

INSTRUCTIONS FOR HIDDEN SPRINGS SUMMIT (HSS) ARCHITECTURAL REVIEW AND APPROVAL REQUESTS

The main purpose of the HSS Covenants, Conditions and Restrictions (CCRs) is “...for the purpose of enhancing and protecting the value, desirability and attractiveness of ... property.” The Architectural review process is intended to provide one of the mechanisms to achieve this purpose.

The process for obtaining approval for external changes to HSS properties is as follows:

1. The Requestor completes the [Architectural Review Request form](#). Note that drawings and permits should be attached. In the event of exterior painting, please attach a paint chip sample to the request. For roofing, additional information is required and detailed in [section 5.12 \(iii\)](#) of the CC&Rs as amended. For structural changes please provide plans, drawings, and descriptions along with any required permits.
2. The requestor is required to distribute and ensure completion of [Neighbor Notification letters](#). The neighbors who require consent are those on either side of your home, as well as those behind you, and across the street. These consent letters will be sent along with your review request.
3. The CC&Rs provide for a sixty (60) day allowable review period of Architectural Review requests ([see section CCR 5.4](#)). However, the actual review is a quick process and extended delays are nearly always the result of incomplete information received from the requestor and missing Neighbor Consent letters. Note that requestors are solely responsible to provide documentation to the Architectural Review committee, and to ensure Neighbor Consent forms are promptly returned to you or to the [Architectural Review Committee](#). Lack of complete information will delay review.
4. Once you complete the [Architectural Review Request form](#) and have received the [Neighbor Notification letters](#), please forward your request to the [Architectural Review Committee](#)

Please refer to Hidden Springs Summit Covenants, Conditions and Restrictions (CC&Rs) [sections 5.4](#), [5.12](#), [5.14](#) and [8.1](#) for additional details.

Updated March, 2016
MMB