

EXTERNAL & ARCHITECTURAL MODIFICATIONS TO YOUR HOME & PROPERTY

HIGHLAND MEADOWS HOA – ARCHITECTURAL CONTROL COMMITTEE

INSTRUCTIONS:

Per our Deed Restrictions, all changes made to the outside of your home must be submitted to the Architectural Control Committee prior to starting the project.

The form which should be used can be completed online by logging in as a registered owner at www.cmamanagement.com. The form can also be printed from the site or a copy can be obtained from CMA at customer@cmamanagement.com or 972-943-2828. Submissions should include as much detail as possible, including colors, materials, drawings, plans, pictures, dimensions and all other information that will assist in the approval process. Also, you must include a plot plan/survey of your Lot indicating the specific site of the project. These may be scanned for online submission, or provided as print documents to accompany your print or online submission.

Once the form is completed and all pertinent information is gathered, please submit to CMA via the CMA website or by mail to: 2555 SW Grapevine Parkway, Suite 300, Grapevine, TX 76051.

REVIEW PROCESS:

Your association's governing documents stipulate the amount of time the ACC may take to render a decision. However, the ACC will use every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness, and the ACC may request additional information to help clarify the proposal. All owners will be notified in writing by mail (USPS) once the request has been approved or denied.

APPLICATION:

The Application should include photos, drawings, brochures, plans, colors, dimensions and any other information that will assist the Committee in their decision. Property Owners must sign the application if it is not submitted online. Contractor's signatures for property Owners will not be accepted without the Owner's signature attached as well. Projects are not permitted to begin until the Committee has approved the application. Please note: the submission/application documents will not be returned to the Owners.

APPEAL:

Owners may appeal the Committee's decision by requesting a hearing in writing to CMA located at: 2555 SW Grapevine Parkway, Suite 300, Grapevine, TX 76051. Requests for appeal must be received within 10 days from the date of the Committee's decision.

ARCHITECTURAL FAQ'S

What projects need approval?

Any modifications or alterations to the exterior of your property. Submission for approval is always recommended.

Do I have to wait to start the project?

Yes, all projects must be submitted and approved prior to starting.

What if I did not obtain approval for my project? You will be asked to submit for approval. If your project is denied, you may be required to remove your project and restore the property to the previous condition.

If my project will not change from the original design, location, color or dimension, do I need to submit to the Committee? No.

My contractor does not provide drawings or brochures. What should I use instead?

A hand drawing of the project will be sufficient as long as it includes a plat map, dimensions, colors and materials.

Where can I obtain an ARC form?

You can contact the CMA Customer Care team and a form can be mailed, emailed, or faxed to you or you may download it online. Log in at www.cmamanagement.com, and click on "ACC Request" in the Homeowner Toolbox."



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