

ALTERATION POLICY
ADDITIONS, ALTERATIONS OR IMPROVEMENTS TO UNIT

The purpose of these guidelines is the preservation and enhancement of the integrity, value and beauty of the Oak Hill at Spring Ridge Homeowners Association. The following guidelines are intended to both conform to and accommodate special desires and needs of the Oak Hill at Spring Ridge Homeowners Association, 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.

I. GENERAL RESTRICTIONS

1.01

No Unit Owner shall make or permit any changes in the Unit or upon the COMMON AREA, which adversely affects the structural integrity of the Property.

1.02

No Unit Owner may connect any machine, appliance, accessory or equipment to the heating system or plumbing system without the prior written consent of the Board.

1.03

No Unit Owner shall install, remove, reconstruct or repair and electric lighting and power circuit or electric outlet or internal device intended in such outlet box, or any item or heating or air condition equipment, any of which is located without an interior partition of a Unit, unless application has been made to and written approval has been received from the Board.

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 – 1/0” (minimum) scale, drawings and specifications in sufficient detail to adequately and fully disclose the proposed alteration. Application for permits shall be made by the Unit Owner at the Expense of the Unit Owner.

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 may require a statement prepared at the Owner's expense from a qualified licensed professional that the proposed alterations will not adversely affect the integrity of the existing plumbing, HVAC, electrical or structural systems.

2.04

The Board shall act upon a request for such consent in writing.

- a) **"APPROVED"** meaning the Board has no major objection to the Proposal and construction may proceed as planned.
- b) **"APPROVED WITH STIPULATIONS"** meaning the Board has no major objection but that revisions are approved. No construction may begin until revisions are approved.
- c) **"DENIED –RESUBMIT"** meaning there are either major items missing from the Request or violations of the Policy. No construction may begin until the request has been resubmitted and approved.

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 Agent against loss or expense by reason of liability imposed by laws upon the Association and its Management Agent for damages because of bodily injuries, including death at any time resulting there from, 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 Oak Hill at Spring Ridge HOA, the Rules of the Association and such other requirements made applicable to the specific alteration or 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. Obtaining a township permit does not waive the need for Board approval. The Board will not knowingly approve a project, which is in violation of the Township Building or Zoning Codes.

Oak Hill at Spring Ridge Homeowners Association

REQUEST FOR EXTERIOR ALTERATIONS

UNIT OWNERS: _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____ FAX: _____

DESCRIPTION OF PROPOSED ALTERATION (Write on separate sheets of paper attached to this form if necessary):

Please supply the following as they pertain to your project:

- * Name, address & telephone # of Contractor
- * Supporting plans, photos, brochures, etc.
- * Description of materials, color, size etc.
- * Project start and completion dates.
- * Contractor requirements
- 1. Repair of any done to common areas.
- 2. Proof of liability insurance (certificate to be included with request).

Homeowner understands that no work is to begin prior to written approval being received. All work done will comply with approved plans; any changes or modifications will require resubmission. All exterior alterations must be completed within six (6) months of final approval by the Board for said plan. If the plan is not completed within the six (6) month period from the Board's approval, and the Homeowner has not provided a written request of extension, the plan must be resubmitted. The Homeowner is responsible for seeing that all Association requirements are met and assumes any damage to the common areas and meeting all local codes and permit requirements. If a plan is not approved within sixty (60) days of submission, the plan is disapproved.

IF ANY DIGGING IS NECESSARY, OWNERS ARE REQUIRED TO CONTACT PENNSYLVANIA ONE CALL TO IDENTIFY UNDERGROUND UTILITY LINES, PRIOR TO THE START OF THE PROJECT. THEY CAN BE REACHED AT 1-800-242-1776.

Homeowner understand the terms and condition of this exterior alteration request and indicated by signature below:

Homeowner(s) Signature(s): _____ Date: _____

Homeowner(s) Signature(s): _____ Date: _____

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ARCHITECTURAL REVIEW COMMITTEE RECOMMENDATION:

APPROVED DENIED APPROVED WITH THE FOLLOWING STIPULATIONS:

ARC Member Signature: _____ Date: _____

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BOARD DECISION (Homeowner must have Board written approval prior to proceeding with this request):

APPROVED DENIED APPROVED WITH THE FOLLOWING STIPULATIONS:

Board Member Signature: _____ Date: _____

PROVIDE ALTERATION REQUEST TO ANY ONE OF THE FOLLOWING:

**Oak Hill HOA
c/o Danella Realty & Mgmt.
P.O. Box 1017
Blue Bell, PA 19422**