

Dear Fellow Highland Creek Neighbors,

We initiated these Tuesday email blasts to educate homeowners on how to care for their homes and properties, as well as to help prevent covenant violation notices. Another goal is to clarify topics that can be confusing for residents. One area of confusion appears to be when a resident needs to submit an ARC request before making modifications to their home or property.

An ARC request (and approval) is required any time you add or modify the following:

- The exterior of your home (e.g., shingles, siding, exterior paint, windows, doors, gutters, garage doors, etc.).
- An attachment to your home (e.g., deck, patio, driveway, air conditioning units, lighting, etc.).
- Your property (e.g., mailbox, trees, lighting, walkway, pavers, landscaping, pools, spas, exterior amenities, etc.).

However, to ease the ARC approval process for both residents and the HOA volunteers who review these requests, the following like-kind replacement modifications do not require an ARC request, provided the item being replaced was original to the home or was previously approved through the ARC review process:

- **Replacing deck boarding** (not the structural boarding), provided the replacement is the same color and shade as the existing decking.
- **Staining or painting the deck**, provided the new stain or paint is the same color and shade as the old stain or paint or meets one of the approved deck colors outlined in the design guidelines. Currently, the approved colors are white, brown, and tan tones.
- **Replacing an entire deck** provided that the new deck will be in the same footprint as the old deck and have the same color and shade as the old deck or meet one of the approved deck colors outlined in the design guidelines, which currently include white, brown, and tan tones. Also, both the new and original deck must not have a roof or be enclosed to meet this ARC exception.
- **Roof shingles**, provided the replacement shingles are the same color and shade as the old shingles or meet one of the eligible shingle colors outlined in the design guidelines. Currently, the approved colors are black, grey, brown, and tan tones. Only 3-tab and architectural shingles are allowed roofing materials.
- **Mailbox replacement** provided the new mailbox meets the design guidelines or is identical in color, size, and appearance to the old mailbox.
- **Painting your home** provided that the new paint matches the color and shade of the old paint.
- **Fence replacement** provided the new fence is in the exact location as the old fence and mirrors its design, color, and shade as the old fence.
- **AC unit replacement** provided the new unit is placed in the exact location of the old unit.

Additionally, the following activities do not require ARC approval:

- **Cutting down a single tree on your property**, provided it will be replaced within 30 days.
- **Cutting down a single tree in your backyard**, as long as your backyard does not border Highland Creek or Clark Creek Parkway.

- Adding or modifying **low-voltage accent (landscaping) lighting**, as long as the light doesn't (i) project outside your property or (ii) attach to your home. Remember, pursuant to 3.11.2 of the Design Guidelines, colored lighting is not allowed.
- **Minor landscaping projects**, such as small-scale plantings, shrubs, flowers, and other miscellaneous plants, are permitted as long as the design, extent, and species used are consistent with the overall character and aesthetic of the Highland Creek community. Remember, pursuant to 3.14.4 of the Design Guidelines, no gravel or rock of any size or color is permitted for use or substitution for shrubs, ground cover, mulch or grass lawns.
- **Irrigation system work** where the new equipment is NOT visible from the street and/or adjacent neighbors.

Homeowners are responsible for ensuring that their project's design, appearance, color, and shade comply with the design guidelines published by HCCA, which can be found at HighlandCreek.com. Failure to comply with these guidelines may result in the need to remove the modification. If you are uncertain, please submit an ARC request.

It is also the property owner's sole responsibility to obtain any needed building permits (and other needed approvals) and ensure your modification falls within your property boundaries.

Note: This list of modifications exempt from ARC approval is subject to change. Always review the most current list and design guidelines posted at HighlandCreek.com before making any modifications.

Date: 4/14/25