



Hillandale Homeowners Association
Architectural Covenants Control Committee

Request for Modifications and Renovations

General Information and Instructions:

The Architectural Covenants Control Committee (ACCC) is comprised of owners residing within Hillandale (including a Hillandale Homeowners Association's Board of Directors liaison) and exists to ensure architectural and design harmony within the community. Homeowners are required to submit a "Modification and Renovation Request Application Form" to the ACCC for most exterior work. Applications involving significant modifications are normally posted in the monthly newsletter, *The Hillandale Herald*, before being acted upon by the Committee. The *Herald* is published on or about the 15th of every month (with the exception of August). Applications are accepted at anytime.

Applications normally take about three (3) weeks to process, but **please note that the committee has a full sixty (60) days to reply, if needed** (especially when publication in the *Herald* is required in some cases). To assure timely review during the summer, applications should be submitted prior to July 15.

General maintenance requests such as repainting or replacement of light fixtures, storm doors and screen doors or repairs to driveways and roofs require only the application form. (These requests can be processed within 2-3 days.) Significant changes in color or external features (doors, windows, storm doors, fences, garage doors, major landscaping, etc.) require an application with all three items listed below.

Applications normally must include the following:

1. For any landscaping or fence work, submit a copy of your Plat or Lot Plan showing location of modification. Plat plans are included in all closing documents.
2. For major renovation/modifications, submit final renderings detailing specific design elements, elevations, colors and dimensions of the modification and/or renovation. (For "as-is" or "like-for-like" replacements or repairs, state this under "Other" and you do not need to notify your neighbors.)
3. Signatures of immediate neighbors who are affected by the proposed modification or renovation, indicating that they have been notified of the proposed modification. (This can be done via electronic mail.) If your neighbors are not resident owners, the owners must be notified and mailed a copy of the application within 30 days by certified mail.

Applications may be left for the Property Manager at the security Gatehouse or the Hillside Management Office.

Homeowners are solely responsible for securing proper District of Columbia approvals and permits, and all construction must meet current D.C. building codes. **No activity should begin without ACCC approval and District and/or Federal agency permits and approvals.**

Landscaping / Tree Removal:

Simple landscaping projects such as planting flowers or shrubs do not require any approval, but projects that include “hardscape” such as walls, stones, walkways, fences, fountains, pools, etc. require approval from the ACCC before work commences, as does any regrading, planting of new trees or re-routing of water run-off.

If the proposal involves changing the property grade, an explanation of the impact to the existing and future water drainage on applicant’s or neighboring properties and/or common areas must be provided. Applicant will be held responsible for any damage to their neighbors’ and/or community property.

Prior notification and discussion is required for the removal of any tree. In the case of a proposed removal of a street tree, you will have to agree to plant a replacement tree approved by the Landscape Committee. We strongly urge every resident to only plant new trees that have been recommended by the Landscape Committee as numerous trees have caused long-term problems for residents, neighbors and/or the association.

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REMINDER: Residents may only work on their private property. Any issues or concerns that you have about the Common Areas or Tree Preservation Areas owned by the HOA must be communicated to the management office. Only HOA-approved contractors who are directed by the management office may do any work within these areas. **At no time, may residents or their contractors do any landscaping work, make any alterations, prune any tree limbs or dump anything into Common Areas around the community--including all of our wooded areas.**

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For further details, please consult the Hillandale Homeowners’ Manual. If you have specific questions regarding issues not covered in this document, please contact any Committee member or the HOA’s Property Manager.

Application is on next page...

Hillandale Homeowners Association

ACCC Modification & Renovation Request Application Form

Application Date: _____ Proposed Modification Date: _____

Owner(s) Name: _____

Address: _____

Telephone: _____ E-Mail: _____

I accept full responsibility for compliance with all covenants and rules of the Association and all necessary corrections of the proposed improvements which are not in compliance when work is done.

Owner's Signature: _____

1. Type of Application Request: *Please check appropriate box(s)*

- GENERAL MAINTENANCE LANDSCAPING PAINTING
 RENOVATION FENCING OTHER _____

2. Contractor's name and address, telephone number and contact person (*list others on back and remember to copy*):

3. Description of Proposed Project: Please include specific details, e.g., dimensions, materials, finishes, colors, etc. Use a separate document for additional space if necessary. Submit color sample and project design renderings as appropriate.

4. Neighbor's signature(s) indicating notification of substantial modifications (those that reside adjacent to and/or directly across from the proposed project). A copy of an email is acceptable.

Name and Signature	Address
a. _____	_____
b. _____	_____
c. _____	_____

5. Identify any unusual or special circumstances Committee needs to be aware of (use back if needed):

Applications must be submitted (just the original) with required documentation (see instructions) and left at the security Gatehouse or Hillside Management Office. Questions should be directed to the Property Manager (202-342-0130) or a member of the ACCC.