



# **TARRINGTON VILLAGE COMMUNITY HOMEOWNERS ASSOCIATION**

[www.tarringtonvillage.com](http://www.tarringtonvillage.com)

## **RULES, REGULATIONS AND STANDARDS**

**September 2014**

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## **I. INTRODUCTION**

These Rules, Regulations and Standards are established for TARRINGTON VILLAGE COMMUNITY HOMEOWNERS ASSOCIATION in accordance with the Declaration of Covenants, Restrictions, and Easements for the TARRINGTON VILLAGE COMMUNITY HOMEOWNERS ASSOCIATION. By adoption, the Rules become a working component of the Declaration.

The purpose of the Rules and Standards is to complement the covenants and restrictions as stated in the Declaration. The Rules are consistent with the intent of the Declaration to preserve, maintain and enhance the integrity of the Association, value of the property, the architectural harmony of the buildings, and the site design of the community.

It is the responsibility of the Association, through the Board of Directors, to administer and enforce these Rules and Standards. These Rules and Standards may be amended as the needs and desires of the community change. The Board welcomes comments or suggestions from Association Members regarding the Rules and Standards. Consideration will be given to any written proposal directed to the chairperson of the "Rules and Regulations" committee or the Board to modify or amend any portion of the Rules. With the recognition that individual tastes and styles may change or slightly deviate from the original, intended character of the community, the Association will monitor the effectiveness, practicality, and applicability of the Rules with the intent to initiate amendments, if warranted.

Please keep this copy of the Rules and Standards with your other Association documents. Also, please become familiar with the Rules and with the Declaration of Covenants where some items are more specifically defined. If you have tenants in your Unit, pass a copy of this document and the Declaration of Covenants along to them. It is the Homeowner's responsibility to ensure that their tenants understand and abide by these rules and corresponding Covenants.

The Rules, Regulations, and Standards documents and the necessary approval forms can also be accessed online at the Associations website: [www.tarringtonvillage.com](http://www.tarringtonvillage.com)

## **II. ARCHITECTURAL AND LANDSCAPING STANDARDS & PROCEDURES**

### **A. GENERAL**

- All Requests for Approval forms as described below must be submitted to the Property Manager, **Grosse and Quade, Rosemary Cooper, [rcooper@ggmt.com](mailto:rcooper@ggmt.com) or 762 East Main Street, Lansdale, PA 19446.** The property manager will log the forms for tracking and then will forward to the appropriate committee chairperson for action.
- Homeowners must submit, in writing, to the Property Manager any proposed alterations to the Unit's exterior and Lot including, but not limited to patios, decks, lighting, painting, other exterior finishes or components, including plans, if necessary.
- Homeowners must submit, in writing, to the Property Manager, any landscaping requests. If necessary, a detailed sketch must be included.
  - Proper maintenance of approved landscape requests are the responsibility of the homeowner. If plantings are not maintained per the Association Rules and Regulations, the Association will undertake such maintenance and charge the cost to the Homeowner.
  - Please note: All builder warranties for shrubs and bushes in the Exclusive Use areas have expired. Replacement of such shrubs/bushes requires Board approval via the landscape request process and all costs will be the responsibility of the homeowner.
- Homeowners must submit, in writing, to the Property Manager any complaints about the actions of the Board or other property owners.
- Homeowners must submit, in writing, to the Board any complaints regarding the actions of the Property Manager or Committees.
- See Request for Approval forms (Architectural, Landscaping, Changes to the Rules and Regulations, and Registration of Exterior Alteration) attached to this document and online at [www.tarringtonvillage.com](http://www.tarringtonvillage.com). Also included is a guide on the completion and processing of the requests.

- In accordance with Tarrington Village Homeowners Association Declarations, Section 11.8, homeowners must maintain appropriate homeowner's insurance coverage on their unit and provide proof of such coverage to the Association Property Manager upon assuming ownership of the unit, when a change occurs in insurance carrier or coverage(s), at annual renewal time, or upon request.

## **B. SPECIFIC CHANGES, ALTERATIONS & INSTALLATIONS**

The following **alterations REQUIRE PRIOR BOARD APPROVAL, and no work or installation may be started until approved by the Board.**

To seek approval, the Homeowner must submit a written request, including plans, colors, finishes (if necessary), to the Architectural Committee Chairperson.

