (5) House Plan (Appendix VIII)
 - (6) Special Construction Conditions (written statement)
 - (7) Variance (written statement)
 - B. Review and Approval (required)
 - (1) Application for Residential Construction (Appendix III)
 - (2) Letter of Understanding (Appendix IV)
 - (3) Real Estate Fee Agreement (Appendix V)
 - (4) Site Plan, Landscaping and Erosion Control Plan (Appendix VI)
 - (5) Tree Removal Request (Appendix VII)
 - (6) House Plan (Appendix VIII)
 - C. Refer to Section 4 for specific plan requirements.
 - D. Additions and renovations to existing structures require the same procedures and information outlined in A and B above. Depending upon the scope of the project some information listed may not be needed or appropriate. Refer to Section 6 for more information.
 - E. The HCHOA/ARB does not provide certified copies of plats or plat information.
- 2.2 Following are steps required before The Highlands building permit will be issued and any lot clearing, construction, or tree removal can begin:
 - A. Rough stake out of the structure.
 - B. Mark perimeter of the area to be cleared with yellow tape and any additional trees outside perimeter to be removed with red tape. This must agree with the approved site plan.
 - C. Pay tree deposit (Appendix VII).
 - D. Provide a signed copy of the Letter of Understanding (Appendix IV).
- 2.3 Compliance.
 - A. An HOA Letter of Compliance will only be issued after an on-site inspection confirms satisfactory completion in conformity with approved plans of the building, lot drainage, landscaping, and clean-up of the property.
 - B. Refer to Section 3.2 for Deposit refunds.

SECTION 3. Fees and Deposits

The ARB shall collect the following deposits for all construction in The Highlands:

- 3.1 Deposits:
 - A. Tree Deposit (Appendix VII)..... \$5,000.00
- 3.2 Refunds will be made:
 - A. After an on-site inspection confirms satisfactory completion in conformity with approved plans of the building, lot drainage, landscaping, and clean-up of the property.
 - B. Upon delivery to the ARB of:
 - (1) Statement of Compliance (Appendix IX)
 - (2) Copy of Shelby County Certificate of Occupancy

Deposits shall be held in a special escrow account and will be returned only when conditions and circumstances cited herein are met. All or any portion of the deposits may be withheld to ensure compliance with these requirements.

SECTION 4. Plan Requirements

All plans and data required for approval shall be prepared by an approved architect or designer and shall be of sufficient detail and clarity to accurately portray the proposed project. No existing design or element of a design will be considered as a precedent for any future repetition by another owner. As a minimum, each plan required for the appropriate step in the review process must convey the information outlined below. The owner's name must be shown on all plan sheets. The architect's or designer's name, lot number, and location must be shown on all site plans. Application forms must be completed as necessary for each step. Any plans for an addition to an existing home must be prepared by an approved designer or architect and follow the same plan requirements as new homes.

4.1 Preliminary Review (required only when requesting a variance)

- A. Site Plan, Landscaping and Erosion Control Plan: 1/4" = 1' Scaled drawing with all existing and proposed tree and topographic data; an outline of the structure and all other vertical construction elements with setback dimensions from property lines; finished floor elevation(s); roof plan, driveways, decks, patios, swimming pools, outlines of adjacent structures, proposed drainage patterns, and all other salient features, views, etc., both on and around the lot.
- B. House Plan: 1/4" = 1' scaled drawing complete with all decks, patios, pools, stairs, etc.
- C. Special Construction Conditions: Unusual site conditions that may affect the structure or its location on the site must be graphically presented.

4.2 Final Review and Approval (required)

- A. Site Plan, Landscaping, and Erosion Control Plan: Same as 4.1 A above. See Section 8 for Landscaping submission requirements.
- B. House Plan: Same as 4.1 B above with construction dimensions as well as heated and unheated square footage indicated.
 - (1) Exterior Elevations: 1/4" = 1' scaled drawings of all four elevations including an accurate indication of existing and final grades at the perimeter of the structure.
 - (2) Exterior Materials/Colors: All exterior elements of different materials and/or colors must be identified by name on a front elevation to clearly depict the proposed color scheme. Samples of all key materials and colors are to be provided.

