

Introduction to the Architectural/Landscape Improvement Submission Process

We understand that Residents are often excited and anxious to have their architectural and/or landscape improvement submission approved so that work may begin. Please follow these basic steps to ensure there are no unnecessary delays in evaluating your request, and please review in detail the included Instructions related to your submission:

- 1) Submit your request 30 days in advance of when you would like to begin work. Submissions received on or before the 1st of the month will be evaluated and a response received no later than the 1st of the following month.
- 2) Your submission must be complete. Please take the time to review the information contained herein and ensure all requested items are received as part of your submission. If your submission is incomplete, the approval process will be delayed and your request may not be reviewed until the following month.
- 3) Acknowledgement from your Neighbors that they have been made aware of your request is mandatory in all cases – your request will not be submitted for evaluation without Neighbor acknowledgement.
- 4) Photos of the area to be improved and samples of the materials you would like to use are very important and most submissions cannot be reviewed without these items.
- 5) Plot plans must be submitted along with all submissions. Your plot plan should have been included in the paperwork received at the time your home was built. If you are not the original owner or no longer have a copy of the plot plan, please consult with the Township to obtain your plot plan.
- 6) Thank you, in advance, for your patience throughout this process. The Association receives up to 40 submissions per month, which makes adherence to these Guidelines critical to ensuring timely responses and an efficient review process.

Walden Neighborhood Association

Submission Form Instructions for Architectural/Landscape Improvements

In preparation for the completion of the Architectural Submission Form, please be sure to reference the current NACC Guidelines for Architectural/Landscape Improvements as well as the Declarations for the Walden Neighborhood Association. Any submissions for architectural/landscaping improvements in the Walden Neighborhood should be made using the attached ARCH Form.

Completed ARCH Forms and supporting documentation should be sent via electronic mail to the Walden Neighborhood Association, C/O Esquire Association Management at aneumyer@esgmanagement.com. Any questions regarding the ARCH Form or Architectural Review Process should be directed to EAM's office by calling (717) 824-3071.

Procedure: Review of Architectural/Landscaping Improvements

1.	<p>In response to a property owner (Owner) requesting approval of an Architectural or Landscape Improvement for their property, the Walden Neighborhood Association (WNA) shall provide the owner with the required Architectural/Landscape Improvement Submission Form (ARCH Form).</p> <p>The WNA shall also provide the Owner with the current rules, regulations, and/or guidelines as adopted by the WNA. Current NACC Architectural Guidelines for Architectural/Landscaping Improvements in the Walden Neighborhood are available at www.waldenneighborhood.com under the "Important Documents" tab. These documents are also available on the Caliber Portal and can be requested from EAM by contacting 717-824-3071.</p> <p>The Owner is responsible for completing the provided ARCH Form and submitting the completed form along with all necessary supporting documentation to the property manager, Esquire Association Management. Submitted forms and supporting documentation must describe the improvement project in a manner that allows for the Neighborhood Appearance Control Committee (NACC) and Neighborhood Appearance Control Board (NACB) to properly visualize and review the proposed improvement.</p>
2.	<p>Once the ARCH Form and supporting documentation have been submitted, they will be reviewed for administrative completeness. If the ARCH Form is incomplete or missing required supporting documentation, EAM will highlight the missing information and return the ARCH submission to the Owner for further review. Once the ARCH Form has been completed properly and all required supporting documentation have been included, EAM will forward the ARCH submission to the NACC.</p>
3.	<p>Complete ARCH Submissions forwarded to the NACC by the 1st of the Month, will be reviewed by the NACC and NACB during the same calendar month. ARCH Forms that are submitted after the 1st or submissions deemed to be incomplete, returned, and not corrected by the 1st, will be reviewed by the NACC and NACB during the subsequent calendar month.</p>
4.	<p>Once the NACC receives a completed ARCH Submission, members of the NACC will review the proposed improvement plan and submit a recommendation of approval or rejection of the improvement to the NACB.</p>
5.	<p>After receiving the recommendation of the NACC, the NACB will review the ARCH Submission as well as the NACC's recommendation for approval and the NACB, comprised solely of members of the WNA Board, will make a final determination to approve or reject the proposed Architectural/Landscape improvement submitted. The NACB typically meets prior to the WNA Monthly Board Meetings to review ARCH submissions.</p>
6.	<p>If approved, the ARCH Form will be noted as "Approved" and any stipulations for the improvement will be added to the form along with the signature of the Presiding Officer. If rejected, the "Rejection" will be documented on the ARCH Form along with the Association's reasoning for the rejection of the proposed improvement. The ARCH form will be returned to the Owner and a copy of the ARCH Submission and accompanying NACB decision will be also kept on file with the Association.</p>
7.	<p>After the NACB has made a determination on an ARCH Submission, representatives of EAM will inform the owner via electronic mail within (7) business days of the meeting of the NACB. EAM will also include a copy of the ARCH Submission along with their correspondence regarding the NACB's determination.</p>

