Revised: 29Sep2026

ARCHITECTURAL CONTROL COMMITTEE
APPROVAL PROCESS

1. Owner submits "Architectural Change Request Form" (ACRF, 2 pages) to Architectural Control Committee ("ACC") (via Leslie Behler). Form is available on the Managing Agent's website by logging in to the Portal at: https://clavispropertymanagement.appfolio.com/connect/users/sign_in. Navigate to "Shared Documents."

2. ACC reviews submitted ACRF, along with required supporting documents, at the first HOA Board meeting following the request.

3. Approval or denial is authorized by the ACC on the Architectural Control Committee Review Document (ACCRD, 1 page). Signed ACCRD is provided to the Owner (via email and/or USPS).

4. If a Land Use Permit is required, Owner submits the following to Southampton Township (if Owner's Lot is located in Southampton Township). A cover letter to Larry Hinkle, the current Zoning Officer, is suggested:

   a. "Southampton Township Cumberland County Zoning/Land Use Permit Application" (3 pages) Available on the Township's website at https://southamptontwp.com/wp-content/uploads/2023/01/Land-Use-Zoning-Permit-Application.pdf.

   b. ACCRD (1 page)

   c. ACRF (2 pages)

   d. Project Proposal Documents:
      This should include, but not be limited to the following: contractor's detailed quote (materials to be used, cost, and CAD drawing/s, if applicable)

   e. Fee for the applicable Land Use Permit will be determined by Zoning (currently $40)

5. Zoning Officer reviews the entire package for approval of Land Use Permit. Expedited turn-around time is approximately four (4) days. Land Use Permit fee is paid at the time of obtaining the approved Land Use Permit.

6. Land Use Permit gets provided by Owner to Owner's contractor.

7. PA requires "call before you dig." The "PA One Call" number is 8-1-1. There is no fee for this service. PA One Call contacts the utility companies to arrange for those companies to mark applicable water, gas, and electric lines on the Owner's property. **Your contractor might offer to take care of making that call. Owner needs to confirm who will be making that call and make sure it gets done.** Even if the Owner's contractor indicates they placed the "PA One Call" requests, Owner still has to make follow up calls with the individual utility companies to ensure this is accomplished.

8. Once all utilities have been marked, Owner contacts contractor to let them know so that work may begin.

cc: Leslie Behler (09/29/2026)