SECTION 5. Building Requirements

5.1 Residential Construction. Such construction must meet the requirements for all current applicable Shelby County Building Codes. In any instance, where HCHOA standards applied to this type of construction are more stringent than those required by the County, HCHOA standards shall govern.

- A. Minimum square footage for all structures is 2600 sf* of living space defined as heated and cooled finished area and does not include porches, garages, basements, carports, or attics. (*Refer to American National Standards' Square Footage-Method for Calculating: ANSI Z765-2003)

- B. Minimum square footage for the main level is 2000 sf* of finished area on the main level including porches and garages. (*Refer to American National Standards' Square Footage-Method for Calculating: ANSI Z765-2003)

5.2 Building Setbacks.

- A. Minimum setbacks are generally measured from property lines to any permanent vertical construction. Swimming pools and patios are subject to the same setbacks required for vertical construction. All front setback minimums noted in item B below are from the centerline of the roadway.

B.	<u>Setback Minimums.</u>	<u>Front</u>	<u>Side</u>	<u>Rear</u>
	(1) Ridge Lots	75'	25'	40'
	(2) Pelham Estate District	75'	75'	75'
	(3) Lower Chelsea Lots	50'	25'	40'

5.3 Outbuildings. Detached buildings are allowed in accordance with Article 2.6 of the Amended and Restated Declaration of Protective Covenants and Agreements for THE HIGHLANDS.

5.4 Satellite Dishes and Antennas. Exterior television antennas, radio receivers, Direct Broadcast Satellite Receivers (DBSR), and similar devices are permitted as outlined in Article 4.12 of the Amended and Restated Declaration of Protective Covenants and Agreements for THE HIGHLANDS

- A. When placed on the exterior of a structure or a ground pole, the unit must be located in a manner that is not conspicuous from the road or any adjacent or nearby properties.
- B. The removal or excessive pruning of trees for line-of-sight purposes is prohibited without prior ARB approval.

5.5 Exterior Materials and Colors

- A. The use of plywood, composition board, vinyl, fiberglass, or metal for finished exterior walls is prohibited unless specifically approved. Acceptable materials include painted or mortar-washed brick, stone, stained cement board, or painted wood. A house may not have more than 30% of its exterior in unpainted conventional red brick. A house with all siding is discouraged.
- B. Roofing materials may be wood shakes, wood shingles, asphalt shingles (30-year double-tab minimum), slate, synthetic slate, standing or flat seam metal, and other materials at the discretion of the ARB. Roof vents and accessories should be located away from the front elevation and painted or stained to match the roof color.
- C. The selection of house color, trim, and finish is critical in developing the final appearance. All exterior colors shall blend with the surrounding environment. Earth tones and pastel colors are the most appropriate. Exterior color may not be approved if nearby homes have the same or similar color scheme. Highly reflective colors will not be approved. Past approval of color combinations does not necessarily assure similar approvals of future submissions.

5.6 Mailboxes and Address Numbers. Mailboxes shall be uniform in style, color, and lettering and purchased from ARB specified vendors (Appendix X). Installation and maintenance are the responsibility of the homeowner. Temporary mailboxes are allowed until the homeowner moves into the residence.

- 5.7 Lot Drainage. The site plan should clearly depict the proposed drainage pattern for the lot. It is the responsibility of the owner, or his agent, to ensure that the grading of the lot is accomplished in a manner that not only provides proper drainage of the property but also prevents water flow onto adjacent lots. If run-off does occur onto adjacent lots prompt action must be taken to correct the situation.
- 5.8 Driveway and Roadside Drainage.
- A. All driveway and parking areas must be concrete or asphalt. Other hard surface materials must be approved by the ARB.
 - B. Driveways in The Highlands shall be designed to facilitate the proper flow of stormwater in roadside drainage ways by the use of paved swales, culverts, or trench drains. The HCHOA neither provides nor installs trench drains.