**Walden Neighborhood Association
Architectural/Landscape Improvement Submission Form**

<p>By Mail: Walden Neighborhood Association C/O Esquire Association Management 3912 Abel Drive Columbia, PA 17512</p>	<p>By Electronic Mail: Attention: Amy Neumyer aneumyer@esqmanagement.com</p>
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Name(s) of Property Owner:	
Address:	
Homesite #:	
Phone:	
Email Address:	

Briefly Describe the Proposed Architectural/Landscape Improvement:

It is important that our neighbors are made aware of proposed Architectural/Landscaping improvements. Please ensure you are communicating your proposed improvements to the owners of adjacent homes or the next nearest neighbor. This communication is solely for courtesy and awareness purposes and is not intended as a requirement to gain your neighbors "approval" for your proposal. Please make sure these communications are documented by initials/address of your neighbors in the following section of the ARCH Form. ARCH Submissions that leave this section empty will be returned until this section is completed.

Proposal Has Been Communicated to the Following Neighbors:			
Initials	Owner Name(s) – (Print)	Street Address	Date

Walden Neighborhood Association
Architectural/Landscape Improvement Submission Form
Required Documentation Checklist

In accordance with Article VI of the Walden Declaration, please attach the following documents for the Architectural/Landscaping improvement described above. For submissions by electronic mail, please include one copy. For submissions that are sent in via physical mail, please include (2) copies of each document and one copy will be returned with the NACB's determination.

Supporting Documentation for ARCH Submission Must Include the Following:

- Completed ARCH Form Including:
 - Contact Information
 - Description of Improvement Requested
 - Initials of Neighbors
- Photograph of Area to be Improved (Digital Photograph Preferred)
- Photograph of Materials to be Used in Improvement (Digital Photograph Preferred)
- Drawing of Entire Property
 - Drawing should include the following: Property lines, including the identification of any neighboring structure(s), open spaces, alleys, sidewalks, streets, homes, garages, and/or any pertinent landscaping.
- The Scope of the Proposed Improvement Which Shall Include:
 - Any constructions plans provided by a contractor (if being used) and/or construction plans if you will be completing the work yourself.
 - The proposed architectural design (the styles and flow of the improvement including how it will look when finished)
 - Description of all materials and colors to be used. Please include any brochures and/or photos of these materials.
 - Landscape Plans, if applicable, including tree replacements in accordance with Section 6.3.5 of the Declaration.

In order to eliminate any delays in the ARCH Submission process and the approval of your proposed improvement, please be sure to double check your ARCH Form for completeness and accuracy. Further, please utilize this checklist to ensure all required supporting documentation has been included in your ARCH submission and contains the appropriate information as dictated.

For Association Use

1. Date Received by Property Manager: _____

Submission is:

Complete

Incomplete

Date returned to Owner: _____

Date forwarded to NACC: _____

2. Neighborhood Appearance Control Committee

Date Request received: _____ Recommend
 Not Recommend

Chairman Signature: _____

Board Member (1) Initials: _____ Board Member (2) Initials: _____

Stipulations: _____

Date Submitted to Neighborhood Appearance Control Board: _____

3. Walden Neighborhood Appearance Control Board

Date Request received: _____

Approved

Rejected

Signature of Presiding Officer: _____

Stipulations/Reason for Rejection:
