

Architectural Change Request Form Instructions - Exterior

Association approval is required for all proposed *exterior* additions, alterations, improvements and landscape changes to the Lot and/or Unit. Approval must be obtained in writing before any work begins. To obtain approval you must submit a completed Architectural Change Request Form and supporting documents.

Once a completed request form has been submitted and accepted by CAMCO, the request will then be forwarded to the Board/Committee for final review. They then have up to 45 days to consider the request and notify you of their decision. The result will be approval, denial or a request for additional information.

1.) Before completing this form, please refer to the current Rules and Regulations, Phase Specifications and Design Standards to make certain that the request you are making complies with the community policy. It is recommended that you consult with your Association Manager prior to submitting your request.

2.) All Change Requests must be submitted to CAMCO by either mail, fax or email to the address indicated below. Requests **shall include the following items (if applicable):**

- Architectural Change Request Form – Exterior – completed and signed
- Color – sample of color for all materials
- Specifications – brochure, picture, link of proposed improvement(s)
- Plans – provide drawings, sketch or diagram – show specific placement of improvement(s) on Lot or Unit
- Plot Plan/Survey of Lot - indicate proposed improvements in relation to property lines
- Material List – provide detailed information about materials used in project.
- Landscaping – identify plants, shrubs, trees, or beds being removed, added or altered.
- Certificate of Insurance – a copy of the contractor’s insurance certificate is required
- Township Permit - if a permit is required it must be submitted to the Association prior to beginning work
- Signed Indemnification Form

3.) Return the application, indemnity agreement and the requested information to the following address:

Cinnaminson Harbour Villa Home Association
c/o CAMCO
501 West Office Center Drive, Suite 220
Ft. Washington, PA 19034
or
ewatson@camcomgmt.com

Architectural Change Request Form – Exterior

Date Submitted : ____/____/____ Owner Name(s): _____

Property Address: _____ Association Name: _____

Best Phone # : _____ E-Mail Address: _____

Description of Change(s) and Specifications:

(If more space is needed you may attach additional pages)

Contractor's Name: _____

Projected Start & Completion Date: _____

OWNER'S SACKNOWLEDGEMENT

1. Material herein contained shall represent alterations that comply with all applicable zoning and building codes. I/We are responsible for obtaining necessary building permits prior to commencement of construction
2. All work performed, either by a contractor or a homeowner, must receive approval in writing from the Board of Directors/Architectural Committee via CAMCO before the work begins.
3. Materials will not be ordered prior to the issuance of final approval in writing.
4. All approved alterations must be completed within six (6) months of final approval. All approvals shall be voided upon the expiration of six (6) months from issuance. A full resubmission must be made for any voided approvals.
5. Approval is contingent upon all work being completed in accordance with the plan and in a diligent and workmanlike manner. Members of the Board of Directors and their agent(s) reserve the right to inspect.

As the Unit Owner, I/We understand and agree that I/We are totally responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc.) for the above request, if approved, for the duration that I/We own the Unit.

Date: _____ Owner Signature: _____

Date: _____ Owner Signature: _____

Exterior Modification Indemnity Agreement

It is understood and agreed that prior to the commencement of an approved exterior addition, alteration, improvement or landscape change, a Certification of Insurance must be received from the Contractor performing the work.

It is understood and agreed that no exterior addition, alteration, improvement or landscape change shall adversely impact or significantly change storm water management facilities or land owned by the Association.

Furthermore, I agree to indemnify the Board of Directors, Association and CAMCO Management Company from any claim, dispute, or mechanic's lien arising from the proposed exterior addition, alteration, improvement or landscape change. Any and all damage or negative impact to the common and limited common elements, other Lots and Units, property belonging to other owners, residents or visitors arising out of the exterior addition, alteration, improvement or landscape change is my responsibility and I agree to hold the Board of Directors, Association, and CAMCO Management Company harmless from any and all liability which may result from the approval of my request.

Owner: _____
Please print name legibly

Owner: _____
Please print name legibly

Signature: _____ Date: _____

Signature: _____ Date: _____

Property Address: _____

Office Use Only:

Date Received by the Board of Directors or Architectural Committee: _____

() *Your request is APPROVED subject to the following conditions/modifications.*

() *Your request is DENIED for the following reasons.*

Comments/Conditions:

Signature – Board Member or Community Manager _____

_____ Date

Print Name and Title

Office Use Only:

Approval Date _____ Denial Date _____

Date Unit Owner Notified: _____

Notification sent via: _____