

Hillandale Homeowners Association
Architectural and Covenant Control Committee

Request for Modifications and Renovations

General Information and Instructions:

The Architectural and Covenant Control Committee (ACCC) is comprised of owners residing within Hillandale (including a Hillandale Homeowners Association's Board of Directors liaison) and exists to ensure architectural and design harmony within the community. Homeowners are required to submit a "Modification and Renovation Request Application Form" to the ACCC for most exterior work. Applications involving significant modifications are normally posted in the monthly newsletter, *The Hillandale Herald*, before being acted upon by the Committee. The *Herald* is published on or about the 15th of every month (with the exception of August). Applications are accepted at anytime.

Applications normally take about 30 - 45 days (including publication in the *Herald*) to process. To assure timely review during the summer, applications should be submitted prior to July 15.

General maintenance requests such as repainting or replacement of light fixtures, storm doors and screen doors or repairs to driveways and roofs require only the application form. (These requests can be processed within 5 days.) Significant changes in color or external features (doors, windows, storm doors, fences, garage doors, major landscaping, etc.) require an application with all three items listed below.

Applications normally must include the following:

1. For any landscaping or fence work, submit a copy of your Plat or Lot Plan showing location of modification. Plat plans are included in all closing documents.
2. For major renovation/modifications, submit final renderings detailing specific design elements, elevations, colors and dimensions of the modification and/or renovation. (For "as-is" or "like-for-like" replacements or repairs, state this under "Other" and you do not need to notify your neighbors.)
3. Signatures of immediate neighbors who are affected by the proposed modification or renovation, indicating that they have been notified of the proposed modification. If your neighbors are not resident owners, the owners must be notified and mailed a copy of the application within 30 days by certified mail.

Applications may be left at the Guard Gate or Hillside Management Office for the Property Manager.

Homeowners are solely responsible for securing proper District of Columbia approvals and permits, and all construction must meet current D.C. building codes. ***No activity should begin without ACCC approval and District and/or Federal agency permits and approvals.***

Landscaping / Tree Removal:

Simple landscaping projects such as planting flowers or shrubs do not require any approval, but projects that include "hardscape" such as walls, stones, walkways, fences, fountains, pools, etc.

require approval from the ACCC before work commences, as does any regrading, planting of new trees or re-routing of water run-off.

If the proposal involves changing the property grade, an explanation of the impact to the existing and future water drainage on applicant's or neighboring properties and/or common areas must be provided. Applicant will be held responsible for any damage to their neighbors' and/or community property. *Prior notification and discussion is required for the removal of **any** tree.* In the case of a proposed removal of a street tree, you will have to agree to plant a replacement tree approved by the Landscape Committee.

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If you have specific questions regarding issues not covered in this document, please contact any Committee member or the HOA's Property Manager. Also, for further details, please consult the Hillandale Homeowners' Manual (pp. 18-20).

Application is enclosed below...

Hillandale Homeowners Association

ACCC Modification & Renovation Request Application Form

Application Date: _____ Proposed Modification Date: _____

Owner(s) Name: _____

Address: _____

Telephone: _____ Business: _____ E-Mail: _____

Owner's Signature: _____

1. Type of Application Request: *Please check appropriate box(s)*

- GENERAL MAINTENANCE LANDSCAPING PAINTING
 RENOVATION FENCING OTHER _____

2. Contractor's name and address, telephone number and contact person (*list others on back and remember to copy*):

3. Description of Proposed Project: Please include specific details, e.g., dimensions, materials, finishes, colors, etc. Use a separate document for additional space if necessary. Submit color sample and project design renderings as appropriate.

4. Neighbor's signature(s) indicating notification of substantial modifications (those that reside adjacent to and/or directly across from the proposed project).

	Name and Signature	Address	Telephone
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

5. Identify any unusual or special circumstances Committee needs to be aware of (use back if needed):

Applications must be submitted (just the original) with required documentation (see instructions) and left at the Guard Gate or Hillside Management Office. Questions should be directed to the Property Manager (342-0130) or a member of the ACCC.