



HEATHER WOOD I

HOMEOWNER ASSOCIATION

AKA

NEWTOWN GRANT T.H.-3B

RULES AND REGULATIONS

Heather Wood I at Newtown Grant is a Cluster Homeowner Association within Newtown Grant Master Homeowner Association.

Important: Please be sure to read and keep this document for your records. This document replaces all previous rules and regulations provided to Heather Wood I Homeowners.

Please include with all leases and provide to all renters. Please be sure to complete and submit to management a copy of the lease and lease addendum for all renters within 10 days of signing the lease. A copy of the lease addendum can be found on the community website at www.newtowngrant.org.

Includes addendums and resolutions dated 6/21/2001, 5/15/2008, 4/16/2009, 11/01/2011, 2/13/2012 10/7/2013 and 6/2/2015. This update is dated April 3, 2017.



HEATHER WOOD I RULES AND REGULATIONS

1) ENVIRONMENTAL REVIEW BOARD (ERB)

- a) Homeowners are required to submit a request to the Community Management office for any and all exterior additions, alterations or changes including landscaping, windows, garage doors, roofs, gardens, storm doors, fences, etc. The work requested may only be undertaken with written approval of the Environmental Review Board (ERB). Complete the ERB Request form (page 12) and mail, fax or email to the address below at least 30 days prior to the work scheduled to begin.

Heather Wood I Homeowners Association
c/o FirstService Residential
360 Eagle Road
Newtown, PA 18940
ATTN: ENVIRONMENTAL REVIEW BOARD

Fax # 267-364-5183

Email: Heather.Cameron@fsresidential.com

- b) All ERB decisions will be mailed or emailed to the requesting homeowner, in writing.
- c) Questions may be directed to the Community Manager:

Heather Cameron, Community Manager (215) 968-3789

2) NEWTOWN TOWNSHIP PERMITS

In addition to ERB approval, a township permit is required for all roofing, fence, decks, patios, etc. Questions on whether a permit is needed can be answered by the Newtown Township Codes Department.

Newtown Township Municipal Office
100 Municipal Drive
Newtown, PA 18940
(215) 968-2800

3) AWNINGS

- a) Awnings are permitted with Environmental Review Board (ERB) approval on the rear of the home over a deck or patio only. The awning must be the same size as the deck or patio and must not exceed that size. The awning must be canvas, retractable, and a color to match the siding. A color swatch must be submitted to the Heather Wood I Environmental Review Board (ERB) for approval.
- b) Awnings are prohibited on the front and sides of all structures.



4) **CLOTHESLINES**

Clotheslines of any type are not permitted.

5) **DECKS AND PATIOS**

- a) The Environmental Review Board (ERB) must approve additions of a deck or patio. Please submit a site plan showing required setbacks and dimensions. For decks, submit a sample of the stain that will be used. A township permit is also required.

(1) **Wood Decks**

All decks upon completion of the installation must be treated with a clear preservative or a natural wood stain within 6 months of installation. Decks are not permitted to be painted or color stained. Any homeowner who paints or color stains their deck will be required to strip the deck of the paint or color stain and then will be required to apply a clear preservative or a natural wood stain. Samples of the clear preservative or natural wood stain must be submitted to the ERB when the request for a deck is submitted.

(2) **Composite or Vinyl Decks**

Composite decks will be permitted in wood tone finished.

Vinyl decks or decks consisting of polyethylene or laminated vinyl will be permitted in a wood tone, or tan color with a wood finish. An Environmental Review Board (ERB) form must be completed and submitted along with a site plan and proposed deck color.

Vinyl overlays for existing decks will be permitted in a wood tone, or tan color with a wood grain finish. Again, an ERB form must be completed and submitted with a site plan and proposed deck overlay color.

(3) **Cement, Brick or Paver Patio**

A patio may be of cement, brick or pavers. Cement patios may not be painted. All brick and pavers patios must be in the color of muted shades of earth tones. An Environmental Review Board (ERB) form must be completed and submitted for approval.

