

WHEN TO USE AN ALTERATION REQUEST (AR) FORM

An AR Form must be completed and submitted for approval for **any and all** exterior updates or changes to the front or rear of your home, with the one exception of sealing your driveway. Examples of alterations requiring approval include but are not limited to: new windows; front or garage doors; driveway repaving; and landscaping.

HOG provides specifications for many of these alterations on our website (www.hickoryonthegreen.com). Any alterations done prior to the completion of the approval process as outlined below is **subject to a \$100 fine**.

Your request will be approved or denied within 20 days of receipt of an acceptable, fully completed Alteration Request at the office of Community Management Professionals (CMP).

ALTERATION REQUEST PROCEDURE

- 1) **Homeowner completes the attached Alteration Request Form.** At this point, the homeowner has researched the H.O.G. Website to see if there exists a current specification for the alteration, he/she is requesting.
- 2) **Homeowner submits the completed form to CMP:**
 - via mail to: 200 Commerce Drive, Suite 206, Moon Township, PA 15108
 - via e-mail to: Carl Wilkinson IV at cwilkinson@cmpmgt.com
- 3) CMP reviews the form for completeness and specifications compliance.
ANY INCOMPLETE FORM WILL BE RETURNED TO THE HOMEOWNER.
- 4) CMP forwards the form via e-mail to the appropriate HOG committee.
- 5) A committee member may contact the homeowner to review and advise if indicated; to review the request as per the specifications, if applicable, provided by HOG.
- 6) The committee submits the request to the HOG Board for approval or denial.
- 7) The Board votes on the request and forwards that decision to CMP.
- 8) CMP notifies the homeowner and committee of the final decision in writing.
- 9) **Homeowner: If the Request is approved**, the homeowner proceeds with the project.
- 10) **Homeowner: If the Request is denied**, the homeowner may make changes to the project to meet community specifications and resubmit to CMP (step 2).
- 11) A committee member inspects the completed project to close the file.

NOTES:

- a. Please understand that submitting a fully completed application that meets currently established specifications guidelines will greatly expedite your request.
- b. Any project request that requires new specifications or guidelines may take longer.
- c. Any after-approval changes to the design of your project must be approved prior to implementation.
- d. Please check off each of the above steps as completed, to ensure proper procedure and to avoid delays

DO NOT BEGIN ANY PROJECT UNTIL NUMBER 9 OF THIS CHECKLIST HAS BEEN COMPLETED.

Hickory on the Green Alteration Request Form (AR)

➡ **COMPLETION AND SUBMISSION OF THIS FORM DOES NOT CONSTITUTE APPROVAL.**

➡ **ANY ALTERATIONS BEGUN PRIOR TO FINAL APPROVAL AS PER THE ATTACHED COVER CHECK LIST ARE SUBJECT TO A \$100 FINE.**

➡ **ANY UNAPPROVED ALTERATIONS NOT MEETING ASSOCIATION SPECIFICATIONS ARE SUBJECT TO REMOVAL AT THE EXPENSE OF THE HOMEOWNER.**

_____ Date

1. _____
Name of owner requesting approval Phone Number(s)

2. _____
Address of home where alteration will occur

3. _____
Mailing address of homeowner

4. Type of alteration: _____ Landscape _____ Building Exterior _____ Other
If "other", please specify: _____

5. Location of alteration around your home: _____ Front _____ Side _____ Rear _____ Other
If "other," please specify): _____

6. Scope of alteration. Please explain in detail what you are requesting permission to do and include approximate dimensions if appropriate:

7. Materials to be used. Describe the type of materials (or plantings) to be installed and/or removed and quantities of each material:

8. Effect on the existing area. Explain if any existing elements will be affected by this alteration (Example: Will existing plantings be moved or part of existing porches be dismantled, etc.):

9. Effect of alteration on neighbors to either side of your home:

10. Signature(s) of nearest (owner) neighbors to the right and left of your home signifies that, as a courtesy, the adjacent neighbors have been made aware of this alteration request. [NOTE: Signatures are not required when the request is to replace windows, doors, etc., which are covered by H.O.G. Association specifications and do not alter the external appearance of your unit.]

NOTE: If you are unable to obtain the signatures of one or both of your neighbors, please explain the reason:

11. **When required*, please attach a simple drawing showing all existing elements, including driveway, trees, shrub beds, decks, and patios in solid lines and proposed alterations in dotted lines. Specify in the drawing the approximate distance from the nearest existing elements to proposed additions or alterations. Include the dimensions that show how your project relates to your neighbors' homes and yards in the drawing.**

***Drawing is not required if request does not change or alter exterior footprint or exterior of your home, roof, driveway or lawn area.**

12. Expected start date: _____ Expected completion date: _____

Additional Notes:

APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE.

Approved by: _____
Signature Title Date