- Any outside shades (Patio shades – see page 7), exterior window or door guards or grates, ventilators, fans, air conditioners or like devices used in or about the windows or building exterior.
- Patio installations, additions, or extensions. All patio modifications require Board approval, including pavers and sitting walls.
- Satellite dish no greater than eighteen inches (18") in diameter on any one Unit must be installed in the rear. Dish television service must be submitted to the Architectural Committee Chairperson for approval.

For the convenience of the homeowners, the following **Standard Specifications are permitted by the Board for use in the community.** However, homeowners are required to submit the Registration of Exterior Alteration form, found on page 24 and/or online.

Approved Standard Specifications are provided where indicated. Deviations from the Approved Standard Specifications require the approval of the Architectural Committee and the Board. Detailed specifications for the items below can be found starting on page 14.

- Windows and sliding patio doors. Windows must be identical to those in the unit which are white, vinyl, insulated glass windows with screens and grids.
- Garage Doors
- Exterior lighting (over the garage door, back patio)
- Roof replacement or shingle replacements

- Flower boxes in white, green, or terra cotta.
- Flower planters with a base of Coco Moss or similar material with support brackets in white, black, or dark green.
  
- Live flowers or plants only in the flower boxes or planters and all dead flowers and leaves must be removed as soon as possible. During the non-growing months, the boxes or planters must be kept neat with no weeds, runners, dead leaves, etc. (Any damage to a Unit caused by these items are the responsibility of the Homeowner.)
  
- Trellises (white vinyl, wrought iron, or wood) installed in front of the utility meters. **Please note: Call Before You Dig.** Accidentally hitting utility lines is extremely dangerous and may result in serious injury and/or the disruption of services. Call the PA One-Call Center toll free at 1-800-242-1776 at least three (3) working days before digging. PA One-Call will alert member utilities of your plan to dig and ask them to identify any underground pipes or cables at your site. They will also tell you if there are other companies you must notify prior to digging. This is a free service.
  
- Low voltage or solar ground lights (clear or white illumination only) along the Unit sidewalks.
  
- Motion detectors for exterior perimeter homes only.
  
- Bird feeders, yard ornaments, and shepherd (planter) hooks placed within existing planter beds only, not in grassy areas.
  
- Attic fans, black or gray in color, mushroom style, installed on the Unit's rear roof.
  
- White gutter guards made of vinyl or aluminum and not visible from the ground.
  
- Storm Doors at the Unit's front & rear.
  
- Outdoor tables and chairs and grills set up on the patios, provided they are in good repair.
  
- Live flowers, plants, or shrubs in beds in the exclusive use area, but may not exceed the height of the bottom of the Unit's windowsills.

- Decks must be treated with a clear preservative only; no other color or type of stain is permitted.
- Flower beds around the air conditioner; may also be decorated with pavers or river rock to eliminate possible damage to AC or siding.
- Exterior painting using Sherwin Williams:
  - Shutters: Tuxedo Gray
  - Bilco Doors: White Alkyd base gloss enamel
  - Super White #107-7171 – White Trim
  - Consult the Architectural Committee with questions
- Patio staining.
- Retractable Fabric Awnings for Unit REAR PATIO ONLY. Non-retractable awnings are NOT permitted.
- Window film, using Gila Window Film, light LEG361 – Rejects 60% of sun’s heat; blocks glare; reduces fading and provides UV protection.
- White, roll-up shades are approved for use. This only applies to patios with overhead roofs; such shades are to be lowered only when patio is in use.

**C. GENERAL USE RESTRICTIONS (See Article 6 of the Declarations)**

Each Unit must be used only as a single-family residence and 80% of the Units must be occupied by one person at least 55 years old. The remaining 20% must have one occupant at least 45 years of age. Other occupants may include a spouse of any age, a permitted occupant's child who is at least 19 years old and a person at least 19 years old who provides physical or economic support to the permitted occupant (See Declarations Article 6).

