

Highlands Community Association Design Review Committee Request Process

The Highlands Community Association has a design review committee process which all homeowners who are members of the Highlands Community Association must follow prior to making any modifications to the exterior of their home.

Article III of the Highland Declaration (available on the Highlands Community Association Website) specifies the process by which an Owner must follow in order to have their Design Review Committee application considered. Owners must complete the Design Review Committee (DRC) Request Form and submit it to property management who will forward it to the Design Review Committee for review and consideration.

All requests to the Design Review Committee must contain a completed DRC Request Form and any supporting documentation to demonstrate the purpose of the request to the DRC (i.e. site plans, architectural drawings, samples of product to be used). Failure to provide adequate information for the Design Review Committee to consider the request may result in the DRC Request Form being returned to the Owner for further information.

Upon receipt of the DRC Request Form, Property Management will forward the DRC Request Form and supporting documentation to the Design Review Committee for consideration. The Design Review Committee has up to 30 days to consider the request, though they will typically issue a finding in a shorter amount of time.

Questions regarding the Design Review Committee process should be sent to Property Management at 802-863-6940 or patrick@appletribay.com.