

Heritage Village Master Community Association
REQUEST TO CHANGE ARCHITECTURE / LANDSCAPE

Standards:

Living in a planned community such as Heritage Village offers many privileges as well as certain responsibilities. Our Association has been developed for the mutual benefit of all members. In order to preserve the value, desirability, attractiveness, and architectural integrity of the Heritage Village community, the Covenants, Conditions and Restrictions (CC&Rs) have authorized the formation of an Architecture / Landscape Committee. Our Board of Directors appoints this Committee to help ensure a continuity in design and help preserve and improve the appearance of Heritage Village.

Request to Change Your Existing Architecture or Landscaping:

It is assumed that the owner of the property being modified is the party requesting the change. If it is a renter of the property requesting the change, then it is assumed that the owner is in agreement with the requested changes. **If that assumption is incorrect and there is a subsequent disagreement between the owner and the renter, any liability derived from such disagreement is the renter's.**

If you wish to alter your home's existing exterior, add any structure, or rework your landscaping, you must submit a Request to Change Architecture / Landscape Form and accompanying documentation for review and approval first. **NO WORK MAY BEGIN PRIOR TO APPROVAL.**

Failure to obtain the written approval from HVMCA will constitute a violation of our CC&Rs and will require modification or removal of unauthorized work or improvements at your expense.

Required Plans for Requested Changes to Your Existing Architecture or Landscaping:

The Request to Change Architecture / Landscape Form is just a cover sheet, and it must be submitted with plans for your requested changes attached.

Your plans are the basis for the Committee's review and approval. They must have all of the pertinent information that the Committee needs to approve your request, so please be complete and detailed!

Include such information as dimensions and areas (planform and elevation views, or front and side views), colors, plant types and coverage at maturity, types of materials used, drainage considerations, artificial turf specifications, etc. The more complete your information in your plans, the more easily the Committee can review and approve them.

Liabilities:

The Committee (and/or the Board) will review your plans with our Association standards in mind. Heritage Village Master Community Association (HVMCA) will not be responsible for your adhering to City of Ridgecrest requirements for code restrictions or permits, safety issues (including gas or power lines), or other laws by State or County that may be pertinent. Adherence to those requirements are your responsibilities. Use of licensed/insured contractors is highly encouraged. It is the responsibility of the lot owner to confirm current license & insurance status.

Timelines:

The timespan between your submittal of a Request to Change Architecture / Landscape Form and its approval by the Committee (or the Board) will depend on you! The more complete and understandable your submitted plans are, the sooner they may be approved. Review will be completed within thirty (30) days of receipt of a complete submittal. In the case of incomplete submission, 30 days will begin the date additional required information is received.

Work may start when the Association Manager notifies you in writing of your plan's approval. **The work must be completed no later than sixty (60) days after that approval, unless HVMCA modifies this requirement in writing.**

You must notify the Association Manager of your project's completion in writing (an e-mail is OK). Following the receipt of that notification, the Committee will review your work to ensure compliance with your approved plan (work completed must look like approved plan), and the Association Manager will notify you of "final" approval or modifications needed within two (2) weeks) of you providing notice of installation completion.

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Name: _____ Date: _____

Property Address: _____

E-Mail Address: _____

Telephone: _____ Best Contact Time: Day ____ Eve ____

(If you are not the owner of the property): I have agreement from the owner for these changes: _____

I understand that City code requirements, permits, etc. are my responsibility _____

I understand that my work on an approved plan must be completed within 60 days _____

I have read the HVMCA Standards for Requesting to Change Architecture / Landscaping _____

Name of Contractor performing work: _____

I understand my contractor must notify HVMCA office of dates they will be on property to perform work.

I further understand that any damage to common area or privately owned property by my contractor is

my sole financial responsibility _____

Attached to this form are the detailed and complete plans for my requested changes to architecture or landscaping on the specified property.

I am submitting this completed form and the attached plans to the Association Manager.

Signature/Date

HVMCA Use Only

Date	Committeeperson	Approve / Disprove	Final Inspection
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____