



REQUEST FOR VIEW FINDING
[see Architectural Guidelines “ACGs”]

Request Number for Architectural Review Committee (ARC) use only: _____

**OWNERS ARE REQUIRED TO MAINTAIN THEIR LANDSCAPE AND VEGETATION IN
A MANNER WHICH DOES NOT IMPAIR ANOTHER OWNER’S VIEW.**

[Reference Summer Hill' ACG's and CCR's]

It is required that Owners work together in good faith toward resolving view issues.
A Request for View Finding is considered a last resort.

Requesting Owner Name(s): _____ Lot# _____

Requesting Owner Address: _____

Requesting Owner Phone Number(s): _____

Lots With Trees/Vegetation Obstructing Requesting Owner View(s):

1. _____
Street Address Owner(s)
2. _____
Street Address Owner(s)
3. _____
Street Address Owner(s)
4. _____
Street Address Owner(s)

Prior ARC View Findings Related to the Requesting Owner(s) Lot

Any prior ARC Review Findings which related to the restoration of a view for the Requesting Owner(s) Lot, and of which the Requesting Owner is aware, and which were issued within five (5) years prior to submitting this Request for View Finding, must be attached to this Request for View Finding.

IMPORTANT:

If this is a situation where there is an existing View Finding which set a minimum standard for preservation of views on your Lot, but the Owner is not maintaining trees and/or vegetation as required, STOP. Take the following steps outlined below.

Addressing Non-Compliance with an Existing View Finding

Do NOT submit a Request for View Finding if an earlier issued View Finding addresses your view concerns, and the issue is that the Lot Owner is not maintaining the Lot trees/vegetation as required. Instead, take the following steps:

1. Contact the Owner of the Lot that is subject to the earlier View Finding, and provide the Owner with a copy of the prior View Finding.
2. Advise the Owner how the trees/vegetation on their Lot is no longer in compliance with the prior View Finding and is interfering with your views.
3. Ask the Owner to bring their trees/vegetation back into compliance within a reasonable time (for example - 21 days) to restore your views, so that you are not required to bring the situation to the attention of the Management Company for further action.
4. Keep documentation of all communication.
5. If after a reasonable time the Owner does not bring their Lot back into compliance, submit a complaint to the Management Company on the Owner Portal. Include a copy of the prior View Finding, photos, and documentation of efforts and communication with the other Lot Owner(s) regarding your request that conditions on the Lot be restored to the standard set forth in the prior View Finding.

The Management Company will review your complaint, and, as appropriate, the matter will be handled in accordance with the Summer Hills Association Enforcement Policy and Fine & Fee Schedule.

Instructions – Request for View Finding

1. Please review the Architectural Control Guidelines (“ACGs”) adopted September 13, 2023, including but not limited to Article 8 thereof. This document is available on the Management Company Owner Portal, under “Documents” then under “Governing Documents.”
2. Please complete all sections of the Request and include all requested information. Incomplete Requests will not be considered until fully complete with all requested information.
3. Good faith efforts to resolve the view impact are required before requesting a View Finding. When conditions on a Lot are impacting an Owner’s view, the view impacted Owner is required to contact the Owner of the Lot(s) with trees/vegetation impacting the view and request that they trim and/or remove the trees/vegetation. Sharing photos of the view obstruction may be helpful in this process. It is suggested that communications are confirmed in writing so that they can be submitted along with the Request for View Finding as required by item 5 below.
4. Lot Owners are strongly encouraged to reach resolution *without the ARC’s involvement*, especially in those cases where there is an offer to contribute to the cost of trimming or removal; the ARC cannot mandate a cost sharing arrangement when making a View Finding Determination.
5. The following items are required to be submitted with the Request for View Finding (any missing items or blanks on the Request form will render the Request incomplete):
 - (a) Documentation of the communications between the Requesting Owner and the Owner of the Lot(s) on which trees/vegetation interfere with the view; and
 - (b) Photos – taken from the specific location(s) in the home - showing obstruction(s) to each of the view(s) which is the subject of the Request; and
 - (c) To the extent known by the Requesting Owner, dates and outcomes of any and all relevant prior ARC View Findings, with a copy of each prior ARC View Finding letter(s).
6. Requesting Owners are encouraged to *address all conditions which are impacting views in a comprehensive manner*, rather than making repetitive contact with other Owners and/or submitting repetitive Requests. The ARC has limited time resources to address the various needs of our large community.
7. The ARC reserves the right to limit the number of Requests for View Finding which it will consider from the Owner(s) of one or more Lots to no more than one (1) in any given twelve (12) month period.
8. Present this entire Request, **along with all supporting documents and photos**, for signature by the Owner of each Lot on which trees/vegetation interfere with the view.
9. If the matter is resolved, do not submit a Request for View Finding as to any Owner with whom you have reached agreement.

