

HEATHERWOOD HOMEOWNERS' ASSOCIATION
ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

GUIDANCE

- Please submit one application per improvement. For example, if you are going to create a landscaping bed and install a storm door, you need to submit two (2) applications.
- All outside improvements/modifications/changes require ARB approval unless stated otherwise in the guidelines. Please refer to Addendum F-1- Items for which ARB approval is not required.
- Please ensure that you complete all the information requested on page 3 and that you have signed the 3rd and 4th page of the application. Proper completion of this application will expedite processing. Incomplete applications will be returned without approval. Retain page 1 and 2 for your records and return pages 3, 4, and 5.
- Please attach a copy of your final survey (issued to each homeowner at the time of settlement) showing location and dimensions of proposed improvements to scale. Please attach additional sketches/pictures as appropriate.
- Please send completed application with supporting documentation to:

Heatherwood Homeowners' Association
c/o FirstService Residential
1102 Broadacres Drive
Clementon, NJ 08021

Attn: Cheryl Buriak

Do not send applications to the ARB or Board of Trustees members.

- Applications must be received by FirstService Residential by the 1st Monday of the month in order to be considered for that month. The ARB meets on the 2nd Wednesday of each month at 7:00 pm.
- After securing approval from the ARB, work must begin within six (6) months or the approved application will be null and void.
- Township approval, secured by the homeowner, is required for all construction. Prior ARB approval is necessary before submission to the Township.
- If you have any questions or need help completing your application, please contact Cheryl Buriak at FirstService Residential, at Cheryl.Buriak@FSResidential.com

INFORMATION NEEDED WHEN SUBMITTING ARB APPLICATION

- Awnings..... plot plan with location, sample of fabric, and size.
- Screen Door picture of door, color, and style.
- Landscaping plot plan with location, size of beds, type of trees & shrubs, and size of trees.
- Patios plot plan with location, size, type of materials, color of materials, and picture of pavers/stones.
- Roof Manufacturer; Type, Color; Optional – Contractor Name
Example: GAF; Timberline HDZ; Weathered Wood; Contractor Name

ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

Homeowner's Name: _____
Please Print
Address: _____ Phone: _____
House Model: _____ Elevation/Roofline: _____
Siding Color: _____ Door Color: _____

DESCRIPTION OF IMPROVEMENT

I request approval of the ARB Committee to undertake the above improvement to my property at the address shown above in Heatherwood.

I understand that all external improvements shall be in compliance with the Architectural Guidelines of Heatherwood Homeowners' Association or I shall be subject to violation fines in accordance with Exhibit G – Architectural Guidelines Violations and Inspections.

I understand that in accordance with the Declaration of Covenants, Article X, Section 4, there is hereby created an easement in favor of the Association for ingress and egress on any Lot to inspect such property for compliance with architectural standards and/or approved plans for alterations and improvements, provided such inspection is performed during reasonable hours.

Homeowner's Signature: _____ Date: _____

FOR MANAGEMENT COMPANY USE ONLY

Date Application Received: _____

LIABILITIES

ARB approval of a project is valid to the extent that such project complies with Architectural guidelines. It does not relieve the homeowner of responsibility for maintaining the original drainage pattern required by Township and delivered to the homeowner by the builder.

Before undertaking improvements, the homeowner and/or his/her contractor should ascertain that the improvement will not interfere with proper drainage of the property. Any deviation of existing drainage and/or drainage to common property due to changes listed in the homeowner's application that effect drainage must be repaired at the expense of the homeowner. The homeowner assumes all responsibility for any adverse effect on drainage caused by improvements and will not hold the builder, Heatherwood Homeowners' Association, Management or the Architectural Review Board responsible. No improvement shall hinder or interfere with lawn maintenance operations in any way. The homeowner shall bear all responsibility for any incidental damage to an improvement as a result of normal lawn maintenance operations. ARB approval of any improvement shall not relieve or indemnify the homeowner of or from any liability of any kind. This is in accordance with and does not replace the agreement signed by each homeowner at time of settlement, which reads:

I/we, the buyer/buyers of the above referenced property, do hereby acknowledge that any exterior improvements to my/our property such as, but not limited to, patios, landscaping and additions must comply with Heatherwood Homeowners' Association Architectural guidelines and approvals, as well as any necessary Township requirements regarding same prior to the work being started. Furthermore, any of these improvements must not affect the engineering design relating to but not limited to drainage on my/our property or any neighboring property. If any of the above stated requirements are not adhered to, I/we, the buyer/buyers, shall take full responsibility to remedy any such condition as is determined by Heatherwood Homeowners' Association and/or Washington Township.

Agreed to by: _____
Homeowner's Signature

Date: _____

FOR ARB USE ONLY

APPLICATION STATUS

Date of ARB Review: _____

Decision:

Approved: _____

Conditional Approval: _____ (see conditions below)

Declined: _____ (see comments below)

Conditional Approval: You may proceed with the improvement if you meet the following condition(s):

Declined:

ARB Committee Initials: _____

Signature: _____
Chairman, ARB Committee

Date: _____

Post Inspection Date: _____

Inspected By: _____

Status: Compliance: _____

Non-Compliance: _____

Comments:

