

**ARCHITECTURAL COMMITTEE**  
**Information**  
**&**  
**Architectural Request For Approval Form**

**Your forms can be sent to your HOA Representative at:**  
***Crossgates Homeowners' Association c/o Esquire Association Mgmt.***  
***Attn: Architectural Committee***  
***951 Rohrerstown Road, Suite 201***  
***Lancaster, PA 17601***  
***Tel: (717) 824-3071***  
***Fax: (717) 824-4168***  
***E-mail: [kgarland@esqmanagement.com](mailto:kgarland@esqmanagement.com)***

***COMPLETION OF FORMS***

Submittals prepared for consideration by the Architectural Committee, need to be complete and accurate. Submittals for design review must include drawings prepared as described below.

**SUMMARY OF SUBMITTAL REQUIREMENTS:** The Architectural Committee requires brochures of any planned improvements or repairs and a color swatch of any awning materials to be used, including the cost of improvements/repairs and the name, address and telephone number of any contractor being hired to complete the job. Proper submittals include drawings that are neat, accurate, drawn to scale, and with sufficient details to adequately explain the entire design. Insufficient explanation of design, including visible details, is cause for rejection of an application. *It is the resident's responsibility to check with Manor Township or Millersville Borough to see if a building permit is required for any improvements or changes to the property.*

***WHAT IS THE ARCHITECTURAL COMMITTEE?***

The Architectural Committee is made up of members appointed by the Declarant. These committee members are responsible for applying the Declaration of Covenants, Conditions and Restrictions for Crossgates.

***WHY DO WE HAVE ARCHITECTURAL STANDARDS AND GUIDELINES?***

The Crossgates Homeowners' Association Declaration put all additions or alterations of properties in Crossgates under the control of the Architectural Committee. This Committee has the authority to establish criteria for additions or alterations and is responsible for preventing changes to the residences that would be detrimental to the community, while allowing residents creative flexibility in property use. All lot owners in the Crossgates Homeowners' Association must comply with the Declaration of Covenants, Conditions and Restrictions for Crossgates.

***HOW DOES THE ARCHITECTURAL REVIEW PROCESS WORK?***

The Architectural Committee meets as needed. When applications are received by the Architectural Committee, they are reviewed by the Committee for completeness. The Committee makes an appointment with the property owner to review the application, if needed, to obtain further information. Once the submittal has been reviewed and/or property inspected, the Committee discusses the

application and if it conforms to the “Rules and Regulations” for the individual request, and there are not further questions, the Committee approves the application in writing. However, should there be any modifications to the application, a letter will be sent to request modification to the application and, if the modifications conform, the application is then approved in writing with the revisions. There are no automatic approvals. The entire review process usually takes one to 4 weeks unless additional information is required to arrive at a decision. Application forms may be obtained from this web site or from the Crossgates HOA Representative.

### **REVIEW BASIS**

The Architectural Committee bases its review of each application on its interpretation of the Declaration of Covenants, Conditions and Restrictions for Crossgates, and on the graphic and written information presented. It is incumbent upon the resident to provide sufficient and accurate information to the Committee for proper consideration. The Architectural Committee may schedule a meeting with the owner to review the application with the homeowner, if the committee has questions regarding the application. The resident is also required to check with Manor Township or Millersville Borough, to see if a building permit is required.

### **APPROVALS**

An application is approved when the Architectural Committee or, its designated representative gives notice to the applicant in writing. No verbal approvals are given. The Architectural Committee may issue any of the following decisions.

“Approved”: means approved in writing as submitted.

“Approved with Comments”: Means approved only if stated conditions in the approvals are met.

“Not Approved”: Means not approved by the Architectural Committee, with reasons noted. The Committee may also provide suggestions for revisions but does not provide design solutions. A disapproval action requires a re submittal by the resident for review before any approvals in writing can be given.

Owners are required to notify the Administrative Assistant for the Association, when the repairs/replacement/addition/landscaping has been completed.

### **APPEALS**

APPEALS TO THE ARCHITECTURAL COMMITTEE: Should an application be denied, and the resident feels that the submittal was misinterpreted, or there are extenuating circumstances, which should qualify them for an exception from these requirements, they may contact the Architectural Committee Representative and schedule a meeting to discuss the application. If, after the meeting and discussion, the Architectural Committee decides a second review is in order, the application will be reviewed with both the Committee and the Crossgates Homeowners’ Association Board and another decision will be rendered.

### **WHAT IF I HAVE A COMPLAINT ABOUT ANOTHER LOT OWNER’S PROPERTY?**

Complaints, which will be treated confidentially, should be sent in writing to the Crossgates Administrative Assistant. Complaints will be handled by the Wood’s Edge Homeowners’ Association Board.

### ***WHEN SHOULD YOU CONTACT THE ARCHITECTURAL COMMITTEE***

Any changes to the exterior of your home, including, but not limited to, decks, screened porches, planting or removing trees, installing or removing awnings, etc., must be approved by the Architectural Committee prior to taking any action. The Architectural Committee meets as needed. The Committee will make an appointment with the applicant to review any request for alterations to any Crossgates property, if needed.

### ***WHAT IF A RESIDENT DOESN'T WAIT FOR APPROVAL?***

Making any changes or additions to the property without obtaining written approval is a violation of the Declaration of Covenants, Conditions and Restrictions for Crossgates. Said premature action will cause the property owner to assume responsibility for all costs associated with bringing the item in question into compliance including, but not limited to, fines, costs, legal fees, and interest.

### ***RESPONSIBILITY FOR OBTAINING APPROVAL FROM THE ARCHITECTURAL COMMITTEE***

**OWNER IS RESPONSIBLE:** Each property owner within the Crossgates Homeowners' Association is responsible for his or her property's compliance with the Declaration of Covenants, Conditions and Restrictions for Crossgates. Any proposed improvements/changes to be made to any property that may affect compliance to the Declaration requires that an owner obtain approvals from the Association prior to making changes. This is true regardless of whether or not the work is being performed by the resident or a Contractor.

**PROPERTY OWNER TO COMPLY WITH OTHER LAWS:** In addition to Architectural Committee approval other approvals or permits may be required by Governmental agencies. It is the responsibility of the owner to obtain these approvals or permits before requesting Architectural Committee approval. All applications should be in compliance with any applicable law or ordinance.