



Kimberly Garland-Klopp
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NEIGHBORHOOD MEMO

To: Thorngate Homeowners Association
From: Esquire Association Management, LLC
Date: 4/15/2020
Re: Thorngate HOA Architectural Review Plan Submission Requirements

Enclosed are the revised Architectural Review Plan Submission Requirements as of April 9, 2020 of the Thorngate Homeowner's Association. The revised Submission Requirements are effective immediately. All Architectural Review Requests must be submitted to the designated Thorngate Board Members. The Thorngate Board of Directors have appointed, as the designated board members to oversee all architectural change requests, Ben Torres and John Crisp. Please update your Thorngate HOA governing documents to include the attached Architectural Review Requirements. If you have tenants in your unit, please ensure these documents are shared with them as you are ultimately responsible for violations. If you have any questions or concerns, please contact me at 717-824-3071, ext. 103 or via email at kgarland@esqmanagement.com. Thank you in advance for your cooperation!

Sincerely,

Kimberly Garland-Klopp
Thorngate HOA Community Manager

ARCHITECTURAL REVIEW PLAN SUBMISSION REQUIREMENTS

THORNGATE HOMEOWNER'S ASSOCIATION

ADOPTED APRIL 9, 2020

Any changes to the exterior of a dwelling unit or its landscaping requires the approval of the Crossgates Architectural Committee. The approval form is available on both the Crossgates Master website (<http://www.crossgatesmillersville.com/>) and the Thorngate Homeowners portal (https://caliber.cloud/CaliberWeb2_EsquireAm#/).

Completed requests should be submitted directly to the designated Thorngate Board members, currently either John Crisp (jcrisp95@outlook.com) or Ben Torres (torresbdt@gmail.com) for review. This initial review is to ensure compliance with both Crossgates Master Association and Thorngate Homeowners Association requirements and will typically be completed within **seven** days of receipt. As long as there are no issues with the request, it will then be submitted to the Crossgates Architectural Committee for final review and approval.

The following exterior changes will require Architectural Committee approval:

1. **Painting** – any exterior painting, including, walls, doors, trim, etc. Exterior colors must exactly match where a standard color has been established, or otherwise must match the existing color as closely as possible. Paint color samples should be included as part of the completed approval request form.
2. **Windows & Doors** – replacements or additions. The only exterior window framing color allowed is white. The style/appearance of any replacement or addition should be as similar as possible to the original items. A picture or drawing of the proposed replacement window or door must be included as part of the completed approval request form.
3. **Gutters and Downspouts** - replacements or additions. The color of replacement or additional gutters and downspouts must match the original color as closely as possible.
4. **Roofs** - includes replacement or roofline changes and skylights. The **only** approved replacement roofing materials are GAF Timberline or Tamko Heritage "Weathered Wood" architectural shingles. Examples of the replacement roofing material or skylights and an architectural drawing of any roofline changes must be included as part of the completed approval request form.
5. **Driveways or Walkways** – This covers any expansion of existing driveways/walkways or additions. Drawings detailing the proposed changes or additions must be included as part of the completed approval request form. Regular driveway maintenance, e.g., asphalt resealing, does not require Architectural Committee approval.
6. **Landscaping** – includes addition or removal of trees, shrubs or planting beds as well as fencing/screens (not required in those instances where you are replacing "like for like" plantings within an existing landscaping bed)

All requests for changes must be submitted to the Thorngate Board and subsequently to the Architectural Review committee and have final approval **before** any work can begin. Any changes to

the exterior of a dwelling unit or landscaping started or completed without Architectural Committee approval are subject to fines as outlined in the Crossgates CCR's and may need to be removed and redone if found to be not in compliance with Crossgates requirements.