- No business, industry, trade, or commercial enterprise of any kind may be begun, erected, maintained, operated, or conducted out of any Unit upon any portion of a lot or any portion of the Common Area.
- Window treatments, showing on the outside must be white or off white.
- Stained glass, darkening plastic sheeting, or darkened sunguard material are not permitted. (Note Exception: Gila Window Film, light LEG361).

- Each Homeowner or resident must keep their property neat and clean. Tires, construction materials, tools (including ladders), garbage bags and lawn ornaments may not be stored on the exterior of the property. Bicycles and children's toys (including sand boxes, plastic pools, etc.) must be stored inside the Unit.
- Rubbish, trash, garbage, or other waste may not be kept on any Common Area or Limited Common Area.
- Any damage to any portion of the Common Areas caused by minor children of Homeowners, guests, invitees, pets or licensees of Homeowners, must be repaired at the expense of that Homeowner.
- Artificial flowers are not permitted outdoors.
- Detached flagpoles are not permitted.
- Outdoor clotheslines and drying racks, of any type are not permitted. Hanging rugs or clothes on fences or rails for drying items is also not permitted.
- For the security of the community and homeowners, garage doors cannot be left fully open, unattended, for prolonged periods of time.
- All hoses and watering devices must be stored neatly when not in use.
- Decorations, or alterations to exterior of a Unit are not permitted, except holiday decorations which may be put out no earlier than one (1) month before the holiday and must be removed completely within two (2) weeks after the holiday.
- Only the American Flag and Seasonal/Decorative Flags may be displayed any time.
- Unreasonable noise is not permitted in the Common Areas or the Limited Common Areas that disturbs or annoys Unit occupants or unreasonably interferes with the rights, comfort, or convenience of Homeowners.
- Trash cans and recycle bins must be stored in the garage except on the **night before** or the day of pick-up. After pick-up, they must be returned to the garage.
- Fences of any kind may not be constructed on any lot.
- Garages may not be converted into living space or storage where such



storage would prevent parking a vehicle inside the Unit's garage.

- Exterior storage sheds, above ground swimming pools or other buildings or improvements may not be placed on the Common Areas or Limited Common Areas.

#### **D. PARKING AND VEHICULAR RESTRICTIONS (See Declaration 6.1.4)**

- Homeowners must park vehicles in their garage or driveway immediately adjacent to their Unit.
- Parking spaces within the parking areas along the roadways are intended for visitor parking and may be used by Homeowners on a temporary basis or overnight.
- The speed limit within the association roadway is 20 mph.
- No commercial vehicles may be parked in any driveway or parking area overnight.
- Recreational vehicles may be parked in a driveway or visitors parking area overnight when loading/unloading for a trip.
- Homeowners may not park on the street during a snowfall.

#### **E. ANIMAL RESTRICTIONS (See 6.1.5 of Declarations)**

- There may be no more than two (2) dogs or cats per household.
- It is the absolute duty and responsibility of the pet owner to clean up immediately after their pets in both the Common Areas and Limited Common Areas.
- Pets must be leashed and under control at all times.
- Excessive barking either inside or outside the Homeowners Unit is not permitted.

#### **F. SIGNS (See 6.1.3 of Declarations)**

- Homeowners may display signs, mounted in existing planter beds. Signs to be no more than one (1) square foot specifying the Unit's resident and house number assigned by the United States Postal Service and/or security alarm signs.
- Homeowners may display in the front window only one (1) sign containing not more than four (4) square feet to advertise the sale of the Unit. One "Open House" sign may be placed at the entrance to Tarrington Village on the day of the "Open House" and removed immediately at its conclusion.
- Address Signs: For end units only, to provide better direction to the front entrance, house numbers may be moved from the center front of the garage to the side front of the garage where the sidewalk to the front door begins. The old number location must be repaired and refinished.
- Contractor signs are not permitted.

**G. COMMON FACILITIES (See 6.1.8 of the Declarations)**

Nothing may be altered, or constructed in, or removed from the Common Area except by written consent of the Association and Hatfield Township.

**III. MAINTENANCE AND REPAIR OBLIGATIONS**

**HOMEOWNER'S MAINTENANCE OBLIGATIONS (See 10.1 of Declarations)**

- It is the duty of each Homeowner, at that Homeowner's sole expense, subject to the provisions of this Declaration according to Architectural Committee approval and subject to the Association's lawn and landscaping maintenance requirements as set forth below, to maintain and repair his/her Unit in a neat, safe, sanitary, and attractive condition.
- Each Homeowner is also responsible for maintaining with like colors and materials, the entire exterior of the Unit including but not limited to brick, siding, soffits, trim, fascia, shutters, windows, front fence, roofs, gutters & downspouts, patios or privacy fencing appurtenant to the Units. The cost of reasonable repair and replacement of a party wall

will be shared equally by the Homeowners on either side of the party wall.

- If a party wall is damaged or destroyed by fire or other casualty, any Homeowner whose Unit abuts the party wall may restore it and expect contribution from the other Homeowner.
- Nothing in this section shall be deemed to prejudice, however the right of the restoring Homeowner to a larger contribution under any rule of law regarding liability for negligent or willful acts or omissions. Any Homeowner who through negligent or willful act causes the party wall to be exposed to the elements will bear the entire cost of furnishing the necessary protection against such elements.

**ASSOCIATION BOARD MAINTENANCE OBLIGATIONS (See 10.2 of Declarations)**

- Maintain or provide for the maintenance of the Common Elements which includes but is not limited to repair and replacement of all roads and sidewalks within the Community excluding individual driveways and the walkway that services the Unit's front door. Walkways beyond the front door are not included.
- Responsible for snow and ice removal from the street, individual driveways that service the Unit and the walkways that service the Unit front door. Common sidewalks throughout the Community will be cleared when reasonably possible.
- Responsible for all necessary landscaping, gardening, and mowing to properly maintain and to properly replace, when necessary, the trees, plants and vegetation in the Common Areas. The primary concern is to maintain the overall appearance of the property to enhance property values. Trees, shrubs, bushes, etc., will be maintained accordingly, but there may not be a one-to-one replacement when vegetation dies off.
- Responsible for maintaining the entire Storm Water Management System and removing leaves and debris from the Unit's gutters and downspouts which are deemed to be part of the Storm Water Management System.
- Provide for Community-Wide Trash Collection.
- Perform maintenance responsibilities when and how it deems necessary. In the event any Homeowner fails to maintain his/her Unit exterior or fails to maintain the Limited Common Areas associated with such Unit, the Association may, but is not obligated to, undertake the maintenance of the exterior and/or Limited Common Areas and may

charge the Homeowner for the cost of such maintenance as a Limited Common Expense, such charge to include a fifteen (15%) percent administrative fee.

#### **IV. FINES & RELATED ACTIONS BY THE ASSOCIATION BOARD**

The Board, or Property Manager must notify in writing the Homeowner (and not the tenant) responsible for a Violation of the Rules and/or Declarations and describe the Violation with reasonable particularity and direct reference to the section of the Rules applicable. This notification will be the FIRST NOTICE.

If the Homeowner believes that an error has been made in the first notice, the Owner has the right to register an objection, in writing, to the Property Manager within ten (10) calendar days from the date of notice.

If the Homeowner fails to correct the Violation, as determined from inspection by the Board or Property Manager, a SECOND NOTICE will be mailed to the Owner. If the Violation is not corrected within five (5) days of the second notice, there will be a daily fine of \$25.00 per Violation assessed to the Homeowner's account. After thirty (30) days from the commencement of fines, if non-compliance still exists, the Board may institute legal action in accordance with the Declaration and the provisions for collection of past due assessments. Such legal actions may include a lien and judgment placed upon the property. Accordingly, all legal fees, interest, court costs and other fees incurred in the collection of the fine will be the responsibility of the Homeowner.

For Violations of a per occurrence nature, (including but not limited to unleashed pets or failure to clean up after a pet from Limited or Common Areas, or trash can storage, etc.), a fine of \$25.00 for each offense will be assessed. In the event of a Violation, the Homeowner will be notified, in writing that the fine has been assessed and the notice will include the Violation date.

The fine procedures set forth in this section of the Rules shall not be exclusive of other rights and remedies which may be available to the Association or Board as set forth in the Declaration.

To the extent that any of the foregoing Rules & Regulations or any portion of same conflict with or are in any way inconsistent with the provisions of the

Declaration of Covenants of Tarrington Village, the provisions of the latter will prevail.