(4) **A TOWNSHIP PERMIT IS REQUIRED FOR ALL DECKS AND PATIOS.**

6) **DISTURBANCES**

- a) Power tools, lawn equipment, etc. shall not be used between 9:00 p.m. and 9:00 a.m. of the following day.
- b) Television, stereo and radio volume shall be lowered after 11:00 p.m.
- c) No shortwave radio transmitters shall be operated in the community without special permission of the Board of Directors. Please use the ERB form/process for any outside antenna installation request.
- d) No occupant shall obstruct or interfere with the rights of any other occupant or in any way cause injury to create an annoyance.



- e) Each homeowner shall be charged with the responsibility of directing his tenant(s), guests and invitees to comply with the Association's Declaration, Bylaws, and these Rules and Regulations.
- f) No resident will continue to operate an externally audible alarm system that malfunctions, emits false alarms, and disturbs the peace of the community.
- g) Exterior lighting, including security lights, shall not be directed in such a manner as to create an annoyance to your neighbor. Additions to exterior lighting must be approved by the Environmental Review Board (ERB). Please see outside light fixture specifications, #13 for more information.

7) **DRIVEWAYS**

Medians between driveways must be maintained as to width, length, visually and textually. Grass, stones, paving blocks, bricks and other water absorbing materials may be used in combination with the median. Medians may not be eliminated by paving over this area. All changes to a median will require ERB approval, and in some instances may require Township approval.

8) **EXTERIOR MAINTENANCE AND ALTERATIONS**

- a) Each homeowner is responsible for maintaining the appearance of their home. In general, only those areas that are painted may be repainted. Unpainted surface areas such as brick and stone shall remain unpainted and unstained. When repainting, only the approved colors below shall be used. Color must be same as the original color for your home. E.g., if your door/shutter is green, repaint using **Sherwin Williams, Semi gloss, Isle of Pines (SW 6461)**.

Garage Doors

Sherwin Williams Paint. Color: Taupe Tone (SW 7633).

Front Doors, Shutters and Medallions:

Red: Benjamin Moore, Semi Gloss. Color: Boston Brick (2092-30)

Brown: Home Depot Behr S-G 790 Ultra Exterior Semi Gloss. Color: Bear Rug

Green: Sherwin Williams Paint, Semi gloss. Color: Isle of Pines (SW 6461).

- b) No changes to the exterior design of any home may be undertaken without the written approval of the Environmental Review Board (ERB) (see page 12). Exterior materials must be compatible with the architectural design character of the community. The Environmental Review Board reserves the right, with Board approval, to retain a registered architect or engineer to review and assist in this determination.
- c) All building projects must be completed within a reasonable length of time.

9) **FENCING**

- a) **A TOWNSHIP PERMIT IS REQUIRED FOR ALL FENCES**



b) In addition the homeowner must submit an Environmental Review Board (ERB) request to the Heather Wood I Environmental Review Board (via the property manager). The approved township permit should be submitted to the Heather Wood I property manager with the ERB request. No fence installation is allowed until an approved township permit is provided to the Heather Wood I property manager and your ERB request is approved. Note that Heather Wood I's fence policy complies with, but may be different from the townships, and also may differ from other associations in the Newtown Grant Community. Heather Wood I residents are responsible to comply with Heather Wood I's fence policy. Requests for fencing must be submitted on a separate request form and may not be considered part of a landscaping package. It is the homeowner's responsibility to verify property lines and/or easements. If it is later determined your fence has encroached upon another homeowners' property or common association property you are responsible for and at your expense will be required to reposition or remove the section of fencing that is on another's property. Fences are only permitted in the rear yard and may not extend forward beyond the rear wall of the house. The maximum permitted height of the fence is five feet as measured from the ground to the highest part of the fence. Caps of the posts of shadow box type fences may extend above the five-foot height of the main body of the fence by up to 6 inches. When the fence posts are not in-line with the fence then the posts must be installed on the interior side of the fence panels. The Heather Wood I, Environmental Review Board identified the following fence types for use:

1. • Shadow Box (Board-on-Board). Wood or vinyl is permitted. The highest part of the main body of the fence must be at least three feet (3') high and no higher than five feet (5') measuring from the ground up. Wood fences may be left untreated or may be treated as follows. If treated, only a clear preservative or natural wood stain may be used. Identify in your ERB request the proposed treatment including a description of the color. Vinyl fences must be white or a natural wood tone color. Identify in the ERB request a description of the color of the fence. The ERB Board encourages homeowner's to submit with the ERB request a photograph or advertisement picture of the proposed style of fence. Caps of the posts of shadow box type fences may extend above the height of the main body of the fence by a maximum of 6 inches. Your ERB request should include a diagram of the fence line and identify the location of any gate(s).
2. • Post and Rail. Wood or vinyl is permitted. The posts of the fence must be at least three feet (3') high and no higher than five feet (5') measuring from the ground up. The fence may have two or three rows of rails. Identify in your ERB request the type of rail (split rail, round, board). Wood fences may be left untreated or may be treated as follows. If treated, only a clear preservative or natural wood stain may be used. Identify in the ERB request the proposed treatment including a description of the color. Green or brown vinyl thirteen (13) gauge galvanized two inch (2") x four inch (4") mesh may be fastened to the interior side of the fence. Your ERB request should include a diagram of the fence line and identify the location of any gate(s).



3. • Privacy Fences: Privacy fences shall only be allowed between two (2) adjoining and physically connected units and must begin at the rear of the unit. The privacy fence must be Shadow Box (Board-on-Board). Wood or Vinyl is permitted. The fence must be at least three feet (3') high and no higher than five feet (5') measuring from the ground up. Wood fences may be left untreated or may be treated as follows. If treated, only a clear preservative or natural wood stain may be used. Identify in your ERB request the proposed treatment including a description of the color. Vinyl fences must be white or a natural wood tone color. Identify in the ERB request a description of the color of the fence. The ERB Board encourages homeowner's to submit with the ERB request a photograph or advertisement picture of the proposed style of fence. Caps of the posts of shadow box type fences may extend above the height of the main body of the fence by a maximum of 6 inches. Your ERB request should include a diagram of the fence line showing the proposed length of the fence.

10) **FINES**

Failure to comply with the Rules and Regulations, Declaration of Covenants, Codes, and Restrictions of the Newtown Grant Master Association and the Heather Wood Cluster Association will result in the imposition of fines according to the above schedule. Prior to the imposition of any fines, the Board will send written notice by first class mail to the homeowner at the address of the property and the official billing address. Said notice shall be deemed to be received by the homeowner on the date it is postmarked. A period of thirty (30) calendar days following the date of written notice will be allowed to correct the violation. The homeowner may choose to file an appeal by requesting a hearing before the Board, in writing, postmarked or delivered to the Board within thirty (30) days of the original notice to the homeowner. The appeal will be addressed at the next scheduled meeting of the Board of Directors following receipt of the appeal request in writing. If neither the correction of the violation nor an appeal is requested by the homeowner within thirty (30) days after the violation notice is given to the homeowner the appropriate fine will be levied.

- a) Fines are payable to and mailed to **Heather Wood I Homeowners Association, c/o FirstService Residential, P.O. Box 310, Emerson, NJ 07630** within ten (10) days of the assessment.
- b) In the event the homeowner appeals the notice as specified above, the fine may be suspended at the Board's discretion, pending the outcome of the appeal. If the homeowner does not file an appeal within the required time and does not pay the assessed fine and/or correct the violation the appropriate fine will be levied. Under no circumstances will any continuances of the appeal hearing before the Cluster Board be permitted.
- c) A homeowner appealing the Board's decision will be notified in writing of the appeal decision within ten (10) days after the hearing. If the decision is to uphold the Board's initial determination, the homeowner will have ten (10) days to pay the assessed fine



and/or comply with the appeal decision. Failure to comply with the Board's decision shall result in the imposition of the appropriate fine.

- d) If the homeowner refuses to comply with the Rules and Regulations, Declaration of Covenants, Conditions, and Restrictions, the Board reserves the right to hire a contractor to perform any work required to correct the violation at the homeowner's expense. If the homeowner refuses to pay any levied fine, the case will be referred to an attorney as directed by the Board for appropriate legal action. All fines and costs for correcting the violation shall accrue and become a lien upon the property as if they were assessments pursuant to Article IV of the Declaration of Covenants, Conditions, and Restrictions. All remedies available to Heather Wood I for reinforcement of payment of the Maintenance assessments shall also be available to the cluster for the collection of fines, correcting the violation, and for enforcing the Rules and Regulations, Declaration of Covenants, Conditions, and Restrictions of the Cluster and Master Documents including, but not limited to the reasonable costs and attorney's fees for any action to enforce the Rules and Regulations, Declaration of Covenants, Conditions, and Restrictions.

e) <u>Category of Offenses</u>	<u>Type of Offense</u>	<u>Fine Amount</u>
Category A	Failure to maintain yard Failure to clean up after pets	\$25.00
Category B	Failure to submit an ERB request for an acceptable exterior change	\$50.00
Category C	Failure to submit an ERB request for an unacceptable exterior change	\$100.00
Category D	Parking of a commercial vehicle on Heather Wood property. Displaying signs on property.	\$25.00/day

All Category violations and fines that continue after first notice and first fine, will be fined at higher amounts culminating in daily fines of \$25, as listed on the violation notice.

11) **FIREWOOD**

Firewood may be stored only in the rear of the property. Woodpile is to be stacked neatly. No existing drainage pattern or easement can be obstructed by the woodpile.

12) **GARDENS**

- a) Flower gardens are permitted in the original beds provided by the developer.
- b) Additional beds require the approval of the Environmental Review Board (ERB) (see page 12). Please include size, shape, location, and type of plantings in your request. Please note that all additions, removals, or changes of trees and/or shrubs also require approval.



Replacement of dead shrubs with the same or similar item does not require Environmental Review Board approval.

- c) Small vegetable gardens will be permitted in the rear yard only. Plans must be submitted to the Environmental Review Board with a sketch to include size, shape, location and contents to be planted. Gardens may not extend forward beyond the rear wall of the house and may not infringe on a neighbor's property or existing easement, swales, or the right of way. All gardens must be properly maintained during the growing season and must be cleaned out after the growing season.

13) **OUTSIDE LAMP MOUNTING PLATES**

Paint color: Semi White

14) **OUTSIDE FRONT LIGHT FIXTURE SPECIFICATION**

The standard light fixture should consist of a colonial style lanterns of polished metallic finish (nickel, brass, black) no greater than 15 inches in height and 8 inches wide. Light fixture should be fitted with maximum 100-watt non-colored light bulb.

15) **PAYMENT OF ASSOCIATION FEES**

Association fees are due the first day of each quarter; January 1, April, July 1 and October 1. A late fee, of \$10, is automatically imposed if payment is not received by the 15th of the month in which payment is due.

16) **PETS**

- a) All pets must be licensed with Newtown Township as required.
- b) An animal of any kind may be kept only as a domestic pet. Pet runs, pens, or houses of any kind are not permitted. No pet shall be permitted to run at large or remain outside unattended. Owners must clean up after pets.
- c) All animals, regardless of species, are to be kept on a leash at all times when outside. No homeowner shall have more than two (2) pets unless the pets were owned prior to moving into the community and even then only three (3) pets are permitted.

17) **RECREATION EQUIPMENT**

- a) Recreation equipment includes among other things, swing sets, and playhouses that must receive Environmental Review Board (ERB) approval. (see page 12)
- b) All permanent equipment must be at least five (5) feet from the rear property lines and must be permanently anchored. You are required to leave five (5) feet at the side of your property unobstructed. If you are an end property you are also required to leave five (5) feet at the side of your property unobstructed. If you have a storm sewer easement anywhere on your property the Township requires that nothing be placed, planted, stored or built in this area.



- c) Outdoor play equipment of the portable type, including hockey/soccer nets must be stored indoors at night (sundown to sunrise). Hockey/soccer net size cannot exceed four (4) feet high by six (6) feet wide. Rusting or deteriorating equipment must be removed or repaired immediately. Metal swing sets are not permitted.
- d) Canopies or tents are permitted in the rear of side yard for a specific event and must be disassembled within forty-eight (48) hours following the event. Please notify the Property Management Office of such an event.
- e) Portable Basketball Hoops/Systems are prohibited. Basketball backboards on the garages are likewise prohibited.

18) **ROOF REPLACEMENT MATERIALS**

Roofs are permitted to be replaced with Environmental Review Board (ERB) approval with **GAF Timberline Natural Shadow or HD Weathered Wood shingle** – Architectural style shingle. An ERB form (see page 12) must be submitted to the committee at least 30 days prior to the commencement of work. A building permit must be obtained from Newtown Township.

19) **SATELLITE DISH**

- a) The Board Presidents from all of the townhouse clusters in Newtown Grant have met to discuss the regulations. These guidelines were adopted by the Environmental Review Boards (ERB) as Policy for the installation of satellite dishes.
- b) Under FCC regulation, satellite dishes up to diameter of 39” may be installed on your property. First and most important, we recommend that professionals install your satellite dishes. Because the dishes have to be placed in a certain direction to receive the best signal, experienced professional installers will help you attain the best reception possible.
- c) Also, should any damage occur to your home or your neighbor’s home during the installation, the company installing your dish, arranged by you would be responsible for repairs or payment for said damage. Should the company installing the dish not make adequate repairs, you will be responsible for all repairs to neighbors home. Should the homeowner himself decide to install a satellite dish, the homeowner will then be responsible for reimbursement of costs for any damage that occurs a neighbor’s property during installations or after installation. This will include but not be limited to roof damage, water leaks, broken areas of trim, siding and windows, etc. You may wish to check with your homeowner’s insurance to verify your coverage regarding these issues. You may also want to check the HOW Policy and/or RWC Policy to make sure that installation will not make these policies null and void.
- d) Satellite dishes are to be placed in the rear of your yard. For those living in an end unit, you may use the rear or side yard of your property. It is recommended that the satellite dishes be mounted at ground level, and landscaping or special satellite dish decorative covers be used to shield the dish from view. If it is necessary to mount on your home in the rear, satellite dishes must be painted to match the area it is mounted to. No wires from the installation may be exposed.
- e) Finally, we remind you that you must notify your Environmental Review Board (ERB) prior to installation. If you have already installed a satellite dish, please submit a form to your ERB showing that you have met all of the above guidelines. If you have further questions please contact the Property Management Office. Please keep in mind ‘safety’ in placement of a satellite dish, as well as the esthetics of the community.



20) **SEASONAL DECORATIONS**

Seasonal decorations may not be displayed more than five (5) weeks prior to a holiday and must be removed no later than four (4) weeks following a holiday.

21) **SHEDS**

Sheds of freestanding structures are not permitted.

22) **SIDING and TRIM**

- a) Siding and trim may be replaced or repaired with Environmental Review Board (ERB) approval with CertainTeed, Wolverine Encore, Triple 3-inch clapboard siding, color is Natural Clay.
- b) All trim is to be white.
- c) Given the age and sun damage of original siding, the Environmental Review Board may insist that the entire side of the home is replaced of siding for matching purposes.

23) **SIGNS**

No signs of any nature shall be maintained on or in the property. An exclusion is made for real estate sale signs. “For Sale” or “For Rent” (this is a Master Board rule) signs may be placed on the property for the sole purpose of selling the home. All “For Sale” signs must be freestanding and well maintained. “Sold” signs are not permitted.

24) **SNOW REMOVAL**

It is the responsibility of the homeowner to clear all driveways and sidewalks, which are considered part of their property within 24 hours of snow fall ending. Snow should never be placed in the roadway according to Newtown Township ordinance.

Street snow removal is the responsibility of the Newtown Township public works department. Newtown Township requires all cars to be removed from streets after 1 inch of snow fall and/or ice in order to clear streets.

25) **STORM DOORS, GARAGE DOORS and WINDOWS**

Exterior doors, storm doors, garage doors, and windows shall not be installed, altered, Painted, or replaced except as approved in writing by the Environmental Review Board (ERB) (see page 12). French or double doors must have double storm doors.

(1) Storm Doors

The color of the storm door must be white or match the color of the door it fronts. A full glass panel storm door is the preferred type of storm door. Storm door may have a four- (4) inch bar across the center in white or in the matching color of the door it fronts. Although the full glass panel is preferred, residents may also choose a glass insert panel that has minimal decoration with brass or nickel mullions, etched grooves or frosted accents, provided that no more that 5% of the surface is obscured. Design must be standard integrated feature offered by the manufacturer. **All proposed designs require Environmental Review Board (ERB) approval (see page 12).**

(2) Garage Doors



Garage doors may be made of wood or wood product, steel or fiberglass. All doors must match the original installed door of having 4 raised panels across and 4 raised panels down.

If you are installing a new wood garage door, repairing and/or repainting the existing door, below is the proper color to paint the door.

Garage Door Paint Color

Sherwin Williams Paint, Color: Taupe Tone (SW 7633).

If you are installing a new steel or fiberglass door, it must match the builder's original color. **It is recommended that a sample color be provided with your ERB request to eliminate potential problems.** Ivory, white or any other color is not acceptable and you will be required to repaint or replace with the acceptable color door.

- (3) When replacing **slider doors and/or French doors**, grids should be purchased in accordance with grid pattern approved through the ERB process.
- (4) When replacing **windows**, grids should be purchased in accordance with the grid pattern approved through the ERB process.

26) **TRASH AND RECYCLING**

- a) Trash **and recycling** receptacles such as metal or plastic cans or bags shall not be permitted to stand along the outside wall of any building.
- b) Trash **and recycling** cans and bags shall not be placed outside until sundown the day preceding scheduled pickup and shall be returned inside that evening. Cans must be covered and bags must be closed. Clean up of trash, which has not been properly secured and has caused a mess, is the responsibility of the homeowner.
- c) Dumping of grass clippings or trash is not permitted in wooded areas or the common property.
- d) Burning of papers or rubbish of any kind is not permitted.

27) **VEHICLES**

- a) No recreation vehicles (campers, house trailers, motor homes, boats, and boat trailers, commercial vehicles, disabled vehicles, or unlicensed vehicles, etc. of any type may be parked outside overnight and must be garaged if on-site overnight.
- b) Commercial vehicles are allowed if to perform a specific job or function for a limited of time.
- c) During the snow removal season, owners must cooperate with equipment operators by moving their vehicles off the street. Failure to do so will result in the vehicle being towed at the owner's expense.

28) **WINDOW AIR CONDITIONERS**

Window air conditioners are not permitted.



29) YARD MAINTENANCE

- a) Yards shall be maintained to provide a neat appearance to the Cluster. Lawns shall be maintained so the grass height does not exceed six (6) inches and/or the grass does not go to seed. Each homeowner is responsible for the cutting and maintenance of their lawn. This includes seeding, weeding, fertilizing, and care of the lawn and shrubbery surrounding one's home.
- b) Residents must maintain ground cover on their lots so as to avoid soil erosion onto streets, sidewalks, or other properties.
- c) Within thirty (30) days after completion of any building project, all building materials and debris must be cleared from the site, and excavation must be backfilled and returned to original grade.
- d) Street trees must be replaced if removed in order to maintain curb appeal and keep the tree lined street look. Street tree type and variety should be approved by the ERB process and should be selected with the following conditions: a tree that would ideally grow to a "medium" height of 20 feet and circumference of 5-12 feet, approximately.

**PLEASE TAKE THE APPROVED HEATHER WOOD I PAINT COLORS WITH YOU
WHEN PURCHASING PAINT**

APPROVED HEATHER WOOD I PAINT COLORS

GARAGE DOORS

Sherwin Williams Paint. Color: Taupe Tone (SW 7633).

FRONT DOORS, SHUTTERS AND MEDALLIONS:

Red: Benjamin Moore, Semi-Gloss. Color: Boston Brick (2092-30)

Brown: Home Depot Behr S-G 790 Ultra Exterior Semi Glass. Bear Rug

Green: Sherwin Williams Paint, Semi, Color: Isle of Pines (SW 6461). Also available at MAB stores

OUTSIDE LAMP/OUTLET MOUNTING PLATES

Paint color: Semi-gloss White.



ENVIRONMENTAL REVIEW / REQUEST FORM

DATE: _____ ADDRESS: _____

NAME: _____ Email Address: _____

HOME PHONE: (_____) _____ CELL PHONE: (_____) _____

**** NOTICE**:** Approval of your request by the Heather Wood I (HWI) Architectural Review Committee (ARC) Environmental Review Board does NOT constitute authorization to proceed with the work described in this request. You must contact Newtown Township and obtain Township Permits prior any work for which the Township determines permits are required. The HWI ARC will NOT obtain permits on your behalf – it is your responsibility. . The HWI ARC does NOT determine if the described work requires a permit – the Township is the sole authority if a permit is required. DO NOT accept your contractor’s opinion that a permit is not required. A copy of the approved permit must be provided to the HWI Association’s property manager at the address listed below. If the Township denies a permit then the earlier provided HWI ARC approval is null and void.

I acknowledge I am responsible to obtain any needed township permits for the work described in this request and to provide the HWI Association a copy of approved permits BEFORE work begins.

I acknowledge I am responsible for the work / improvement(s) described this request and I am the property owner or authorized by the owner to act in their behalf.

I acknowledge I am responsible to ensure any contractor I hire is properly licensed and insured. I am responsible to provide to the HWI Association’s property manager a certification of the contractor’s insurance and that the HWI Association is named as an additional insured on the contractor’s policy. I am responsible for the contractor’s compliance with Association rules and regulations and Township Ordinances.

I understand that no work can begin until you receive approval from the HWI ARC. The approval letter is good for one year from issuance date.

I acknowledge my failure to comply with the above requirements may result in my being fined by the Association and may require the removal of the unauthorized work.

Proposed Start Date of Work: _____ Estimated Completion Date: _____



SIGNATURE: _____ **DATE SIGNED:** _____

Description of Proposed Improvement, Change, Addition, or Alteration:

1. Provide (attach) a detailed written description and as needed a sketch of the proposed improvement, change or alteration.
2. Provide a site sketch for improvement projects such a fences, decks, patios, gardens, planting of trees and shrubs, etc. Site sketches must show unit location (address), adjacent unit(s), and location of proposed improvements, property lines (meets and bounds), easements and setbacks. It is strongly recommended you obtain "as built plans" from the Office of The Recorder of Deeds of Bucks County and annotate your proposed improvement(s) on the plan.
3. Provide a color chip or material sample to show color and texture of the proposed work / improvement.

Contractor Information:

Name: _____

Address: _____

Phone: _____

Email Address: _____

Once all items are received by the Board, a vote will take place. The process usually takes 2 weeks. The more detailed information provided, the quicker the process time.

Mail completed request with all required attachments to:

**HEATHER WOOD I HOMEOWNER'S ASSOCIATION
ENVIRONMENTAL REVIEW BOARD
360 Eagle Road
Newtown, PA 18940**

*E-mail (Heather.Cameron@fsresidential.com) and/or fax: 267-364-5183 is acceptable.



Please mail completed form to: Heather Wood I Association, 360 Eagle Road, Newtown, PA 18940 or email to Heather.Cameron@fsresidential.com. Thank you.