



THE VILLAGES AT SEVEN SPRINGS

Architectural Control Committee Application for Exterior Changes or Additions

No improvements may begin until requestor is notified of approval in writing. Incomplete forms will be denied and the requestor will be required to submit a new application.

Name of Owner Requesting Approval

Telephone Number

Address of Unit Where Improvement Will Occur

E-mail Address of Homeowner

Dwelling Style:
 Single Family
 Townhome
 Condominium

Type of Improvement:
 Exterior Improvements or Additions
 Landscaping
 Windows/Doors
 Other, please specify:

Scope and Location of Improvement: *Please explain, in full detail, what you are requesting permission to do. Include approximate dimensions, if appropriate, and location on home and property.*

Materials to be Used: *Describe the quantity and type of materials to be installed and/or removed. If painting or staining, specify color. If more space is needed, you may attach a page to this form. Attach a brochure or pictures of the product.*

Impact on the Existing Area: *Explain if any existing elements will be impacted by this improvement. (E.g., existing shrubs that are moved or an existing porch dismantled, etc.).*



Impact of Improvement: *Explain how this improvement will impact neighbors adjacent to your property. Please note that the Architectural Control Committee reserves the right to share and discuss this application with neighboring unit owners at its sole discretion.*

Expected Start Date: ___/___/_____

Expected End Date: ___/___/_____

If this request pertains to the addition of any elements to the property, please submit a drawing or survey of your property. On the drawing or survey, draw all existing elements such as shrubs and porches. Draw the proposed improvement in dotted lines. Show distance from nearest existing elements to proposed additions or improvements. If this request pertains to the replacement of existing elements with different materials, this drawing or survey is not necessary.

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These requests are forwarded to the Committee as they are received, and the Committee has up to sixty (60) days to review and make a decision, or to request more information. Incomplete and/or unclear applications will be denied and the requestor will be required to submit a new application. Please submit your request with enough time to allow your project to begin on schedule. The Association will not be responsible for any delays in the project as a result of failure to submit a complete and timely application. A site visit may be required in order for the Committee to make a fully informed recommendation. The Committee's decision indicates the request complies with The Villages at Seven Springs governing documents.

Please send this completed form and all required attachments to:

villagesHOA@omni-property.com

or

**The Villages at Seven Springs
1 SunRidge Drive
Champion, PA 15622**



Terms and Conditions

1. In order for the Architectural Control Committee to fully understand your submission, please submit a detailed report as to the exterior changes or additions you are requesting. It is essential to include all structural details as well as information such as plan drawings and/or complete descriptions of the changes. Please include dimensions and/or specific product information that will be used, brochures, specific colors to be used, etc. as applicable to describe change.
2. It is the responsibility of the homeowner and their contractor to obtain any building permits or any other areas requiring professional or technical advice and approval as required by Local Code Authority. Additions are subject to approval for conformity with existing architectural and aesthetic conditions within the community only. In addition, if there are easements on the lot regarding utilities or civil agencies that any improvements may be subject to removal or alterations which is not the liability or responsibility of the Association. Liabilities when projects are constructed upon easements are the owner's responsibility.
3. Applicant shall be solely responsible for any damages to adjoining property owners. If it is necessary to have materials delivered for the construction of the proposed addition/modification, it should be known that the community property belongs to The Villages, and therefore if any damage is incurred in the delivery of these materials, it is the responsibility of the homeowner to assume the cost of the repair.
4. Homeowner understands that any approval that is given is solely for matters of architectural appearance and consistent with community standards. No approval is approval for engineering, structural soundness or safety. These matters are entirely the responsibility of the owner and owner agrees to indemnify and hold harmless the Association, the Architectural Control Committee and their respective agents, employees, officers and direct for any and all liability in connection with or related to any work done by the owner.
5. Please note that the Architectural Control Committee and the Associations has no liability or responsibility for any defects in the plans, specifications or other materials submitted to them and moreover holds no responsibility for defects in any work done on these projects by virtue of its approval of an application.

ACKNOWLEDGED AND AGREED:

Applicant

Date