

7354 Ridge Ave, Philadelphia, PA 19128

## **Architectural Request** **Change (ARC) Form**

The Governing Documents for the Roxborough Reserve Homeowners Association (HOA), given to each owner at settlement, detail the rules that govern the look and feel of the community to retain value for your real estate investment.

The Architectural Request Change (ARC) form enables Roxborough Reserve homeowners to obtain approval in writing for changes in the look and feel of the community from the Roxborough Reserve HOA Executive Board of Directors prior to beginning construction and/or installation. This includes exterior additions, modifications or alterations such as fencing, driveways, patios, decks, sheds or other structures, windows, paint, exterior finishes, retaining wall changes, etc.

The ARC also helps manage the operation of the Roxborough Reserve infrastructure. Since Roxborough Reserve is in the Schuylkill watershed and includes several basins built specifically for stormwater collection, it is important that construction projects do not negatively affect the integrity of the basin system.

Please complete page two of this form and submit it via the Madison Parke AppFolio portal, with all relevant items detailed in the checklist. The community manager will review your submission for completeness and submit your request to the Executive Board.

The Executive Board will then have 15 days to review and process your request. All approvals and denials by the Executive Board will be sent in writing and confirmed in the portal.

Note that Appendix 1 includes approved fencing options.



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## ARC Checklist

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### Preferred email address or addresses for ARC correspondence

- \_\_\_\_\_ A signed Architectural Request Change (ARC) Form
- \_\_\_\_\_ Pictures, colors, location and specifications of all changes
- \_\_\_\_\_ Designs and plans for the change which may include Architectural or Engineering plans (Note: Site Plan is available online via AppFolio.)
- \_\_\_\_\_ Certificate of Insurance from the contractors working in the community listing the HOA as additional insured. Contractors should submit workers' compensation insurance and have at least 2 million in liability insurance.
- \_\_\_\_\_ A copy of all City Permits required and any other governmental agency that may be required.
- \_\_\_\_\_ For patios, include confirmation from Rami Ayoub, E.I.T., Philadelphia Water Department, Stormwater Plan Review via [rami.ayoub@phila.gov](mailto:rami.ayoub@phila.gov) that the project won't negatively affect the stormwater basins.

I, \_\_\_\_\_ understand that should

### Homeowner printed name

an exterior change or installation be completed without prior approval, the Roxborough Reserve HOA through the Executive Board can require removal of the unapproved change.

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**Homeowner Signature**

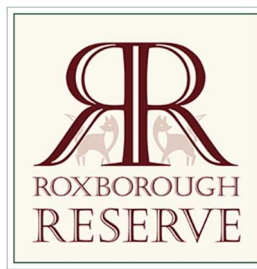
**Date**

Date management receives ARC request \_\_\_\_\_

Date additional items are requested/received \_\_\_\_\_

Date management submits ARC package to Executive Board \_\_\_\_\_

Date homeowners receive Executive Board response \_\_\_\_\_



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## **APPENDIX 1 – Approved Fencing Options**



Black aluminum fencing (see RR pocket park)



Split rail fencing



Cedar stockade fencing



White vinyl fencing