

# THE ALLENVIEW HOME OWNERS ASSOCIATION

## Architectural Control Request Form

**Dear Allenview Homeowner,**

The Board of Directors is tasked with enforcing Covenants and Restrictions, Article VII, Section 1 which states the following:

*No building, fence, wall or other structure shall be commenced, erected or maintained upon The Properties, nor shall any exterior addition to or change or alteration<sup>1</sup> thereon be made until the plan and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, or in any event, if no suit to enjoin the addition, alteration or change has been commenced prior to the completion thereof, approval will not be required and this Article will be deemed to have been fully complied with.*

<sup>1</sup> Alterations for the purpose of this section shall include, inter alia [note: Latin for “among others”], the following: The installation, painting and repair of any shutters, awnings, window boxes, doorsteps, stoops, porches, balconies, patios, and all exterior doors and windows (including storm doors and windows), exterior carpeting, or other fixtures designed to serve a Living Unit but located on the exterior of said unit and shall require submission to and prior approval of the Architectural Control Committee.

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## Architectural Control Request Form

*All rules hereafter apply to Single Family and Town Homes alike*

### Instructions

For the Board to evaluate your requested change or alteration, please follow these instructions:

1. **Please complete the attached form as completely and accurately as possible.** Completed forms can be mailed or emailed to the addresses below. If there are any questions regarding your request, please call or email by way of the following contacts:

Mail to:	The Allenview Home Owners Association
	P.O. Box 1007
	Mechanicsburg, PA 17055
Email:	<a href="mailto:boardmembers@allenview.org">boardmembers@allenview.org</a>
Call:	(717) 462-2605

*Failure to complete the form may result in a delay in acting on your project. A proper description will include the nature and kind of change including shape, height, materials, and location. A picture, sketch or drawing with accurate measurements is required. A manufacturer's color brochure or a sample of the color/finish should be included with the form.*

2. **Architectural Control Committee (ACC) forms must be received by 3:00, on the third Monday of the month, in order to receive action that month. Please Note: The Allenview Home Owners Association Board Meetings are typically the 4<sup>th</sup> Tuesday of the Month. Please reference the Association website ([www.allenview.org](http://www.allenview.org)) for the meeting schedule.**
3. **You must request approval *in advance* of any alterations** by submitting a detailed proposal on the ACC Approval Form (copy attached) which complies with the Covenants & Restrictions and any other Board policies. Before beginning the project, you must await written approval by the Board or the ACC.
4. **The Allenview Home Owners Association will consider your request only for compliance with the rules and regulations of the Association.** Compliance with any federal, state, or local requirements remains the responsibility of the homeowner.

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The process of architectural approval is not meant to be an onerous task, but the rules are designed to ensure that our development remains a beautiful and desirable place to live.

What one owner believes to be an "improvement" may be a neighbor's worst nightmare.

***The Allenview Home Owners Association  
Board of Directors***

# THE ALLENVIEW HOME OWNERS ASSOCIATION

## Architectural Control Approval Request Form

**PLEASE REMEMBER: NO CHANGES ARE TO BE MADE UNTIL YOU RECEIVE WRITTEN BOARD APPROVAL.**

Date Submitted	
Reason for Request. Please check next to the appropriate box.	
New or Change	
Exact Replacement <i>Please provide a current picture of the item to be replaced by way of this request.</i>	
Emergency with Reason. <i>Please elaborate in the box to the right and use additional paper, if necessary.</i>	
List names of homeowner(s) below:	
	List address where architectural change is to occur below:
Contact Information	
Telephone Number	Email Address
Will you agree to receive your response letter by email? Please check next to the appropriate box.	
Yes	No
Desired start date to begin project(s):	Approximate length of time project(s) will take:

Please provide a detailed description of your request including how your proposed change(s) will be in harmony with your neighbors' properties.

Please provide the name and title of the person who will be completing the work on your property.

**REMEMBER: NO CHANGES ARE TO BE MADE TO THE PROPERTY UNTIL YOU RECEIVE WRITTEN BOARD APPROVAL.**

For Board Use Only	
Date received by Manager:	
Date received by ACC:	
Recommendation by ACC:	
Action by Board:	