

Newport Hills Homeowners Association

Architectural/Landscaping Change Request

Date: _____ Name: _____

Address: _____ Phone: _____

Please submit a complete set of drawings/plans with this request and send to PJ Morgan Real Estate at customerservice@pjmorgan.com. **Do not commence work on your proposed improvement or change until you have received approval to proceed.** Allow a minimum of 30 days for Board approval. Allow up to an additional 30 days when more information is requested. **If your request requires a permit, a copy of the approved permit must be submitted with the ACR. This approval is only good for 365 days from date of approval. If work is not completed in that time, a new request will have to be made to the Board of Directors, no exceptions!!**

Describe the proposed improvements and attach plans, showing type, style, quality, dimensions, materials, color and location. Attach additional sheets if necessary. I hereby request approval to make the following improvements or changes to lot/home:

State Law requires "Diggers Hotline" is called before any soil is dug into. Date contacted _____

Person or company doing the project: _____

Proposed date of Construction: _____ Approximate completion date: _____

Signature of Homeowner: _____

*****Do not write below this line*****

BOARD OF DIRECTORS () APPROVED () DENIED () MORE INFORMATION NEEDED

COMMENTS: _____

Board Signature: _____ Date: _____

Please send requests to:
PJ Morgan Real Estate
7001 Dodge Street
Omaha, NE 68132
Email: customerservice@pjmorgan.com, Phone 402-397-7775

Architectural/Landscaping Changes Information Newport Hills Homeowner Association

IMPORTANT: READ BEFORE COMPLETING REQUEST

Congratulations! You are taking the first step toward improving your home. Newport Hills is a neighborhood governed by a Homeowner Association with covenants and by-laws. When making changes to your property, you must complete the attached request form with information regarding the changes you are considering. The Board of Directors must approve the changes you are considering to be sure they comply with the covenants and by-laws. The covenants and by laws are available for your review at: <http://pjmorgan.com/home-owners-assoc/newport-hills-hoa/>

Guidelines to consider when planning your improvement or change:

- Diggers Hotline must be contacted when shrubs or trees will be planted. Contact them either online <http://www.ne-diggers.com/Locate/Homeowners.aspx> or by calling 344-3565 to submit a request.
- When planning landscaping changes, you must consider the mature size of the shrubs and trees. If the mature tree/shrub will hang into your neighbor's lot, the planting must be adjusted. Also, allow enough space between the mature planting and your home. Planting too close to the home may impair painting of the home.
- When considering trees, only seedless trees may be planted.
- Fencing allowed per covenants.

I have read and understand the above information _____
Date _____