SECTION 6. Additions and Renovations

- 6.1 Exterior Additions and Renovations.
- A. See Section 2 for Procedures and Submittal requirements.
 - B. See Section 4 for Plan Requirements.
 - C. Such construction must meet the requirements for current applicable Shelby County Building Codes. In any instance where HCHOA standards applied to this type of construction are more stringent than those required by Shelby County, HCHOA standards shall govern.
- 6.2 Exterior material and color changes. A completed Application for Re-Roofing / Repainting (Appendix XI) must be submitted to the ARB for review and approval prior to any and all exterior color and/or material changes. Such changes completed without approval could result in a fine to the property owner.
- 6.3 Interior Renovations. Interior renovations not affecting any exterior facade, do not require ARB approval.
- 6.4 Dumpster and or Portable Toilet: If a dumpster and/or portable toilet are required on-site, an HCHOA Building Permit must be obtained. Failure to complete the project and remove the dumpster and/or portable toilet within thirty (30) days of receiving the Certificate of Occupancy (CO) may result in a fine of \$200.00 per month.
- 6.5 Portable on Demand Storage (PODS): The use of temporary storage units such as PODS requires an HCHOA building permit and must be removed after 3 days. PODS must be placed on the homeowner's property, preferably the driveway, and not on neighboring or common properties.

SECTION 7. Demolition of Existing Structures

- 7.1 A property owner desiring to remove an existing residential structure must obtain a permit from either Shelby County (Chelsea) or Pelham and the ARB prior to any demolition/removal work.
- A. No trees or natural growth shall be removed unless approved by the ARB. Also, extreme care must be taken to avoid damage to the remaining trees.
 - B. All debris must be removed.

- C. The lot must be restored to natural condition through grading and ground cover within 30 days after demolition. All depressions are to be filled and graded to avoid pooling rainwater. No bare earth areas shall remain.
- D. Submission of a new home construction plan for the property will follow the same requirements as for any new home construction project.

SECTION 8. Landscaping, Ornamentals, and Yard Structures

Landscaping is an important element in the appearance of The Highlands for new, existing, and renovated structures. ARB approval is required for new and renovated structures.

- 8.1 Plans An integral part of a submittal to the ARB for new construction, an addition, or change to an existing structure is the landscape plan, which must be prepared by a landscape architect or ARB qualified designer and shall conform in every respect with the approved Site Plan, Landscaping and Erosion Control Plan (Appendix VI). All plans must show the location, physical size, number, and generic names of all existing and proposed trees, plants, shrubs, and ground cover.
- 8.2 General Requirements All landscaping shall retain and incorporate as much natural vegetation as possible. The intent of landscape design themes is to be natural and informal causing lot lines to “disappear.” Hedge type plantings are to be avoided.
 - A. Clearing of the natural vegetation on contiguous common property is prohibited. Such natural areas may be selectively trimmed, pruned, or mowed to maintain their structure and allow vistas.
 - B. Statues, free-standing trellises, sculptures, fountains, and other ornamental elements must be compatible with the landscaping theme. A completed Yard Structure Application (Appendix XII) must be submitted to the ARB and approved before installation. The use of artificial flowers and vegetation as part of the landscaping is prohibited.
 - C. Yard structures including, but not limited to, swing sets, trampolines, playhouses, gazebos, pergolas, and/or other recreational additions require a completed Yard Structure Application (Appendix XII) must be submitted to the ARB and approved before installation. These structures should be located in rear or side yards, painted in earth tone colors, and screened from adjacent properties and streets. Temporary, non-structural enclosures are prohibited.
 - D. Exterior lighting may be installed to illuminate driveways, walkways, and entryways or to highlight landscaping features. It shall be installed so as not to disturb neighbors or street traffic.

SECTION 9. Tree Protection Management

- 9.1 No tree ten inches (10") or more in diameter may be removed without prior approval of the ARB.
- 9.2 Residential Areas. To retain healthy tree specimens and maintain natural buffers for privacy, the following shall be observed:
 - A. Specimen hardwoods must not be removed unless specifically approved by the ARB.

- B. Lower limbs of any tree on Common Property may be removed to allow views from lower floor levels in nearby homes and to stimulate canopy growth. Trees on private property may only be trimmed for these considerations with the consent of the property owners.
- C. Canopy limbs must not be removed.
- D. Overcrowded species may be thinned. ARB approval is needed for trees ten inches (10”) in diameter or more.
- E. Leafy shrubs may be pruned or cut back every two to three months to non-uniform heights of five feet (5') to ten feet (10') and non-uniform shapes.
- F. Dead trees must be removed by qualified personnel.

