

***Instructions for Request for
Architectural & Landscape Changes***

*Current as of 3/11/15

APPLECROSS COUNTRY CLUB

INSTRUCTIONS:

Changes and additions for which approval must be obtained include all proposed exterior additions and landscaping changes that extend to common elements.

Please state as concisely as possible the nature of the request to be considered. Cite any part of the Architectural Guidelines or Rules & Regulations, which will be relevant to the Board's decision.

- 1.) Before completing this form, please refer to the current Architectural Standards contained in your Declarations to make certain that the request you are making is in compliance with the stated policies.
- 2.) All requests must be submitted in writing to the attention of the Board of Directors, c/o the address below.
- 3.) The following is a listing of items ***required*** to complete your request:
 - Completed architectural request form and signed indemnification form
 - Copy of as-built plan for your lot with the area of the proposed improvement indicated
 - Overview plan (as if you were looking down at it) with all dimensions
 - Side view or sectional plan with all dimensions from the sub-base or footings of the proposed improvement up to the upper most portion of the proposed improvement – on decks this is footings to top of railing – on patios it is sub-base to top of sitting wall or surface of patio if there are no walls.
 - Color scheme (on decks if composite including railings and decking boards for stone/paver patios include all color schemes)
 - If applicable a brochure or picture
 - Certificate of insurance naming Homeowner and Applecross Country Club Master Association as Additional Insured (if work is to be done yourself, the declarations page of your homeowner's insurance policy)
 - Listing of materials
 - Plant material -include number, type and size at maturity
- 4.) Return the application, indemnity agreement, and the requested information to the following address:

**APPLECROSS COUNTRY CLUB
C/O FIRSTSERVICE RESIDENTIAL
400 CAMPUS DRIVE, STE 101
COLLEGEVILLE, PA 19426**

**REQUEST FOR ARCHITECTURAL CHANGE
APPLECROSS COUNTRY CLUB
ARCHITECTURAL COMMITTEE**

Date: _____ **Type of Homes:** _____
(Classic, Estate, Carriage, Town, etc.)

Owner (s): _____ **Address:** _____

Phone # (work): _____ **(home):** _____

E-Mail Address: _____

Descriptions and Specifications: _____

(Please continue on another piece of paper if needed & remember to include your diagram)

Work to be completed by : _____
(Contractors Name)

All work performed, either by a contractor or a homeowner, must receive prior approval from the Board of Directors. All contractors or homeowners are responsible to familiarizing themselves with an As-built Plan prior to commencement of requested work. As part of the approval, the contractor **MUST** submit an Insurance Certificate of Liability before the work is started.

As the Unit Owner, I/we agree to be totally responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc.) for the above request, if approved. This agreement will be made part of any agreement of sale that I/we may enter into for the above-mentioned unit.

Date: _____ Signature: _____

Date: _____ Signature: _____

***** (office use only) *****

Date Submitted to the Architectural Committee: _____ Approved: Y N Date: _____
Date Submitted to the Board of Directors: _____ Date Rejected: _____

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Architectural Change Indemnity Agreement

It is understood that prior to the commencement of the architectural change/modification, a Certification of Insurance must be received (including Workman's Compensation Insurance) from my contractor.

Furthermore, I agree to indemnify APPLECROSS COUNTRY CLUB MASTER ASSOCIATION from any claim, dispute, or mechanic's lien arising from the proposed architectural change/modification. Any and all damage to the common and limited common areas, community owners, residents and visitors arising out of the architectural change/modification is my responsibility and I agree to save the Board of Directors, Association, and Management harmless from any and all liability which may result from the approval of my request.

Owner: _____
Please print name legibly

Owner: _____
Please print name legibly

Signature: _____ Date: _____

Signature: _____ **Date:** _____

Address: _____

Applecross Country Club Master

Vendor/Contractor Signature Page

The association wishes to help you, as the owner, have a good experience when making alterations to your home or exterior projects within the Applecross Country Club Homeowner's Association. Please provide a signed copy of this form to the ARB when submitting your application.

