

Highlands of Cedar HOA

Architectural Control Request

Step-by-Step Process

The purpose of this document is to provide Highlands of Cedar River property owners with precise directions and guidance for gaining approval for an upgrade or maintenance project or other changes on your dwelling or property governed by the HOA CC&Rs. Any project that will have an impact on the aesthetics of the neighborhood, which is to say any change that will be visible outside of your home, is required to follow this process. Changes made to the inside of your home and thereby not visible, are not required to follow this process.

Example projects include (but not limited to) the following:

Tree removal, driveway replacement and repair, landscaping, house painting, roof, siding, garage doors, fence and window replacement, RV and ORV parking.

1. Evaluate the scope of your project and review the Highlands of Cedar River Declaration of Covenants, Conditions and Restrictions (or CC&Rs) to ensure your project is within compliance.
2. Once you've determined your project meets the CC&Rs and you're within compliance, complete the HOA ACMC Approval Request Form.
 - a. If your project is NOT within compliance, but you'd like to request approval anyway, denote this in the approval request. Please ensure to include precisely which CC&Rs are impacted. The ACMC will evaluate your request appropriately.
3. Submit your approval request to ACMC distribution list: HOCRACMC@gmail.com
4. Upon receipt of request form, the ACMC will contact you within 72 hours or less to confirm receipt. If you don't hear from them in 72 hours, please send again.
5. The ACMC will review your request and get back to you with an "approve" or "reject" in 30 days or less.

If your project is rejected:

- a. An explanation will be included.
 - b. If your project is rejected, you may escalate to the HOA Trustees. You do this through the ACMC
 - c. The Trustees meet monthly and will evaluate the request at that time. You should expect a response from them in 30 days or less.
6. Upon approval, you have 9 months from the date of approval to complete your project.
 - a. If you are nearing the 9-month mark and it is clear you will not complete it, please reach out to the ACMC with an updated timeline.

When this neighborhood was originally developed, a set of by-laws were drafted to ensure the look and feel of the homes, properties and neighborhood of Highlands of Cedar River be sustained and maintained over time. The Architectural Control and Maintenance Committee (or ACMC) exists to govern this process. Their core responsibility is to evaluate all proposed upgrades, maintenance requests and other type of changes to dwellings and properties in the neighborhood. Their decisions are based solely on the guidance of the CC&Rs which everyone who purchased a home in the Highlands of Cedar

River agreed to at the time you bought your home. The ACMC does not make decisions subjectively, but rather ensures that all changes comply with the intent of the CC&Rs.

The ACMC is comprised of 4 volunteers who live in Highlands of Cedar River.