

HIDDEN HARBOR HOMEOWNERS' ASSOCIATION ARCHITECTURE COMMITTEE
IMPROVEMENT OR MODIFICATION APPLICATION

Date Received by Arch. Committee _____

NAME OF HOMEOWNER

LOT NO. _____

STREET ADDRESS

HOME PHONE

WORK PHONE

EMAIL ADDRESS

____ PAINTING/SIDING

____ SATELLITEDISH

____ OTHER STRUCTURE

____ FENCING

____ GAZEBO

____ LATTICEWORK

____ ROOM ADDITION

____ TREEHOUSE

____ DECK

____ ANTENNA

____ DOGHOUSE

DESCRIBE THE PROPOSED PROJECT AND ATTACH DRAWINGS:

NEIGHBORS'
COMMENTS: _____

ARCHITECTURAL COMMITTEE
ACTION/RECOMMENDATIONS: _____

APPROVED _____ DISAPPROVED _____ MODIFIED _____

BOARD MEMBER OR ARCHITECTUAL COMMITTEE

DATE OF APPROVAL

EMAIL TO BUSINESS MANAGER

office@hiddenharbor.org

OR MAIL TO:

HIDDEN HARBOR HOMEOWNER ASSOCIATION

5928 Hixson Pike, Suite A-182

Hixson, TN 37343

FINAL INSPECTION

DATE: _____

APPROVED: _____ **DISAPPROVED:** _____

MODIFICATIONS TO BE MADE _____

DEVIATIONS FROM PLANS OBSERVED _____

PERFORMING COMMITTEE MEMBER _____

ARCHITECTURAL COMMITTEE PROCEDURES

1. An application to make improvement shall be completed by the property owner and submitted to the Architectural Committee at least thirty days prior to the scheduled commencement of work and be completed within six months of approval as stated in Hidden Harbor Homeowners Association by-laws and covenants. Note: Request is invalid if not begun within 90 days of approval.
2. Completed applications: For a faster turnaround, email the application to the HH business manager at office@hiddenharbor.org or mail to HHHA, 5928Hixson Pike, Suite A -1, Hixson TN 37343. Do NOT put your request in the HH drop box.
3. The committee has 30 days from the confirmed date of receipt of the application to respond to the request. The “confirmed date” is defined as the date the HH Business Manager or the committee confirms via email or telephone that the request has been received. If you have not received confirmation that your request has been received within 5 days of mailing it call the HH Business Manager at 423-567-3475.
3. The Architectural Committee shall vote to APPROVE, DISAPPROVE, or MODIFY the application and will notify the property owner accordingly. If the homeowner makes a revision to the application after the original receipt of the request, the 30 days clock restarts at the time the Business Manager or Architectural Committee receives the revision, whichever is first. Communications between the home owner and the committee on the status of the request may be made via email or the Architectural Request Form.
4. Either the committee or the board may issue a “show cause” request, asking offending homeowners to appear at the board meeting to show cause as to why they should not be required to remove any offending modification to their property. A homeowner’s failure to appear at a “show cause” proceeding shall not delay board action.
5. The board may, by majority vote, undertake appropriate legal action to effectuate its “show cause” decision.

EMAIL TO THE HH BUSINESS MANAGER

office@hiddenharbor.org

or mail to

Hidden Harbor Homeowners Association

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