General

1. The association does not have a deposit policy as we feel our owners are responsible in taking pride in our community and will ensure that once the work is completed, there will be no negative evidence left behind in the common area or around the home, just positive increases to the property value of the property.
2. Homeowners should provide written notice (email is fine) to the Community Manager just prior (within 3 days) of the actual start of their project. Similarly, a written notice should be sent at the project's conclusion. The maximum allowable time for exterior projects is 3 months. If a homeowner becomes aware that their project may take longer, they must immediately contact the Community manager to discuss possible options.
3. **The homeowner will be fined \$500 if the HOA rules are not followed. Multiple rule infractions could lead to multiple fines. No warnings will be given.**
4. **Any damage to common HOA property will be repaired by the HOA and be billed back to the homeowner.**

Permits/Licensure

1. All permits required by East Brandywine Township must be obtained by the homeowner prior to receiving an ARB approval for the start of a project. A copy of the permit(s) must be provided to the Community Manager and the homeowner must receive a final approval before starting any work. Permits should be displayed in a front window of the house during construction.
2. All contractors must have appropriate licensure for the work they will be completing.

Work Hours

1. Any work on the property should be completed within normal daytime hours (8 AM – 6 PM).
2. Weekend construction activity is not prohibited, but as many of your neighbors use these hours for family time and disruptive noise next door may cause disruption in their rest, entertaining and family outdoor schedules and this should be taken into consideration with any work schedules.
3. Work on exterior projects on a holiday is not allowed.
4. Interior work causing loud noise (i.e. hammering, use of power tool) in attached homes should be limited to 8AM – 9 PM.

Vehicles and Equipment

1. Any employees of the contractor must park their vehicles in front of your home (unless parking is restricted) or in your driveway. Contractors and their employees must obey the parking rules of the Applecross Country Club Homeowner's Association with strict attention to No parking areas. **Special attention should be paid to providing adequate room for the access of emergency vehicles at all times.**
2. Contractor's vehicles and trailers may not be parked overnight on the property.
3. Vehicles and equipment may not be driven over HOA common ground for any reason.
4. Homeowners must obtain written permission to access neighbor's lots and provide such paperwork as a part of their ARB application.
5. Dumpsters and other types of refuse containers (trailers) may be used for the removal of trash and debris with the following restrictions:
 - a. Protective material should be placed under the dumpster or trailer to eliminate damage to the street or driveway.
 - b. Dumpsters and trailers should not be placed on any sidewalk, trail or overflow parking area.

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- c. Dumpsters and trailers should be covered with tarps if left overnight.
- d. Dumpsters and trailers should be well marked with reflective barriers at both ends set @ 10 feet from each end.
- e. The maximum allowable time a dumpster may be parked is 1 week. The Community Manager should be contacted for the need for a possible exception.

Site management

1. Homeowners and contractors should make every effort to time the delivery of construction and materials with their actual use to limit the amount of time unused materials are 'laying around'.
2. **Construction materials may never be placed on any HOA property to include: streets, overflow parking, common turf areas, trails, and sidewalks.**
3. Construction material and supplies should be stored in the garage or rear yard only. If unusual work is to be done in the front of the house and there is a need to temporarily store materials in the front of the house, the homeowner should contact the Community Manager to discuss the possibility of a storage exception.
4. At the end of each work day, obvious trash and loose debris should be cleaned up and appropriately disposed. Hand tools and should be neatly organized.
5. Any unused construction materials, debris, excessive dirt, etc., should be completely removed from the site when the job is completed.
6. NO DUMPING is allowed anywhere on the property. If supplies need to be used over a few days' time period, they MUST be stored in the back of the property. Supplies CANNOT be stored in front yards, driveways, common areas or the street.
7. Work should be planned carefully to avoid damage to turf and landscaping. Remediation of damaged turf and landscaping should be completed at the conclusion of the project. When turf is damaged, the area should receive the following remediation: over-seeding, straw & matting on a grade, aeration, amended soil layer, seeding, fertilization and watering. Regular watering, as weather dictates, should be completed. Damage to mulch beds, shrubs and trees should also be immediately attended to. All turf remediation must go through the ARB process. If the construction occurs in the winter months (November to March), please develop a turf and landscape remediation plan for the spring to submit to the ARB.
8. Restroom facilities should be made available for a contractor's use so that they do not need to relieve themselves in the common area or in the landscaping on your property.
9. No contractor advertising signage may be displayed at any time.

OWNER SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

CONTRACTOR SIGNATURE: _____ DATE: _____