

To: Highlands Ridge Residents 2024

From: Highlands Ridge Architectural Control Committee (HOA-ACC),
Highlands Ridge Home Owners Board

Re: Architectural Modification Application (This form is for all requests)

Welcome to the friendliest neighborhood in South Florida. You have either come here to build your dream home, or you have purchased your home, already built. Either way, sometimes we don't initially get everything the way we want it, so we want to make changes. These are the steps for making changes to the outside of you existing home.

If you are planning any architectural modifications, or additions, you will need the approval of the Highlands Ridge Architectural Control Committee (HOA-ACC). The HOA-ACC is a committee of the Highlands Ridge Home Owners. These modifications include such things as a new roof (replace/style/color) paint color (including same color) of the exterior/doors, landscaping, wells, screen rooms, generators, pools, drives, antennas, solar panels, etc. A partial Covenants listing is provided.

Architectural Committee Mission Statement

"Approvals for additions and/or modifications shall meet the original design requirements (roofs, paint colors, style, landscaping, setbacks, etc) per Covenants and similar in nature as when the houses in the surrounding village area were originally constructed to assure neighborhood balance and conformity."

1. Pick up a Highlands Ridge Architectural Modification Application from the office.
2. Become familiar with the Custom Home Covenants, Article II, Paragraph 2.18, a copy is included in the Application packet for your convenience. Additional restrictions are covered in the complete Covenants package.
3. Fill out the application and attach any drawings that you may need.
4. Contact two of the HOA-ACC members listed below.
5. "At least two (2) committee members" will meet with you and review the application to insure compliance with all covenants and guidelines, and either recommend the application, or deny it. After final review by the ACC Chairman, or his representative, if the project is recommended, the Declarant (Sebring Land Development) will approve the application and the project may proceed. If one does not approve the project, the application will be sent to the Declarant for review, if the Declarant approves, then the installation may proceed. If the Declarant disapproves, then the application is rejected.
6. Once the two committee members review your application, it is to be delivered to HOA-ACC Committee Chair for final review. You will be sent a signed copy confirming approval or denial. Do not proceed with work until you receive an approval.
7. A copy of the application, drawings and permits will be kept on file by the HOA-ACC.
8. You are responsible to notify a representative of the HOA-ACC upon completion of work.

The HOA-ACC Board Members are:

Chair – Rick Nicholson (859) 912-3040, (3540 E St. Andrews Dr) – ricksue2@hotmail.com
Maintenance - Bob Becker (920) 379-1694, (3036 Oakhill Dr) - robertbecker612@gmail.com
Age Restriction – Terry Suits, (518) 775-8511, (4013 Carter Creek Dr), tsuits@hotmail.com

The HOA-ACC Committee are:

Rick Nicholson (859) 912-3040, (3540 E St. Andrews Dr) – ricksue2@hotmail.com
Jim Artos (224)577-9098, (4260 North Course Lane) – jjart0223@gmail.com
Randy Zunk (561) 324-5123 (3524 E. St. Andrews Dr) - rzunk1951@gmail.com

HIGHLANDS RIDGE ARCHITECTURAL MODIFICATION APPLICATION

DATE: _____

To: Highlands Ridge Architectural Control Committee (HOA-ACC)

From: Name: _____ Phone: _____

Address: _____

Signature: _____ Email _____

Describe the Exterior Modifications that are being applied for:

(Please attach copies of any drawings or brochures concerning this request)

Contractor being used: _____

NOTE: Any changes involving the addition of a concrete slab, deck, pad, sidewalk or other modification to your lot may require the submission of a scaled survey reflecting the exact location of the modification.

FURTHER: All recommendations and approvals are only aesthetic in nature and are not a guarantee as to suitability, serviceability or safety and are not intended to supplant the regulatory nature of local jurisdictions such as the Highlands County Building/Planning & Zoning Department(s), which in most cases will require a proper permit.

*****For HOA-ACC use only*****

RECOMMENDED

NOT RECOMMENDED

ACC MEMBER DATED

ACC MEMBER DATED

ACC MEMBER DATED

ACC MEMBER DATED

Comments:

provided they shall not exceed eighteen (18) inches in size, or they otherwise comply with applicable Federal Communications Commission requirements.

2.15 Statues, Figurines and Lawn Ornaments. Outside statues, figurines and lawn ornaments are permitted only in flower or plant gardens. They shall be no larger than three (3) feet in height and two (2) feet in width. Each Lot shall have no more than two such statues, figurines or lawn ornaments. No statues, figurines or ornaments shall be offensive as to matters of race, color, creed, ethnic origin or religion. Appropriate holiday decorations are allowed during nationally recognized holiday celebrations and seasons.

2.16 Flag Poles. One permanent flag pole is allowed on each lot. The flag pole can be either attached to the side of the Home or be free-standing. Free-standing flag poles shall be no higher than sixteen (16) feet and will be located so as not to interfere with grass mowing. Lot Owners may display flags as are typically seen in residential communities.

2.17 Compliance with Codes and Regulations. All state, county or local buildings codes, permits, zoning regulations or other regulations which are now or may in the future be applicable to the Subdivision shall be complied with concerning the construction or erection of any dwelling or other structure, including, but not limited to the Wetland Mitigation Plan for Highlands Ridge as approved by the Environmental Protectional Commission of Highlands County. It shall be the responsibility of each Lot Owner to comply with the construction plans for the surface water management system pursuant to Chapter 40D-4, F.A.C., approved and on file with the Southwest Florida Water Management District.

2.18 Additions and Modifications. Any subsequent exterior additions or modifications to an existing Home shall be subject to review by an Architectural Control Committee (the "ACC"). The ACC shall be composed of at least three (3) individuals who are appointed annually by the Board of Directors of the Association. Each member of the ACC shall be a Lot Owner in the Subdivision or one of the other residential subdivisions in the Community. Requests for approval of subsequent additions or modifications shall be submitted to the ACC in writing along with detailed plans and specifications. The Committee shall review the plans and specifications based upon the quality of workmanship and materials, site dimensions, utility design and capacity, structural design, height, proper facing with respect to roadways, adequacy of screening, harmony of external design with existing structures, location with respect to topography and finished grade elevation, and the restrictions contained in this Declaration. The ACC shall act in an advisory capacity only and shall within thirty (30) days of receipt of any request make a written recommendation to the Declarant for the approval or disapproval of the proposed exterior additions or modifications. The decision of the Declarant shall be final in all respects. Neither the Declarant, nor any present or future member of the ACC, shall be liable for any damage, loss or prejudice suffered or claimed as a result of the approval or disapproval of any plans or specifications. Neither the Declarant, nor any present or future member of the ACC, shall be responsible for the compliance of any plans or specifications with applicable governmental building codes, statutes or regulations.

** OFFICIAL RECORDS **
BK 1527 PG 709

