

Fox Chase Architectural Change Request Directions

The attached form and HOA approval are required for many proposed exterior changes or improvements to your home. The only interior changes that need prior approval are for items that will impact the exterior (e.g., installing a fireplace).

Before beginning any project, please refer to the Fox Chase Exterior Requirements (the most up-to-date version can be found on the <https://www.foxchasetownhouses.org/> website) to ensure that your proposed updates meet all expectations.

Projects That Do Not Require Prior Approval

Although many projects do require prior approval, many do not. The following items do not require prior approval (provided they align with the Exterior Requirements):

- Repainting the front door or storm door with the same approved color that it currently has
- Replacing or repainting shutters with the same style and approved color that they currently have
- Replacing front handrailing with the same design and approved color that it currently has
- Touching up/repainting trim or bay window bump out in the same approved color that it currently has
- Power-washing, cleaning, and making basic repairs to existing exterior features
- Replacing exterior light fixtures

Important: Color Compliance Requirements

You must refer to the approved exterior color document (located in the Exterior Requirements) to ensure that your current color is included on the approved list. Not all current colors are approved colors/shades, and these must be brought into compliance.

If your current color/shade is not on the list (or you want to change colors or color families), you must complete the attached document. **You should not match your current (often faded) exterior color; rather, you must use the approved original color/shade.**

Email your change request form to: jkifer@brodiemgmt.com

Fox Chase Architectural Change Request

Homeowner Information

Name:	
Unit Address:	
Phone Number:	
Email Address:	

Request Type (Check All That Apply)

Installing (New) or Replacing:

- Front Door
- Front Storm Door
- Windows
- Shutters (with a new style/color)
- Front Railings (with a new style/color)
- Roof
- Gutters
- Deck
- Fence
- Shed
- Siding
- Solar Panels (note in Description of Proposed Changes how you will cover any visible power boxes with shrubbery, etc.)

Repainting (Changing Colors):

- Front Door
- Front Storm Door
- Shutters
- Front Railings
- Deck
- Fence (must be natural wood color)
- Siding
- Side Brick (end units only)

Other:

- Planting/replacing trees
- Other (please describe below)

Description of Proposed Change

Please describe the proposed exterior change(s). Include materials, dimensions, location on property, and colors. If applicable, attach an aerial and side-view drawing.

Description (may attach a contractor scope of work):



Color Selection (if applicable)

If your request includes painting or staining, please list the HOA-approved color/shade name:

Color Name: _____

Will this require repainting or freshening up any other area (e.g., shutters or trim) to ensure a match in color and shade?

Yes No If yes, please describe:

Required Attachments

- Site Plan with dimensions showing current structures and proposed alterations
- Scaled Drawing of the proposed construction
- Color and Material Specifications (manufacturer links or samples)
- County Building Permit (if required)

Homeowner Acknowledgment

I understand that:

- unit owner is responsible for all costs, future maintenance, and any damages resulting from or relating to the installation of the proposed request if it is approved;
- responsibilities pass on to all future owners of this unit;
- unit owner is responsible for ensuring timely removal of any debris or other items resulting from this work;
- changes must meet all codes, permits, or other requirements deemed necessary by the County, State, or other governmental authority;
- I am responsible for complying with all licenses, permits, or code provisions as required by law;
- Fox Chase Townhome Association is not responsible for obtaining any permits, licenses, or any other requirements controlled by any government-agency /authority;
- the changes requested ARE NOT AUTHORIZED until the Fox Chase Board of Directors or Designee(s) approves this request;
- once final HOA approval is granted, I will not deviate from what is approved in this document and acknowledge that I will need to submit another request if more/different work is desired; and
- I WILL NOT PROCEED WITH ANY WORK UNTIL I RECEIVE WRITTEN APPROVAL.

Estimated Start Date:	
Estimated Completion Date:	

Homeowner Signature: _____ Date: _____

For HOA Use Only

Architectural Committee Recommendation:

Decision	Any Notes
Approve	
Approve with Conditions	
Deny	

Chairperson or Designee Signature: _____

Date:

Exterior Colors: Approved Colors and Shades for Doors and Shutters

All the colors below are Sherwin Williams Weathershield Exterior 100% Acrylic Latex Finishes.

