

**HIGHLAND LAKES SOUTH HOMEOWNERS ASSOCIATION**  
**[In Accordance with HLS/HOA General Warranty Deed]**

**DEFINITION**

All exterior modifications, not including painting or other maintenance, are required to be approved by the Highland Lakes South (HLS) Homeowners Association (HOA) Board of Trustees (the Board).

**Please be aware that if a resident moves forward with an exterior alteration without Board approval, they are subject to a \$100 fine and restoration to its original state at the expense of the unit owner.**

**PROCEDURES FOR EXTERIOR MODIFICATIONS:**

1. Homeowners desiring approval for a modification or alteration should first review the guidelines in the Highland Lakes South General Warranty Deed (Article I, Section D & E), as well as 2020 GWD Amendment 2020. This document may be downloaded from the HOA website (<https://highlandlakes-south.org/>).
2. The homeowner will submit the Exterior Modification Application (attached) along with detail drawings of the exterior changes to the chairman of the HOA Building and Grounds Committee who will review the request and present it to the Board of Trustees as needed. Please allow about 30 days for a decision.
3. In the case of decks or porches, please include a detailed rendering/prints and include a bill of materials. For new enclosed porches (not a modification of an existing unit) or room additions, detailed structural drawings are necessary that have been prepared by and stamped by a Registered Architect in Ohio.
4. The Board may solicit comments about the proposed modification or alteration from owners of properties adjoining or adjacent to proposed modification site.

**GUIDELINES AND SPECIFICATIONS FOR EXTERIOR MODIFICATIONS:**

1. The Board of Directors has the final word on whether the specifications have been properly followed and has full authority to enforce the specifications as the Board sees fit.
2. No homeowner may make modifications for the benefit of their property that intrude on the HOA common areas.
3. Reasons for the Board of Directors to NOT APPROVE a plan for modification and/or alteration include, but are not limited to,
  - The proposed modification and/or alteration would violate any provisions in the HLS General Warranty Deed
  - The proposed modification and/or alteration would interfere with an HOA common area
  - The proposed modification and/or alteration would not be aesthetically appropriate in that its appearance, color, character, or materials would conflict with the character of the community.
  - Print out Exterior Modification Application with the contractor's name (if applicable), copy of drawings, approvals from Delaware County and Genoa Township.
  - Complete form and email or mail to Brenda Jo Neale, Secretary/Treasurer ([bneale@fastmail.net](mailto:bneale@fastmail.net)); or (Highland Lakes South HOA, 7385 North SR 3, Box 140, Westerville, OH 43082.)

## HIGHLAND LAKES SOUTH HOMEOWNERS ASSOCIATION

### Exterior Modification Application

<b>Name:</b>		<b>Date:</b>	
<b>Address:</b>			
<b>Email:</b>		<b>Phone:</b>	
<b>Contractor (if Any):</b>		<b>Phone:</b>	

#### **Issue:**

- |  |   |
|--|---|
| <input type="checkbox"/> Fence           | <input type="checkbox"/> Driveway                 |
| <input type="checkbox"/> Deck            | <input type="checkbox"/> Street Tree Plant/Remove |
| <input type="checkbox"/> Patio           | <input type="checkbox"/> Pool / Infinity Pool     |
| <input type="checkbox"/> Porch           | <input type="checkbox"/> Room Addition            |
| <input type="checkbox"/> Other (specify) |   |

#### **Brief description of modification:**


#### **Planning Process:**

- 1) All homeowners and/or their contractors must review the guidelines in the HLS/HOA General Warranty Deed (Article I, Section D & E). Additionally, Homeowners, or their contractors, should then contact Genoa Township (zoning@genoatwp.com).
- 2) Delaware County regarding any governmental restrictions on exterior modifications, e.g., required permits, minimum setbacks, and approvals before submitting this application to the Highland Lakes South, Homeowners Association Board for consideration/approval.
- 3) All applications need to be accompanied by a plan outlining the changes, property survey, and governmental agency requirements.
- 4) Timeline of Project (Begins) Pending Board Approval to (Completion) \_\_\_\_\_
- 5) Owner(s) and/or their Designees (Contractor) must comply with the following:
  - General Warranty Deed of the Highland Lakes South Homeowners Association and any additional specifications as approved by the Board of Trustees and Governmental Agencies.
  - The Genoa Township and Delaware County permits, building regulations, ordinances, etc. including a final inspection.
  - Homeowners and their contractors are responsible for repairing any damage to the Common Areas or other owner's properties.

**Note:** Any and all disputes as to the quality of the work, as to whether the project meets the specifications at any time during the project and/or any contractor hired to do work will be resolved by the Board of Directors of the Highland Lakes South Board of Trustees. The HLS

*Board has the final word on whether or not the specifications have been properly followed and has full authority to enforce the specifications as the Board sees fit.*

**Submitted:**

	<b>Date</b>	
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**(Signature by Home Owner)**

***Board of Directors: (    ) Approved    (    ) Disapproved***

**By: \_\_\_\_\_**

**Brenda Jo Neale – President  
Highland Lakes South Homeowners Association  
Board of Trustees**

**Date Approved: \_\_\_\_\_**