

OLDE ORCHARD HILL HOMEOWNERS ASSOCIATION
Architectural Review Committee
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OLDE ORCHARD HILL HOMEOWNERS ASSOCIATION
Architectural Review Committee
BACKGROUND and RESPONSIBILITIES

In accordance with the Declaration, Article V “Restrictions on Use, Occupancy and Alienation”, Section 1. (a), and Rules and Regulations “Restriction on Use” rule 9, the Architectural Review Committee (ARC) will have the responsibility of reviewing additions or alterations to the exterior of a Unit, including landscaping, as requested by Unit Owners.

- Unit owners must make the request on the “Owners Submission to Architectural Review Committee” form.
- Completed Forms should be emailed to <mailto:oldeorchardhillhoa@gmail.com>
- Written approval from the Executive Board (Board) is required before work can begin.
- No single member of the Board may give approval, either in writing or verbally, for any project. The Board as a whole must give the approval in accordance with current parliamentary procedures.
- Members of the Architectural Review Committee may not approve a project, but can provide a recommendation.
- Timeframe for a decision on any request is 30 days from receipt of the request.
- Upon completion of the project, the unit owner should contact ARC committee member or HOA Board, via the contact form on the website, to set up a final review of the project by the ARC Committee.

OLDE ORCHARD HILL HOMEOWNERS ASSOCIATION
Architectural Review Committee
PROCEDURES

1. Upon receipt of the ARC form and attachments, the Committee Chair will distribute the request to members of the Committee for review. When possible, at least two members should perform the review.
2. All reviews must be documented (initialed, dated) on ARC Checklist (see Attachment A.)
3. Upon completion of the Committee's review, the reviewer will email a copy of the original request, along with the finalized Checklist and the Committee's recommendation, to the Committee Chair for the Executive Board's consideration.
4. The Unit Owner will be notified in writing, via email when available or via USPS of the Board's decision. Executive Board members, ARC Committee members and Penn Equity should be bcc'd on the approval.
5. Committee Chair will track all requests.

OLDE ORCHARD HILL HOMEOWNERS ASSOCIATION
Architectural Review Committee CHECKLIST

Address _____

Name _____

Project Description _____

All items must be initialed, dated, or "N/A" if not applicable.

1. Review the ARC form for completeness. _____
2. Contact the Unit Owner and plan a site visit. _____
3. Ensure that pictures/drawings/plans properly describe the project.
All dimensions and description of materials must be clearly stated. _____
4. Ensure that all materials listed meet the standards set by the Community:
 - a. Paint colors must be indicated _____
 - b. Storm doors must be full glass and either the color of the door or a color that matches the siding. _____
 - c. Windows must match existing windows. If an exact match is unavailable, the size, shape and type of window, along with pictures must be provided. _____
 - d. Deck material should be wood or composite material. Wooden decks and wooden railings should be stained a light to medium brown wood tone. Composite decks should match existing composite decks in the community. Aluminum railings should match the color of the siding, with matching or black spindles. _____
 - e. Replacement shingles should match in color to shingles on adjoining units, usually the same in each phase. _____
 - f. Replacement trees should be the same variety as the tree being replaced, unless all trees planted in front of a single building are changed.
(For cases where the existing tree is not a hardy variety or unsuitable for the location due to mature size.) _____

5. For Landscaping Projects : _____
- a. Ensure that the proposed project does not impede mowing. _____
 - b. Ensure that the proposed project is not situated on any easement.
(Article IV, Section 2.) _____
 - c. If digging is required, confirm that pa 1 call (811) is made prior to the
project commencing. _____
6. Obtain signature of Unit Owner on Checklist. _____
7. Request that Unit Owner contact ARC or HOA Board (*via contact form
on the website*) upon completion of the project to set up a review of the
completed project _____

Unit Owner Signature_____

Reviewer Signature_____

OLDE ORCHARD HILL
a Planned Community

Owner's Submission to Architectural Review Committee

(to be used when seeking ARC approval for any exterior or landscaping changes)

PLEASE SUBMIT THE COMPLETED FORM VIA EMAIL TO:
oldeorchardhillHOA@gmail.com

In accordance with the Declaration and the Rules and Regulations of Olde Orchard Hill, I/we as owners of the below-described unit, hereby submit this request for ARC approval and furnish the following information.

Complete all items and attach photos and/or drawings. Attach additional page(s) if necessary:

1. Date of request: _____

2. Briefly describe nature of change to original structure or landscaping: _____

3. Briefly describe or attach photos of materials proposed to be used (type, shapes, dimensions and colors, as applicable):

4. Attach plans and specifications or sketch indicating proposed change in relation to original, existing structure or landscaping.

The information provided with this submission is true and accurate to the best of my/our knowledge and has been provided to assist the ARC in determining whether to grant approval of my/our request.

By my/our signature(s) below, Owner affirms receipt of the **Disclaimer of Liability/Hold Harmless** clause furnished to Owner as the second page to this submission form. (*Owner retains Disclaimer of Liability form*).

Owners Name: _____ Owners Signature: _____

Owners Name: _____ Owners Signature: _____

Address: _____ Phone Number: _____

Email address: _____

This submission is not complete until all four (4) items above have been submitted and the form is signed. Owner will receive a written response from the Board within 30 days of receipt by the ARC.

DISCLAIMER OF LIABILITY/HOLD HARMLESS DUE TO OWNER'S ALTERATIONS OF ORIGINAL STRUCTURE

By written submission to the Architectural Review Committee ("ARC"), the Owner has sought ARC approval to make certain changes to the original improvements on Owner's unit.

Olde Orchard Hill Development Company, LLC, as Declarant/Developer, Yingst Homes, Inc., as Developer/Builder, Olde Orchard Hill Homeowners Association, Inc., and the ARC, together hereby disclose to the Owner that any alteration, modification, addition, or other change in the original structure or landscaping could cause a negative impact to the original improvements on your property or to those on a neighboring property (e.g. water leaks, premature deterioration of materials, discoloration, broken pipes, improper drainage of surface water, etc.).

In determining whether to grant Owner's request, the ARC has not made and will not make any independent investigation into the effect of any such proposed change to the original improvements. Declarant, Developer, Builder, Homeowners Association, ARC, and any of their respective agents and representatives expressly disclaim and deny any liability resulting from such proposed change. The Owner assumes all risk of loss associated with such proposed change and agrees to hold harmless from any claim of liability, the Declarant, Developer, Builder, Homeowners Association, ARC, and any of their respective agents and Representatives.

Each Owner, by signing and delivering the submission form to the ARC, affirms that he/she has been furnished and has read this Disclaimer.