All terms used in these Rules & Regulations will be given the same definition as provided in the aforesaid documents except where the context clearly indicates a contrary intention.

The Board of Directors may modify these Rules & Regulations as provided for in the Declaration. Residents must be notified of such changes.

**THESE RULES, REGULATIONS AND STANDARDS ARE APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS FOR TARRINGTON VILLAGE COMMUNITY ASSOCIATION, THIS 29th DAY OF April, 2014.**

**Bill Pezzuti**  
**President**

**Randy Rosenberger**  
**Vice-President and Treasurer**

**Diane Sonetto**  
**Secretary**



## Approved Standard Specifications

### Storm Doors – Front and Rear

#### Manufacturer Options:

- a. **Andersen 3000 Series**; with or without retractable screen
- b. **Pella** – Montgomery with Rollscreen option
- c. **Larson** – Tradewinds #346-60 with ScreenAway option
  - Finish/Material: White Aluminum
  - Hardware: Brass
  - Glass: Maximum View; clear or with perimeter etching
  - Model: Full glass panel (with replacement screen) OR retractable screen
    - **All available at Lowes**

### Window Replacements

- **Manufacturer: Viwinco Signature Series** ([www.viwinco.com](http://www.viwinco.com))
- High Performance
- Double Hung or Single Hung w/ screens
- Tilt and Lock
- Exact window grid match required

#### Please Note regarding Original Window-Glass Replacements:

- Lifetime Warranty
- Manufacturer: Silverline
- Phone # 732-937-5800, Ex. 4439
  
- Alternate Window (entire frame and glass replacement)
- Manufacturer: Viwinco Signature Series ([www.viwinco.com](http://www.viwinco.com))
- High Performance

### Sliding Patio Door

- **Manufacturer: Viwinco**
- Finish/Material: White/Vinyl

- Hardware (exterior): White or Brass
- Glass: Low-e tempered; no grids

### **Garage Door**

- **Manufacturer: General Doors Corporation, Bristol, PA**
  - ([www.general-doors.com](http://www.general-doors.com))
- Model SRP (Steel Raised Panel); 4 sections
  - 1 car: 4 panels per section
  - 2 car: 8 panels per section
- Windows across top section only
  - 1 car: Sunburst across 4 panels
  - 2 car: Sunburst across 8 panels
- Color: Arctic White
- Hardware: Standard

### **Light Fixture over Garage Door**

- **Portfolio** 23 ½" Brass Wall Light (Available at Lowes)
- Model #FY06-027
- Long Tail section is NOT to be installed

**OR**

- **Seagull Lighting** ([www.seagulllighting.com](http://www.seagulllighting.com))
- Model 8578-02, Society Hill
- Long tail section is NOT to be installed

### **Lighting Fixture – Back Patio**

- **Seagull Lighting** ([www.seagulllighting.com](http://www.seagulllighting.com))
- One Light Outdoor Latern
- Model 8580-02, Society Hill

**OR**

- **Progress Outdoor Lighting** (Available at Lowes)
- SKU P5756-10
- Brass Guard Lantern

### **Motion Sensor Light – Exterior Perimeter Homes**

- **Secure Home** (Available at Lowes)
- Model SH-5597-WH

- White Halogen
- Flood Light w/timer; 15 minute activation permitted
- Light must not be directed at neighbor's windows

### **Roofing – Shingle Specifications**

- GAF Timberline, High Definition
- Pewter Grey
- GAF Part No. 0670552BA
- Stagger Shingles where joining to neighbor's roof to prevent a straight-line joint

### **Exterior Painting**

- **Sherwin Williams**
  - Shutters: Tuxedo Gray
  - Bilco Doors: White Alkyd base glass enamel
  - Super White #107-7171 – White Trim
  - Consult the Architectural Committee with questions

### **Shutters**

- Lifetime Warranty - Replacement shutters can be ordered through:
  - Midland Siding (800-521-8486)
- **Note:** Lifetime warranty is voided if shutters are painted

### **Patio Awnings**

- **Manufacturer: Sunsetter**
  - Color Choices: Green Stripe, Burgundy Stripe
- **Manufacturer: Sunesta**
  - Color Choices:
    - Green Stripe: #340533 and #340619
    - Burgundy Stripe: #320186 and #364064
- Valance: Low Wave – Binding should be the dark color of the awning.
- Frame – White



# Staining Cement Patio

Your patio cement may be stained using the following specifications approved by the Homeowners Association. Behr Semi Transparent Stain is the only approved product. The two approved colors can be found below. Carefully follow the steps below and you will be rewarded with a beautiful stained patio that will last for years to come.

