

# 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 is 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:** Effective January 2009 requests for landscaping or architectural changes are to be submitted to Horst Property Management who will review and approve the request or forward it to the Board of Directors or the Architectural Control Committee for further action. The attached form must be submitted for approval prior to making any landscape or architectural change or addition requiring written approval:

- LANDSCAPE REQUEST or
- ARCHITECTURAL REQUEST

Completed forms should be mailed to:

The Villages of Creekside Homeowners Association  
c/o Horst Property Management  
P.O.Box 3330  
Lancaster, PA 17604-3330



