



Highland Hills Homeowners Association

Architectural Request Form

The attached Architectural Review package contains an Architectural Change Request Form, Indemnity Agreement, Neighbor Awareness Letter and instructions.

Any and all exterior improvements to your property must be submitted to the Architectural Review Committee (ARC) for review and approval prior to commencement of work.

The following details the procedure for submitting improvements for review by the Architectural Review Committee:

- 1) Submit one (1) completed copy of the Architectural Change Request Form, Indemnity Agreement, Neighbor Awareness Letter, and construction drawings, to:

Highland Hills Homeowner Association
Attention: Architectural – FirstService Residential
2760 W Deer Springs Way, Ste 104
Las Vegas, NV 89084
Fax: (702) 737-3360
Email: highlandhills@fsrnevada.com

Drawings must include location and screening of equipment, site plan, setbacks, materials, colors and any information pertinent to the proposed improvement such as brochures, pictures, etc.

- 2) Upon review of your plans by the Committee, you will receive written notice of their approval, rejection or conditional approval within forty- five (45) days of the meeting.

CONSTRUCTION IS NOT TO BEGIN UNTIL WRITTEN APPROVAL OF PLANS IS OBTAINED BY THE ARCHITECTURAL REVIEW COMMITTEE.

To avoid construction delays, please ensure forms and plans are complete prior to submittal.

ANY INCOMPLETE SUBMITTALS WILL BE RETURNED.



FirstService
RESIDENTIAL

Aliante Office
nevada.fsrconnect.com/highlandhills

■ 2760 W Deer Springs Way, Ste 104 | N Las Vegas, NV
| 89084
phone: 702.737.8580 fax: 702.737.3360



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Homeowner's Name: _____

Property Address: _____

Mailing Address (if different): _____

Home Number: (____) _____ Alternate: (____) _____

I/we request approval of the installation of the following alterations to our property:

To Be Constructed By: _____

Address: _____ Phone: _____

Contractor's License #: _____ Limit: \$ _____

Homeowner's Signature

Date

BOARD MEMBER (S) USE ONLY

Date Request Received by Committee: _____ Date of Review: _____

Date Response Letter Sent: _____

Approved Conditional Denied Requesting Further information

Comments/Conditions:

Board Member Signature

Board Member Signature

Board Member Signature

Board Member Signature



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INDEMNITY AGREEMENT

OWNER (identified below) is the owner of property located within Highland Hills Homeowner Association and wishes to commence construction of improvements (hereinafter the "improvements") set forth as attached hereto.

CONTRACTOR (identified below) has been hired by Owner to effect the improvements.

CONSTRUCTION of the improvements is subject to the Declaration of Covenants, Conditions, and Restrictions for Highland Hills Homeowners Association, as well as certain Rules and Regulations of the Highland Hills Homeowner Association and/or Architectural Review Committee.

THE ASSOCIATION and the ARC may (but are not obligated to) exercise supervisory responsibility with respect to ascertaining that Contractor's operations and improvements comply with the Rules and Regulations, Design Guidelines and CC&Rs.

CERTAIN INDEMNITIES are required of the Owner and Contractor, as follows, prior to commencement of construction of any improvements.

ACCORDINGLY, OWNER AND CONTRACTOR hereby agree to construct the improvements in accordance with the Rules and Regulations, Design Guidelines and Declaration of Covenants, Conditions and Restrictions of Highland Hills Homeowners Association.

OWNER shall be responsible for the conduct of Contractors, its employees and agents within Highland Hills Homeowner Association. Owner and Contractor understand and agree that violations of the Rules and Regulations may be met with a warning, stop work order, lien assessments, and/or revocation of Contractor's right to enter the property.

OWNER AND CONTRACTOR hereby indemnify Highland Hills Homeowner Association and the Architectural Review Committee, and agents thereof, and hold them harmless against and from any and all liabilities, claims, losses, damages and expenses connected with the improvements or construction of the improvements.

AGREED AND ACCEPTED this _____ day of _____, 20_____.

"OWNER"

"CONTRACTOR"

Name(s)

Name(s)

Street Address

Street Address

City/State/Zip

City/State/Zip

(_____) _____
Phone Number(s)

(_____) _____
Phone Number(s)

Signature

Signature

Date

Date





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NEIGHBOR AWARENESS FORM

Homeowner's Name: _____

Property Address: _____

Proposed changes: _____

On _____ 20_____, I/we presented the attached plans to all affected neighbors for their review. Each neighbor has been notified that the plans are being submitted for approval.

Adjacent Neighbor:

Name: _____ Home Number: (_____) _____

Property Address: _____

Approved

Denied

Neighbor's Signature: _____

Adjacent Neighbor:

Name: _____ Home Number: (_____) _____

Property Address: _____

Approved

Denied

Neighbor's Signature: _____

Rear Neighbor:

Name: _____ Home Number: (_____) _____

Property Address: _____

Approved

Denied

Neighbor's Signature: _____

Facing Neighbor:

Name: _____ Home Number: (_____) _____

Property Address: _____

Approved

Denied

Neighbor's Signature: _____

Homeowner's Signature

Date

This form is only used for the consideration of the Architectural Review Committee. Recommending disapproval does not necessarily mean it is automatically rejected.

NOTE: Specific objections may be noted on the back of this form for committee consideration.



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