

Hello Longhill Station Owners,

This is a reminder that improvements to your property require the submission of an Architectural Improvement Review Application (see the attached).

This form needs to be filled and submitted along with any additional clarifying documents that provide context to your project. Projects include roof/windows/door replacements; fence installations, etc., when in doubt, submit an application.

Failure to submit an application will result in receipt of a violation notification.

Once completed, submit ARCs and associated forms to [lhshoa.arc@gmail.com](mailto:lhshoa.arc@gmail.com) for approval. The BoD has thirty (30) days from the date of receipt to recommend approval / disapproval of your project. No work should commence until approval is received.

Thank you,

BRE Community Management / LHS HOA BoD

ARCHITECTURAL IMPROVEMENT REVIEW APPLICATION

Longhill Station HOA

(Please print the requested information clearly)

Lot Number: \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Telephone Number: Daytime # \_\_\_\_\_ Evening # \_\_\_\_\_

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

Address for Correspondence: \_\_\_\_\_

(If Different than Property Address)

Briefly Describe Improvement Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A site plan/plat of the lot showing the proposed lot improvement(s). The plan should include dimensions from the improvement(s) relative to the property lines. Any trees greater than 6 inches in diameter should be indicated with an "X" on the site plan and marked with a ribbon or tape on-site for ARC review.

A complete description of materials, specifications, color, and if possible, a brochure or photo showing height, details, etc.

Completed application(s) should be emailed to: [LHSHoa.arc@gmail.com](mailto:LHSHoa.arc@gmail.com)

The Longhill Station Architectural Review Committee (ARC) has thirty (30) days from the date of receipt of your request to recommend approval or disapproval until the requisite information is received.

Attachment(s): Please make sure that all requested items are attached to the initial application and that the form is fully completed. Incomplete applications may delay the approval of your request until the requisite information is received.

(Homeowner's Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

.....  
(Please do not write below this line)

Status of Application:

( ) Approved ( ) Approved with changes or conditions noted:

( ) Disapproved More Information is needed:

Planning ahead? Approval is good for twelve months from the date of approval. If improvement is not completed within that period, ARC approval is deemed to be voided. The application will need to be resubmitted to the Committee for approval.

Approval by the ARC Committee does not warrant or guarantee the contractor's performance or workmanship. Property owners are responsible for compliance with all permit requirements or building codes if applicable.

(Committee Signature) \_\_\_\_\_ (Committee Signature) \_\_\_\_\_

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