

HERITAGE FARMS HOMEOWNERS ASSOCIATION (HF HOA)

REQUEST FOR ARCHITECTURAL REVIEW

INSTRUCTIONS

REFERENCES

1. Heritage Farms Declaration of Covenants, Conditions and Restrictions
2. Heritage Farms Architectural Design Guidelines

NOTE: You can access the above references at www.danaproperties.com. Click on "Our Communities" and scroll down to Heritage Farms.

GENERAL INFORMATION

As a member of the Heritage Farms Homeowners Association (HF HOA), you are committed to comply with all documents governing the community. Among many of the HF HOA rules, any "Exterior Modification" or New Construction not approved by the Architectural Review Committee is in violation of the HF HOA governing documents reference above. To remain in compliance, please ensure you receive written approval from the Architectural Review Committee (ARC) PRIOR to beginning work. Any prior receipt of city permits/approvals does not constitute approval by the Association and is not approval for you to begin the work. The ARC reserves the right to investigate applications and inspect material(s) prior to processing the request. If approved, your project is subject to inspection before, during, and after the project is completed to ensure compliance with the approved plan. You are not authorized to deviate from the approved plan. If you need to make a change after approval, you will have to resubmit a change request following the steps below. The Board of Directors reserve the right to required you to REMOVE improvements from your property that were not approved by the ARC.

1. To request approval of "Exterior Modifications" or Additions to an existing home/property as defined in the Heritage Farms Declaration of Covenants, Conditions and Restrictions, paragraph 1.21, page 4.

--or--

2. To request approval of New Construction/Build on an empty lot in accordance with the Heritage Farms Architectural Design Guidelines and the Declaration of Covenants, Conditions and Restrictions.

ADHERE TO STEPS 1-4 BELOW

Step 1: Reference the Heritage Farms governing documents identified above, before and during the planning phase of your project.

Step 2: Complete your request form by following the instructions outlined in the Declaration of Covenants, Conditions and Restrictions, Chapter 8, pages 23-26.

Step 3: Using the **Checklist** below, assemble two complete packets in preparation for submission. Your packets should include:

- _____ An in depth, detailed description of your project (refer to subparagraph 8.5, of the Covenants)
- _____ Property plat map with sketch (if required)
- _____ Architectural Drawings/Blueprints (if required)
- _____ Any other attachments that are pertinent to your request.

Be prepared to provide the following if required to complete the review.

- _____ Any mandatory permits required to complete the project.
- _____ Any samples of materials that will be used to complete the project.

Step 4: Contact the HF Management Representative (Irasema Gonzalez) of DANA Properties, 6201 Escondido Drive, El Paso, TX 79912-1947, Email: Sema@danaproperties.com or Phone: (915) 581-0900 to schedule a date and time to submit your request. Based on the extent of your plans, you may be required to submit via email or in person.

If it is determined that your plans will require an in depth review by an architectural consultant, you will be notified to schedule an appointment with the HF HOA recognized Architectural Consultant (Mr. Jaime Sandoval of CGN Designs, Address: 6801 N Mesa St, Suite B201, Email: JSandoval@cgnd.com, Phone: (915) 581-5348). CGN Designs will assess fees to review your project and will explain the fee structure during your consultation.

After all necessary reviews are completed in its entirety, Dana Properties will notify you in written of the Approval or Disapproval of your request.