

REQUEST FOR MODIFICATION REVIEW

Name _____ Date _____
Address _____ Home Phone _____
City/State/Zip _____ Office/Alt. Phone _____
Lot/Block _____ HHCCE Email Address _____

Please provide the Architectural Review Committee (ARC) with all information necessary to evaluate the request thoroughly and quickly. **Requests must include, without limitation**, the following information: site plan (including all dimensions), color sample (as applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community. In addition, the homeowner must provide a copy of the contractor's "Certificate of Professional Liability Insurance".

Effective June 7, 2006, a \$500 refundable deposit is required for all exterior modifications listed below. The deposit must be submitted with the application; any application received without the deposit will be deemed incomplete. The deposit check will be deposited into the association's bank account and held until the project is completed and reviewed by the Committee. The deposit will be returned provided that the project is completed as approved and the Covenants and Restrictions are followed.

Description of Modification Requested:

Estimated Start Date _____ Estimated Completion Date _____

Acknowledgment of Adjacent Homeowners (**all homeowners sharing common boundary line**): This acknowledgement will be considered by the Architectural Review Committee but will not be binding upon the ARC. No application will be considered unless this section is completed.

Signature _____ Lot (____) Approve (___) Disapprove (___)
Signature _____ Lot (____) Approve (___) Disapprove (___)
Signature _____ Lot (____) Approve (___) Disapprove (___)

Under each of the most common headings below, all the items listed must be submitted or are elements required. Please refer to the applicable guidelines for other necessary information required for modification such as detached structures, outdoor play equipment, pools, tennis courts, etc.:

It is the Homeowners responsibility to submit for application of modification and approval. Upon receiving the approval the ARC will update an ARC approval log located that the guard gate has access to. This access log will allow for access to the property for a specific period of "Permit" time for a specific "Trade or Sub –Contractor". Once this time period is exhausted an extension is required in writing by the Home Owner to the ARC. **Permit** times are notated to the right of each category.

PLEASE NOTE:

Gaining access to HHCCE by a trade or sub-contractor is a privilege and is managed by the HHCCE Board of Directors, Architectural Review Committee and the Security Company within the Guard gate.
The approval / access process is for the protection of your 500 plus Hidden Hills Home Owners and their personal and property safety.

We thank you in advance for being courteous and understanding.

Trucks Requiring ARC approved access Passes

- Cement Trucks - Roofing Material Trucks - 18 Wheeled Landscaping Trucks
- Heavy Equipment Trucks - Well Drilling Equipment Trucks - Screen Enclosure Material Trucks
- Fencing Trucks - Trucks pulling Bobcats, small Loaders - Construction Material Trucks
- Tree Removal Trucks - Stump Grinding Trucks - Window Trucks

_____ Patio, Walkway or Driveway modification (5 Day permit)

- _____ Professional Lot survey denoting location
- _____ List of materials to be used (Concrete, Pavers etc.)
- _____ Decorative patterns or colors requested for approval

_____ Tree Removal (3 Day Permit)

- _____ Lot survey / Site plan denoting what trees are being requested for removal.
- _____ Any tree over 6 inches in diameter requires ARC approval for removal
- _____ All trees removed require stump grinding
- _____ All stumps ground need final landscaping with either sod or landscape beds
- _____ Home owner intentions needs notated on the comment section below.

_____ Landscape modifications / Garden plot (5 Day Permit)

- _____ Location of Landscape modification identified on Lot Survey
- _____ Detailed list of plants to be installed in each location (picture, growing height and exposure tolerance)
- _____ List, description and location of any landscape building materials being utilized (landscaping stones, edging materials, planter beds, fountains)
- _____ Size of garden / identified on Lot Survey (picture, growing height and exposure tolerance)
- _____ Type of vegetable plants to be grown (picture, growing height, exposure tolerance)

_____ Rock or Artesian Well Installation (3 Day permit)

- _____ Location of Well Point located on Lot Survey/Site Plan
- _____ Well equipment hiding wall (must be made of same material/ color of home)
- _____ Home owner to provide HHCCE with a certified copy of drill depth for deposit refund
- _____ Landscape repairs (sod, landscape beds etc.) as required

_____ Private Pool (120 Day Permit)

- _____ Computer drafted drawing of pool type.
- _____ Dimensions (maximum size 1,000 square ft.)
- _____ Mar cite Color (must be blue or white).
- _____ Lot Survey / Site plan denoting pool and equipment location and applicable set backs

(Please note – Screen enclosure / fence setbacks vary on golf course lots and will not be granted a variance by the ARC nor the BOD. Fencing or a screen enclosure for pools is required by City/County regulations. All such plans must be reviewed and approved by the ARC.)

