

HIGHLINE COURT HOMEOWNERS ASSOCIATION Modification Request Instructions

The use of a modification request form is authorized by Article V, Section II of the Homeowners Association (HOA) declarations. The Design Review Committee (DRC) thanks you in advance for your cooperation in completing this form and submitting it to the property management company.

INSTRUCTIONS

On page 2, describe the proposed changes or additions to your property. Include such information as style, color, size, and type of material to be used. Attach a copy of your property plat (or a sketch thereof) with property dimensions clearly marked. On this plat (or sketch):

1. Mark the exact location of proposed changes and/or additions.
2. Show the distance from it to your property line.
3. Indicate any relevant surrounding features.
4. Provide a start and finish date. The DRC meets monthly, so be sure to allow at least 30 days for the approval process when planning a project's start date.

NOTES

1. Requests for exterior painting **MUST** include a color sample chip.
2. Requests from an owner with delinquent assessment accounts will be denied on the basis of the account delinquency until the account is brought current.
3. Once approval is received, work should commence as soon as possible and be conducted in a manner that does not unreasonably interfere with neighboring properties.
4. Construction must be finished by the approved "completion date" including removal of any construction debris.

HELPFUL INFORMATION

CALL BEFORE YOU DIG! Call the Utilities Notification Center of Colorado at 1-800-922-1987 seventy-two (72) hours prior to digging. They will mark the location of underground cables, power lines, and water pipes. It's a **FREE** service, but there is a fine for severing underground cables and conduits.

Construction must meet all zoning, building codes and laws of the City of Aurora. Nothing in these guidelines shall be considered a waiver of your responsibility to comply.

Zoning (303) 739-7437 Construction (303) 739-7420 Lawns (303) 739-7370
www.aurora.gov

The City of Aurora allows certain modifications that may not be allowed by your Homeowners Association. The stricter rules and regulations of an HOA take precedence over a city's more general guidelines, codes and ordinances.

Highline Court HOA, Western States Property Services, Attn: Ina Meyer
9145 E. Kenyon Ave., Suite 100, Denver, CO 80237
(303) 745-2220

**HIGHLINE COURT HOMEOWNERS ASSOCIATION
Modification Request**

Owner Name _____ Phone # _____
Please print

Property Address _____

Mailing Address _____

2nd Phone # _____ Start date _____ Finish date _____
proposed proposed

Description of proposed improvement (see page 1 for instruction, attach additional pages as needed):

I have read the Highline Court HOA Declarations. This proposed change or addition meets with the requirements and standards specified in therein. Owner agrees that no work described in the modification request shall begin until written approval is obtained from the DRC. Owner agrees that the proposed changes meet all zoning, building codes and laws of the City of Aurora. I, the owner, understand that misrepresentation of any items in this request may void approval by the DRC and/or HOA.

OWNER'S SIGNATURE _____

Mail Completed form to: Highline Court HOA, Western States Property Services, Attn: Ina Meyer
9145 E. Kenyon Ave., Suite 100, Denver, CO 80237
(303) 745-2220

___APPROVED

___DISAPPROVED

___DEFERRED