

## Seven Springs Mountain Villas Association Alterations Request Guidelines March 2024

The new “online” Alteration Request replaces the Architectural Review Process and Form. The Alteration Request process is documented in the MVA Declaration, Article III, Section 12. The guidelines are documented in the MVA Rules and Regulations, Article 10, Architectural Control and Approval.

Any Unit Owner(s) planning any remodeling or renovations that would change any exterior aspect and/or anything structural on the interior of their unit must complete an Alteration Request.

The form is located on the Acri Helpdesk Portal and also posted at the Mt. Villas Home Page. [Alterations - ACRI Community Realty \(acrierty.com\)](#)

Unit Owner(s) may make any alterations to the interior of their Unit at their sole expense but only to the extent that any such alteration does not affect (i) in any way the structural soundness of the building where that Unit is located or any other building on the Property; (ii) any of the utility lines located in their Unit which also service other Units; (ii) any rights of any other Unit Owner(s).

Unit owners are responsible to acquire all building permits as required by the Municipal Code. Any application to any department of any Township, Borough, or County or to any other governmental authority for a permit to make an addition, alteration or improvement in or to any Unit shall be executed by the Unit Owner and included in the Alteration Request submittal which is then provided to the Community Manager and the Executive Board prior to any approval.

The following is mandated and is good practice to follow in order to guarantee the quality of the workmanship and to prevent any issues from arising with potential liability to the Unit Owner.

- **Only certified contractors, master plumbers, etc., are to be used for all work being performed at Mt. Villas.**
  - **Contractors must be properly registered and licensed in Pennsylvania to do business at Mt. Villas.**
- **All renovation work must be properly permitted, and contractors must be both licensed and bonded.**
- **Proof of insurance must also be provided.**
  - **Insurance coverage must list the Association as additional insured, along with having workers' compensation insurance.**

The completed form will be submitted to the Community Manager for initial review. The Executive Board will then review. Unless further information is requested, the Unit Owner will then be informed of the approval (or disapproval) within 14 business days of the request.

- All decisions made by the Executive Board regarding architectural requests to modify, improve, alter and/or repair common areas of the Association, including building exteriors and decks will be final.
- Unit Owners may appeal the Executive Board's decision in writing.

Mountain Villas Association  
Alteration Guidelines

These include, but are not limited to:

1. Interiors of units may not be subdivided into smaller units.
2. Unit Owners may make any alterations to the interior of their units at their expense but only to the extent that any such alterations do not affect the soundness of the building.
3. If interior changes require the relocation or removal of interior walls or doors, a structural review by a professional engineer must be performed, demonstrating that the changes will not compromise the integrity of the structure. This review must be provided to the Community Manager during the Alteration Request submittal.
4. Nothing shall be done in any common area that will impair the structural integrity of any buildings.
5. No alterations to balconies or patios may be made without Executive Board approval.
6. No structural addition, alteration or improvement in a unit, including any exterior painting or exterior alteration or addition, including awnings, grills, etc., can be carried out without prior written consent from the Executive Board.
7. No alterations of fireplaces in any way without prior written consent from the Executive Board.