

## **Hearthstone at Hillsborough Community Retractable Awning Packet**

The Hearthstone Board has researched and discovered that we are able to approve the option of the installation of retractable awnings for our community homeowners for the back of each townhouse/or single-family dwelling (if feasible). We are aware that as homeowners, you will get more use out of your decks if they are protected by a retractable awning, since the awning will completely cover each deck or patio according to specifications addressed in this proposal. It has also been realized that the umbrellas in many instances do not always provide the complete shade needed to enjoy the decks/patios during certain parts of the day. Those homeowners who would like to purchase/install an awning, can now do so, after following our required procedures. Applications must be submitted along with all required details as indicated in this documentation to the Management Office. The packet will then be passed along to the Architectural Review Committee (ARC) for review. No work may begin until an approval letter has been received from the Association for this. Denial of an awning application request may be appealed directly to the Board of Trustees.

### **Guidelines**

**The length may not exceed the length of each patio or deck and each awning is restricted to the width of each deck and/or patio as well. The retractable awnings may not continue past each approved deck or patio. No exceptions.** *If after inspection it is found that an awning exceeds the required specifications, the awning would then have to be removed, as we had outlined with the deck and patio specifications in the past.*

### **ARC**

All retractable awning applications must meet the approval of **ARC**. **ARC** applications are available outside of the clubhouse office. Return each completed application to Property Manager in the Clubhouse Management Office. Include the **ARC** specifications as outlined. The awning should have the exact same dimensions. **Please be advised that awnings cannot be attached to any town home/duplex roofs.**

### **COLOR/STYLE**

The color of the awnings must match and/or blend with the color of each unit, in keeping with the uniformity of our single-family dwelling and town home/duplex bylaws. Patterns should be stripes or solids. No other pattern will be accepted. *\*In an effort to maintain our community integrity, color choices throughout the community are as follows:*

**Solids:** Beige, Hunter Green, or Burgundy

**Stripes:** Hunter Green/Beige or Burgundy/Beige - Standard striping pattern may be found in clubhouse office.

Awning enclosures are not permitted. Only top awning covers are permissible.

Awnings must NOT be affixed to roof.

All motorized awnings must be dedicated to a GFI (Ground Fault Circuit) device/breaker.

Awnings MUST be kept clean and free of debris, rips/tears and staining. Any awning debris removal and/or cleaning is the sole responsibility of the homeowner.

No changes to the originally approved modification may be made.

Any damage caused to the common elements resulting from the installation or use of the awning is the sole responsibility of the unit owner.

All construction debris must be completely removed from the area as well as from the Association grounds, at the owner's expense. Should the unit owner fail to remove all of the above-mentioned debris, the Association will have it removed at the unit owner's expense.

Absolutely none of the debris is to be deposited in the dumpsters or left for removal by our garbage contractor.

Absolutely none of the debris is to be deposited in the surrounding wooded areas or any common areas.

Any contractor signs must be removed on the date the work is finalized.

Once all work is completed, the unit owner must notify Management in writing, at which time, ARC will inspect the completed construction for compliance to code and to the approved plan.

Should you, as the homeowner, decide to sell your home, the attached awning is to remain intact.

Do not hand in the initial paperwork to the Management Office unless all of the following paperwork is included:

- Modification Request Form filled out entirely;
- Copy of contractor license;
- Contractor certificate of liability insurance naming Hearthstone at Hillsborough Community Association, 1 Waterman Lane, Hillsborough, NJ 08844 as additional insured. (Make sure unit address is referenced on certificate); and,
- Detailed awning specifications, material description, company information, color.

You must be a member in good standing to receive any approval letters.



1 WATERMAN LANE  
HILLSBOROUGH, NJ 08844  
TEL: 908-359-1102  
FAX: 908-359-1105

## MODIFICATION REQUEST FORM

Association Name Hearthstone @ Hillsborough Community Date: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Applicant Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

In accordance with the requirements of the Public Offering Statement & Rules and Regulations of the Association, I hereby request approval of the following modifications. (Describe here in detail the modification request **please print**)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Finish Date: \_\_\_\_\_  
Contractors Name: \_\_\_\_\_  
Contractors Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ DCA License # \_\_\_\_\_

**\*All contractors to provide Certificate of Insurance naming the Association as an additional insured.\***

The materials used and the color will conform with the existing materials and colors. Any deviations from same should be brought to the Board's attention immediately.

Date: \_\_\_\_\_ Signature of all Owners: \_\_\_\_\_  
\_\_\_\_\_

*Note: Attach appropriate sketches or drawings and description of work to be done. Indicate materials to be used, color and other pertinent information including name and telephone number of contractor. All modifications and any damages caused by the modification becomes the sole responsibility of the homeowner(s).*

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### ARCHITECTURAL COMMITTEE ACTION

Your request is: [ ☐ ] APPROVED [ ☐ ] DISAPPROVED (For the following reasons)

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

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### FOR COMMITTEE USE ONLY

Final Inspection Date: \_\_\_\_\_ Application # \_\_\_\_\_  
ARC Member Signature: \_\_\_\_\_  
Trustee Signature: \_\_\_\_\_