



The Design Review Process

The Design Review Process is intended to be simple and expeditious for the homeowner. The process also allows the Design Review Committee to confirm that proposed and completed improvements are consistent with the desired character of the community and consistent with the Declaration and Design Standards.

The Design Review Process:

	Submit	Review	Build	Confirm
Responsible Party	Homeowner	HOA Management Company Design Review Committee (DRC)	Homeowner	HOA Management Company Design Review Committee (DRC)
Reference	Design Review Request (DRR) form Design Review Process and Guidelines	Design Review Process and Guidelines Declaration of Covenants, Conditions and Restrictions	Written, approved DRR Design Review Process and Guidelines Declaration of Conditions, Covenants and Restrictions	Written, approved DRR Design Review Process and Guidelines Declaration of Covenants, Conditions and Restrictions
Timeframes		30 days	As noted by homeowner in DRR	30 days following receipt of Notice of Completion
Notifications		More Info Needed Written, approved DRR (approved or approved with conditions) Declined DRR	Notice of Completion	Notice of Violation (in case of violation only)

Regarding the Design Review Process, note:

- **Communications will occur only between the HOA Management Company and homeowner.** The HOA Management company and DRC, as a standard, will not communicate with any contractors employed by the homeowner. If additional information is required, the homeowner is responsible for ensuring this information is provided to the HOA Management Company. Note that, on an exception basis, a discussion between the DRC and contractor may occur to help expedite the resolution of a discussion/issue.
- **Improvements may be treated differently.** The DRC may make exceptions in the approval process for special or unique circumstances. Also, the DRC is not bound by decisions made regarding other homes. Each home and the improvements located on that property are unique and may be treated differently.
- **It is the homeowner's responsibility to determine that proposed improvements comply with all applicable governmental codes and regulations, that the proposed improvement is suitable and appropriate for its**

intended use, and that all necessary governmental approvals and permits are obtained. The DRC's review is limited to the determination of whether the proposed improvement complies with the requirements of the Declaration of Covenants, Conditions and Restrictions, the Design Standards, and the desired character of the community. Failure to follow governmental approvals and permits may result in the modification or removal of the improvement at the homeowner's expense

- **It is the homeowner's responsibility to understand the utility easements for their property, as well as to locate all underground utilities before any construction or digging on the property.** Standard setbacks are noted within this document; utility easements may be larger/wider for individual properties. Should a utility easement be encroached, and, at some point, a utility requires access, any removal/repair of the encroaching element is the responsibility of the homeowner.
- **Unauthorized work or improvements may require modification or removal at homeowner's expense.** Failure to obtain approval prior to beginning work, or completing improvements which were not approved, constitutes a violation of the Declaration of Covenants, Conditions and Restrictions and the Design Standards and are subject to fines in addition to modification or removal of improvements (property returned to its original condition) at the homeowner's expense.
- **Neighbors may be contacted as it relates to a DRR submission.** If the proposed project is a deviation from current Design Standards, requires a variance by the DRC, or directly affects neighboring properties, the HOA Management company will notify neighbors that could be affected by the project so that they are given an opportunity to provide input to the DRC prior to a decision on the project being made.

Additional information related to the Design Review Process is provided below.

4.1 Submit the DRR

- A Design Review Request Form (DRR) must be completed for all exterior improvements to your house or property (exceptions noted in "Section 3.0 Improvements Not Requiring DRC Approval").
- No work should begin until the DRC provides the homeowner with written approval.
- Design Review Requests (DRR) should be completed by the homeowner using the link provided on the Heritage Hills HOA webpage HOA Docs and Forms on the HOA website at <https://heritagehillshoa.org>. An electronic DRR is preferred and will simplify the creation of your submission.
- Supporting documentation to be provided by the homeowner is noted in the DRR and in the following sections of this document.
- The DRR will not be reviewed until all requested information is received. The thirty (30) day timeframe for reviews begins when all information is received. Note that the DRR will be marked "Withdrawn" (i.e., it will be canceled) if a complete submission is not provided within 60 days of the original submission.

4.2 Review the DRR

- The DRR is initially reviewed by the HOA Management Company for completeness. At this point, and during the entire review process, if additional information is required, a request for more information will be sent to the homeowner.

- The completed DRR is forwarded to the DRC for review. Any decision of the DRC shall be made within thirty (30) days after receipt by the DRC of all materials required by the DRC.
- Review criteria are noted in “Section 5.0 Design Review Criteria”. In general, the review criteria are based on the Declaration and the Design Review Process and Standards.
- The HOA Management Company will communicate the results of the review. Possible results from the review:
 - *More Information Needed* - The DRR is not complete, and the homeowner is requested to provide additional information
 - *Approved With Conditions* – The DRR is approved with conditions that *must* be addressed as part of the improvement
 - *Approved* – The DRR is approved as submitted
 - *Declined* – The DRR is not approved. Reasons for declining a submission will be provided and, if possible, the homeowner may rectify issues with the proposed improvement and resubmit an updated DRR.

4.3 Build

- Completing the improvement is the responsibility of the homeowner.
- If a change to a submitted plan occurs, a new, amended DRR submission is required. Work on the modified build plan should not occur until the DRC provides written approval of the modified plan.
- The build should be completed within the timeframes specified in the DRR. If a change to the build schedule has occurred, the homeowner should inform the HOA Management Company.
- Upon completion of the project, the homeowner must inform the HOA Management Company (Notice of Completion).
- The HOA Management Company and/or DRC may review the progress of the improvement while being completed.

4.4 Confirm

- Within thirty (30) days of receiving the Notice of Completion, the HOA Management Company and/or DRC may perform a review of the completed work to confirm that it matches the improvements as noted in the DRR and supporting documentation.
- Criteria for selecting which submissions will be confirmed include, but are not limited to:
 - A specific element of the initial submission was rejected (i.e., confirm that a proposed, declined element of the improvement *has not* been completed)
 - The submission was approved with conditions
 - The submission included an encroachment on setback/utility easements
 - The submission was approved as submitted.