

ARCHITECTURAL VARIANCE REQUEST FORM

INSTRUCTIONS

Attached is an Architectural Variance Request form. This form must be filled out in its entirety. If the form is not totally completed, the Management office will then have to send it back to the Owner to be completed.

After the Board of Directors has considered the request and has made a decision, the form is given to the Management Office and a letter will be sent to the Owner with the final decision. This process can take from 2 to 6 weeks, if all the forms have been filled out properly and completely.

IMPORTANT: All exterior changes become the responsibility of the current and all future owners to maintain. If any exterior change is not maintained by the owner, it will be restored to its original condition by the Association at the expense of the owner.

If you have any questions, please contact Julia Robinson, Community Manager at HHHA@tridentpropmgt.com or 484-693-0816.

Please allow at least 2-6 weeks for a reply.

Please mail completed form to:



Hedgerow Homeowners Association

Julia Robinson

200 Hedgerow Drive

Downingtown, PA 19335

or send via email to HHHA@tridentpropmgt.com

Hedgerow Homeowners Association

Please print or type

Owner: _____

Address of Proposed Change: _____

Phone: _____ Email: _____

Model type: _____ Lot # _____

Description of changes desired – give full details (or attach exhibits) of purpose and/or reason, type and color of materials to be used, and location of the property:

If the change is for a structural change, ground planting, fencing, rearrangement, etc., attach a sketch or architectural plan.

Instructions

1. Prepare a sketch and a written description of the proposed improvement or change in sufficient detail so that the Board can make a decision.
2. Provide a site plan, including unit location, and indicate where on the property the improvement is to be located. **IF THE PLOT PLAN IS NOT INCLUDED YOUR APPLICATION WILL BE DELAYED UNTIL IT IS RECEIVED.**
3. All proposed improvements must meet local building codes, state or local laws. Your signature indicates that these standards will be met. Applications to any Department of the Township or to any other governmental authority for a permit to make an addition, alteration or improvement in or to any Unit must be approved by the Board of Directors of Hedgerow Homeowners Association.

Conditions each Owner agrees to abide by and does so by signing this application.

1. It is understood that I (we) have knowledge of the Declaration in regard to property changes.
2. I (we) understand and agree that no work on this request shall commence until written approval of the Board of Directors has been received by me (us).
3. All expenses related to the work, including damage to the Common Elements or to the other Units is my (our) responsibility and I (we) agree to save the Board harmless from any and all liability which may result from any approval.
4. The Board and/or its appropriate agents may make reasonable inspections as work progresses, which is relative to this application, and I (we) agree to permit them to do so.
5. A letter of approval/denial shall be returned to me (us) after review by the Board of Directors.
6. If any "Architectural Variance Request" has been approved and the work is not done as described in the application, the Board has the authority to order the Owner in writing to correct the work, or, if necessary, order the alteration removed and everything restored to its original status.

7/1/2024

7. All approved improvements must be completed within 6 months of final approval. **All approvals shall be voided upon the expiration of six months from issuance.** A full resubmission must be made for any voided approvals.
8. All exterior changes become the responsibility of the current and all future Owners to maintain. If any exterior change is not maintained by an owner, it will be restored to its original condition by the Association at the expense of the homeowner.
9. Approval of planting of trees and shrubbery is based upon the following understanding and agreement.
10. Current Owner and all future Owners are responsible for maintaining the beds.
11. Once the trees and shrubs are planted, they may not be moved or removed from the property without written approval of the Board of Directors.

X _____

Signature of Owner

X _____

Signature of Owner

Date

Architectural Variance Request Agreement

It is understood that prior to the commencement of alteration, a Certificate of Insurance must be received (including workmen’s compensation insurance) from my contractor. Furthermore, I agree to indemnify Hedgerow Homeowners Association from any mechanic’s lien resulting from approval for this alteration. All expenses related to this work, including damage to the Common Elements or to the other Units are my responsibility and I agree to save the Board harmless from any and all liability, which may result from approval.

X _____
Signature

Date

FOR OFFICIAL USE ONLY

Trident Property Management:

Request received: _____

Request sent to the Board or Committee: _____

Letter sent to homeowner: _____

Committee Decision:

Committee Member Signature: _____

Date: _____

Board Decision:

Board Member Signature: _____

Date: _____