Specific View Obstruction(s) – Request for View Finding

Be comprehensive in your Request.

The Request for View Finding process is extremely time consuming for the ARC, the Board, and the Management Company.

Repetitive Requests for View Findings are highly discouraged. The ARC reserves the right to limit the number of Requests for View Finding which it will consider from an Owner to no more than one (1) Request in any twelve (12) month period.

For each specific view location:

- (a) state the location of the vantage point inside of your home; and
- (b) state what is obstructing the desired view and address of obstruction; and
- (c) state what the view would be in the absence of the obstruction; and
- (d) attach a photo taken from each vantage point inside of the home which depicts the desired view and the existing obstruction(s) –photo must be labeled with the corresponding Location #.

1. Location #1:

- (a) Location of home vantage point _____
- (b) Address/Obstruction to the view: _____
- (c) View without obstruction: _____
- (d) I have attached a photo taken from this location and labeled as Location #1: Yes or No

2. Location #2:

- (a) Location of home vantage point _____
- (b) Address/Obstruction to the view: _____
- (c) View without obstruction: _____
- (d) I have attached a photo taken from this location and labeled as Location #2: Yes or No

3. Location #3:

- (a) Location of home vantage point _____
- (b) Address/Obstruction to the view: _____
- (c) View without obstruction: _____
- (d) I have attached a photo taken from this location and labeled as Location #3: Yes or No

4. Location #4:

- (a) Location of home vantage point _____
- (b) Address/Obstruction to the view: _____
- (c) View without obstruction: _____
- (d) I have attached a photo taken from this location and labeled as Location #4: Yes or No

5. Location #5:

- (a) Location of home vantage point _____
- (b) Address/Obstruction to the view: _____
- (c) View without obstruction: _____
- (d) I have attached a photo taken from this location and labeled as Location #5: Yes or No

Acknowledgement by Owners of Lots with Trees/Vegetation Impacting Views

Provide your complete Request for View Finding – with all supporting documents and photos – for review by Owners of Lots with trees/vegetation impacting views. A Request for View Finding shall include the acknowledgement of Owners that they are aware of your request and have viewed related photos.

Owners of Lots with trees/vegetation interfering with your view must acknowledge the following statement by signing below. **Your Request is not complete, and the ARC will not process your Request for a View Finding until you have exhausted all reasonable efforts to reach an agreement with Owner(s) of Lots where trees/vegetation have interfered with your view.**

LOT OWNERS:

By signing below, you acknowledge that

“ _____ (Requesting Owner) met with me personally to discuss restoring their views, showed me the complete Request for View Finding document, all supporting photos and documents, and requested that I take action to restore their views by addressing the trees/vegetation on my Lot.”

1. Address: _____

Lot Owner(s): _____ Phone: _____

By my signature, I acknowledge the statement in the box above.

Agreement reached Yes (except Location#s _____) or No

Lot Owner Signature: _____

2. Address: _____

Lot Owner(s): _____ Phone: _____

By my signature, I acknowledge the statement in the box above.

Agreement reached Yes (except Location#s _____) or No

Lot Owner Signature: _____

3. Address: _____

Lot Owner(s): _____ Phone: _____

By my signature, I acknowledge the statement in the box above.

Agreement reached Yes (except Location#s _____) or No

Lot Owner Signature: _____

