

SECTION ONE - Change Request Procedure

(EVCA Executive Board Approval: 1/1/2016)

All copies must be signed, dated and Submitted.

The Declaration of Evergreen Village Condominium Association, Peters Township, PA, documents the responsibilities of the Executive Board. Residents may request the Executive Board to consider variations and exceptions to the Rules and Regulations contained in the Declaration as well as Rules and Regulations contained herein through the process described below.

Changes to the physical design that were established by the developer and maintained by the Evergreen Village Homeowner Association are called variations. All other changes are considered exceptions to the Rules and Regulations. Any variation or exception must meet the following criteria:

- The change must be beneficial in its application.
- The change cannot effect the appearance of the villa such that there is the potential for a reduction in economic value.
- There is an absence of negative impact on the rights of another Unit owner and on the rights of the community.
- All of the costs associated with the Change Order are the responsibility of the unit owner and there is no future economic implication for the Homeowners' Association that might include maintenance costs or liabilities. This change remains the responsibility of all future unit owners of this unit.
- The resident must have the sub-contractor performing the work provide an insurance certificate naming Evergreen Village Homeowners' Association as an insured party.
- There are no health or safety issues for residents, guests, or the public.
- There are no violations of local, state, or federal law.

Residents should understand that variations will not be common but will be granted for good reason. The process for requesting the change is as follows:

1. The Unit owner shall complete a Change Request Form and, along with the necessary documentation, forward the package to a member of the Executive Board and the Management Company. The documentation will include as applicable:
 - Plans consisting of specifications that detail the nature, kind, shape, dimensions, materials, and location of the requested change.
 - Demonstration that such a change will not adversely affect any neighboring Unit or Common Areas along with a discussion of the benefits of the requested change.
2. The Executive Board shall forward the Request Package to the appropriate Association Committee. The Committee will review the request at it's next meeting.
- 3, The requesting Unit owner will provide copies of the Request package to all other Unit owners who might reasonably be affected by the requested alteration.

4. The applicant and affected Unit owners and any other resident may attend the Committee review meeting.
5. The Committee will review the Request Package and may inspect the property to determine if the requested change is in the best interests of the Evergreen Village community. Other Association Committees may be asked to join in the review process. The reviewing committee may ask the applicant to change or revise the request.
6. The reviewing Committee will make a recommendation for approval or rejection to the Evergreen Village Executive Board.
7. The reviewing Committee has the right to continue any review in subsequent meetings until **all** facts have been gathered. However, the review process will be deliberate so as to give the applicant a timely decision.
8. After an Executive Board review, the Board will either approve, approve with contingencies, or reject the requested change. The decision will be communicated in writing to the applicant. If the decision is not favorable, the applicant can request a hearing before the Executive Board at the next meeting. This hearing will be open to the applicant and any other interested resident.

Signatures of Owners

Date

