

**HEARTHSTONE AT WOODFIELD  
HOMEOWNERS ASSOCIATION**

c/o Nick Sebasto  
10 Tommy's Meadow Drive  
Pemberton, NJ 08068  
Phone: 609-894-8150  
e- mail: [ladyklockner@aim.com](mailto:ladyklockner@aim.com)

**ARB APPLICATION – REQUEST FOR APPROVAL OF EXTERIOR IMPROVEMENT**

The purpose of the Architectural Review Board (**ARB**) is to regulate the external design, appearance, and maintenance of the properties and improvements in such a manner as to preserve and enhance property values and to maintain a harmonious relationship among structures and natural surroundings. All outside improvements/modifications/changes require ARB approval. To comply with this approval process, please read the instructions, complete the attached application and submit to the management office at the address provided. Please allow 4 weeks for application processing.

**INSTRUCTIONS FOR COMPLETING APPLICATION**

Proper completion of this application will expedite processing. Incomplete applications will be returned without approval. Therefore, it is suggested you review the checklist below when filling out your applications:

- Please submit one application per improvement (i.e. you want to install landscaping and a storm door - please fill out two separate applications).
- A copy of the FINAL SURVEY (issued to each homeowner at settlement) showing the location and dimensions to scale of proposed improvements **MUST** accompany application.
- Attach additional sketches/pictures.
- The application must be signed by homeowner in the space below and on page two (2).
- Approvals are valid for 6 months. If work is not started within 6 months, the approved application will be null and void.
- Pemberton Borough approval is required for all construction. Prior ARB approval is necessary before submission to the Borough.

**Project Type/Information Required**

**Awnings:** Plot plan with location, siding color, door color, sample of fabric and size

**Storm Door:** Picture of door, color and style (full view)

**Landscaping:** Plot plan with location, size of beds, type/size of trees and shrubs (pictures of stones, if applicable).

**Decks/Patios:** Plot plan with location, size, types of materials used and color

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Homeowner (Print Name) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

House Model: \_\_\_\_\_ Elevation/Roofline: \_\_\_\_\_

Siding Color: \_\_\_\_\_ Door Color: \_\_\_\_\_ Trim Color: \_\_\_\_\_

**(Use below space to give a detailed description of improvement)**

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

**DESCRIBE MATERIALS:** \_\_\_\_\_ **STATE COLOR:** \_\_\_\_\_

**I request approval of the ARB Committee to undertake the above improvement to my property at the address shown above in HEARTHSTONE AT WOODFIELD.**

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SPACE FOR USE BY THE OFFICE AND THE ARB ONLY**

Date application received: \_\_\_\_\_ Date of first review by ARB: \_\_\_\_\_

**Application is:** Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Please resubmit with the following: \_\_\_\_\_

Comments: \_\_\_\_\_

ARB Committee Chairman signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completion Inspection Date: \_\_\_\_\_ Completion Inspected By: \_\_\_\_\_

**PLEASE READ AND SIGN PAGE 2**

## ARB Application

### Page 2

#### Liabilities:

ARB approval of a project is valid to the extent that such project complies with architectural guidelines. It does not relieve the homeowner of responsibility for maintaining the original drainage pattern required by Pemberton Borough and delivered to the homeowner by the builder.

Before undertaking improvements, the homeowner and/or his contractor must ascertain that the improvement will not interfere with proper drainage of the property. Any deviation of existing drainage and/or drainage to common property due to changes listed in the homeowner's application that effect drainage must be repaired at the expense of the homeowner. The homeowner assumes all responsibility for all adverse effect on drainage caused by improvements and will not hold the builder, the **Hearthstone at Woodfield Homeowners Association, Management** or the **Architectural Review Board** responsible. ARB approval of any improvement shall not relieve or indemnify the homeowner of or from any liability of any kind. This is in accordance with and does not replace the agreement signed by each homeowner at the time of settlement, which reads:

I/we, the buyer/buyers of the above-referenced property, do hereby acknowledge that any exterior improvements to my/our property such as, but not limited to, patios, landscaping, and additions must comply with the Homeowners Association Architectural guidelines and approvals, as well as any necessary Township requirements regarding same prior to the work being started. Furthermore, any of these improvements must not affect the engineering design relating to but not limited to drainage on my/our property or any neighboring property. If any of the above-stated requirements are not adhered to, I/we, the buyer/buyers, shall take full responsibility to remedy any such condition as is determined by the Homeowners Association and or the Township. [Note that "Township" should read "Pemberton Borough."]

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Homeowner's signature)