Other brand names will be different, but color/shade need to match one of the following.

Red Family	Blue Family	Brown/Beige Family	Green Family	Grey Family	Black Family
SW 6320 Bravado Red	SW 6230 Rainstorm	SW 6062 Vintage Leather	SW 6440 Courtyard	SW 7060 Attitude Gray	SW 6258 Tricorn Black
SW 6335 Fired Brick	SW 9150 Endless Sea	SW 6076 Turkish Coffee	SW 6179 Artichoke	SW 7652 Mineral Deposit	SW 6991 Black Magic
SW 6327 Bold Brick		SW 7037 Balanced Beige	SW 6181 Secret Garden		SW 7069 Iron Ore
SW 6328 Fireweed			SW 6447 Evergreens		

If you believe that an original Artisan or Ryan home color is missing from this list, please email Brodie with the name of the color and your house number. Recognize that any current color that is older than 10 years is probably too faded to be a good match to the approved colors.

Notes for Doors and Shutters:

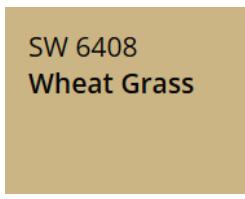
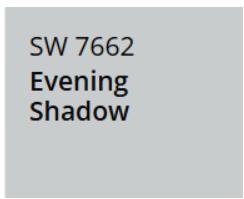
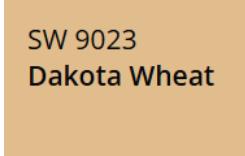
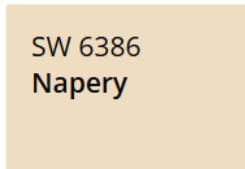
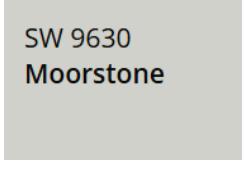
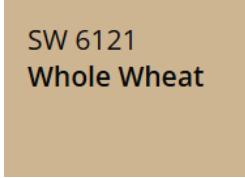
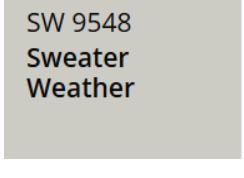
- If you have shutters, the **front door must match** with the exact color
- When repainting/replacing you must use the original color or a color from the same family (see first column); Simply repainting with the same color does not require HOA approval
- **To change color families**, you must request and receive permission from the HOA
- Doors and shutters may not be white
- Shutters may not be removed from units that were originally built with shutters
- Homes that were not built with shutters may not add them
- *If your shutters and/or door are currently painted a color that is not on the HOA-approved list, please repaint them to an approved color by July 30, 2025. If your shutters and door are painted in two different approved colors, please remember that the next time you repaint either due to fading, peeling, or preference, both the shutters and door must be painted the same HOA-approved color to comply with HOA Exterior Requirements.*

Exterior Colors: Trim, Bay Window Bumpouts, Storm Doors, and Siding

Trim and Bay Windows Bumpouts must both be painted the same color/shade.

Approved colors are:

- A shade of wheat (see below)
- A light shade of grey (see below)
- A basic shade of white

Wheat Shades	Light Grey Shades
<p>SW 6408 Wheat Grass</p> 	<p>SW 7662 Evening Shadow</p> 
<p>SW 9023 Dakota Wheat</p> 	<p>SW 9561 Guild Grey</p> 
<p>SW 6386 Napery</p> 	<p>SW 9630 Moorstone</p> 
<p>SW 6121 Whole Wheat</p> 	<p>SW 9548 Sweater Weather</p> 

Storm Doors must match one of the following:

- Be the same color as the front door (see previous page)
- Be either white, black, or one of the approved wheat colors

Siding: *the color of the original siding may not be changed. If for some reason you must replace existing siding (e.g., fire damage), it must match exactly the original siding of your home. If for some reason the exact color and tone of your original siding is not available, the HOA may grant permission to use another original siding color.*