

# How to Complete Your Architectural Control Request Form

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**Dear Allenview Homeowner:**

The Board of Directors is assigned the task of enforcing 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.

*-Declaration of Covenants and Restrictions, Article VII, Section 1.*

<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, windowboxes, 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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## Instructions

**In order 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.**

Send to: Allenview Homeowners Association  
P.O. Box 1007  
Mechanicsburg, PA 17055

Phone: (717) 462-2605

Email: [boardmembers@allenview.org](mailto:boardmembers@allenview.org)

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. ACC forms must be *received* prior to the Monday of the *week before* the regular Board meeting (4<sup>th</sup> Tuesday of the Month) in order to receive action that month.**

**3. You must request approval *in advance* of any alterations** by submitting a detailed proposal on the required 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. Discuss your proposed project with your immediate neighbors** and those who will have a direct view of your project from a window of their home. The description of the project should be complete before you ask for a signature. If a neighbor will not sign the form, submit the form noting the reason a signature could not be obtained. Approval of your request is not necessarily dependent upon the neighbors' concurrence.

**5. The Allenview Homeowners' 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. If you have any questions, please do not hesitate to contact the Association at 717-462-2605 or [boardmembers@allenviue.org](mailto:boardmembers@allenviue.org).

*The Allenview Homeowners' Association  
Board of Directors*

**PLEASE REMEMBER:**

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

# Allenview Homeowners' Association Architectural Approval Request

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Name(s) of Homeowner(s):

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Address where Architectural Change is to occur:

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Telephone Daytime:

Evening:

Fax:

Email:

Date Submitted:

Will you agree to receive your response letter by email?

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**I. Detailed Description of Request:**

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. Describe the precise materials to be used on the project.

Desired date to begin:

Desired date to complete:

**II. Explain how your proposed change(s) will be in harmony with your neighbors' properties:**

**III. You must discuss your changes with your immediate neighbors and have them sign below:**

Any neighbor may note here his/her position on this request.

List immediate neighbors' name, address, and telephone number:

Neighbors' Signatures (Please print name and address below signature):

(Do not sign unless you approve of the project as described.)

**IV. Name, Address, and Telephone of Person(s) who will perform the work.** Attach a copy of the contract if one has been proposed.

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

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**For Board use only: Date received by Manager:**

**Date received by ACC:**

**Recommendation by ACC:**

**Action by Board:**