



Steeplechase Community Services Association

RULES, REGULATIONS, POLICIES & SPECIFICATIONS

Issued: 7/2004
Reviewed: 12/2007
Revised: 7/3/2008; 1/1/2011
Clarified and Reissued: 3/18/2013
Revised: 5/19/14
Effective: 7/1/14

ALTERATIONS TO THE EXTERIOR OF A RESIDENCE

1. Except as provided in paragraph 2, the Owner must submit an Alteration Request Form and receive approval for **any proposed exterior alteration** before proceeding with **any work**.

NOTE: The term "Alteration" is intended to mean ANY work performed to the outside of a residence ... for example, an Alteration Request Form must be submitted:

- If you are painting the exterior of your residence – even if you are painting the same color;
- If you are replacing your awnings – even if your new awnings are the same fabric as the old awnings.

These are only examples - intended to illustrate the point that an Alteration Request Form is required to be submitted and approved before ANY work (except as provided in paragraph 2 below) is performed on the exterior of a residence.

2. Exceptions to Alteration Request

The following maintenance-type work may be performed without submitting an Alteration Request:

- Adding and/or removing shrubs and flowers to/from an existing flower bed.
NOTE: An Alteration Request must be submitted to add a new flower bed; to remove an existing flower bed; to add/remove trees.
- Patching, resealing, crack filling driveways
- Caulking cracks around doors and windows
- Touching up scratched paint on doors provided the required color is used
- Seeding bare spots in the lawn
- Weeding lawns/existing flower beds
- Trimming trees and bushes
- Mulching existing flower beds

Members of the Board may exempt other maintenance-type work upon request. For items not listed above, you **MUST** receive prior approval from a Board Member before proceeding. Depending on the request, the Board Member will either approve or advise that an Alteration Request is necessary.

3. A new Alteration Request must be submitted and approved before an owner can modify or replace a previously approved "grandfathered" or non-conforming alteration.
4. Any work performed to the exterior of a residence in violation of this Policy remains subject to the Rules Enforcement at any time when the violation is discovered.

Board President Judi Lewis Date: 5/28/14
Board Secretary Michael J. Romano Date: 5/28/14



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ALTERATION REQUEST FORM

1. The attached Alteration Request Form must be completed in total before it will be considered.
2. Completed forms should be mailed to:

Community Management Professionals, LLC (CMP)
102 Broadway Street, Suite 500
Carnegie, PA 15106
3. **The Alteration Request approval process takes a minimum of 2 1/2 weeks and may take up to 30 days from the date CMP receives the request.** Please consider this time element when you submit your request.
4. Questions concerning the Alteration Request process should be directed to your EPC Representative, the Steeplechase hotline or to CMP at 412-279-9280.
5. Homeowners must sign and return a copy of the approval letter in order to complete the Alteration Request process.

Issued: July 2004
Reviewed: December, 2007
Revised & Effective July 2, 2008
Revised & Effective January 1, 2011
Revised & Effective March 17, 2014
Revised & Effective July 18, 2016

Board President Jodi Lewis Date 7-18-16

Board Secretary Michael J. Romano Date 7/15/16

STEEPLECHASE COMMUNITY SERVICES ASSOCIATION ALTERATION REQUEST FORM

THIS REQUEST MUST BE APPROVED BY THE BOARD BEFORE WORK BEGINS. STEEPLECHASE RULES PROVIDE THAT A HOMEOWNER WILL BE FINED \$50 IF ALTERATIONS ARE MADE WITHOUT PRIOR APPROVAL. THIS FINE WILL BE ASSESSED WHETHER OR NOT THE REQUEST IS ULTIMATELY APPROVED.

IF YOU HAVE AN EMERGENCY SITUATION AND NEED APPROVAL ASAP, PLEASE CALL YOUR EPC REPRESENTATIVE, THE STEEPLECHASE HOTLINE (412-279-9280, X-142), OR TAMMY AT CMP (412-279-9280, X-200)

INSTRUCTIONS

IN ORDER FOR THE BOARD TO VOTE ON YOUR REQUEST, YOU MUST INCLUDE AS MUCH INFORMATION AS POSSIBLE. INCOMPLETE FORMS WILL BE RETURNED.

Provide a complete description of your requested alteration – including all of the following items that are applicable.

Detailed description and scope of requested alteration

Location: Attach a drawing showing all existing elements, including shrubs and porches in solid lines and proposed alterations in dotted lines. Include the first three feet of your neighbors' homes and yard in the drawing. Show distance from nearest existing elements to proposed alterations.

Materials: Describe the type and color of materials (or shrubs) to be installed and/or removed.

Dimensions: Alterations for additions to the residence (e.g. decks, patios) or new landscaping must include dimensions of proposed change – and, if possible a sketch and/or blueprint.

Colors: If you are painting the outside of your residence or replacing items such as doors, shingles, roofs, you MUST provide the color – If you are not changing the current color, please include a statement to that effect as part of your request. Requests that do not include this information will be returned and not sent to the Board.

Photo: Any request to replace items such as doors, shingles, roofs, light fixtures MUST include a photo of the proposed replacement.

DATE: _____

NAME/ADDRESS/PHONE NUMBER – PLEASE PRINT

MAILING ADDRESS OF HOMEOWNER IF DIFFERENT

COMPLETE DESCRIPTION OF REQUESTED ALTERATION

Description: (Please print – If applicable attach contractor’s proposal)

Location:

Materials:

Colors:

Dimensions:

I understand that I may not make an alteration to the exterior of my home until I receive an approval from the Board.

Signature

Date

Completed forms can be:

Mailed to: CMP, 200 Commerce Drive, Suite 206, Moon Township, PA 15108

or Faxed to: 412-279-3031

or Emailed to: tlmersing@cmpmgt.com.