



## MAINTENANCE CORPORATION

### ARCHITECTURAL REVIEW COMMITTEE REQUEST

This form must be filled out in its entirety, including all required attachments. Once the completed application is received, the Architectural Review Committee (ARC) will review it and may ask for supplementary materials before it approve or reject the application. It may take up to two weeks before a decision is made.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

By signing this application, the home owner agrees to the following terms:

- The guidelines attached to this form have been reviewed and are understood.
- A sketch or a written description of the proposed improvement or change will be submitted in sufficient detail so that ARC can make a decision (i.e. exact dimensions, colors, materials, construction plans, drawings, and/or pictures).
- All proposed improvements will meet local building codes; state or local laws and all necessary permits will be obtained and are the homeowner's sole responsibility.
- Ballymeade ARC approval of this request is required before starting any work. Approval will be provided by email or letter via U.S. Mail from PENCO Management.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## ARC REQUEST INSTRUCTION / GUIDELINES

The Ballymeade Architectural Review Committee (ARC) oversees compliance to the Declaration of Restrictions (DOR). While the homeowner is responsible for compliance to all general use restrictions, particular attention should be paid to page 4, section 18 of the DOR when submitting plans for review. The ARC's general charge is to evaluate requests based on compliance to the DOR, and the harmony of the proposed change, alteration, addition, building or structure with like structures on neighboring properties. The ARC also considers the outlook and view of the proposed change, from the neighboring properties. In addition, all contractors must be licensed in the State of Delaware and carry insurance and conform to New Castle County building codes and procure the necessary permits and variances. (ALL decks constructed or expanded in Ballymeade may require a variance hearing with New Castle County.)

Examples of plans requiring ARC review:

1. Decks, deck additions and expansions, and addition of stairs or existing decks.
2. House additions.
3. Fences.
4. Exterior house color changes to doors, windows, shutters, etc.
5. Exterior grading changes (excavations, terracing, etc.) that will result in a change of existing overall grade to the property

Along with the application you may want to:

1. Enclose a drawing of the proposed structure or plan with color, shape, dimensions and materials clearly defined.
  - a. Identify the structure's materials, i.e., pressure treated lumber, synthetic decking, etc.
  - b. Identify the proposed color of the structure; i.e., natural wood stain, color of synthetic decking, etc. (All decks and fences must be natural wood color.)
  - c. Identify all dimensions, including elevations, of the proposed structure.
2. Enclose a copy of the Mortgage Inspection Plan (mortgage survey) that shows how the structure will be connected to the house and intended dimensions must be listed on the drawing. (This document will be necessary when obtaining the proper permits and variances.)
3. If constructing stairs, including these dimensions on the drawing.
4. Include the homeowner's name, the home's lot number and address and day and evening telephone numbers.
5. If using a contractor, the name of the individual or firm and business license number.

If you are submitting plans that will need a New Castle County Building Permit and/or Variance, you must obtain these prior to commencing construction.

The above are provided as examples of plans requiring review and are not intended to be a comprehensive list. Please consult your Deed Restrictions that you should have received at settlement. If you need a copy, or have any questions regarding your submission please contact PENCO Management, Inc. at the address listed below. Complete requests will require a minimum of two weeks turnaround time. Incomplete information requiring clarification could delay the approval process.

**CONDITIONS:**

***Each Homeowner agrees to abide by and does so by signing this application***

1. It is understood that I (we) have knowledge of the Declaration, Deed Restrictions and Architectural Review Guidelines in regard to property changes.
2. I (we) understand and agree that no work on this request shall commence until written approval of the Board of Directors of the Ballymeade Maintenance Corporation has been received by me (us). If work has been started, the Board has the right to require the homeowner, at their expense, to reverse any work the Board has considered not in line with current community standards and/or county deed restrictions.
3. All expenses related to the work, including damage to the Common Facilities or to the other Homes is my (our) responsibility and I (we) agree to save the Board harmless from any and all liability that may result from any approval.
4. The Board and/or its appropriate agents may make reasonable inspections as work progresses which is relative to this application and I (we) agree to permit them to do so.
5. A letter of approval/denial will be sent to me (us), after review by the Board of Directors.
6. If any "Architectural Request Application" has been approved and the work is not done as described in the application, the Board has the authority to order the Owner in writing to correct the work, or, if necessary, order the alteration removed and everything restored to its original status.

Submit requests for Architectural review to:

Ronald A, White, CMCA, AMS  
PENCO Management, Inc.  
Post Office Box 1119  
Chadds Ford, PA 19317

or Fax 610.558.3399

or e-mail: [rwhite@pencomanagement.com](mailto:rwhite@pencomanagement.com)

Questions: 302.358-5580