**Willowmere Homeowners Association**

**C/O Associa Mid-Atlantic**

**14000 Horizon Way Suite 200**

# MT. LAUREL, NJ 08054

## ARB APPLICATION – REQUEST FOR APPROVAL OF EXTERIOR IMPROVEMENT

Homeowner (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Elevation/Roofline:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Siding Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## INSTRUCTIONS

Proper completion of this application will expedite processing. Incomplete applications will be returned without approval; therefore, it is suggested you review documents before filling out application.

Application **MUST** be accompanied by a copy of the “final survey” (issued to each homeowner at the time of settlement) showing location and dimensions of proposed improvements to scale. Please attach additional sketches/pictures if necessary.

The application **MUST** be signed by the homeowner in the space below and under liabilities on the reverse side. Work MUST BEGIN within six (6) months of approval. If work is not started within six (6) months, the approved application will be null and void. **Township approval is required for all construction. Prior ARB approval is necessary before submission to Township. All outside improvements/changes require ARB approval.**

## DESCRIPTION OF IMPROVEMENT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request approval of the ARB Committee to undertake the above improvement to my property at the address shown above in

Willowmere Homeowners Association.

**Homeowner’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email completed form to: karen.algayer@associamidatlantic.com

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**This space for use by the office and the ARB only.**

Date application received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Application is:

Date of first review by ARB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Not Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairman, ARB Committee

Date Inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspected By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Liabilities:**

ARB approval of a project is valid to the extent that such project complies with architectural guidelines. It does not relieve the homeowner of responsibility for maintaining the original drainage pattern required by Township and delivered to the homeowner by the builder.

Before undertaking new construction, the homeowner and/or his contractor should ascertain that the new construction will not interfere with proper drainage of the property. Any deviation of existing drainage and/or drainage to common property due to changes listed in the homeowner’s application will be required at the expense of the homeowner. The homeowner assumes all responsibility for any adverse effect on drainage caused by new construction and will not hold the builder, The Willowmere Homeowners Association or the Architectural Review Board responsible. ARB approval of home improvements shall not relieve the homeowner of all liabilities. This is in accord with and does not replace the agreement signed by each homeowner at time of settlement, which reads:

“I/we, the buyer/buyers of the above-referenced property, do hereby acknowledge that any exterior improvements to my/our property such as, but not limited to, patios, landscaping, and additions must comply with the Willowmere Homeowners Association architectural guidelines and approvals, as well as any necessary Township requirements regarding same prior to work being started. Furthermore, any of these improvements must not affect the engineering design relating to but not limited to drainage on my/our property or any neighboring property. If any of the above-stated requirements are not adhered to, I/we, the buyer/buyers, shall take full responsibility to remedy any such condition as is determined by The Willowmere Homeowners Association and or Florence Township.

Agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Homeowner

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of the Architectural Review Board is to regulate the external design, appearance and maintenance of the properties and of improvements thereto in such a manner as to preserve and enhance property values and to maintain a harmonious relationship among structures and natural surroundings.