

ACC REQUEST FORM CHECKLIST

Revised 11/17/93 3/17/04
 09/19/00 9/13/05

An ACC form is required for all visible changes to property, including outside painting. Approval by the Architectural Control Committee is required prior to the commencement of work, in addition to a certificate of insurance from your contractor's insurance company that is to be completed as follows:

Naming: The Unit Owner, your Condominium Association, and Village Shires Community Association at 3001 East Village Road, Holland, PA 18966 as the "Certificate Holder". Under "Additional Insured", name Danella Realty and Management, 470 Norristown Road, Suite 100, Blue Bell, PA 19422.

The contractor should not charge you for this certificate. If the contractor is not insured, he/she may not perform any work on the Common or Limited Common Elements on Village Shires Community Association or any of the affiliate associations.

Use this checklist when submitting an ACC request form.

- () Complete a separate form for each item for which you are requesting ACC approval.
- () Write your name, current address, address of unit for which the ACC form pertains, phone number and date on the form.
- () Write the description of work to be done in a clear and concise manner.
EXAMPLE: Permission being requested to re-roof or re-side entire home with shingle color or siding color to match existing color, as approved by the Association.

EXAMPLE: Permission being requested to repaint all exterior trim original color.

EXAMPLE: Permission being requested to install (a deck or fence, etc.) per the ACC Guidelines. A builder's sketch attached including, but not limited to, dimensions of deck (height, width, length), shape, color, location of deck or fence, etc. and a material list.
- () Provide specific dimensions, materials and a sketch.
- () Include a copy of your plot plan showing property lines, where applicable.
- () If possible, include photographs of similar projects.
- () Include proposed drainage pattern specifications, if alteration affects the existing draining pattern.
- () If a Township permit is required, send a copy of permit to the VSCA office. This copy will be kept in your unit file.
- () Return the attached Village Shires ACC Neighbor Notification form with a minimum of three signatures to the office. The Neighbor Notification form must include signatures from the neighbor(s) that are on either side of your unit. This copy will be kept in your file.
- () Return **ALL** forms to the office.

Your ACC form will be reviewed by the Architectural Control Committee at their next regularly scheduled meeting. After review, you will be notified by mail.

Thank you.

Village Shires Community Association

REQUEST FOR EXTERIOR ALTERATIONS

HOMEOWNER(S): _____ DATE SUBMITTED: _____

ADDRESS: _____

HOME #: _____ CELL #: _____ EMAIL: _____

DESCRIPTION OF PROPOSED EXTERIOR REPAIRS OR ALTERATIONS (ATTACH CONTRACTOR'S PROPOSAL & DESCRIPTION TO THIS FORM) _____

CONTRACTOR NAME: _____ PHONE#: _____

ADDRESS: _____

EMAIL: _____ FAX#: _____

Please supply the following as they pertain to your requested project:

1. Project start date: _____ Completion date: _____
2. Description of:
 - a. material,
 - b. color
 - c. size
 - d. misc.

ATTACH THE FOLLOWING:

3. Supporting plans, plot plans, brochures, drawings, etc.
4. Neighbor notification form.

* Contractor requirements needed:

1. Contractor's License # and a copy of the township permit as applicable.
2. Certificate of Liability Insurance to be submitted with request naming Village Shires Community Association & Danella Realty & Management & Homeowner as certificate holders.
3. Access to common ground is not permitted.
4. Homeowner understands that no work is to begin prior to written approval and submittal of township permit (as applicable) to the office. All work done will comply with approved plans; any changes or modifications will require resubmission. The homeowner is responsible FOR COMPLYING WITH all association requirements and agrees to meet all local codes and permit requirements. If a plan is not approved within sixty (60) days of submission, the plan is considered disapproved and must be resubmitted.

IF ANY DIGGING IS NECESSARY, OWNERS ARE REQUIRED TO CONTACT PENNSYLVANIA ONE CALL TO IDENTIFY UNDERGROUND UTILITY LINES PRIOR TO STARTING THE PROJECT. THEY CAN BE REACHED AT 1-800-242-1776.

All Exterior Alteration Request Forms must be submitted prior to the second Monday of each month, with all required documentation included, to be considered at the monthly ACC meeting scheduled January-November that typically meets on the 2nd Monday of each month. If all required documentation is not included, unit owner will be contacted and a decision will be deferred to the next scheduled ACC meeting until all information is received.

Homeowner understands the terms and conditions of this exterior request as indicated by signature below:

Homeowner Signature: _____ Date: _____

ARCHITECTURAL CONTROL COMMITTEE RECOMMENDATION:

APPROVED DENIED APPROVED WITH THE FOLLOWING STIPULATIONS: _____

ACC Chairperson Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Village Shires Community Association, 3001 E. Village Road, Holland, PA 18966
215-968-0618 FAX: 215-968-0233

Please complete a separate form for each item and return all forms to the office.

VILLAGE SHIRES ACC NEIGHBOR
NOTIFICATION FORM

I AM AWARE THAT MY NEIGHBOR AT _____ IS

REQUESTING APPROVAL FROM THE VILLAGE SHIRES COMMUNITY TO:

I HAVE SEEN THE PLOT PLANS WITH THE LOCATION.

I WAS FORMALLY NOTIFIED OF MY NEIGHBOR'S INTENTIONS TO:

_____, AND IF I HAVE ANY OBJECTIONS, I HAVE
THE OPPORTUNITY TO ATTEND THE NEXT ARCHITECTURAL CONTROL
MEETING AT CLUBHOUSE I, ON THE SECOND MONDAY OF EVERY MONTH
AT 6:00 PM.

SIGNATURE _____ DATE _____

ADDRESS _____

I WAS FORMALLY NOTIFIED OF MY NEIGHBOR'S INTENTIONS TO:

_____, AND IF I HAVE ANY OBJECTIONS, I HAVE
THE OPPORTUNITY TO ATTEND THE NEXT ARCHITECTURAL CONTROL
MEETING AT CLUBHOUSE I, ON THE SECOND MONDAY OF EVERY MONTH
AT 6:00 PM.

SIGNATURE _____ DATE _____

ADDRESS _____

I WAS FORMALLY NOTIFIED OF MY NEIGHBOR'S INTENTIONS TO:

_____, AND IF I HAVE ANY OBJECTIONS, I HAVE
THE OPPORTUNITY TO ATTEND THE NEXT ARCHITECTURAL CONTROL
MEETING AT CLUBHOUSE I, ON THE SECOND MONDAY OF EVERY MONTH
AT 6:00 PM.

SIGNATURE _____ DATE _____

ADDRESS _____