SCHEDULE OF FINES AND PENALTIES

Depending upon the degree of non-compliance for failure to follow requirements of the Guidelines & Procedures, the Architectural Review Board is authorized to impose the following fines and/or penalties, which, if not paid, could result in a lien on the property:

1. For starting any work prior to ARB approval (excluding stake out):
Minimum of \$500.00.
2. Variation from the approved site location of the structure:
Removal of any work completed and re-positioning in correct location.
3. Variation in approved first floor and garage floor elevations:
Modification of any work completed and/or rebuilding to the correct elevation.
4. Variation from approved driveway or drainage plans:
Modification of any work completed and/or re-building as necessary.
5. Any unapproved change in exterior design, construction, or color of the structure:
Correction of the discrepancies at the discretion of the ARB. Re-submittal of corrected plans.
6. Unauthorized tree removal or damage:
Specimen hardwood tree ten inches (10") or more in diameter up to \$500.00 per tree plus implementation of an ARB approved tree restoration plan to be started within thirty (30) days of written notification.
7. Failure to maintain / repair silt fence:
\$100.00 per day after three (3) working days notification. After thirteen (13) working days, HCHOA has the right to correct at the owner's expense.
8. Failure to keep job-site free of litter and construction debris:
\$100.00 per day after three (3) working days notification. After thirteen (13) working days, HCHOA has the right to correct at the owner's expense.
9. Failure to remove any dumpster within thirty (30) days of receiving the Certificate of Occupancy (CO) without authorized extension:
\$100.00 per month.
10. Failure to keep construction activity confined to jobsite:
\$100.00 per day per violation.
11. Non-compliance with conditions and requirements set forth in the Building Instructions (Appendix II) items number 2 through 12:
\$100.00 per violation plus implementation or correction of the condition.
12. Any property owner or resident found to be in violation of the ARB Guidelines & Procedures will be notified in writing (letter or email) of the offense and will be required to correct the violation by a specific date or risk incurring a fine of \$1,000.00. If the owner is not responsive and the violation is not corrected by the specified date, a second notice will be sent to the owner advising that failure to correct the situation within 30 days will result in a fine of an additional \$1,000.00. Failure to correct the violation by the final due date will result in an additional \$1,000.00 fine being charged to the owner's annual assessment and a lien will be placed against the property. Further, failure to correct the violation will also result in court action whereby HCHOA will seek authorization to enter the owner's property to correct the violation. All expenses incurred by HCHOA related to correcting the violation will be charged to the owner's account.

BUILDING INSTRUCTIONS

During construction, the owner, the owner's agent, and/or the contractor will be responsible to abide by the following:

1. No clearing or construction work is to begin prior to ARB approval.
2. Adjacent lots and/or common property shall not be used for the storage of materials, vehicle parking, or access to the construction site.
3. Building sites shall be maintained in an orderly condition; buildings are to have scrap materials picked up as necessary to maintain an orderly condition.
4. A small trash container (barrel) is to be provided for the use of depositing used food containers and other small trash.
5. A large trash container/dumpster is to be provided for scrap material and building debris and other bulk trash items. The overflow or spillage around these containers is to be picked up daily. They shall be promptly removed from job site when full.
6. Roads must be kept clean of mud, rock, and debris.
7. Maximum weight limit for trucks is 54,000 lb.
8. All construction traffic on the Pelham ridge must enter through the construction gate.
9. Portable toilets are to be provided for the convenience of workers and should be placed so that the doorway will not front on the street or other public view. They should be placed a minimum of ten feet (10') inside of the property lines unless otherwise approved.
10. Loud and offensive noise will not be permitted. The playing of radios is permitted provided the sound does not carry beyond the boundaries of the building under construction.
11. Construction work is permitted Monday through Friday from 6:00 a.m. until 6:00 p.m., depending on daylight.
12. Saturday work is permitted from 7:00 a.m. until 4:00 p.m., except when a holiday falls on Saturday. No work is permitted on Sundays.
13. Burning of trash is prohibited without a permit from Chelsea / Pelham.
14. Contractor's Signs: Small signs not exceeding five square feet may be placed at the street side of the site for job identification purposes only. All signs must be approved by the ARB prior to installation. At the completion of the job, signs are to be promptly removed. No other signs are permitted.
15. It shall be the responsibility of the General Contractor or the Owner, as applicable, to ensure that all persons working on a construction project in The Highlands are both informed of and familiar with the ARB Guidelines & Procedures



