

# Architectural & Landscape Request Form

## Villages of Creekside Homeowners Association

c/o Horst Property Management  
P.O. Box 3330 • Lancaster, PA 17604-3330  
717.581.9850 • Fax: 717.581.9816

Homeowners are required to submit any proposed architectural/landscape changes to the exterior of your home or yard to the Executive Board and/or Committee of the Association for approval, prior to commencement of any work. This includes improvements, additions, changes, replacements, or relocations. Submissions are to be sent to:

Villages of Creekside Homeowner's Association  
c/o Horst Property Management  
P.O. Box 3330  
Lancaster, PA 17604  
717-581-9816 (fax)

Email: [ddaniels@horstgroup.com](mailto:ddaniels@horstgroup.com)

Date of Request:		Phone Number:	Email:
Property Owner's Name:			
Unit Address:			
Projected commencement date:		Expected date of completion:	

### Follow these steps to successfully complete the request:

Review all Association documents for compliance. Indicate how your proposal meets or complies with ALL guidelines pertaining to your project.

- ☐ Attach a sheet(s) describing your plan for improvement in detail, including:
  - ☐ The scope of the work
  - ☐ The proposed design
  - ☐ Description and drawing of dimensions and location on property or home using plot plans/property boundaries. Plot plans can be obtained by using local GIS or tax maps or by contacting your municipality.
  - ☐ Pictures or brochures of materials, colors and fixtures being used
  - ☐ Copy of contractor(s) bids (prices can be removed or blackened out). Contractors must be insured and licensed.
- ☐ Obtain any applicable County/City/Township/Borough permits and submit copy to HOA upon obtaining
- ☐ Agree to call PA One-Call if work requires ANY digging to avoid hitting gas/power lines (dial 8-1-1)
- ☐ Agree to make repairs to any grass area that has been disturbed by the contractors in any way.

By my (our) signature(s) below, I (we) certify that all work will be completed within Association rules and regulations, as well as, federal, state and local laws, building codes and ordinances. I (we) are responsible for locating all property lines, setback lines, easements, right-of-way, flood areas, etc. The Association, its members and Horst Property Management are not held liable for any aspect of the work performed and that this request form is simply just for approval of the scope of the work being completed. Work will not commence until fully approved by the Executive Board which could take up to 45 days for approval. I (we) will follow all stipulations below as expressed by the Executive Board.

Signature of Owner: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### \*FOR OFFICE/BOARD USE ONLY

Date Received:		Date Forwarded:	
Approved:	<input type="checkbox"/>	Approved as noted:	<input type="checkbox"/>
Denied:	<input type="checkbox"/>		
Board Specifications:			
Board Signature:			
Date Signed:		Date To be Completed:	