

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 **ALL** forms to the office.

Your ACC form will be reviewed by the Board. After review, you will be notified by mail.

Thank you.



VILLAGE SHIRES

COMMUNITY ASSOCIATION

PERMISSION REQUEST FORM
TO THE ARCHITECTURAL CONTROL COMMITTEE

I hereby request permission for the following:

DATE

(Please give specific dimensions, materials and sketch where possible)

Homeowner's Name

Address

Phone Number

THIS PORTION IS FOR ASSOCIATION USE

Permission is hereby given for request described above.

Permission is hereby denied for request described above.

Date

If subject to restrictions, these are noted below:

Chairperson Architectural Control Committee

Manager