

Architectural & Landscape Request Form

Arbor Rose Community Association



320 Granite Run Drive • P.O. Box 3330 • Lancaster, PA 17604-3330
 P 717-581-9850 • F 717-581-9816 • HorstManagementServices.com

Homeowners are required to submit any proposed architectural/landscape changes to the exterior of your home or yard to the Executive Board of the Association for approval, *at least two (2) weeks* prior to commencement of any work. This includes improvements, additions, changes, replacements, or relocations. Submissions are to be sent to:

Arbor Rose Community Association
 c/o Horst Property Management
 P.O. Box 3330
 Lancaster, PA 17604
 dancrum@horstgroup.com
 717-581-9816 (fax)

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|------------------------------|------------------------------|--------|
| Date of Request: | Phone Number: | Email: |
| Property Owner's Name: | | |
| Unit Address: | | |
| Projected commencement date: | Expected date of completion: | |

Follow these steps to successfully complete the request:

Review all Association documents and guidelines by visiting **arborroseestates.com** and selecting the "Community resources" tab. Indicate how your proposal meets or complies with ALL guidelines pertaining to your project.

- Attach a sheet(s) describing your plan for improvement in detail, including:
 - The scope of the work
 - The proposed design
 - Description and drawing of dimensions and location on property or home using plot plans/property boundaries. Plot plans can be obtained by contacting your municipality by using local GIS. <https://lancastercountypa.maps.arcgis.com/apps/webappviewer/index.html?id=97a16dc9b3ae4648b0419a94a607f375>
 - Pictures or brochures of materials, colors and fixtures being used
 - Copy of contractor(s) bids (prices can be removed or blackened out). Contractors must be insured and licensed.
- Obtain any applicable County/City/Township/Borough permits and submit copy to HOA upon obtaining
- Agree to call PA One-Call if work requires ANY digging to avoid hitting gas/power lines (dial 8-1-1)
- Agree to make repairs to any grass area that has been disturbed by the contractors in any way.

By my (our) signature(s) below, I (we) certify that all work will be completed within Association rules and regulations, as well as, federal, state and local laws, building codes and ordinances. I (we) are responsible for locating all property lines, setback lines, easements, right-of-way, flood areas, etc. The Association, its members and Horst Management Service are not held liable for any aspect of the work performed and that this request form is simply just for approval of the scope of the work being completed. Work will not commence until fully approved by the Executive Board which could take up to 45 days for approval. I (we) will follow all stipulations below as expressed by the Executive Board.

Signature of Owner: _____ Print Name: _____ Date: _____

So that neighbors are aware of your proposed improvement, you must communicate the scope and details of your proposal to the home owners adjacent to your property including those on either side or behind your property as applicable. Document below that which neighbors have been contacted. Your initials certify that you spoke directly with your neighbor concerning the scope and details of your project.

| Property Owner's Name | Address | Date Contacted | Initial to certify you spoke directly with your neighbor |
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