- _____ Type of lighting source / fountains / spas (if applicable).
- _____ Landscape Plan --- denoting a detailed list of plants to be installed in each location (picture, growing height and exposure tolerance)
- _____ Pool Equipment hiding wall (must be made of same material/ color of home)
- _____ Pool deck material (cool deck, pavers etc.) provide sample color and pattern

_____ Screen Enclosure (5 Day Permit)

- _____ Computer drawing of Enclosure
- _____ Cross section of attachment details to home

_____ Lot Survey / Site plan denoting location and applicable set backs

(Please note – Screen enclosure setbacks vary on golf course lots and will not be granted a variance by the ARC or the BOD)

_____ Fencing (5 Day Permit)

_____ Picture or drawing of fence type and material preference (wood or metal)
_____ Site plan denoting location (fence may not be located closer to any street than rear edge of home. On corner lot, fence may not be closer to side street than building line of house. Please use copy of Lot survey/ Site plan
_____ Wood Fencing (4ft or 6ft) - crossbeam structure must not be visible from any street (must face inside toward yard). Materials must be cedar, cypress or No. 2 grade or better pressure-treated pine. All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
_____ WOOD FENCING IS NOT ALLOWED ON GOLF COURSE or CORNER LOTS!
_____ Black aluminum / wrought iron 4ft is allowable on any lot.
Fence setbacks vary on golf course lots and will not be granted a variance by the ARC nor the BOD

_____ Exterior Building Alterations (5 Day Permit)

_____ Paint sample of body, trim and door of home
_____ Manufacturer Name, Paint #
_____ Address of home
_____ Color Change ---- YES or NO
_____ Areas of home to be repainted.
_____ Photograph of your home plus homes on either side (adjacent homes cannot be painted the same colors)

_____ Roof Shingle Replacement (5 Day Permit)

_____ Sample of Shingles
_____ Manufacturer Name, Product #
_____ Address of home
_____ Color Change ---- YES or NO
_____ Eave Drip Replacement ----- YES or NO.
_____ Color Change ---- YES or NO
_____ Eave Drip Replacement ----- YES or NO.
_____ Photograph of your home plus homes on either side

_____ Chimney Caps/Windcreens (3 Day Permit)

_____ Picture or drawing of Chimney cap to be installed
_____ Address of home
_____ Paint sample
_____ Manufacturer Name, Paint #

_____ Windows/ Storm Doors (5 Day Permit)

_____ Picture or drawing of all windows/doors on which storm windows/doors will be installed.
_____ Picture depicting style of window/ storm door to be installed.
_____ Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors).

_____ Location of addition and size of lot.
_____ Size, color, and detailed architectural drawing of addition.
_____ Materials (material used must match existing materials of home). Building permit (if required).

_____ Play Houses / Play Equipment (3 Day Permit)

_____ Location (must have minimum visual impact on adjacent properties)
_____ Size and Sketch (limited to an area not to exceed 100 square feet)
_____ Play equipment must be made of Cedar or Pressure Treated Wood (Playhouse material used must match existing materials of home)
***Either must be located behind rear corners of home**

_____ Satellite Dishes (1 Day Permit)

_____ Survey or other plan showing location of dish.
_____ Indicate size of dish, not to exceed 24 inches.
_____ Indicate manner in which dish will be shielded from view from street and neighboring houses.
_____ In the event that the dish cannot be shielded due to reduced signal, a letter from the satellite provider outlining the acceptable locations is required.)

_____ Exterior Decorative Objects, Front Porch Flower Pots, Lighting Etc.(3 Day permit)

_____ Description of object _____

_____ Location and picture or sketch of object

_____ Miscellaneous (request for a modification that is not addressed above)

_____ _____
_____ _____

Note: I understand and agree that no work on this request shall commence until written approval of the Architectural Review Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations.

Neither the Association's Board of Directors, the Association's Architectural Review or Covenants Committee, nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Owner's Signature _____ Date _____