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

APPLICATION FOR RESIDENTIAL CONSTRUCTION

Owner's Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Lot Address: _____ Lot #: _____ Pelham Chelsea

Contractor Information:

Company Name: _____ Builder: _____

Mailing Address: _____ City, State Zip: _____

Phone Number: _____ Email: _____

License Number: _____ State Licensed: _____

Insurance: _____

Bank Reference:

Institution: _____ Contact Name: _____

Phone Number: _____ Email: _____

Last 3 Clients:

1) Name: _____ Phone #: _____

2) Name: _____ Phone #: _____

3) Name: _____ Phone #: _____

Application Submitted by: _____ Date Submitted: _____

Approving Signature: _____ Date Approved: _____



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

LETTER OF UNDERSTANDING

Construction Address: _____ Lot #: _____ Pelham Chelsea

The undersigned Owner and Contractor each hereby certifies to the The Highlands Community Homeowners Association Architectural Review Board (ARB) that the residential construction or alteration to be commenced at the above referenced location, and as more specifically set forth in the Application for Residential Construction submitted herewith, shall be undertaken and completed in accordance with the recorded covenants running with certain lands in The Highlands affecting such property, as amended to date, and in compliance with all the requirements of the current ARB Guidelines & Procedures.

The undersigned each further acknowledges the receipt of copies of the Amended and Restated Declaration of Protective Covenants and Agreements for The Highlands as well as the Architectural Review Board Guidelines & Procedures and hereby agrees to assume the responsibility of communicating the contents to all persons working on the project.

Upon completion of said construction or alteration, the Owner and Contractor shall deliver to the ARB a Statement of Compliance certifying that said improvements have met all Guidelines & Procedures criteria.

The undersigned each understands and hereby acknowledges that if, upon final inspection by the ARB, the completed construction or alteration is not in compliance with the approved plans and specifications, or does not meet ARB Guidelines criteria, some or all of the deposits made with the application submitted herewith may be withheld or forfeited, in part or in their entirety, until such non-compliance is corrected and a Statement of Compliance is re-submitted.

Owner Signature: _____ Date: _____

Printed Name: _____

Contractor Signature: _____ Date: _____

Printed Name: _____



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

REAL ESTATE FEE AGREEMENT

Construction Address: _____ Lot #: _____ Pelham Chelsea

Assumption: Standard commission fees are 5% of full sale price of the lot/house combination for all lots to be collected at the closing of the house.

Any builder or builder group without in-house representation building in The Highlands or The Highlands of Chelsea agrees to use Brogdon Properties as their representative. The builder will pay Brogdon Properties Brokerage a fee of 5% on the full sale price of the lot/house combination for all homes sales. Brogdon Properties Brokerage will coordinate all closing activities between the builder, client, and closing attorney. A buyer's agent with confirmation of relationship and proof of procuring the sale will be receive 50% (2.5%) of the brokerage fee stated above.

A builder or builder group may provide their own real estate listing agent, as long as, comparable commission fees are assessed.

Owner Signature: _____ Date: _____

Printed Name: _____

Contractor Signature: _____ Date: _____

Printed Name: _____



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

SITE PLAN, LANDSCAPING AND EROSION CONTROL PLAN

MUST BE SUBMITTED PRIOR TO ANY WORK ON THE LOT
(Article 3.1 of the Protective Covenants and Agreements for The Highlands)

Owner's Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Lot Address: _____ Lot #: _____ Pelham Chelsea

Two (2) full sets of site plans (minimum 11x17 size) including landscaping are required. One set will be returned and the other will be kept by the ARB. (Article 3.5)

Lot Dimensions: _____ House Dimensions: _____

Setbacks: (Article 2.5)

Front: _____ Right: _____ Left: _____ Back: _____

Has house site been marked? Yes No

Landscaping: (Article 2.12, 2.16 and 3.1.B)

A grading and drainage plan for the lot is included. Yes No

Silt fencing is indicated on plan. Yes No

The landscape plan for the front of the home is included. Yes No

The landscape plan should be a rough sketch to indicate the following:

- *At least 30% of the front landscaped area will be cleared and landscaped with straw or bark.*
- *The area approaching the mailbox and driveway is landscaped to establish a more groomed area for approach.*
- *All street front facing property must have a minimum 4 feet of sod or seeded grass extending from the road or curb for the entire road frontage.*

