

Enchantment at Hamilton Homeowners Association Architectural Control Committee (ACC) Homeowner Instructions

No exterior property modifications can be made until approved by the ACC.

Before submitting any modification, the homeowner **MUST** be familiar with the current "Enchantment of Hamilton Homeowners' Association Inc. Rules and Regulations.

A comprehensive description of permitted exterior property modifications can be found on the Enchantment website under "Enchantment of Hamilton Homeowners' Association Inc. "Rules and Regulations", Section XI, Architectural Control Committee (ACC). Alternatively, a hard copy of the Rules and Regulations can be obtained from the ACC Folder on the desk in the clubhouse lobby.

You are required to fill out this the Property Modification Form (PMF) and the Acknowledgement of Architectural Control Committee Rules and Regulations Form when you decide to undertake exterior property modifications. The Property Modification Form must be accompanied by the appropriate information as described on the attached Property Modification Form.

Place the original and one (1) copy of the completed Property Modification Form, drawings and supporting documentation in an envelope addressed "ATTN: ACC Property Modification Form enclosed" and place the envelope in the ACC Folder on the desk in the clubhouse lobby.

The ACC shall have the obligation to answer such written request received within 45 days of receipt of such request. The date of receipt will be noted by the ACC on the Property Modification Form.

Submission of the Property Modification Form and its subsequent approval or denial does not replace the owner's obligation to abide by all Hamilton Township ordinances and permit requirements, as well as county and state law. If approved, all changes must be completed within 180 days or a new Property Modification Form must be submitted.

Homeowners or their contractors (if applicable) shall utilize the "Call Before You Dig Program". To request a FREE mark out of underground facilities, call 811 or 1-800 272-1000 at least three full business days before any landscaping modifications or digging starts.

Statement of Homeowner Responsibilities

All work must be completed exactly as per the submitted Property Modification Form that was reviewed and approved by the Board designated Architectural Control Committee (ACC). If the work is not completed as described in the approved Property Modification Form, the ACC has the authority to direct you in writing to correct the work; or, if necessary, order the alteration removed and everything restored to its original status. You must reapply to the ACC to address and seek approval for any alteration from the original approved Property Modification Form.

Architectural Control Committee (ACC) Rules and Regulations

EXTERIOR PROPERTY MODIFICATION PROCESS

Homeowner Process:

1. To begin the process, homeowners obtain the necessary blank forms from the folder on the Reception Desk in the clubhouse. Forms are also available on the Association and TownSq websites. A copy of the Enchantment at Hamilton Homeowners' Association Inc. "Rules and Regulations" may be obtained from the above websites. The Property Modification Process is fully described in Article XV in the Rules and Regulations. Adherence to the ACC process as presented in the Rules and Regulations will expedite processing the Property Modification Form (PMF) provided that all information is attached upon initial submission. For ACC questions, contact any member of the Architectural Control Committee.
2. The homeowner completes and returns the completed PMF with all accompanying documents in an envelope, along with one (1) copy of the of the forms in the envelope labeled "ATTN: ACC Committee, PMF enclosed". The envelope is then placed in the ACC folder located at the desk in the Clubhouse lobby.
3. The following items should be included within the property modification envelope:
 - i. Homeowner Instructions
 - ii. Signed acknowledgement of ACC Rules and Regulations
 - iii. Completed PMF including the items listed below (as appropriate):
 1. Manufacturers Color Brochure
 2. Plot Plan
 3. Scale Drawing or Sketch with dimensions
 4. Contractors' Proof of Insurance unless work is to be done by homeowner.
 5. 1 copy of the submission

Note:

The ACC has 45 days after receipt of the PMF to reply to the homeowner. If the ACC fails to reply to the homeowner, the homeowner may consider the PMF approved.

4. The homeowner is responsible for determining if an exterior property modification requires a Hamilton Township Construction Permit. If the PMF requires a Hamilton Township permit, such as a change to the driveway or a modification related to the exterior of the house, etc., the homeowner is responsible for applying for the permit. Please note, Hamilton Township may not issue the permit without approval from the Association. The Board of Trustees may approve the PMF pending receipt of a Hamilton Township Construction Permit. A copy of the permit must be provided to the ACC prior to receiving the final "Approval for Construction".
5. Upon completion of the property modification, the homeowner MUST contact the ACC for a final site inspection.

