

**HUNTERS RIDGE VILLAGE ACC APPLICATION
EXTERIOR IMPROVEMENT AND/OR CHANGE APPLICATION**

This application is interactive. Open it using Adobe Reader in order to the interactively to work.

In accordance with the governing documents of your Association, and in an effort to provide for and protect each owner's rights and property values, all exterior improvements and/or changes from original construction must be submitted for and approved by the Architectural Control Committee (ACC) prior to the planned improvement and/or changes. If any change is made that has not been approved; the Committee has the right to require the owner to remove, alter or change the improvement at the owner's expense. Please complete the application below in its entirety and return to Sterling Association Services, Inc. at: 1521 Green Oak Place, Suite 196, Kingwood, TX 77339, phone 832-678-4500 (no text messages), fax 832-678-4510, kingwood@sterlingasi.com, with all necessary attachments. This page will serve as the cover sheet for your application which may include attachments.

No improvement will be considered and is automatically denied until it's application complete. Sterling, on behalf of the ACC, will notify you if this is incomplete and say which is still needed. The ACC has thirty (30) days from the date of receipt of a completed application to respond, after which if there has been no response the application is deemed to be approved. The ACC will endeavor to respond in a timely manner to facilitate a resident's planning and implementation process. Tentative approval of applications may be given verbally by the ACC Chairman or its designee followed by written verification. Any Hunters Ridge resident has the right to appeal a decision of the ACC to the HRVCA Board of Directors, whose decision will be final and binding. The improvement must be built exactly as per the approved application. If a change is later required, then a revised application must be submitted.

Additional information, included as attachments, is normally required to complete the application. These should be submitted with the ACC application. The ACC is only concerned with exterior appearance. Any improvements/changes must be harmonious within the community, as well as considerate of neighbors. More details about this are on the next page of the application form.

Please complete all applicable areas of the application below.

Property Address _____ Name _____
Mailing Address _____
Work# _____ Cell/Home# _____ E-mail _____

Is an Architectural Control Guidelines variance being requested? If yes, please detail with justification on an attached sheet.

No ☐ Yes ☐

Brief Improvement Description. Include estimated start and completion dates. (Either fill in below or put on an attached sheet.)

I understand the ACC is a group of Hunters Ridge volunteers and will do their best to act as quickly as possible regarding my application. I hereby certify that the proposed construction/modification is in full compliance with the Protective Covenants for my section, and the Architectural Control Guidelines currently adopted by the Association, unless a variance is granted. Moreover, I hereby certify that the improvement will be built exactly as per the approved application. I am responsible to obtain whatever easements, permits, licenses and approvals (such as from the City), which may be necessary to improve the property in accordance with the submitted plans.

Owner's Signature

Date

HUNTERS RIDGE VILLAGE ACC APPLICATION INFORMATION

1. The Hunters Ridge Village Community Association Architectural Control Guidelines are posted on the Hunters Ridge web site, <https://huntersridgevillage.com>. They are also available upon request from Sterling Association Services, Inc.

2. In order for the ACC to consider your request, additional information is normally required to complete the application. Based on the improvement or exterior change to the property, the following items are generally required and should be submitted with the ACC application. It should be fairly obvious what should be submitted with your application. If incomplete the ACC will request any missing or incomplete items. If time is critical, call Sterling Association Services, Inc. to help confirm what items are necessary for approval. Remember the ACC is only concerned with exterior appearance. Any improvements/changes must be harmonious within the community, as well as considerate of neighbors.

The nature of the change or addition, if not already completely described previously. Use photographs if helpful, including marking them up to show what is being proposed.

Specifications and plans, including a detailed scale drawing/blueprint showing three dimensional relationship (plan and elevations) of the addition to the existing structure. This should include at least 3 drawings; a side view and a front view and top view- showing how the structure will look. Overall dimensions are required for anything other than changes to the residence/garage, such as painting, roof replacement, and window replacement. Include all measurements (height, width, depth, elevation, etc.). For solar panels, a brochure and show location by taking a photo of home and mark location on the photo.

An architectural drawing of your property such as a lot survey or plot plan. It needs to show all lot lines, building lines, your home, utility easements, and setback lines. Include any previous changes, such as a new patio, previously made. Please show on the survey, in a distinguishable color, the location of your project (including trees to be removed). This is required for all changes or additions to your residence/garage, yard, fence, and driveway/walkway.

A drainage plan showing how any additional rain runoff will flow to the street or sewer and not onto the neighbor's or community property. Again, this is required for all changes or additions to your residence/garage, yard, fence, and driveway/walkway.

For items added to your property, such as a play fort, swing set, trampoline, basketball goal, yard art / decorations (bird baths, pots, benches, statues, swing, signs, water fountain) etc, you must submit a photo, brochure or drawing. For a storage shed need a photo or brochure with dimensions including height from ground to highest peak.

For wrought iron or steel fences and gates please submit a drawing, photo, or brochure.

A description of the materials to be used, especially their color. Color samples are desired, though paint numbers, such as those for Sherwin Williams, will suffice. For non pre-approved shingles, a picture of the shingles is required along with brand name and manufacturer.

Name, address and business phone of the contractor/installer, just for information. Proposed construction dates are not normally required, the ACC will do its best to approve the application promptly, regardless of the proposed construction start date. A complete initial application is the best way to get quick approval.