## PREPARE & CLEAN

The first step is the most important step....preparation, preparation and preparation. Before applying any stain thoroughly clean the cement. All dirt, grease and mildew must be removed from the cement.

To remove mildew and mold, mix 1 cup of Clorox bleach with 2 gallons of water. Use a hose to wet the patio and then pour the Clorox mixture on the patio. Use a stiff bristle brush or broom to loosen mildew and then thoroughly rinse entire surface with hose. Take special precaution to keep Clorox mixture off skin and clothing and away from eyes.

## ETCH

Next, the cement should be etched. Treat the entire patio by washing with a solution of DRYLOK® Etch or muriatic acid according to manufacturer's directions. Rinse the treated area thoroughly with a hose and allow to dry for at least 24 hours.

## PRIME

Using a primer will help the stain bond to the cement providing a lasting finish that will stand up to the weather. Use Behr No. 880 - Exterior Concrete Bonding Primer Clear and follow the directions on the can. For better results apply 2 coats of primer. A 9 inch roller with 3/8" nap and a 2 inch paint brush can be used to apply the primer.

One gallon of the primer should be sufficient to cover the typical patio in Tarrington Village.

## Topcoat

Before applying the colored stain the primer should have been allowed to dry for at least 8 hours, but no more than 30 days. A 9 inch roller with 3/8" nap and a 2 inch paint brush can be used to apply the stain. Allow first coat to dry for 4 hours before applying a second coat. Allow final coat to dry for 72 hours before subjecting to heavy traffic.

One gallon of the color stain should be sufficient to cover a typical patio in Tarrington Village.

## Approved Material

The following are the only stains approved for use on the patios. The only approved colors that may be used are STC-12 and STC-14 as detailed below. The products can be purchased at Home Depot.

Primmer: Behr No. 880 - Exterior Concrete Bonding Primer No. 880 Clear

Choice of two colors

Behr No. 850 - Semi Transparent Concrete Stain - Color STC-12 Sun baked Clay

Behr No. 850 - Semi Transparent Concrete Stain - Color STC-14 Water Stone



## **How to Complete a *Request Form***

The purpose of this document is to provide general guidelines on how to complete and submit a Request Form. There are three different Request Forms:

- (1) Landscaping
- (2) Architectural
- (3) Rules & Regulations.

The appropriate Request Form must be completed by the Homeowner and approved by the Executive Board **BEFORE STARTING** any work or modifications on the Exterior of the Unit or landscaping. Below are step-by-step instructions on How to Complete a *Request Form*.

### **Procedures and Instructions**

1. Obtain a blank copy of the appropriate Request Form. If you do not have a blank Request Form you can obtain one by contacting the Property Manager, any member of the Executive Board, a Committee Chairperson or using your PC to find a copy at the [tarringtonvillage.com](http://tarringtonvillage.com) website. Telephone numbers for above persons can be found in your Tarrington Village Telephone Directory and they are also posted on the bulletin boards adjacent to the community mail boxes.
2. Prepare the top portion of the Request Form with all the appropriate documentation. If you are uncertain about what should be included, please call the Committee Chairperson named on the form. They will be most willing to provide assistance and guidance.

### **Your Request Form must include:**

- a. Indicate material to be used, including color and other pertinent information. Any materials and/or color(s) used must conform to the approved materials and colors outlined in the Rules & Regulations.
- b. Applicant must attach appropriate sketches or drawings showing dimensions and a detailed description of the work to be done.
- c. Show the proposed dates for the work to begin and conclude.
- d. Include information on the contractor (name, telephone number, etc.) and a copy of the contractor's Certificate of Insurance.

