

ACV PROPERTY MANAGEMENT, LLC  
ATTN: SPICER ESTATES HOA  
680 U. S. HIGHWAY 130, UNIT 9972  
HAMILTON, NJ, 08650

ARCHITECTURAL REQUEST FOR CHANGE FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ **Trail, Mullica Hill, NJ 08026**

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Please fill out this form to request any changes to the exterior of your home or property. Once completed please go to the owner portal at [www.residentcenter.com](http://www.residentcenter.com) and sign into your account. Select the request tab and fill out a maintenance request. Attach this completed application along with any additional information required to approve your request.

Separate form required for each request.

- |  |   |
|--|---|
| <input type="checkbox"/> New Deck                | <input type="checkbox"/> Enlarge Driveway   |
| <input type="checkbox"/> Enlarge Deck            | <input type="checkbox"/> Install Awning   |
| <input type="checkbox"/> Renew Existing Deck     | <input type="checkbox"/> Install Garden Wall  |
| <input type="checkbox"/> Storm Door              | <input type="checkbox"/> Rear Steps   |
| <input type="checkbox"/> Shutters                | <input type="checkbox"/> Landscaping of any kind  |
| <input type="checkbox"/> Door                    | <input type="checkbox"/> Roof Repair (must submit sample of tile with color and shingle style for approval) |
| <input type="checkbox"/> Install New Garage Door | <input type="checkbox"/> other  |
| <input type="checkbox"/> Enlarge Patio           |   |

*Applicant is responsible to obtain any and all permits and/or variances from the township. Any and all work done on the exterior of the house and yard must have approval from ACV Property Management as a agent for the **current board**. For changes to your home exterior such as roof or windows, you **MUST** submit a current photograph to show how your home looks now. Replacement of roof, windows, garage door, etc. must be like for like. Any work performed without approval will be in violation and will result in a fine up to a \$50.00 per day until an application is approved as per SEHOA Rules and Regulations Article 4 Sec 3. After approval, you will receive a certificate of approval to be displayed in your front window while work is being performed. **There will be no verbal approval without this application!** The Board meets on the first Wednesday of each month at which time approval will be discussed.*

Should you have any questions or concerns please feel free to contact me at (609) 447-0131.

Sincerely,

**BOARD USE ONLY**



Kevin P. Meyers  
Community Manager  
ACV Property Management, LLC

- APPROVED
- APPROVED AS NOTED:
- REJECTED:
- Date: \_\_\_\_\_
- Print: \_\_\_\_\_

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

# SPICER ESTATES

In order to help expedite the approval process for architectural requests for change the board has authorized ACV Property Management Inc. to approve the below requests submitted by owners via the current policy.

- 1] Remove and replace curbside Trees. with same or similar tree (but not ash).
- 2] Remove and replace home garden trees, bushes and Plants.
- 3] Replace roof with same color- (Different color needs Board approval)
- 4] Replace windows and doors with same color and style.
- 5] Paint doors and shutters the same color. (Change of color needs board approval)
- 6] Repair or replace an existing awning over patio or deck.
- 7] Install a new awning over deck or patio.
- 8] Install flower boxes, front or side windows.
- 9] Replace or repair sidewalk square.
- 10] Garage door repair or replace (top windows are OK.
- 11] Gutter repair or replace and gutter guard Ok.
- 12] Front or back Railings Black or white
- 13] Deck in back of house that can't be seen from front.
- 14] Side garden, up to 4 feet wide from the house, anything more than four feet needs board approval.