Harmony Ridge Townhouses

c/o Preferred Management Associates
PO Box 687
Moscow, PA 18444
Phone: 570-842-2705

Exterior Modification Application

Property Address: _____

Date Submitted: ____ / ____ / _____

HOMEOWNER INFORMATION

Owner Name(s): _____

Mailing Address (if different):

_____

_____

Phone Number: _____

Email Address: _____

_____

PROJECT INFORMATION

Type of Request (Check all that apply):

☐ Roof Replacement

☐ Exterior Painting/Staining

☐ Deck/Patio Construction or Replacement

☐ Siding Replacement

☐ Windows/Doors

☐ Driveway/Walkway

☐ Landscaping

☐ Hot Tub/Spa

☐ Air Conditioning Unit

☐ Privacy Screen

☐ Solar Panels

☐ Exterior Lighting

☐ Chimney Repair/Replacement

☐ Gutters/Downspouts

☐ Other: _____

PROJECT DESCRIPTION

Please provide a detailed description of the proposed work, including the location of the project and any additional information that will assist the Architectural Review Committee in evaluating your request.

MATERIALS & COLORS

Manufacturer: _____

Product Name/Style: _____

Color(s): _____

Dimensions (if applicable):

CONTRACTOR INFORMATION

Contractor Name: _____

Company: _____

Phone Number: _____

Email: _____

PA License Number (if applicable): _____

Estimated Start Date: _____

Estimated Completion Date: _____

REQUIRED ATTACHMENTS

Please attach all applicable documentation.

☐ Contractor Proposal/Estimate

☐ Site Plan or Sketch (if applicable)

☐ Photos of Existing Area

☐ Product Brochures or Specifications

☐ Paint/Stain Color Samples

☐ Roofing Shingle Sample/Color (if applicable)

☐ Township Permit (if required)

☐ Other:

HOMEOWNER ACKNOWLEDGEMENT

I understand and agree that:

- No work may begin until written approval has been received from the Association.
- Approval by the Architectural Review Committee does not constitute approval by the municipality or replace any required permits or inspections.
- I am responsible for obtaining all required permits and complying with all applicable federal, state, local, and HOA regulations.
- Any deviation from the approved plans requires additional Architectural Review Committee approval prior to construction.
- I am responsible for any damage to common elements resulting from this project.
- The Association reserves the right to inspect completed work to verify compliance with the approved application.

- Failure to comply with the approved plans or governing documents may result in enforcement action, including fines and/or the removal or correction of unapproved work at the homeowner's expense.

Homeowner Signature: _____

Date: ____ / ____ / ______

ARCHITECTURAL REVIEW COMMITTEE USE ONLY

Date Received: _____

Application Complete:

☐ Yes

☐ No

Additional Information Required:

Committee Decision:

☐ Approved

☐ Approved with Conditions

☐ Denied

Conditions/Comments:

ARC Representative: _____

Date: ____ / ____ / ______

SUBMISSION INSTRUCTIONS

Please submit this completed Architectural Work Request along with all required supporting documentation to:

Preferred Management Associates
Attn: Justin Clarke, Association Manager
PO Box 687
Moscow, PA 18444

Email: justinc@preferredmanagement.org

Phone: 570-354-8015

Please Note: Incomplete applications may delay the review process. The Architectural Review Committee reserves the right to request additional information before rendering a decision.