

Highlands of Edinburgh Second Association Application for Architectural or Landscaping Change

Thank you for informing the Highlands of Edinburgh Second Association committee of future changes you're hoping to make to your residence! You are welcome to request approval for your changes by either submitting this form online or submitting the hard copy form via mail. If you choose to submit this form online, please don't forget to send any plans or accompanying documents to the board's email address (provided below).

Prior to making any improvements or changes to your property, approval is required by the Architectural Control Committee. Article VI: "Before commencing any permanent improvement on or to any of the described Lots including landscaping, the construction or external alteration of any building, enclosure, fence or any other structure, the Owner shall first submit a site plan and plans or specifications ...for the written approval of the Architectural Control Committee".

All work must be completed within one year of the approval date. If not, you will be required to submit another request. Please refer to the Highlands Of Edinburgh Second; Articles, By-Laws and Declaration of Covenants for complete details on making changes to your home or landscaping. (Article VII. Restrictions Applicable to Lots, Page 16).

* Indicates required question

1. Email *

2. Applicants Name *

3. Property Address *

4. Phone Number *

5. Description of Proposed Change / Addition *

Please include as many details as possible in the description (dimensions, materials, colors, etc.).

Email Plans to board@highlandsofedinburgh2ndassoc.com

Send us an email with accompanying documentation for any requested changes. Please include documentation to show exactly what changes you plan to update or change. Professional plans are not required, just clear, complete plans to scale. For instance, for building changes, show dimensions of the structure, all materials and sizes, paint chips, contractor's pictures/plans, and all support structures. For landscaping, indicate placement of all plantings and edgings, and identify all plant materials by name and indicate mature size and height.

If no plans are submitted or the description is unclear, an Architectural Change Committee member may reach out for further information or clarification.

6. Have you submitted your plans?

Mark only one oval.

- ☐ I have submitted my plans / accompanying documents via email already. I understand that a board member might reach out to me for additional information.
- ☐ I will submit my plans / accompanying documents via email today. I understand that the board cannot approve until they have additional documentation.
- ☐ I don't have additional plans / accompanying documents. I understand that a board member might reach out to me for additional information.

7. Estimated Time to Complete Project (or start/end dates) *

8. When do you need approval by? (not required but we will do our best to respond by this date if filled in)

Example: January 7, 2019

9. Applicants Signature (typed) *

10. Date of Submission (Today's Date) *

Example: January 7, 2019

How to submit by mail (if preferred)

If you prefer to submit by mail, a hard copy version of this form can be found at our website at <http://www.highlandsofedinburgh2ndassoc.com/architectural-change-form-.html>

Please attach and include plans and accompanying document.

Submit hard copies via mail to the following address:

Highlands of Edinburgh Second Association

Attn: Architectural Control Committee

P.O. Box 43696

Brooklyn Park, MN 55443

If you have any questions, don't hesitate to email at board@highlandsofedinburgh2ndassoc.com.

Please note that sending requests by mail may take longer for approval than the online forms; we will do our best to respond within two weeks. If you have submitted an online form, you should receive approval within 48-72 hours (after submission of form and email).

11. Thoughts or additional Information you'd like us to know?

The Highlands of Edinburgh Second Association committee is always looking for feedback. If there is anything else you'd like us to know or any concerns you have, please don't hesitate to use this space to tell us about it!

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