Application Submitted by: _____ Date Submitted: _____

Approving Signature: _____ Date Approved: _____



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

TREE REMOVAL REQUEST

MUST BE SUBMITTED PRIOR TO ANY WORK ON THE LOT
(Article 2.13 of the Protective Covenants and Agreements for The Highlands)

Owner's Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Lot Address: _____ Lot #: _____ Pelham Chelsea

Trees and Tree Deposit: (Article 2.13)

Trees having diameters of greater than 10 inches for each Lot must be plotted and submitted to the Architectural Review Board (ARB) prior to any construction or clearing activity. The Lot Owner may remove such trees and their root systems only where the ARB has given its prior written approval (as approved, the "Approved Tree Plan"). Additionally, the Lot Owner shall deposit the sum of \$5,000.00 (the "Tree Deposit") with the Founder to ensure compliance with the Approved Tree Plan. The Founder may apply all or any portion of the Tree Deposit to pay costs incurred by the Founder in connection with a breach of the Approved Tree Plan by the Lot Owner, including without limitation, costs of consulting services required by the Founder and costs incurred by the Founder to replace any trees removed by the Lot Owner in violation of the Approved Tree Plan.

Have all trees to be removed been marked? Yes No

Checks should be made payable to The Highlands Community HOA.

Check Number: _____ Amount: _____ Date: _____ Received By: _____

Application Submitted by: _____ Date Submitted: _____

Approving Signature: _____ Date Approved: _____

Deposit Refund Request

- Trees cleared per Approved Tree Plan
- Additional trees removed outside Approved Tree Plan but approved by The Highlands HOA / ARB
- Other _____

Date builder / owner received Certificate of Occupancy: _____

Compliance with the Approved Tree Plan for the above referenced lot has been verified. A refund of the tree deposit can be issued.

Approving Signature: _____ Date Approved: _____



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

HOUSE PLAN

MUST BE SUBMITTED PRIOR TO ANY WORK ON THE LOT
(Article 3.1 of the Protective Covenants and Agreements for The Highlands)

Owner's Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Lot Address: _____ Lot #: _____ Pelham Chelsea

Two (2) full sets of house plans (minimum 11x17 size) are required. One set will be returned and the other will be kept by the ARB. (Article 3.5)

Architect or Plan Designer's Name: _____ Plan Name: _____

Square Footage: (Article 2.1)

Main Level: _____ Upper Level: _____

Finished Basement: _____ Unfinished Basement: _____

Garage: _____ Porch: _____

Patio (under roof): _____ Deck (under roof): _____

Exterior Materials: (Article 2.3) *Attach an additional sheet with color swatches.*

Siding Type: _____ Color: _____ Manufacturer: _____

Stone Style: _____ Color: _____ Mortar: _____

Brick Color: _____ Mortar: _____ Brick will be painted: Yes No

Beams/Posts Material: _____ Size: _____ Color: _____

Gutter Style: _____ Size: _____ Color: _____

Exterior Paint Brand: _____ Color: _____

Exterior Trim Paint Brand: _____ Color: _____

Exterior Wood Stain Brand: _____ Color: _____

Roof Type: _____ Color: _____ Manufacturer: _____

Roof Accents: Yes No Type: _____ Color: _____

Window Frame Material: _____ Color: _____ Manufacturer: _____

Front Door Type: _____ Color: _____ Manufacturer: _____

Garage Door Type: _____ Color: _____ Manufacturer: _____

Front Steps: Brick Stone Color: _____ Brick will be painted: Yes No

Shutters: Wood Paneled Wood Louvered None Color: _____

Application Submitted by: _____ Date Submitted: _____

Approving Signature: _____ Date Approved: _____



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

STATEMENT OF COMPLIANCE

Submitted to ARB by Owner and Contractor

Construction Address: _____ Lot #: _____ Pelham Chelsea

The undersigned hereby certify to The Highlands Community Homeowners Association Architectural Review Board that the building structure and other improvements situated at the above referenced location has been (constructed) (altered) in accordance with the recorded Covenants running with certain lands in The Highlands affecting such lot, as amended to date.

