

**HFCA
Interior Work Notice**

Property Owner: _____

Highlands Falls address and lot #:

Telephone/fax/email:

Contractor's name/address:

Telephone/fax/email: _____

Proposed start date: _____

Estimated completion date: _____

HFCA Application

(Highlight or Circle One of the following)

- Exterior Maintenance
- Exterior Remodeling within existing footprint
- Exterior Remodeling with Addition under 1,000 square feet
- Exterior Remodeling with Addition over 1,000 square feet.

Property Owner: _____

Highlands Falls address and lot #: _____

Telephone/fax/email: _____

Contractor's name/address: _____

Telephone/fax/email: _____

Proposed start date: _____ Estimated completion date: _____

Accounts and Assessments must be paid in full before the application will be approved.

Applicable rules and regulations to be read and agreed to by owner and contractor are located in the ARC Guidelines.

Tree permit must be obtained if there is tree removal

Copies of county land disturbance application and permit and/or plan must be submitted.

- Tree Permit Y N

- Setbacks maintained: **Setbacks:** All building setbacks must be observed or a specific variance sought from the ARC before construction begins. The setbacks are:
 - a. Twenty-five (25) feet from the front lot line in Section I and thirty-five (35) feet in Section II.
 - b. Ten (10) feet from side and rear lot lines in Sections I and II, EXCEPT, thirty (30) feet from the rear lot line when abutting the golf course or a lake in Sections I and II.

- If appurtenant structures added location and materials described in plans: lampposts, columns, walls, signs, mailbox, fences, retaining walls, parking area, rock columns, railroad ties, generator, HVAC compressor or heat pump located and screened

- If included, driveway and carport criteria must be met

- If baths/bedrooms added, (circle one) septic or sewer
If septic, new permit included? Y N

- Vent stacks located behind roofline from front

- Roofing matches original? Y N Type and color? _____

- Meets pre-approved list? Y N
- Spark arrestor if wooden shakes used? Y N

- Siding/painting matches original? Y N Type and color? _____

- Meets pre-approved list? Y N

Please describe the changes to be made including a description of exterior building materials to be installed and for what purpose. Please provide a copy of plans and specifications. Please address any of the following items if included in the construction.

- Concrete block, foundation walls, and chimneys stuccoed smooth and painted
- Foundation walls properly screened w/ landscaping
- If decks and porches are more than 6' above grade, the underside, if exposed to view, must be screened with wood lattice or landscaping.
- If major landscaping is included, a plan and a landscaping application must be submitted.
- If there is a change in drainage, discharge requirements must be met.
- Erosion control is required.

Compliance Deposits will be refunded upon completion of the items listed on the "Compliance Deposit Refund Checklist and ARC Checklist." If the compliance deposit is exhausted, the homeowner is responsible for any fees or fines thereafter.

If the application is rejected or canceled by the owner, in the sole discretion of the ARC a sum equal to the fees paid less expenses incurred by HFCA may be refunded.

❖ **Exterior Maintenance Application:**

- No fee is required.
- No contractor compliance deposit is required

Maintenance permit time limit is 3 months.

There will be a charge to the property owner of \$250 for each full month that work continues beyond the 3 month time limit. Extensions may be requested as described in C. Guidelines for All Construction (Remodeling and New), item #17.

❖ **Exterior Remodeling within Existing Footprint:**

A remodeling within existing footprint permit time limit is 3 months. Extensions may be requested as described in C. Guidelines for All Construction (Remodeling and New), item #17.

There will be a charge against the contractor's compliance deposit of \$250 for each full month that work continues beyond the 3 month time limit.

- The permit fee is \$250.
- The contractor's compliance deposit is \$1,000.

No work shall begin before the application is approved.

Date Paid

Permit Fee due from Homeowner	\$250.00	
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Time Extension Request (# of months) _____

ARC approval/denial by ARC Representative: _____

Date approval given: _____

Refundable Compliance Deposit Due From Contractor:	\$1,000.00	
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Date Refunded _____ Check # _____

❖ **Exterior Remodeling with Addition Under 1,000 square footage:**

A remodeling with footprint expansion under 1,000 sq ft. permit time limit is 6 months. Extensions may be requested as described in C. Guidelines for All Construction (Remodeling and New), item #17.

There will be a charge of \$500 against the contractor's compliance deposit for each full month that work continues beyond the 6 month time limit.

- The permit fee is \$500 plus \$2 per added heated or unheated sq foot and/or \$0.50 per added sq ft of decking.
- The contractor's compliance deposit is \$1,500.

In its sole discretion ARC may apply any or all of the requirements contained within F. New Construction depending upon the scope of the project.

Please describe the changes to be made including a description of exterior building materials to be installed and for what purpose. Please provide a copy of plans and specifications. Please address any of the following items if included in the construction. _____

Heated and unheated square footage to be added _____

Decking square footage to be added _____

No work shall begin before the application is approved.

Date Paid

Permit Fee	\$500.00	
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Plus additional heated sq.footage of _____ @ \$2/sq.ft.	_____	
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Plus additional decking sq.footage of _____ @ \$0.50/sq. ft.	_____	
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Total Due From Homeowner	_____	
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Time Extension Request (# of months) _____

ARC approval/denial by ARC Representative: _____

Date approval given: _____

Refundable Compliance Deposit Due From Contractor:	\$1,500.00	
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Date Refunded _____ Check # _____

❖ **Exterior Remodeling with Addition Over 1,000 square footage:**

A remodeling with footprint expansion over 1,000 sq ft. permit time limit is 6 months. Extensions may be requested as described in C. Guidelines for All Construction (Remodeling and New), item #17.

There will be a charge of \$500 against the contractor's compliance deposit for each full month that work continues beyond the 6 month time limit.

- The permit fee is \$500 plus \$2 per added heated or unheated sq foot and/or \$0.50 per added sq ft of decking.
- The contractor's compliance deposit is \$3,000.
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The owner and contractor are encouraged to meet with ARC rep and manager prior to start of project for substantial renovations.

In its sole discretion ARC may apply any or all of the requirements contained within F. New Construction depending upon the scope of the project.

Please describe the changes to be made including a description of exterior building materials to be installed and for what purpose. Please provide a copy of plans and specifications. Please address any of the following items if included in the construction. _____

Heated and unheated square footage to be added _____

Decking square footage to be added _____

Please provide a copy of plans and specifications which will be submitted to a consulting architect and/or engineer for review by the ARC. Please address any of the following items if included in the construction.

No work shall begin before the application is approved.

		<u>Date Paid</u>
Permit Fee	\$500.00	_____
Plus additional heated sq.footage of _____ @ \$2/sq.ft.	_____	_____
Plus additional decking sq.footage of _____ @ \$0.50/sq. ft.	_____	_____
Total Due from Homeowner	_____	_____
Time Extension Request (# of months) _____		
ARC approval/denial by ARC Representative: _____		
Date approval given: _____		
Refundable Compliance Due Deposit From Contractor:	\$3,000	_____
Date Refunded _____ Check # _____		

By signing below I have agreed to the conditions contained in and agreed to abide by the rules and regulations of the Architectural Review Committee Guidelines.

Owner's signature and date: _____

Contractor's signature and date: _____

Approval of ARC representative and date: _____

(If applicable) Other Association Representative Signature _____

Date: _____