

Architectural Change or Grounds Improvement Request Form

Basic Information and Instructions

Background: The developer created The Villages of Creekside Homeowners Association in March 1991. Management of the association was turned over to the homeowners in April 2004. The Board of Directors of the association was given the responsibility of maintaining and administering the community properties and facilities and enforcing the covenants and restrictions to preserve the values and amenities in Creekside. The Declaration of Covenants and Restrictions provides rules by which the association is governed for the benefit of the development and each owner.

Restrictions for Use and Development: The Declaration provides a list of restrictions designed to maintain the integrity of our community. The Board of Directors are charged with the administration of these rules and homeowners are encouraged to be aware of and adhere to the provisions at all times.

Approval of the Board of Directors or The Architectural Control Committee: Certain actions requiring written approval of the Board of Directors are listed in Sections 2.02 (e), (h) and (o) of the Declaration. Requests for changes are reviewed by the Board or the Architectural Control Committee per Section 7.01 that provides:

“No building, fence, wall or other structure shall be commenced, erected or maintained upon The Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board.”

The Board has asked the Architectural Control Committee to review issues such as paint, exterior modifications, landscaping and shrubs as specifically listed in paragraphs (e), (h) and (o) of Section 2:02 of the Declaration. The Board has suggested guidelines for certain decisions, such as:

- Any landscape area less than 10' x 10' or shrubs less than 3 feet tall at maturity will not need approval. This area may not extend to within 3 feet of the lot boundary on the front, side or rear of the unit. All trees, hedge type shrubs or other shrubs greater than 3 feet tall at maturity will need approval.
- Swing sets, trampoline and sandboxes and the like (child play equipment) are to be kept to a minimum and look tidy including mowing and trimming grass underneath.
- Gazebos and similar items will be considered a structure and need approval.

Procedures for approval of changes: The Board of Directors and the Architectural Control Committee have developed the following two forms that must be submitted prior to making any change or addition requiring written approval:

- Architectural Change or Grounds Improvement Application
- Architectural Change or Grounds Improvement Request Form

Completed forms may either be delivered to a member of the Board of Directors or mailed to:

Board of Directors
The Villages of Creekside Homeowners Association
540 Waterside Circle
Lebanon. PA 17042.

THE VILLAGES OF CREEKSIDE HOMEOWNERS' ASSOCIATION, INC.

ARCHITECTURAL CHANGE OR GROUNDS IMPROVEMENT APPLICATION

Any change or addition that affects the exterior appearance of the house or grounds as provided in Section 2.02 (e), (h), or (o) or Section 7.01 of the Declaration of Covenants and Restrictions requires written approval of the Board of Directors. Any homeowner desiring to make any change or addition must request and obtain approval for the change or addition prior to work beginning. Unauthorized changes or additions are in violation of the Association's documents and must be removed or restored to original condition at the discretion of the Board of Directors and will be at the expense of the homeowner. The procedure is as follows:

1. Submit a request to the Board of Directors including a copy of the site plan showing the location, nature, kind, shape, height, as well as an explanation of construction materials and color of same attached to this application.
NOTE: *An incomplete application will automatically be returned to the applicant as will applications received without submittal of the above-required information.*
2. The Board will review the change application form and make the decision within thirty days of the receipt of the request that the application is approved, approved with conditions, deferred, or denied.
3. A copy of the application indicating the Board's decision will be mailed or delivered to the owner.
4. Unauthorized changes or additions are in violation of the Association's documents and must be removed or restored to original condition, at the discretion of the Board of Directors, and will be at the expense of the homeowner.

APPLICANT'S INFORMATION

NAME: _____ DATE: _____ PHONE #:(DAY): _____ (EVE): _____

ADDRESS: _____ LOT #: _____

NATURE OF REQUEST: _____

If approved, I agree to build or make changes in accordance with this application and the attached plans and specifications and agree to maintain any improvement at my expense. This change/addition in no way encroaches on a neighbor's or common property. I agree to abide by the rules established by the Board of Directors, and will be solely liable for any upkeep required by this change/addition. I also understand it is my responsibility to obtain all required permits and to abide by all county and/or township building and zoning codes.

DATE: _____ SIGNATURE: _____

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____ RECEIVED BY: _____

DECISION: ___ APPROVED ___ APPROVED CONDITIONALLY* ___ DEFERRED** ___ DENIED***

*CONDITIONS OF APPROVAL: _____

**REASON FOR DEFERRAL: _____

***REASON FOR DENIAL: _____

DATE REVIEWED: _____

(Signature of Board of Directors or Committee member)

* Condition(s) of approval must be met within thirty (30) days from the date this application is reviewed by the Board of Directors.
*** Should an owner wish to appeal a denied application, a written appeal must be submitted within thirty (30) days of the date application is reviewed by the Board of Directors.

Please return your completed application and attachments to:
THE VILLAGES OF CREEKSIDE HOMEOWNERS ASSOCIATION, INC.
540 Waterside Circle, Lebanon, PA 17042
Phone: (717) 306-6151

THE VILLAGES OF CREEKSIDE HOMEOWNERS' ASSOCIATION, INC.
ARCHITECTURAL CHANGE OR GROUNDS IMPROVEMENT
REQUEST FORM

Section 7.01 of the Declaration of Covenants and Restrictions provides:

"No building, fence, wall or other structure shall be commenced, erected or maintained upon The Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board."

PLEASE PROVIDE THE FOLLOWING INFORMATION:

NAME OF HOMEOWNER: _____ DATE SUBMITTED: _____

ADDRESS OF HOMEOWNER: _____ PHONE #: _____

DESCRIPTION OF CHANGE OR IMPROVEMENT REQUESTED:

SHOW A SMALL DRAWING OF THE LOCATION OF THE PROPERTY AND OF THE REQUESTED CHANGE.
YOU MAY SUBMIT A SKETCH OR PLAN PROVIDED BY YOUR ARCHITECT OR CONTRACTOR:

