

MEADOWS GREEN HOMEOWNERS ASSOCIATION

Architectural Change Request Form

HOMEOWNER & PROJECT INFORMATION

Property address

Property owner name

Phone number

Email address

TYPE OF IMPROVEMENT (check all that apply)

- | | |
|--|---|
| ☐ Roof | ☐ Any exterior door |
| ☐ Walkway | ☐ Satellite dish |
| ☐ Skylight | ☐ Patio |
| ☐ Fence (per covenant restrictions) | ☐ Window replacement |
| ☐ Driveway extension | ☐ Other |

If other, describe

CONTRACTOR'S INFORMATION

Company name

Phone number

Email address

Estimated start date

Estimated project completion date

Required with this request

- Detailed project description, including materials, style, color, and pertinent information.
- Sketch, advertisement, or drawing on a property survey/plat showing dimensions and proximity to the home or property line.
- All dedeed setbacks must be observed.

SUBMIT TO CLAVIS PROPERTY MANAGEMENT

jcookclavispm@gmail.com | 717-516-1073 | 3448 Trindle Road, Camp Hill, PA 17011

MEADOWS GREEN HOMEOWNERS ASSOCIATION

Project Description & Owner Acknowledgment

Detailed description of proposed change

Materials, style, colors, dimensions, and other specifications

OWNER ACKNOWLEDGMENT

- ☐ Approval does not relieve me of responsibility for obtaining all necessary building permits.
- ☐ I am responsible for variances and compliance with Southampton or Shippensburg Township zoning ordinances.
- ☐ If approved, I agree to complete the change under the terms and conditions in the approval letter.
- ☐ All improvements must be on my property or property lines.
- ☐ If Association property is disturbed or damaged by me or my contractor, I will restore the common elements to their original condition.
- ☐ Approved changes must be completed within one year of the approval date.

Property owner signature (type full legal name)

Date

Best time to meet BEFORE Board review

Best time to meet AFTER Board review

MEADOWS GREEN HOMEOWNERS ASSOCIATION

Architectural Review Board Approval — Association Use

Project name

Project address

Applicant name

Date of submission

BOARD MEMBER DECISIONS

Reid Pletcher	☐ Approve	☐ Deny		
Mike Thomas	☐ Approve	☐ Deny		
Scott Gorby	☐ Approve	☐ Deny		
Alan Behler	☐ Approve	☐ Deny		
Leslie Behler	☐ Approve	☐ Deny		

Approval is contingent upon obtaining all applicable Southampton or Shippensburg Township land-use and building permits.

Additional comments / reason for denial

☐ Final decision: Approved

☐ Final decision: Denied

HOA Board approval date