Association Process:

After retrieving the PMF envelope from the ACC folder in the clubhouse lobby, the ACC will proceed with the following:

1. The ACC will review the submitted PMF envelope with supporting documents for completeness and compliance to the Association's Rules and Regulations. If PMF is incomplete, the ACC will return it to the homeowner for resubmission.
2. The date received is recorded on the PMF and all pertinent information is added to the Active PMF Log. All activity following the initial submission related to the PMF will be recorded in the Active PMF Log.
3. If the PMF is determined to be compliant, the ACC shall provide a copy of the approved PMF to the Board of Trustees with a recommendation for "Approval for Construction". Provided the PMF receives "Approval for Construction" from the Board of Trustees, the ACC will issue to the homeowner a copy of the PMF marked "Approved for Construction".
4. If the ACC determines the PMF is not in compliance with the Association's Rules and Regulations, the PMF will be returned to the homeowner along with an explanation of the reason the PMF is being returned. The ACC will meet with the homeowner to discuss the reasons for denial. If the homeowner revises the PMF correcting all deficiencies, the ACC will recommend "Approval for Construction" to the Board of Trustees. If after a review by the Board of Trustees, the PMF is "Approved for Construction," the PMF is returned to the ACC for processing. If the PMF is denied "Approval for Construction," the Board of Trustees will notify the homeowner in writing and provide the ACC with a copy of the notification.
5. Should the homeowner choose not to go ahead with the requested modification, the PMF will be entered into the log as closed. If the homeowner disagrees with the decision of the Board of Trustees, the homeowner may request, in writing, a review of the PMF by the Board of Trustees, at which time the homeowner may present additional information as to why the PMF should be "Approved for Construction" or may request the matter be brought before the Judiciary Committee.
6. Upon notification for final inspection from the homeowner, the ACC performs a site visit. Providing that the project passes the final inspection, the ACC will recommend "Final Approval" to the Board of Trustees. A copy of the completed PMF marked "Final Approval" will be returned to the homeowner. A copy will also be placed in the "Master File" of the street address of the project.
7. If the property modification does not meet the approved criteria, the ACC notifies the Board of Trustees. The homeowner is notified of the denial and provided a date by which the correction(s) must be completed. The ACC will inspect the project at the end of the stated correction period. If the correction has not been satisfied, the ACC will advise the Board of Trustees, who in turn will notify the homeowner by means of 'Courtesy Violation Notice'.

Enchantment of Hamilton Homeowners Association
Architectural Control Committee (ACC) Property Modification Form

Submission Date: _____ Date Received by ACC: _____

Homeowner Information

Name (Printed): _____

Homeowners Signature: _____

Property Address: _____

Email Address: _____

Phone Number: _____

Describe the exterior property modification and include all pertinent materials, dimensions, locations to aid in the understanding of the modification. Please submit drawings and surveys if pertinent. Where appropriate, attach the following:

- Manufacturers Color Brochure
- Plot Plan
- Scale Drawing
- Rendering
- Proof of Insurance REQUIRED

Please describe the exterior property modification. Include all pertinent materials, dimensions and locations to aid in the understanding modification.

ACC Recommendation: Approve Reject By _____ Date: _____

Board Approved for Construction: By: _____ Date: _____

Inspection: Passed: Failed: By: _____ Date: _____

Final Property Modification Form Approval: By _____ Date: _____

Enchantment of Hamilton Homeowners Association

ACKNOWLEDGE OF ARCHITECTURAL CONTROL COMMITTEE RULES AND REGULATIONS FORM

Model Home: _____ Sunroom: Yes _____ No _____

Conditions

1. I/We am/are the lawful owner(s) of the premises.
2. I/We do hereby authorize the Enchantment at Hamilton Architectural Control Committee (ACC), the Board of Trustees or their designee to inspect the premises concerning the requested Property Modification Form, upon reasonable notice and during reasonable hours.
3. I/We agree to abide by all the Terms and Conditions of the approval procedures set by the Enchantment at Hamilton Homeowners Association as they apply to the requested Property Modification Form.
4. A licensed contractor's Proof of Insurance or Homeowner's Certificate of Insurance must accompany this application.
5. Work must be performed in a workmanlike manner and quality materials must be used.
6. The requested Property Modification must abide by ALL Rules and Regulations as set forth by the ACC Committee.
7. All Hamilton Township setback ordinances must be adhered to.
8. Any damage that occurs to COMMON GROUND area(s) during the property modification will be the responsibility of the homeowner.
9. **Homeowner acknowledges that if driveway modification is for pavers or anything other than asphalt, they cannot hold the snow removal contractor or any other contractor (i.e., lawn maintenance) liable for any damages incurred during snow removal or lawn services, etc.**
10. **If a township permit is required, you must first obtain written approval from the Enchantment at Hamilton Architectural Control Committee (ACC) before applying for a permit.**
11. The Property Modification Form request is valid for 6 months based on the written date of approval by the Enchantment at Hamilton Architectural Control Committee (ACC).

Signature of Homeowner(s): _____ Date: _____

_____ Date: _____

Homeowners Address: _____

Date Submitted: _____ Estimated Start Date: _____