

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: _____



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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: _____



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ARCHITECTURAL REVIEW BOARD

COMMUNITY IMPACT FEE AGREEMENT

MUST BE SUBMITTED PRIOR TO ANY WORK ON THE LOT

Construction Address: _____ Lot #: _____ Pelham Chelsea

All unimproved home sites in The Highlands and The Highlands of Chelsea will be assessed a one-time Community Impact Fee in the amount of \$17,000 to be paid to the respective developer, either Two Mountains LLC or Tall Timbers LLC.

To date, the developer has supplemented the HOA dues so as not to overly burden the homeowners. The purpose of the Community Impact Fee is to reduce the gap between the resources needed to maintain our private community and the funds collected by The Highlands Community HOA. This fee provides for infrastructure personnel as well as repairs and maintenance of basic community infrastructure necessitated by new home construction (including but not limited to roadways, water, sewer, and storm water.)

Owner Signature: _____ Date: _____

Printed Name: _____

Contractor Signature: _____ Date: _____

Printed Name: _____



THE HIGHLANDS

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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

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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: _____



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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: _____



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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

LAREDO SUNSET OZ-POST ANCHOR KIT* from The Deck Shoppe

<https://deckshoppe.ca/products/owt-6x6-post-anchor-kit-laredo-sunset>

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

*May be found at other online retailers.

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

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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: _____