

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
Landscaping Plan

Fencing

Picture or drawing of fence type

Dimensions (maximum height may not exceed 6 feet; maximum span between posts shall be ten feet; minimum post size shall be 4x4 inch; must have 2x8 inch rails or three 2x6 inch horizontal rails per section).

Color (must be natural or painted to match exterior color)

Site plan denoting location (fence may not be located closer to any street than rear edge of home. On corner lot, fence may not be closed to side street than building line of house. Please use copy of survey from your closing package)

Crossbeam structure must not be visible from any street (must face inside toward yard)

Materials (must be cedar, cypress, or No.2 grade or better pressure-treated pine)

All nails, screws or fasteners shall be aluminum or hot-dipped galvanized

If fence is solid privacy type, all posts shall be anchored in concrete

Exterior Landscaping and Maintenance

Landscape plan denoting plant material and location

Tree Removal or Addition—General Rule.... You take a tree out of the FRONT YARD you need to put one back in it's place

Removing trees from the front yard

How many trees are being removed

Removing trees from the back yard

How many are being removed

Adding Trees to the yard

How many trees

Placement of those trees

Front yard

Back yard

Meck County Residents only

Do you have your Tree removal approved from Meck County per the Heritage Act

Please make sure your tree removal folks have a permit for anything over 4 inches in diameter

Shed

NOT ALLOWED PER CURRENT CC & R's (NO EXCEPTIONS)

Deck/Porch

If you are replacing a current deck, please complete the form

Picture or Drawing (deck must match any existing deck)

Dimensions

Color (must be natural or painted to match exterior color of home)

Site plan denoting location (in most cases may not extend past sides of home)

Materials (must be cedar, cypress or No.2 grade or better pressure-treated pine)

Exterior Building Alterations

Paint

Color and address of home with desired John Wieland Homes' color used in or approved for this or another John Weiland community in same county

Area of home to be repainted

Photograph of your home plus homes on either side (in most cases adjacent homes cannot be painted the same colors)

Storm Windows/Doors

Picture or drawing of all windows/doors on which storm windows/doors will be installed

Picture depicting style of storm window/door to be installed

Color (window/door trim must be baked enamel and color must be compatible with primary trim colors)

Shutters

Change in design of the shutter must be approved

Photograph or design must be present with form

Adding Planter boxes must be approved, where and how many must be noted

Building Additions

Location of addition and size of lot

Size, color and detailed architectural drawing of addition

Materials (material used must match existing materials of home)

Building permit (if required)

**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 _____

