

## HUNTERS CREST – ARCHITECTURAL CHANGE APPLICATION

Step 1. Review the Architectural guidelines defined in the Declaration of Covenants.

Step 2. Fill out this application:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_ Email: \_\_\_\_\_

Est. Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of Alteration/Improvement: \_\_\_\_\_ Must also include written description (see below).

Include the following attachments with the application: (Check all that apply to signify they are included)

- ☐ Details of modifications noted on survey or map with placement of improvement or alteration.
  - ☐ Fence, deck, or pool installation requires original lot survey which can be obtained from the city
  - ☐ Other modifications may use a Hennepin County property map to detail improvements on the lot, which can be found at <https://gis.hennepin.us/property/map/>
- ☐ If building a deck, draw placement of deck on survey. All deck applications (wood or composite) must include the color of the finished deck. ALL wooden decks (including cedar) must be properly finished with high quality stain/finish. (FYI: Thompson Water Seal is NOT an approved finish.) If a "curing" time is needed for the wood, a final date of finish must be included. Unfinished decks (without a pre-approved finish time and/or are not finished by the due time) are subject to fines until the deck is properly finished. Note: ALL DECK POSTS must be 6x6 inches in size, and finished to match your deck.
- ☐ Attach a drawing of the alteration/improvement, preferably a professional drawing from your contractor. If that is not available a hand drawing is acceptable.
- ☐ Attach a written description of ALL alterations or improvements. Include a list of ALL materials and items to be completed: types of trees or plants and proposed locations if landscaping. Type, size and color of decks. Dimensions and locations of projects: decks, landscaping, fire pits, fences, etc. must be clearly identified and placed on survey.

The homeowner agrees to the following:

- A. No alterations/improvements may be commenced until written approval is received from the Architectural Review Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval. Partial, incomplete, or unintelligible ARC Applications will not be accepted or considered for approval until all items are received in readable form.
- B. The owner is responsible for obtaining any required building permits and complying with city, county, state laws.
- C. The owner, not the Association, Board of Directors, or Review Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the home and property.
- D. The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

By submitting this ARC Request Application, you are consenting to abide by the Architectural Guidelines set forth by the Hunters Crest Association.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Step 3. Submit a clearly readable application and attachments. By mail to: Hunters Crest HOA, 3370 Annapolis Lane N, Suite C Plymouth, MN 55447 or by email to Melanie Lawrence at [melanie@compassmanagement.com](mailto:melanie@compassmanagement.com)

Step 4. The Architectural Review Committee will contact you as soon as possible, typically within a week to 14 days.

Note: In accordance with the Declaration of Covenants, your contractors are not allowed to put advertising signs on your property. Partial or incomplete ARC Applications will not be accepted or considered for approval until completed.

If you have any questions or concerns about this process please contact our Association Manager, Melanie Lawrence of Compass Management Group at: Voice/Text: 612.888.7476 Email: [melanie@compassmanagement.com](mailto:melanie@compassmanagement.com)