**Homeowner is responsible for the following:**

- a. Utilities - Be aware of the possibility of utilities in the area where you are asking to make a modification. Telephone, cable TV, satellite TV, Verizon FIOS electric and natural gas lines could be in the area intended for modification. Any wiring, conduit or cable lines must be hidden from plain view. It is best to call PA One-Call Center toll free at 1-800-242-1776 at least three (3) working days before digging. The Homeowner should alert their contractor that due care and caution is to be exercised regarding utilities.
  - b. Grading - Be careful that modifications do not change grading so as to avoid potential flooding problems or pooling of water.
  - c. Mulch - Modifications and additions to landscaping must be finished with triple shredded brown (not dyed) mulch similar to other mulch areas in the community.
  - d. Damages – Homeowner is responsible for any damages caused during or after modifications.
3. Send or email your Request Form to Committee Chairperson's name on the form.
  4. The Committee will review your Request Form and make every effort to return a decision to you within 30 days. Please keep in mind that in some cases it may take slightly longer depending on the nature of the request and the availability of committee personnel. Also, in some cases the Request Form may need to be reviewed by more than one committee before a decision can be rendered.
  5. The Property Manager will provide the Homeowner with either "approve" or "disapprove". In certain cases, the Property Manager or

Chairperson may recommend that the Homeowner make changes to the Request Form or resubmission of an alternative plan.

6. If the Request Form is **approved**, the approval is valid for twelve (12) months from the approval date of any landscape or architectural request. The approval is valid for one (1) year. If the work is not completed during the 12 month timeframe, a new request form must be submitted BEFORE starting the work. Projects will be reviewed by the appropriate committee upon completion.
  
7. If the Request Form is **disapproved** the Homeowner has 10 days to appeal the decision to the Property Manager. The Homeowner should call or email the Property Manager to explain their appeal.
  
8. After the Homeowner completes the work or modification the Chairperson and/or a Committee Member will conduct an inspection to verify the work was completed as approved. All work and modifications must be in compliance with both the Tarrington Village Rules & Regulations, as well as Hatfield Township Building Codes. If work is not in compliance the Executive Board will take the appropriate action in accordance with the Rules & Regulations.





## Request for Approval to Add Additional Landscaping

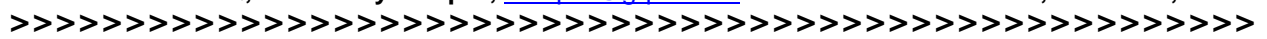
In accordance with the Rules, Regulations & Standards, submission of this form and its approval, in advance, is required **before** any additional landscaping beds can be added to the area around your premises or unit. Approval process could take 30 days or more.

I apply for permission to make the following alterations to the premises in accordance with the provisions of the Declaration of Covenants, Restrictions and Easements for the Tarrington Village Community Association.

Please attach specification sheet(s), drawings or documents that will help expedite your request.

Date:	Phone #:
Print Name:	Signature:
Address:	E-mail Address:
Description:	
Attachments:	

**Send to G&Q, Rosemary Cooper, [rcooper@ggmt.com](mailto:rcooper@ggmt.com) or 762 East Main Street, Lansdale, PA**



***For Committee Use Only***

LC Action:      Approval: Initials \_\_\_\_\_      Returned for Additional: Initials \_\_\_\_\_  
Date: \_\_\_\_\_                                  Date: \_\_\_\_\_

LC Comments:  
Board Comments:  

**Board of Directors Signature:** \_\_\_\_\_  
Date: \_\_\_\_\_





**REGISTRATION OF EXTERIOR ALTERATION**

For the convenience of the homeowners, the certain **Standard Specifications are permitted by the Board for use in the community without prior Board approval.** However, homeowners are required to **submit the Registration of Exterior Alteration form to the Property Manager: Grosse and Quade, Rosemary Cooper, [rcoper@ggmt.com](mailto:rcoper@ggmt.com) or 762 East Main Street, Lansdale, PA 19446.**

Please consult the Rules, Regulations, and Standards document for the full list of Standards.

House # \_\_\_\_\_

I (we) are submitting the following exterior alteration that was made in accordance with the Rules, Regulations and Standards of the Association, to be included in the association files:

Description (roof shingle, front door, lights, awning etc.):

\_\_\_\_\_

List all that are applicable:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Size: \_\_\_\_\_

Location: \_\_\_\_\_

Other: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_