

**PROMONTORY POINT NORTH NEIGHBORHOOD  
HIGHLAND MEADOWS HOA  
Design Modifications, Grounds & Landscape Improvements**

**Request Form**

**Note: Prior to filling out this form please review PPN's Architectural Guidelines including what is permitted outside each owner's deeded property.**

1. NAME: \_\_\_\_\_

2. ADDRESS/EMAIL: \_\_\_\_\_ / \_\_\_\_\_

3. FINANCED & INSTALLED BY (Please Choose One): \_\_\_\_\_ OWNER \_\_\_\_\_ NEIGHBORHOOD

4. DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

5. FOR REQUESTS TO BE FINANCED AND INSTALLED BY OWNER,

EXPECTED START DATE OF THE PROJECT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

EXPECTED COMPLETION DATE OF THE PROJECT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

6. **IMPROVEMENT** Attach plans and/or drawings as necessary. For owner financed improvements outside of the current home exterior walls and flatwork show the improvement on your lot plat, copies of which are available on the property manager's website. (<http://www.brasskey.biz/PromontoryPtNorth.htm>)

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**(For Owner financed)** I/We acknowledge and agree that I/We will be solely liable for any claims, including without limitation, for property damage or personal injury, which results from the requested addition or modification. I/We hereby indemnify Promontory Point at Highland Meadows Home Owners' Association from and against any and all such claims. I/We understand and acknowledge that I/We am/are responsible for all costs of this project, for complying with all applicable building codes and ordinances and for obtaining any and all permits and inspections for the requested addition or modification. I/We am/are also responsible for all maintenance, repair and upkeep of said addition or modification, except all plantings will become the property of the HOA and will be maintained by the HOA under the rules in effect now or in the future.

**(For Neighborhood financed)** I/We acknowledge that implementation and prioritization of Neighborhood funded improvements will be decided by the Neighborhood Committee. The NC will obtain advice from the Landscape Committee and/or other appropriate resources. Approved requests for Neighborhood financed improvements will be implemented as funds allow. Unless otherwise noted in the approval process, improvements will become the property of the HOA and will be maintained by the HOA under the rules in effect now or in the future.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature / Owner                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature / Owner                      Date

**Please submit to:**

**Promontory Point North; C/O Brass Key Property Management  
115 Riverside Ave. Fort Collins, CO 80524;  
[brasskey.tom@gmail.com](mailto:brasskey.tom@gmail.com) Fax: 970-224-5347**