



HARROGATE NORTH CONDOMINIUM ASSOCIATION
ARCHITECTURAL REQUEST FORM

(Please print clearly)



All homes and properties in Harrogate North must comply with and abide by the Declaration of Condominium (DC) and the Association's detailed Rules and Regulations. The DC requires a written submission, review and written approval prior to any exterior changes, alterations, or additions to all homes and/or lots, in the community. All changes must be approved in writing or email, prior to work commencing or making any exterior change, alteration, or addition to either the home or property. Changes include, but are not limited to: Exterior doors (front; storm; screen; garage); windows; siding; roof; shutters; sidewalks; pools; decks; fences; gutters; fascia; steps; railings; major landscaping, etc. Homeowners are responsible for obtaining all required permits, if applicable. Please note the Board has Thirty (30) days from receipt and acknowledgement of a **properly completed written request** that contains all necessary information to enable them to review and respond. Should the Board or ARC Committee or Manager have additional questions, they will contact you directly.

Homeowner: _____ Email: _____

Street Address: _____ Phone: _____

Architectural Request Description: _____

Description to include: Manufacturing Brand/Name; material(s) type(s); color(s); specifications & dimensions; measurements/distances shown on your plot plan with the location of the change/alteration/addition; etc. If the applicable material(s) and color selection(s) can be easily viewed online, please provide the web address/link. Any additional info, such as manufacturers' pages; contractor quotes/details, may be attached to the request.

Please send/email completed request(s) with all supporting documents/attachments directly to:

HNCA Architectural Review Committee c/o: Jerry Cammarata @ jcammarata@msn.com
along with a copy to A2Z Property Management Email: HNCA@A2Zpmc.com

Please call Jerry at 610-357-5401 with any questions regarding completion of these forms

Signature: _____

Print name: _____ Date: _____

To be completed only by Harrogate North Board/ARC Committee or A2Z Property Management

Date received by HNCA Board/ARC Committee/A2Z Property Management: _____

Approved: ____ Not Approved: ____ by Harrogate North on: _____ Date

HNCA/ARC/A2Z: _____

Signature(s) of Immediate & Adjacent Unit Owner(s)

The following conditions are understood to apply to all Architectural Requests and the Unit Owner(s) agrees to abide by and acknowledges these conditions:

1. I/We acknowledge Article 7 and in particular 7.13 & 7.17 in the Declaration of Condominium for Harrogate North, an Age-Qualified Condominium, in regards to all exterior changes, additions, or modifications.
2. I/We understand that all proposed changes, additions, or modification must also adhere and conform to all State, County, Township, or local building codes and laws.
3. I/We understand that any structural or deck construction may require Township/County permits & inspections.
4. I/We understand and agree that no exterior work on any home or lot shall commence until receipt of a written approval has been issued to the home owner(s) by either the Board or Architectural Review Committee, or Agent for the Association.
5. All expenses related to the work, including any damage(s) to any Common Facilities or other Units is the responsibility of the requesting homeowner(s) and as such they shall hold harmless the Association, Board, and the Architectural Review Committee from any and all liability that may result from any work being performed as part of an approved request. It further understood that the Unit Owner(s) are advised to obtain a Certificate of Insurance from their contractor(s) issued to the Unit Owner(s) and the Association.
6. The Board, Architectural Review Committee members or Agents for the Association may make reasonable visits for the purposes of inspecting the work progress in relation to this application and I/We agree and provide I/our approval for such visits as may be necessary, from time-to-time throughout the duration of the project.

Unit Owner(s) Acknowledgement & Signature(s)*

I/We, the undersigned Unit Owner(s), hereby acknowledge that we have been informed of the intended proposed exterior changes, modifications, or additions to the subject property and have affixed my/our signature(s)

***Immediate adjacent neighbor(s)** must include Unit Owner(s) on either side of your home/lot, **AND (a)** Unit Owner(s) directly across the street from the Unit if the proposed change, modification, or addition is to be made in the front or side of you Unit, **OR (b)** Unit Owner(s) directly behind the Unit if the proposed change, modification, or addition is to be made in the rear of the Unit, if your Unit backs up to another Unit.

The Board or Architectural Review Committee will use its judgement in cases where lot shapes and locations of proximal neighbors may not clearly fall under the above descriptions or guidelines. If any of the adjacent Unit Owners are investors who are not the occupant, this requirement may be waived for that particular Unit Owner(s).

Acknowledgement by all immediate & Adjacent Unit Owner(s):

Signature(s): _____ Address: _____

Printed name(s): _____ Date: _____

Signature(s): _____ Address: _____

Printed name(s): _____ Date: _____

Signature(s): _____ Address: _____

Printed name(s): _____ Date: _____