217 PROVIDENCE FORGE, ROYERSFORD, PA 19468
OFFICE (610) 948-6714 * FAX (610) 948-6714 * MAINT. OFFICE (610) 948-6105

ARCHITECTURAL REQUEST FORM

This request form is required **prior** to changes, deletions, additions, alterations, etc., to the common or limited common elements. This includes, but is not limited to: landscaping/flower beds, patio improvements or additions, storm doors, front doors, sliding glass doors, windows, exterior lights, door handles, unit numbers, HVAC units, requests for tree trimming/removal, utility lines, etc. All specifications, proof of insurance, diagrams, pictures, etc. must be submitted to the Council for review and approval. **No** installation or changes etc. may commence until the Council has approved your proposal.

The Council meets monthly and will give their decision after reviewing your request. *In emergencies, repairs can be made, however, the Association must be notified by the next business day.

Unit Number: _____ Owner Occupied ___ Rental Unit ___

Unit Owner: _____

Address: _____

Phone #: (H)_____ (C)_____

Unit Owner Signature: _____ Date Submitted: _____

Description of proposed addition, alteration, change, installation, etc., to the common and/or limited common elements. Please be specific with all details and be sure to include your anticipated dates of commencement and completion.

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