

Providence Hills Community Association (PHCA)

Architectural Modification Request — Owner Instructions

What needs ARC approval

- Any exterior change affecting appearance, materials, color, structures, hardscape, major landscaping, tree removal/addition, visible mechanicals, in-ground pools/spas, play structures, mailboxes, lighting, solar/satellite placement, and similar items.
- Routine like-for-like repairs with no appearance change do not require ARC approval.

What to submit (attach to your request)

- Site plan or survey excerpt with the improvement drawn to scale and dimensions from property lines/building.
- Photos of existing conditions and, for paint, photos of your home and the two adjacent homes.
- Specifications: materials, product cut sheets, color names and codes, finish, elevations/sections as applicable.
- Project-specific items (examples): Fence — layout, section/elevation, height/material; Tree — species, DBH (inches at 4.5'), reason, photos, arborist letter if hazard; Pool — barrier/fence, equipment location/screening, lighting, landscape.

Where to submit your form

- Email a single PDF packet to providencehills@gmail.com; if you cannot email, arrange delivery via a board member

Timelines you can expect

- Completeness check within 3 business days: ARC will confirm if your packet is Complete or request missing items.
- 60-day review period begins ONLY when ARC confirms your packet is Complete.
- Most complete requests are decided in 2–4 weeks; complex items may take longer (still within 60 days).

Common pitfalls (avoid delays)

- Missing survey/plan or unclear dimensions.
- No color codes/chips (for paint) or missing adjacent-home photos.
- Fence requests without a section/elevation and gate locations.
- Tree removal with no DBH, no photos, or no arborist note when claiming hazard/disease.
- Pool equipment and lighting not shown or not screened.

After approval

- Build exactly as approved; any change requires resubmittal.
- Keep your approval letter and plan set; ARC may inspect for conformance.

- Approvals lapse if work doesn't start within 180 days (ask ARC for an extension if needed).

Legal & policy notes

- ARC decisions may consider appearance and neighborhood harmony; ARC is not reviewing structural/engineering.
- Owner is responsible for permits/code compliance and for maintenance/insurance of approved changes.
- Statutory rights remain in effect (e.g., flags/political signs limits, drought-related irrigation limits, OTARD/solar rules).

Questions? providencehills@gmail.com

PROVIDENCE HILLS NEIGHBORHOOD REQUEST FOR MODIFICATION REVIEW FORM

Name _____ Date _____
 Address _____ Home Phone _____
 City/State/Zip _____ Office Phone _____
 Community _____ Lot/Block _____

Please provide the Architectural Review Committee with all the information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as requested by the Design guidelines approved for the community.

Description of Modification Requested: As much detail as you can, help the project be reviewed more quickly.

Estimated Start Date _____ Estimated Completion Date _____

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Guidelines for other necessary information required for modification such as detached structures, outdoor play equipment, pools, tennis courts, etc.

____ **Patio or Walkway**
 _____ Lot survey denoting location
 _____ List of materials to be used

____ **Exterior Decorative Objects, Front Porch Flower Pots, Lighting etc.**
 _____ Description of object _____
 _____ Location and picture or sketch of project

____ **Garden Plot**
 _____ Location and size of garden
 _____ Type of plants to be grown

____ **Play Houses**
 _____ Shed looking structures will not be approved
 _____ Location (must have minimum visual impact of adjacent properties)
 _____ Size and sketch (limited to an area not to exceed 100 square feet)
 _____ Materials (in most cases, material used must match existing materials of home)

____ **Landscaping**
 _____ Plants or shrubs being removed from the front yard
 _____ How many are being removed
 _____ How many are being added

____ **Private Pool**
 _____ Picture or drawing of pool type
 _____ Dimensions (maximum size 1,000 square ft.)
 _____ Color (must be blue or white)
 _____ Site plan denoting location
 _____ Type of lighting source
 _____ Landscape Plan

____ **Fencing**

**PLEASE BE CONSIDERATE AND ALLOW 30 DAYS FOR APPROVAL.
IN SOME CASES, THE PROJECT OR REQUEST MAY TAKE LONGER.
IF THE BOARD NEEDS TO REVIEW THE ARC COMMITTEES' FINDINGS.**

**There is no longer the need to have your neighbors sign off on the project.
But as a courtesy just let them know if you have an involved project such as a deck. Due to the
noise, many neighbors work from home or have small children.**

Note: I understand and agree that no work on this request shall commence until the written approval of the Architectural Review Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes should be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations.

Neither the Association Board of Directors, the Architectural Review Committee nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Owner's Signature _____ Date _____

FOR ARCHITECTURAL REVIEW COMMITTEE USE

**Approved By: _____
Architectural Review Committee Member**

Date Received _____

Approved _____ Not Approved _____ Conditions _____

**Comments _____

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