

# Woodlands at Greystone

## Request for Exterior Alterations

Homeowner Name(s):

Phone #:

Street Address:

E-Mail:

BRIEF DESCRIPTION OF PROPOSED ALTERATION (If more lines needed, please finish on next page or attach a document):

Contractor Name

Phone #

Contractor License #:

E-Mail:

Unit Owner(s) understand that no work is to begin prior to written approval being received. Unit Owner(s) agree to fully and promptly comply with the terms and conditions hereof.

The following items are to be included with submission of your request

- Valid certificate of insurance for contractor doing the work.

### **Certificate Holder to read:**

**Woodlands at Greystone  
c/o Danella Realty & Mgmt. Co.  
1150 Sculthorpe Dr  
West Chester, PA 19380**

- Project details are to be provided including contractor plans – material, color, pictures and/or brochures.
- Maturity dimensions for all plantings.
- Landscaping projects and projects in the Limited Common Element must include a copy of the plot plan for your lot with the proposed project noted on the plan.
  - Dimensions are to be listed, and work area highlighted on plot plan.
  - The Propane Regulator is to be shown, and propane line drawn.
  - A PA-1 Call must be conducted prior to project starting if any digging is involved.
    - <https://www.pa1call.org/> or by dialing 811
- See HOA Rules & Regulations for full details. Some highlights on page 3

**Unit owner(s) must initial each page and provide signatures on page 7.**

**Typed initials and signatures are acceptable.**

Please provide the completed form to the Danella Management Team located at the clubhouse or email to: [ARCWoodlands55@gmail.com](mailto:ARCWoodlands55@gmail.com) (email preferred for faster processing)

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## Request for Exterior Alterations

DESCRIPTION OF PROPOSED ALTERATION (continued):

# Woodlands at Greystone

## Request for Exterior Alterations

### Helpful Information for Various Modifications

- Signs are not permitted, please do not allow your contractor to erect a sign on or within the perimeter of your plot plan
- No combustible material is to be within 10' of a propane tank
  - o Mulch is considered a combustible material
- If proposed plans will change the grading to your lot, your plot plan must show the grading change and may require a Township permit
- Landscaping may not be installed over any utility lines without permission.
- Irrigation systems are not permitted to be installed in utility easements or anywhere outside of a unit's plot plan
- Irrigation systems may not be installed within 3' of a propane tank
- Any subcontractors utilized by the primary contractor must be covered by the certificate of insurance of the named contractor or provide their own certificate of insurance.
- Rules that apply for construction projects:
  - o The homeowner's driveway or Limited Common Element is the primary staging location for vendor supplies and equipment.
  - o If the driveway is fully occupied by vendor supplies and equipment the homeowners can park their vehicle(s) in a guest parking spot or at the clubhouse for the duration of the construction project.
  - o Homeowners must use their driveway, side of home next to homeowner's foundation or rear of their home for vendor materials (e.g. mulch, rock, dirt, material). These materials are not allowed to be in the street at any time and must be covered when left overnight to avoid blowing away during high winds.
  - o Porta Potties must be located up near the garage in the driveway and should be emptied weekly.
  - o Dumpsters should be placed in the driveway or in front of the home where the project is being worked. If placed in the street, they must not interfere with other homeowners or pedestrians right of way.
  - o All debris must be cleaned up at the end of the workday and material properly covered, and all vendor vehicles, including trailers, must be removed at the end of day or contained in the homeowner's driveway.
  - o Vendors are not allowed to park in the overflow parking areas.
  - o Inspection of work areas will be conducted by the management company.

# Woodlands at Greystone

## Request for Exterior Alterations

### EXTERIOR ALTERATION POLICY ADDITIONS, ALTERATIONS OR IMPROVEMENTS TO HOME

The purpose of these guidelines is the preservation and enhancement of the integrity, value and aesthetics of Woodlands at Greystone. The following guidelines are intended to conform to and accommodate special desires and needs of Woodlands at Greystone while at the same time strive to maintain the architectural consistency and topographical harmony and uniformity originally intended.

As we do recognize that individual tastes and styles may change or slightly deviate from the original intended personality and character of the community, there is a need for the Board of Directors to establish uniform, guidelines and enforcement policies to implement architectural and Property use restrictions for Owners.

The Woodlands at Greystone Association has established an architectural review committee (ARC) for the purpose of all initial reviews for any exterior alteration and the Association Board of Directors will make the final decision based on the ARC recommendations. The target is to have any request reviewed by the ARC and BoD within ten (10) business days following receipt of all required information. Special request such as gas lines, mechanicals, structural changes requiring township permits, or request requiring engineering review may take longer for the review process.

All owners must review and comply with the approved Woodlands Rules & Regulations document.

#### I. GENERAL RESTRICTIONS

**1.01.** No Unit Owner shall make or permit any changes to the exterior of your home or upon the COMMON AREA, which adversely affects the structural integrity of the Property. This includes the limited common area if the depth of construction is greater than 6 inches.

#### II. BOARD REVIEW PROCEDURES

The Board shall review a Request for Alterations for all applications and shall include:

**2.01** Detailed plans at 1/2 – 1/4" (minimum) scale, drawings and specifications in sufficient detail to adequately and fully disclose the proposed alteration.

The Unit Owner at the Expense of the Unit Owner shall make application for permits.

**2.02** A statement by the Unit Owner agreeing to expeditiously complete such alteration in accordance with the plans and specifications which have been approved by the Board and agreeing to pay the full cost of performing all such alterations.