The undersigned further certify that the improvements have been constructed in accordance with the final plans and specifications previously filed with and approved by the ARB; that the contractor and/or owner executing this certificate has conducted a final inspection of the improvements; and that the improvements meet the guidelines, criteria and requirements set forth by the Architectural Review Board in its approval of the plans and specifications.

Owner Signature: _____ Date: _____

Printed Name: _____

Contractor Signature: _____ Date: _____

Printed Name: _____

Type of Improvement: _____

Compliance with the approved improvement for the above referenced lot has been confirmed and accepted

Other: _____

Approving Signature: _____ Date Approved: _____



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

ORDERING INFORMATION FOR MAILBOX COMPONENTS

(Allow 3-4 weeks for delivery)

Amended and Restated Declaration of Protective Covenants and Agreements for The Highlands Article 2.11 Mailboxes and Lamp Posts. All mailboxes, lamp posts, street lighting and posts must be models and purchased from vendors specified by ARB, and constructed and located according to the Founder's specifications and according to the design theme established in the design criteria documents.

MAILBOX from MailboxWorks.com

<https://www.mailboxworks.com/product/whitehall-post-mount-mailbox/>

- Whitehall Decorative Post Mount Mailboxes (SKU: WHM0-BZ)
- Bronze with Gold Personalization
- 2-Line Side Panels (WHM2657)
 - House number on top line
 - Street name on bottom line
- No Post, No Front Panel, No Topper

ANCHOR KIT from Ozco Building Products

972-532-6982

- Ornamental Anchor Kit by OZ-Post (Item #56633)
- Post Size 6 in x 6 in
- Post should be anchored in concrete

CUSTOM CEDAR MAIL POST from ProWoodMarket

Jacob @ 800-915-5110

- Custom Quote # 9421
- Add CEDAR POST CAP 6x6

STAIN

- Benjamin Moore Arborcoat
- Semi-Transparent Stain in Spanish Moss
- One (1) coat of Spanish Moss



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

APPLICATION FOR RE-ROOFING / REPAINTING

Owner's Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Lot Address: _____ Lot #: _____ Pelham Chelsea

Contractor:

Company: _____

Mailing Address: _____ City, State Zip: _____

Phone Number: _____ Email: _____

Existing Exterior Colors: *Attach a color photograph of existing residence.*

Siding Color: _____ Trim Color: _____

Accent Color: _____ Front Door Color: _____

Wood Stain Color: _____ Shutter Color: _____

Roof Type: _____ Color: _____ Manufacturer: _____

Roof Accents: Yes No Type: _____ Color: _____

Proposed Exterior Colors: *Attach an additional sheet with color swatches.*

Siding Color: _____ Trim Color: _____

Accent Color: _____ Front Door Color: _____

Wood Stain Color: _____ Shutter Color: _____

Roof Type: _____ Color: _____ Manufacturer: _____

Roof Accents: Yes No Type: _____ Color: _____

Application Submitted by: _____ Date Submitted: _____

Approving Signature: _____ Date Approved: _____



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

YARD STRUCTURE APPLICATION

Owner's Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Lot Address: _____ Lot #: _____ Pelham Chelsea

Structure Information: *Attach color photograph of desired structure.*

Type (i.e. fountain, fencing, play equipment): _____

Size/Dimensions: _____

Material #1: _____ Color: _____

Material #2: _____ Color: _____

Material #3: _____ Color: _____

Type of Screening (if applicable): _____

Location: *Attach a current site plan or as-built survey indicating the location of the structure relative to property lines and setback lines.*

Contractor (if applicable):

Company: _____

Mailing Address: _____ City, State Zip: _____

Phone Number: _____ Email: _____

Application Submitted by: _____ Date Submitted: _____

Approving Signature: _____ Date Approved: _____



THE HIGHLANDS

THE HIGHLANDS COMMUNITY HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD

BUILDING PERMIT

Construction Address: _____ Lot #: _____ Pelham Chelsea

The request for construction at the above referenced address is in compliance with building requirements of The Highlands Community Homeowners Association Architectural Review Board.

The request for placement of a dumpster, portable toilet and/or PODS is approved by The Highlands Community Homeowners Association Architectural Review Board.

The request for demolition at the above referenced address is in compliance with requirements of The Highlands Community Homeowners Association Architectural Review Board.

Other: _____

Approving Signature: _____ Date Approved: _____

