



REQUEST FOR IMPROVEMENT Architectural Review Board Application

For ARB related questions or to submit this completed application and required documents, please email arb@estatesatfederalhill.com

The purpose of the Architectural Review Process is to regulate the external design, appearance, and maintenance of the properties and of improvements thereto in such a manner as to preserve and enhance property values and to maintain a harmonious relationship among structures and natural surroundings. All outside improvements/modification/changes require ARB approval in accordance with the Declarations of Covenants and Restrictions. To comply with this approval process, please read the instructions, complete the attached application and submit to arb@estatesatfederalhill.com. Please allow up to 4 weeks for application processing.

INSTRUCTIONS FOR COMPLETING APPLICATION

Proper completion of this application will expedite processing; please review the checklist below:

- ☐ Please submit one application per improvement (i.e. you want to install landscaping and a storm door- fill out two separate applications).
- ☐ A copy of the FINAL SURVEY (issued to each homeowner at settlement) showing location and dimensions of proposed improvements MUST accompany application to scale.
- ☐ Attach additional sketches/pictures
- ☐ The application must be signed by homeowner in the space below and on the reverse side.
- ☐ Approvals are valid for 6 months. If work is not started within six (6) months, the approved application will be null and void.
- ☐ Township approval is required for all construction. Prior ARB approval is necessary before submission to Township.
- ☐ A copy of the Contractor's valid Certificate of Insurance naming the Association (The Estates at Federal Hill HOA) as the "Additionally Insured" is required prior to the approval of your application.

Approval of a project is valid to the extent that such project complies with Architectural guidelines. It does not relieve the homeowner of responsibility for maintaining the original drainage pattern required by the Township and delivered to the homeowner by the builder.

Before undertaking improvements, the homeowner and/or his contractor should ascertain that the improvement will not interfere with proper drainage of the property. Any deviation of existing drainage and/or drainage to common or another's private property due to changes listed in the homeowner's application that effect drainage must be repaired at the expense of the homeowner. The homeowner assumes all responsibility for any adverse effect on drainage caused by improvements and will not hold the builder, The Estates at Federal Hill Homeowners Association, Management or the Association Board responsible. Approval of any improvement shall not relieve or indemnify the homeowner of or from any liability of any kind. This is in accordance with and does not replace the agreement signed by each homeowner at time of settlement, which reads:

I/we, the buyer/buyers of the above-referenced property, do hereby acknowledge that any exterior improvements to my/our property such as, but not limited to, patios, landscaping, and additions must comply with the Homeowners Association Architectural guidelines and approvals, as well as any necessary Township requirements regarding same prior to the work being started. Furthermore, any of these improvements must not affect the engineering design relating to but not limited to drainage on my/our property or any neighboring property. If any of the above-stated requirements are not adhered to, I/we, the buyer/buyers, shall take full responsibility to remedy any such condition as is determined by the Homeowners Association and or the Township.

Agreed to by: _____ Date: _____
Homeowner's Signature



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Homeowner Name (Please Print): _____

Street Address: _____

Phone: _____

Email Address: _____

Home Builder: _____

Model: _____

Siding Color: _____

Door Color: _____

Detailed Description of Planned Improvement:

Materials to be used: _____

Color(s): _____

I request approval of the Board to undertake the above improvement to my property at the address shown above in the ESTATES AT FEDERAL HILL HOMEOWNERS ASSOCIATION.

Homeowner's Signature _____ **Date** _____

THIS SPACE FOR USE BY THE ARB ONLY

Date application received: _____ Date of first review by Board: _____

Application is: Approved: _____ Not Approved: _____

Comments: _____

Signature: _____ Date: _____

Authorized Board Signature

Completion Inspection Date: _____ Completion Inspected By: _____