

HLA ARC UPDATED PROCEDURES

Enacted May 1, 2026

Every exterior project must be communicated to the Association

‘SAME FOR SAME’ PROJECTS: Defined as replacement with identical or substantially similar material, color, and design with no visual change from the street. [streamlined submission]

- There will not be an \$85 application fee, but you must email your ‘SAME FOR SAME’ project including photos of current item in question and photos of same for same future materials with specs.
 - Response time to this is generally around 4-6 business days.
EMAIL SUBMISSION MUST BE MADE THROUGH THE OWNER PORTAL.
- Manager communicates back to the owner [via email in the portal]: **This qualifies as “same for same”, no further documents are needed.**

OR

This is a MATERIALS/APPEARANCE CHANGE/MODIFICATION, you must follow the ARB approval process, and Manager sends it to *ARB consultant*. (This process can take up to 30 days and requires an application fee).

IF there is any change AT ALL owner must turn in full application with all required documentation. These applications are sent to the *ARB consultant*. These all cost \$85*. (*subject to change at any time).

This includes:

- Completed application, including all owner contact information
- Current color photos of the area where the work will be performed
- Color photos of the product(s) you will use
- Site plan/survey showing location and dimensions of your project
- Permit, if required.
- \$85 application fee by check or online payment
- Modification to begin on: _____
- Modification to be completed by: _____

Each submission and full complete review = \$85

- If subsequent reviews are needed due to insufficient information submitted a NEW submission (application) is required with a new application fee.

If the owner requests a modification that requires a variance to the standard approval process, the ARB consultant will send the information over to the Board for review. The Board must then vote to approve or decline the application. Please understand that this may take additional time.

IF approved, the owner must fill out the “Highland Lakes HOA Variance Request” (document located in the owner portal) to keep on file.