

ASHTON VILLAGE

Request for Architectural Change/Landscape Improvement

If you are uncertain as to whether your desired change requires Board approval, please contact our PENCO Manager, Steve Erney, for guidance at serney@pencomanagement.com

Homeowner: _____ Date: _____

Address of Proposed Changes: _____

Home Phone: _____ Work Phone: _____

E-Mail Address: _____ Cell Phone: _____

Description of changes desired – provide full details (including attached plot plan, sketches, dimensions, exhibits, color samples/brochures, etc.) stating the purpose and/or reason, type, and color of materials to be used, and location on the property.

Plans with exact dimensions must be submitted with this form. If more space is needed, please type on a separate page.

Acknowledgment of Adjacent Owners

(This is mandatory – If not completed, the request will be returned to you.)

This acknowledgment indicates an awareness of your immediate neighbors of your intent. Please have your neighbors sign the acknowledgment.

1.) Name: _____

Address: _____

2.) Name: _____

Address: _____

Conditions each Homeowner agrees to abide by, and does so by signing this application:

9. It is understood that I/we have knowledge of the Declaration of Covenants, Conditions, and Restrictions (CC&Rs) in regard to property changes, along with the architectural/landscaping standards and rules of the Association which are set forth in these CC&Rs.
2. I/We understand and agree that no work on this change request shall commence until written approval of the Council has been received by me/us.
3. All expenses related to the work, including damage to the Common Elements or to the other units, is my/our responsibility, and I/we agree to hold the Board harmless from any and all liability, including mechanics liens, which may result from any approval, including any claim against the Council for its own negligence.
4. I/We understand that Council approval is limited solely to the appearance, aesthetics, and continuity aspects of the proposed submittal, and it is my/our responsibility to comply with all state, local, and federal guidelines regarding this project.
5. I/We agree that any contractors selected by me/us to perform work pertaining to architectural alterations or improvements must have the appropriate workmen's compensation coverage, and be able to provide upon demand of Council/Managing Agent provide a valid Insurance Certificate of Insurance, that includes name and address of the homeowner as a certificate holder, before work is started.
6. Should an East Goshen Township permit be necessary, I/we agree to prominently display this in a window visible from the street during the construction process. *Be advised that approved Change Requests may be forwarded to East Goshen Township Building Code Enforcement Officer.*
7. The Council and/or its Managing Agent may make reasonable inspections of required paperwork and progress of work, and I/we agree to permit them to do so.
8. I/We understand that if any work is not done as **exactly** described in the approved change request, the Council has the authority to direct me/us, in writing, to cease construction, correct the work, or if necessary, order the alteration removed and everything restored to its original status at the my/our expense. I/We agree to waive all claims that may arise out of the Council's decision to terminate or delay the completion of any improvement.
9. I/We understand that all home improvements are to maintain the integrity of the drainage plan as approved by the township at original construction, and any subsequent problems with adjoining properties, down slope residences and/or common areas regarding run-off water/wet basements, etc. as a result of the project, will be remedied at my/our expense, including investigation should it be shown that the improvement is the source of the problem. Should it be shown that the improvement or alteration has impacted the drainage plan, and with adequate notice, I/we do not make the necessary alteration repairs and corrections voluntarily in a timely manner, the Board may contract the work and assess back against me/us any and all costs, including legal.

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10. All exterior changes become the sole responsibility of the current and future Owner to repair, maintain or replace, consistent with the standards and expectations as set forth by the Council. I/We understand that failure to maintain these changes in an appropriate fashion will allow the Association, with adequate written notice, to maintain on the Owner's behalf and assess against the homeowner all costs associated, including legal. I/We agree to make this agreement part of any agreement of sale that I/we enter into for this unit.
11. If a dumpster is required for this project, I/we agree to notify the Council or Managing Agent of the size, location, and length of time the dumpster will be on Village property.
12. No vehicles of any kind will drive on any non-paved surfaces at any time for any reason, without the specific permission from the Council/manager in writing in advance. And should such occur the homeowner is responsible to reimburse the Village for any and all costs associated with repair to common area or buildings.

Sign and date below before submitting.

Homeowner: _____ Date: _____

Homeowner: _____ Date: _____

Please submit **all three pages** of this form and all required information to

PENCO Management:

Mail To: PENCO Management, Inc., P.O. Box 1119, Chadds Ford, PA 19317

Or Fax To: (610) 558-3399

Or Email in **PDF format** to: serney@pencomanagement.com

ALL REQUIRED INFORMATION MUST ACCOMPANY THIS FORM. IF ALL THE INFORMATION IS NOT INCLUDED YOUR REQUEST WILL NOT BE PROCESSED.

All submissions will be Board-reviewed within 7 to 30 days of the date of submission.