



Wedgwood Estates – HOA Architectural Approval Request

- Exterior Renovations Exterior Alterations Exterior Repairs Landscaping Renovations

In accordance with the Association’s governing documents and architectural guidelines, I hereby apply for written approval to make the following exterior renovations, alterations, changes or repairs to my property:

Request Date - _____ Received Date (BOD to fill in) - _____ HOA Account Current? _____ (BOD to fill in)

Information - Complete Incomplete - return to owner date - _____ (BOD to fill in)

Property Address (Wedgwood) - _____

Owner(s) Name - _____

Owner(s) Address - _____

Home Phone - _____ Cell Phone - _____ eMail - _____

This form reflects the most often requested approval types. If you do not see a category that matches the nature of your request, please use the “Other Feature” section at the lower part of this form.

Roofing – (firewall flashing and capping MUST be replaced with roof)
Manufacturer - _____ Material - _____ Brand/Style - _____ Color - _____
(a product sample is required with this application, please state style, color code & name)

Firewall Caps & Flashing –
Brick Firewall (outside) – Material – _____ Cap (Color) – _____ Flashing (Color) – must blend with brick
Interior Firewall (outside) – Material – must match siding of unit - _____ Cap (Color) – _____

Siding/Soffit – (a product sample is required with this application, please state color code & name)
Orientation - Vertical Horizontal - (siding must be installed in same direction as original installation when unit was built, and must be the same spaced width). Front and rear of unit must match.
 Vinyl Siding/Soffit – Manufacturer/Brand - _____ Style - _____ Color - _____
 Wood Siding/Soffit – Paint Color – Code/Name - _____

Windows/Shutters –
(a product brochure or spec is required with this application, please provide model and style). Front and rear of unit must match.
 Vinyl Replacement – Manufacturer/Brand - _____ Style - _____ Color - _____
Type - double hung single hung casement sliding

Doors – (a product brochure or spec is required with this application, please provide model and style)
Material – Type - steel fiberglass wood
Location - front rear -2nd story deck rear slider basement bulkhead
Manufacturer/Brand - _____ Style - _____ Color - _____



- Gutters/Downspouts** – (front and rear of unit must match)
Manufacturer/Brand - _____ Material - _____ Style - _____ Color - _____
- Deck** – (color must include manufacturer/stain type/color name & code)
Location - _____ Size - _____ Material - _____ Color - _____
(A lot layout and drawing/plan showing the location of the proposed deck, along with detailed dimensions and a cross section view of the structure is required with this application.)
- Gazebos/Pergolas** –
Location - _____ Size - _____ Material - _____ Color - _____
(A lot layout showing the location of the proposed gazebo/pergola along with a picture and a cross section view of the structure is required with this application.)
- Sidewalks & Steps** –
Location - _____ Material - _____ Color - _____
(A lot layout and landscaping plan showing the location of the proposed change, along with detailed dimensions and view of the unit is required with this application.)
- Patio** –
Location - _____ Material - _____ Color - _____
(A lot layout and landscaping plan showing the location of the proposed patio, along with detailed dimensions and view of the unit is required with this application.)
- Porch** –
Location - _____ Material - _____ Color - _____
(A lot layout and landscaping plan showing the location of the proposed patio, along with detailed dimensions and view of the unit is required with this application.)
- Porch Alteration – Townhome Front** -
Type - _____ Material - _____ Color - _____
(A lot layout and landscaping plan showing the location of the proposed patio, along with detailed dimensions and view of the unit is required with this application.)
- Shed** –
Location - _____ Size - _____ Material - _____ Color - _____
(Shed materials and colors, must match those on the home. A lot layout showing the location of the shed, along with a picture of the proposed shed (detailing style) is required with this application. Shed measurements must be in accordance with Architectural Guidelines. Caln Township building department must approve placement to ensure your shed meets code, and that your placement is not on any existing utility easements.
NOTICE - Sheds are only permitted on certain units: Units with (2) stories on slab foundation are only permitted the original builder installed brick surround sheds. Units with (2) stories/basement with no egress – are permitted exterior sheds with HOA written approval. Units with (3) story rear (basement sliders) are permitted built in attached under eave sheds only. Sheds installed without HOA written approval, will be removed at the owners expense/loss.
- Hedges, Privacy Screens & Fencing** –
Must be kept neat (outside storage and/or clutter is prohibited) and properly maintained at ALL times, failure to maintain in accordance with governing documents, will result in HOA removal at owners expense. A lot layout showing the location of proposed installation, along with design specifications showing the style and dimensions, are required with this application.
- Hedges (Front) – Location - _____ Variety - _____ Height (6-1/2 ft max) - _____
- Hedges (Rear) – Location - _____ Variety - _____ Height (6-1/2 ft max) - _____
- (Hedges are permitted as a natural alternative in areas where fences are prohibited, be must be trimmed neatly, and kept under 6-1/2 ft at all times. Access must be allowed for lawn care)



Homeowner Signature(s) –

_____ Signature	_____ Printed Name	_____ Wedgwood Address (##-Street)	_____ Date
_____ Signature	_____ Printed Name	_____ Wedgwood Address (##-Street)	_____ Date

Adjoining Neighbors Approval (all attached neighbors must authorize by signing below) –

I/We, are hereby granting our approval for our neighbor to proceed with architectural changes to their adjoining home, as detailed in this Architectural Change Request -

_____ Signature	_____ Printed Name	_____ Wedgwood Address (##-Street)	_____ Date
_____ Signature	_____ Printed Name	_____ Wedgwood Address (##-Street)	_____ Date
_____ Signature	_____ Printed Name	_____ Wedgwood Address (##-Street)	_____ Date
_____ Signature	_____ Printed Name	_____ Wedgwood Address (##-Street)	_____ Date

Architectural Review Committee Decision – Approved Conditional Approval Denied

A.R.C. requirements or comments on application (if any) -

Completed form and any additional information can be uploaded through the keypam.cincwebaxis.com portal for review and approval. If there are any questions reach out to Property Manager, Anthony Georgette at anthony@keypam.com or 610-840-7870.

Homeowner will have 90 days from approval date to complete the approved work. All improvements will have a final inspection completed by a member of the A.R.C.

Important Note: Approval by the Architectural Review Committee does not constitute approval by local governing agencies. It is the sole responsibility of the applicant to determine and comply with all governmental regulations, statues, codes, and zoning requirements. It is the responsibility of the applicant to secure all permits, inspections, authorization, and/or permission from governmental agencies , and owner must furnish a copy to the WECA office before work commencement. It is the applicant’s sole responsibility to ensure that any work commencing is within the property limits and meets all building setback and easement restrictions.

It is the applicant’s responsibility to protect all elements inside the Association easements, and to return any area disturbed by the installation of a modification to the same standards as previously existed. Upon completion of the improvement, the Association shall review and determine that the installation is in completion with the approval provided.

If the improvements are deemed incomplete or further work is necessitated, applicant shall be provided with a deadline for the completion of the work. If the improvements are not completed to the satisfaction of the Association within the time lines provided, the Association may impose penalties until completion occurs.

The Architectural Review Committee will review all Architectural change Request Forms within 30 days of receipt. A copy of the completed request, signed by (2) members of the executive board, will be mailed or emailed, to the Owner’s home.