

REGENCY AT PROVIDENCE

ARC CHANGE APPLICATION PROCEDURE

Each applicable step must be checked by the Homeowner:

- ___ Read, initial, and date the *Declaration Form* (page 3).
- ___ Fill out the *Change Application Form* (page 4) following the *ARC Home Exterior Standards* as provided by the HOA. Include the following information where applicable:
 - ___ Provide a detailed description of the proposed change
 - ___ Indicate the reason for the change.
 - ___ List (if applicable) all building materials to be used along with the specifics (color, type of material, wattage, size, etc. Include pictures or samples if possible.)
 - ___ List (if applicable) all planting materials and beds to be installed or removed with specifics (tree/plant type, size at maturity, bed dimensions, distance from property lines, etc.)
- ___ Attach a *Detailed Drawing* (on a separate page) that includes all dimensions of the plan. In addition, the plan must show property lines and the distance of the proposed plan to the property line.
- ___ Attach a *Plot Plan* of your lot (if required, see page 2) **with the proposed project indicated.** Irrigation approvals require the location of sprinkler heads, etc. to be indicated on the plot plan. The plot plan may be downloaded from the RAP Web Site at <https://my-rap.net/plot-plans/>
- ___ Complete the *Acknowledgement of All Immediate Adjacent Owners Concerned* section on page 5. Alternatively, if a neighbor is unavailable for signature, notification may be completed via email with the neighbor's reply email acknowledging notification, with or without objection, attached to the application.
- ___ Sign and date the application on page 5.
- ___ For Generator Installations also attach the following forms: 1. *ARC Generator Standards Compliance Statement* (this must be signed), 2. *ARC Generator Location Diagram* (completely filled in.)
- ___ Submit the entire completed *ARC Change Application* and required additional documents to:

Regency at Providence Community Association
Regency at Providence Clubhouse
199 Sloan Road
Phoenixville, PA 19460

Please submit only single sided printed pages or email a scanned application in PDF format to Jeff Bevan, RAP Community Manager, at jbevan@camcomgmt.com with Subject Line: "Homeowner's Address - ARC Change Application Attached"

ARCHITECTURAL REVIEW COMMITTEE APPROVAL POWERS

<i>ARCHITECTURAL CHANGE APPLICATION REQUIRED FOR:</i>	<i>INDIVIDUAL LOT PLAN REQUIRED:</i>
Attic Fans	
Awnings	
Decks	X
Exterior Drainage	X
Exterior Ingress/Egress from finished basements.	X
Exterior Painting: Foundation; Door, Trim Color Change from original	
Generator	X
Hand Railings	
Landscaping	X
Lighting	X (landscape lighting)
Replacement Windows	
Satellite Dish	
Sidelights – clear glass inserts next to front doors	
Skylights – rear roof line only	
Sprinkler/Irrigation Systems	X
Storm / Screen Doors / Exterior Doors	
Walkway and / step change / additional walks/steps	X
Structural Change/Additions Exterior only	X

DECLARATION

- 1) I (we) agree that no external change (improvement, alteration, addition, removal) to the Unit (including landscaping, plantings, trees and shrubs) is allowed until the owner(s) submits an application to the **ARC** and receives written approval.
- 2) I (we) understand and agree that no work on this application shall commence until written approval of the **ARC** on behalf of the Executive Board.
- 3) A letter of approval/denial shall be returned to me (us) after review; however, if no decision is received within 45 days from application submittal, the proposal described in the application is deemed denied.
- 4) I agree to indemnify Regency at Providence Community Association from any mechanic's lien resulting from the approval for this change application. All expenses related to the work, including damage to the Common Facilities or to the other Units is my (our) responsibility and I (we) agree to hold the Executive Board and/or its appropriate agents harmless from any and all liability which may result from any approval.
- 5) The Executive Board and/or its appropriate agents may make reasonable inspections as work progresses which is relative to this change application and I (we) agree to permit them to do so.
- 6) If any change application has been approved and the work is not done as described in the application, the Executive Board has the authority to order the Unit Owner in writing to correct the work, or, if necessary, order the alteration removed and everything restored to its original status.
- 7) All exterior changes (including new or expanded landscaping beds) become the responsibility of the current and all future homeowners to maintain. If any exterior change is not maintained by the homeowner, it will be restored to its original condition by the Association at the expense of the homeowner. Note: Approved replacement shrubs and plantings in beds currently maintained by the community will continue to be maintained by the landscaping contractor.
- 8) The owner is responsible for obtaining any required local permit or approval.
- 9) The owner must obtain a current certificate of insurance from their contractor.
- 10) Prior to commencing work that requires digging or excavation, the owner must contact PA One Call at 811 or 800-242-1776 to locate gas, electric, and other underground utilities.

Homeowner(s) initial(s) _____ **Date** _____

Your initial indicates that you have read the Declaration and will abide by it.

Acknowledgement of All Immediate Adjacent Owners Concerned

This acknowledgement indicates an awareness of the intent. I/We have been informed of the proposed plan. If you have an objection to the proposed project, please indicate by checking the box next to your signature. You will be contacted by a member of ARC to discuss your objection.

Adjacent Owner's Signature _____

Address _____ Date _____

I have an objection to this project. Contact Phone: _____

Adjacent Owner's Signature _____

Address _____ Date _____

I have an objection to this project. Contact Phone: _____

I/We have read the **DECLARATION** on page 3 and agree to abide by it.

X _____ **X** _____

Unit Owner's Signature

Co- Owner's Signature

Date _____

The ARC will review your change application and forward our decision/recommendation to the Management Company for transmittal by letter to the applicant.