

**FIRST HYLAND GREENS ASSOCIATION**  
 c/o HAVEN Property Managers & Advisors  
 1000 S. McCaslin Blvd. Suite 300  
 Superior, CO 80027  
 Phone: 303.530.0700 Fax: 303.530.0217 Email: [manager@havenpm.com](mailto:manager@havenpm.com)



## REQUEST FOR ARCHITECTURAL CHANGES

Owner Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Email: \_\_\_\_\_

Project Category: check all that apply or check “Other” and describe below:

- Exterior Paint    Window replacement    Patio, Deck, Fencing (add/ replace)
- Addition    Concrete (Drive) Work    Roof Replacement or Siding Replacement
- Other

Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Describe the project in detail, note any color changes, style and composition of materials, location of project in reference to existing structure, measurements, construction methods etc. Please refer to the COVENANTS and RULES AND REGULATIONS for definitions and restrictions *before* you plan and request approval of your project. Please include pictures if possible, drawings (measured or otherwise) and any sketches that may be helpful in identifying the completed project as planned. It is your responsibility to obtain permits as required by the City of Westminster and to conform to current building codes. Please note any permits that will be requested from the City of Westminster. Attach separate sheets as needed to fully and accurately describe your project.

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I acknowledge and affirm that I have read and understand the Covenants and the Rules and Regulations and believe this project to be within the guidelines represented therein:

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Covenant Committee Receipt Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

APPROVAL PROCESS CONTINUED NEXT PAGE:

APPROVAL PROCESS: Each step requires at least two approving signatures of the HGHOA Architectural & Covenant Committee (ACC) members and may require the review and approval of the Board of Directors prior to commencement.

- 1) Preparation and Submittal of the REQUEST FOR ARCHITECTURAL CHANGES form by homeowner.
- 2) Initial assessment and review by the ACC members for compliance to the Covenants and the Rules and Regulations

Including but not limited to the following projects: roof replacement; exterior paint; exterior siding; fence replacement (additions);

Project does not appear to violate COVENANTS and RULES AND REGULATIONS and does not require further review for preliminary approval.

Architectural & Covenant Committee shall inspect and issue a final “AS-BUILT” Approval upon inspection of each completed project. (see note #1 below)

Project does not appear to violate COVENANTS and RULES AND REGULATIONS and has been scheduled for initial review by HGHOA Board, at the next regular meeting of the board.

All projects that are not immediately categorized as qualifying under the above approval process shall be subject to the following guidelines:

Project *may* violate COVENANTS and RULES AND REGULATIONS and has been scheduled for initial review by HGHOA Board, at its next regular meeting. The Board invites the Home Owner proposing the project to attend the meeting and address concerns and comments of the Board.

Project appears to violate COVENANTS and RULES AND REGULATIONS and does not qualify for Approval as proposed. Home Owner is requested to either meet with at least two of the ACC members to review alternative solutions or submit revised plans for preliminary approval. Home Owner has the right to present any project to the full Board for review at any regular meeting.

- 3) Issuance by ACC of Letter of Preliminary Approval to construct project as submitted and approved.
- 4) A. Notice to ACC of Construction Start date; to be received by the ACC a minimum of 24 hrs in advance of actual start date.  
B. Submittal of any “material” changes to plans, to allow ACC review and approval.
- 5) Notice to ACC of project completion, providing access as needed to final review by ACC.
- 6) Issuance by ACC of Letter of Final Approval and Conformance.

Note #1. All projects are subject to the final approval of the ACC Committee which may include the Board of Directors before the project will be considered as “ACCEPTED IN ACCORDANCE WITH THE COVENANTS, BYLAWS RULES AND REGULATIONS”.

Signature of ACC Member: \_\_\_\_\_  
Print Name:

Date: \_\_\_\_\_

Signature of ACC Member: \_\_\_\_\_  
Print Name:

Date: \_\_\_\_\_

\_\_\_\_\_ Approval Granted; no further action required if project is constructed as herein submitted.

\_\_\_\_\_ Preliminary Approval Granted; please provide prior notice to ACC of construction start date.

\_\_\_\_\_ Project "As Submitted" is NOT APPROVED.