**2.03** The Board shall act upon a request for such consent in writing based upon the recommendation from the ARC.

- a) **"APPROVED AS APPLIED"** meaning the Board has no major objection to the Proposal and construction may proceed as planned.
- b) **"APPROVED WITH STIPULATIONS"** meaning the Board has approved the proposal with stated conditions. The homeowner may proceed with the project only with the stated revisions.
- c) **"DISAPPROVED"** meaning there are either major items missing from the Request or violations of the Policy. No construction may begin. The decision can be appealed.

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### III. CONTRACTOR REQUIREMENTS

Contractors engaged to perform work on approved Requests for Alterations shall:

**3.01** Furnish the Association before commencing work with certification of insurance from his insurance carrier specifying the following coverage:

- a) Workman's Compensation Policy – Statutory Limits
- b) Comprehensive General Liability \$ 1,000,000 covering:
  - Bodily Injury/Property Damage
  - Personal Injury
  - Products/Completed Operations
  - Board from Property Damage
- c) Auto Liability
  - Bodily Injury/Property Damage \$ 500,000.00

**3.02** Agree to be indemnify and save harmless the Association and its Management Company against loss or expense by reason of liability imposed by laws upon the Association and its Management Company for damages because of bodily injuries, including death at any time resulting therefrom, sustained by any person or persons, and injury to or destruction of Property caused by accident, due to any act or omission of the Contractor.

**3.03** Agree to be responsible for loss or damage to material, tools, or appliances of the Contractor to be used in the construction, caused by water, wind, acts of God, theft or other cause. The Association shall not be responsible for any loss or damage to plans and/or tools or equipment of the Contractor through fire or lightning or any other cause. Contractor shall be responsible for loss or damage due to his employees or suppliers damaging the work of the Contractor or their contractors, sub-contractors or suppliers.

**3.04** Agree to abide by the Declaration of Covenants and Restriction and Regulations of Woodlands at Greystone, the Rules of the Association and such other requirements made applicable to the specific alteration or alterations.

**3.05** Contractors may not access the worksite through the common area, Aram Avenue, or any established trails i.e., 24, 25 or 26 unless written approval is provided from the Woodlands Homeowners Association.

**3.06** Any damages to the landscaping must be restored to original condition i.e., sodded areas must be re-sodded and any contractors that fail to restore upon completion of project and if not completed as like for like, once the Association has their contractor make the repairs, the cost will be charged back to the homeowner by the Association

# Woodlands at Greystone

## Request for Exterior Alterations

### IV. MUNICIPAL AND TOWNSHIP APPROVALS

The Township has its own regulations that may require permits. Certain request may be subject to regulation/permit. Approval of any project by the Board does not waive the necessity of obtaining the required Township permits. Unit Owner is to receive written approval from the Association prior to contacting the Township in the event a Township permit is required.

### V. COVENANTS

**5.01** Unit Owner agrees that the Association has reviewed the application as to external design and harmony with surrounding topography only. Unit Owner agrees that the Association has not reviewed the application, and makes no representations, concerning construction means/techniques, structural, safety or building code issues.

**5.02** Unit Owner shall not utilize any unlicensed or uninsured contractors, helpers or laborers, and, if the work is performed by the Unit Owner, shall not permit anyone other than Unit Owner to work on the Improvements.

**5.03** Unit Owner agrees not to deviate from the final approval in any way without first seeking the written permission from the Association.

**5.04** Unit Owner agrees to seek and obtain any and all required permits from Goshen Township, and agrees to comply with all applicable codes and ordinances.

**5.05** The cost of the work, the installation and the continued maintenance, repair, and replacement thereof shall be borne solely by the Unit Owner. Initial installation shall be completed within six months of date hereof.

**5.06** The Unit Owner agrees to promptly pay for and be responsible for any damage caused to the Common Elements and or other Units or Unit Owner property in the process of installation, use, maintenance, repair and replacement of the work.

**5.07** Unit Owner agrees, at Owner's sole expense, to fully and properly use, maintain, repair and replace the work (regardless of the cause of same). This includes but is not limited to routine inspection and maintenance of the work, and keeping the work in good order, appearance, repair, and function.

**5.08** Unit Owner, on behalf of him/herself and all successors, heirs and assigns, agrees to assume all risks associated with the work, covenants not to sue, and agrees to release, indemnify and hold harmless the Association, its members, officials, agents, managers, servants, employees and representatives from any and all losses, damages, claims, demands, actions or causes of action, suits at law or in equity, judgments, liabilities or expenses, including reasonable attorneys' fees, for injuries to any persons (including to Unit Owner or anyone who may enter or use the work), including death, or damages to any and all property, including loss or destruction thereof, arising out of, or in any way connected with the installation, use, repair, replacement, and or maintenance of the work.

**5.09** Unit Owner must insure the work along with the Unit.

### VI. POST CONSTRUCTION HOA BOARD/ARC REVIEW

After completion of construction, the Unit Owner must send photos of entire project to [ARCWoodlands55@gmail.com](mailto:ARCWoodlands55@gmail.com) for review and to confirm work was aligned with the approved ARC request.

# Woodlands at Greystone

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**Unit Owner understands the terms and conditions of this exterior alteration request and has reviewed The Woodlands Rules & Regulations document as they pertain to Exterior Alteration Requests, as indicated by signatures below:**

Homeowner(s) Signature

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Date:

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Homeowner(s) Signature

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Date:

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### BOARD DECISION

- Homeowner must have Board written approval prior to proceeding with this request.
- The Board decision will be conveyed in a letter to the homeowner(s).
- For projects requiring a West Goshen Township permit, the approval letter from the HOA is required by the Township before they will grant a permit.

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