Dear Owners,

With spring almost here, many owners will be considering doing some exterior work on their properties. As a reminder, all exterior changes must be reviewed and approved by the Architectural Control Committee (ACC) prior to work beginning. The ACC is made up of three Hidden Harbour Board members. It protects property values by ensuring that new construction and exterior modifications meet with the community's standards. Any new homes, changes to homes, decks, fences, etc. must have ACC approval. Examples of work that require ACC approval include, but are not limited to:

- ► Window replacement
- ► Siding replacement
- ► Painting
- ► Roof replacement
- ► Deck replacement or new construction
- ► Retaining wall or dock replacement or new construction (for owners on Moon Lake and Hidden Harbour Lake, the respective lake associations approve this)
- ► Fence replacement or new construction (privacy fences are NOT permitted)
- ► Landscaping modifications, including tree removals
- ► Swimming pool or hot tub installation (above ground pools are NOT permitted)
- ► Driveway replacement or modification
- ► Retaining wall or dock replacement or new construction (for owners on Moon Lake and Hidden Harbour Lake, requests should be submitted to the respective lake associations, as they approve these items)

To submit your request for ACC approval, please print it from the website, www.hiddenharbour.org. Once you have completed the form, you may send it to me one of the following ways, and I, in turn, will forward it on to the ACC:

- By e-mail: propertymanagerErin@gmail.com
- By mail or drop-off: 1787 Indian Wood Circle, Suite A, Maumee, OH 43537

After it receives a request, the ACC reviews it to determine if additional information, such as drawings or colors, is needed. If so, the owner will be contacted for that information. The ACC will then meet (sometimes at the property) to review the request. Once the request has been either approved or denied, they will have me send a response with the decision. Again, work must not begin until you have received written approval from the ACC.

If you have any questions, please let me know. We appreciate the cooperation of all owners within Hidden Harbour so that the community continues to look first-class!

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Erin D. Osstifin, GRI
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