

Architectural Change Request for CHV II



Attached Condominiums

Owner Agreement:

- Architectural Change Request and Cherry Hill Village Pattern Book.** Owner acknowledges awareness that authority for this document is Cherry Hill Village's *Master Deed, Bylaws and Amendments* and that Owner has familiarity with the architectural restrictions and review requirements. In particular, Owner acknowledges that he/she has reviewed the most recent copy of the *Cherry Hill Village Pattern Book* and Bylaws. Owner acknowledges that content and intent of this application is for owner to meet all requirements of the most recent copy of the *Cherry Hill Village Pattern Book* and Bylaws. The most recent copy is available online at www.mychv.org, or by contacting any member of Architectural Design & Review Committee.
- Governing Documents.** Owner acknowledges that the Governing Documents are incorporated by reference into this Application and in any written approval issued by the Association.
- Expiration Dates.** Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within three months (90 days) following approval and completed within six months (180 days), or other time frame authorized by the Architectural Design & Review Committee.
- County and Town Regulatory Compliance.** Nothing contained herein shall be construed to represent that alterations to landscaping or buildings interior/exterior in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Canton Township, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions. **Where required, appropriate building permits shall be obtained from Canton Township prior to the start of any construction.** Nothing contained herein shall be construed as a waiver of said requirement.
- Early Start Financial, Legal and Restoration Penalties.** Owner understands and agrees that no work on this request will commence until ACR application has been approved and signed. Owner further understands and agrees that any exterior/interior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its previous condition at the Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith will be the full responsibility of Owner.
- Permission to Enter Property.** Owner agrees to give the Architectural Design & Review Committee, HOA Board, and/or Managing Agent express permission to enter the Owner's property at a reasonable time to inspect the proposed project, project in progress and completed project. **Owner must notify ADRC when project is completed and arrange for final inspection which may include taking a picture of the improvement.**
- Completion According to Plan.** Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations. Owner bears all risks or losses associated that result from owner's or contractor's failure to perform work in accordance with this application, the written approval issued by the ADRC and all permits or approvals required by Canton Township. Owner acknowledges that any failure to comply with the terms of this application and any written approval issued by the ADRC or the HOA Board shall constitute a breach of contract. Upon Approval, Owner to submit required bond to ADRC, which will be returned after the project is completed according to approved plan.
- Damage to Common Areas.** Owner accepts financial responsibility for damages to common areas. Owner and contractors performing approved construction, that damage common area interior structure, utilities, sod, turf, trees, shrubs, etc., are financially liable for restoration costs of this damage.
- Indemnification/Warranty.** Owner agrees to hold the Association harmless from any injury, damage or claim by any person or to any property resulting from or related to the installation, maintenance, repair, replacement or removal of the work performed. Owner indemnifies the Association, the ADRC and the HOA Board against any and all defense costs and fees or judgment liability arising from any claim or lawsuit brought by a third party arising out of the work performed. Owner acknowledges that the Association provides no warranty for the work performed.

I/We are in agreement with all terms and conditions of this Architectural Change Request.

_____ *Owner's Signature*

_____ *Date*

_____ *Co-Owner's Signature*

_____ *Date*

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Attached Condominiums

Please fill out the following form and submit it to the Architectural Design & Review Committee (ADRC). Use a separate form for each request. All fields must be completed and submitted with attachments before ADRC will start its review. Incomplete requests will be returned to Owner. If you have any questions about how to complete this form, please contact the ADRC via email at adrc@mychv.com.

Owner Information:

Name: _____ Date Submitted: _____

Address: _____

Mailing Address (if different): _____

Phone: _____ Email Address: _____

Project Information:

Type of Modification (Check one only):

<input type="checkbox"/> Basement Remodeling	<input type="checkbox"/> Garage Remodeling	<input type="checkbox"/> Deck/Patio
<input type="checkbox"/> Fence / Wall	<input type="checkbox"/> Landscaping/Hardscape	<input type="checkbox"/> Interior Construction
<input type="checkbox"/> Satellite Dish/Cable		

Other (Please Describe): _____

Important – Please attach a detailed description of your proposed improvements of modifications, including the following information as applicable.

- | | | |
|--|--|---|
| <ul style="list-style-type: none">• Photographs, Plans or Drawings• Including what will be affected• Contractor Info. (Name & Phone)• Satellite Dish Location | <ul style="list-style-type: none">• Landscaping Plans & Details• Location• Size• Remodeling Plans | <ul style="list-style-type: none">• Dimensions• Materials• Utilities• Property Survey (Showing proposed changes) |
|--|--|---|

Have you reviewed your plans with your adjoining neighbors?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name: _____	Signature: _____	Date: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name: _____	Signature: _____	Date: _____

Have you reviewed the Master Deed, Bylaws and Amendments, and Cherry Hill Village Pattern Book as they pertain to your proposed improvements?

Yes No

The homeowner assume responsibility for encroachment onto adjacent Properties-Units (including HOA maintained common areas) therefore it is advised to obtain a survey before starting any projects that may approach your property boundaries.

Start Date: _____ Completion Date: _____

For ADRC Use Only.

Date Received: _____ Dues Current: Yes No (Confirmed by Herriman & Assoc.) _____ Ref. No: _____

Action: _____
 Rejected (See Comments) Date: _____
 Approved as Noted (See Comments) Date: _____
 Approved as Submitted

ADRC Chairperson Signature

Date