

Meadowbrook Farms Homeowners Association (HOA)

Architectural Control Committee (ACC)

Home Improvement Request Form

In an effort to protect each individual homeowner's rights and property values, it is required that any homeowner or group of homeowners considering any improvement(s) shall submit a request for home improvement to the ACC for approval by the homeowners association prior to initiating work on planned improvements. From the Planned Community Declaration for Meadowbrook Farms, Article VII: Architectural Control, paragraph 7.2:

No building, fence, wall or other man made structure shall be commenced, erected or maintained upon any Unit, until the builder and the plans and specifications showing the nature, kind, shape, height, materials and locations of the same shall have been submitted to and approved in writing as to harmony of external design, colors and location in relation to surrounding structures, topography and finished ground elevation by the Architectural Control Committee.

If any change is made that has not be approved, the committee has the right to ask the homeowner to remove the improvement from the property and/or face fines or penalties.

The ACC review process may take up to 30 days. The ACC review process will not begin until the COMPLETED application is received. Please carefully review the requirements for submission below. You will receive written notification of the decision of the committee. No interim updates will be given during the review process. All decisions are final and not subject to appeal.

NOTE TO HOMEOWNER: Most home improvements require a permit from the Township in which you live. Please consult with the respective Township (Middlesex Township: 249-4409 or North Middleton Township: 243-5639) prior to submitting this application. If a Township permit is required, please include all documentation with this application.

Application is complete if you have completed the following: 1. Described improvements and attached required drawings, if any. 2. Attached your survey showing the exact location of proposed improvements. 3. Defined the dimensions (height/width/length) of the improvement. 4. Attached a sample of the paint or stain being requested or rock color and style being requested. 5. Signed the application.

You may attach a separate sheets or files as required as part of your application.

Submit electronically (preferred method) to the HOA email address:

Meadowbrookfarmshoa@gmail.com

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Homeowner's Name _____ Property Address _____

Home Phone _____ Email _____

Please indicate the improvement(s) which you propose:

☐ Paint ☐ Roof ☐ Pool/Spa ☐ Deck ☐ Patio ☐ Fence ☐ Garage ☐ Room Addition
☐ Other

Please describe improvement in more detail which you marked above. Please be specific:

Location of improvement which you propose with regards to property lines, sidewalks, distances from all sides of property.

All improvements must be drawn to scale.

Please include a detailed list of materials being used including colors, with pictures or photos of the materials intended for use. (Attach separate supporting documentation as needed)

Who will work on this improvement? ☐ Homeowner ☐ Contractor

If Contractor, list name and phone _____

Anticipated Start Date _____ Anticipated Completion Date _____

I understand that the ACC will act on this request as quickly as possible and contact me in writing regarding an approval/disapproval. I understand no interim updates and status will be given on my application. I agree not to begin property improvements until the HOA notifies me of the decision.

Signature of Homeowner _____ Date _____