

Hidden Springs Town Association, Inc.

Association Policy 1300

Residential Design Guidelines Variance

The Hidden Springs Residential Design Guidelines exist to create a uniform standard of quality throughout the community. Upon occasion it may become necessary to waiver from the guidelines for the betterment of individual property or Town Association property. This policy will serve to clarify and unify existing procedure for architectural variances to the established Residential Design Guidelines. The purpose of this policy is not to limit a homeowner's ability to request a variance, but rather to establish a formal method of notifying any neighbors potentially affected by a deviation from the established Residential Design Guidelines. Reference Section 5.18 Right to Waiver.

Variance requests:

- 1) The reason for the variance from the established Design Guidelines must be clearly represented.
- 2) A formal variance request form must be properly filled out and submitted to the Town Design Review Board. Allow a minimum of one (1) week for TDRB review.
- 3) Good quality plans showing full details and including accurate siting, materials, colors equipment detail and/or product information shall be made available to the TDRB and any potentially affected neighbors.
- 4) The variance request form will include a section for any and all adjacent neighbors, potentially affected by the deviation from the established RDG, to sign indicating that they are aware of the variance request and have been given notice that the homeowner(s) intend to submit a variance to the Town Design Review Board.
- 5) Signatures shall indicate, only that the potentially affected homeowner has been notified of the variance request. Approval or denial of the variance request will remain the sole responsibility of the established Town Design Review Board. However, comments from potentially affected homeowners will be taken into consideration.
- 6) Variance Requests denied by the Town Design Review Board can be re-submitted for appeal in accordance to the established Residential Design Guidelines.

Attestation of Adoption:

Pursuant to its authority under the governing documents, The Hidden Springs Town Council on behalf of The Hidden Springs Town Association, Inc. adopted Association Policy 1300 with immediate effect to enforce the provisions of the governing documents for the Hidden Springs planned community on this _____ day of _____, 2014.

The Hidden Springs Town Council

By _____
Chuck Miller, President, HSTA Town Council

Witnessed by _____