

ARDEN WOOD HOA

ALTERATION INSTRUCTIONS

Attached is a form, approved by the BOARD OF DIRECTORS, for you to use to request permission to make alterations to the exterior of your home such as: installing decks, awnings, patio extensions, additional shrubs, satellite dishes, etc. Please keep this form until you wish to make an alteration, then fill it out (it is typeable or you can mail it) and return to maryann@rjcmgt.com. **Please utilize the below checklist to ensure that all the materials are submitted for review. Alterations will not be considered if any portion is missing.** Alterations must be approved in writing, by the Board of Directors before you begin work.

If you have already made an alteration and not received approval, you are in violation of the Declarations of Covenants, Conditions and Restrictions of the Arden Wood Homeowners Association. If the Board of Directors does not subsequently approve the alteration, be advised that you will, at your own expense, be required to remove the alteration.

If you have any questions or require another form, please contact Rj Community Mgt. at 412-550-0003, or email maryann@rjcmgt.com.

- Do you have a plat map included?
- Did you draw your alteration on the plat map and include dimensions?
- Did you include your Builder information on the form? If you are doing the work, did you write "Self".
- Did you secure the signatures of our nearest neighbors and if not explain why you were unable to do so?
- Did you secure a building permit from Lancaster Township?

Mary Ann Groutt
maryann@rjcmgt.com
412-550-0003

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