**Old Iron Estates Homeowners Association**

**Submission Form Instructions for Architectural / Landscape Improvements**

 In preparing the submission form, please refer to the Old Iron Estates “Covenants, Conditions, & Restrictions (CC&Rs)” for Architectural / Landscape Improvements. Homeowners are required to submit any proposed Architectural / Landscape Improvements for approval using the attached form.

 Submissions are to be sent to Old Iron Estates Homeowners Association by email to, OldIronEstatesHOA@gmail.com. Please note that two copies of proposed plans and specifications are requested, unless submitted electronically.

**Procedure: Review for Architectural / Landscape Improvements**

1. In response to a property owner requesting approval of an Architectural / Landscape Improvement, the OIE HOA shall provide the owner with the Architectural / Landscape Improvement Submission Form. (Attached)

The submissions must be done electronically and kept in Word format.

OIE HOA shall also provide the homeowner with pertinent guidelines as adopted by OIE HOA. Current guidelines can be found in the Covenants, Conditions, & Restrictions at [www.OldIronEstatesHOA.com](http://www.OldIronEstatesHOA.com). The owner submits the Architectural / Landscape Submission Form to the Architectural Review Committee Chairman together with the required documents as listed on the form.

The supporting documents need to describe the project in a manner that allows the Architectural Review Committee (ARC) and the Old Iron Estates Board (OIE Board) to review and visualize the proposed plan.

1. ARC reviews the package for required documents and administrative completeness. If incomplete, the ARC highlights the missing required documents and returns the proposal and submission form to the owner.
2. When complete, the ARC forwards the package to the OIE Board with a recommendation to approve or deny the project.
3. The OIE Board, at the next board meeting, reviews and votes to approve or reject the proposal.
4. If approved, the original submission form is noted as “Approved” and signed by the Presiding Officer, along with any stipulations as required by the Association. If rejected, “Rejected” is documented on Architectural / Landscape Improvement Submission Form, along with the reason for the Association’s determination.
5. The ARC Chairman will inform the owner of the OIE Board’s determination via letter which shall include a copy of the submittal package.
6. The ARC Chairman will retain a copy of the owner’s Improvement Submission Form and Plan Package with the accompanying OIE Board decision and keep a copy on file.

**Old Iron Estates Homeowners Association**

**Submission Form Instructions for Architectural / Landscape Improvements**

|  |
| --- |
| Architectural / Landscape Improvement Submission Form |
| Send to:Old Iron Estates Homeowners AssociationPO Box 6431Harrisburg, PA 17111 |  | Electronic Submission can be made to:Attn: Yonn BarrickOIE ARC ChairmanEmail: oldironestateshoa@gmail.com |
| Name(s) of Property Owners: |  |
| Address: |  |
| Home site #: |  |
| Phone: |  |
| Email Address: |  |
| Briefly Describe the Proposed Architectural / Landscape Improvement: |
|
|
|
|
| So that neighbors are aware of the proposed improvements, please communicate your proposal to the homes adjacent of effected by the proposal. Document this communication by initials / addresses of the homeowners here: |
|
| Initials | Owner Name(s) - (Print) |  | Street Address | Date |
|   |  |  |  |   |
|   |   |   |   |   |

**Proposed Work / Construction Documents must include:**

* Photograph (digital preferred) of area to be improved.
* Photograph (digital preferred) of materials to be used.
* Drawing of entire property which shall include: property lines including identification of neighboring structure(s) and/or open spaces, sidewalks, street, house, and garage, and any pertinent landscaping.
* The scope of the work (what is being done and where) which shall include:
	+ Any construction plans provided by the contractor (if using one) and/or construction plans if doing the work yourself.
	+ The proposed architectural design (the style and flow of the improvement and how it will look when finished)
	+ Description of all materials and colors to be used (include any brochures / photos)
* Landscape plan, if work is landscape in nature, including tree replacements in accordance with CC&R’s

**Old Iron Estates Homeowners Association**

**Submission Form Instructions for Architectural / Landscape Improvements**

**For Association Use**

1. Date Received by ARC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Submission is:

 Complete

 Incomplete

 Date Returned to Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Forwarded to OIE Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Architectural Review Committee

Date Request Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Recommend

 Not Recommend

Chairman Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stipulations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted to Old Iron Estates Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Old Iron Estates Board

 Date Request Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved Rejected

Signature of Presiding Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stipulations / Reason for Rejection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_