

Willowmere Homeowners Association

REQUEST FOR APPROVAL

CHECK ONE: Request for Exterior Modification () REM Notice of Work () NOW

CHECK ONE: () ARCHITECTURAL () LANDSCAPE

Name of Applicant: _____ Date: _____

Address: _____

Telephone: (H) _____ (C) _____ Email: _____

Estimated Completion Date: _____

Description of Proposed Change of Replacement or Modification:

Reason for Proposed Change or Replacement of Modification:

Notice of Work to be Done:

A SKETCH OF THE PROPOSED ALTERATION MUST BE DRAWN TO SCALE ON A SEPARATE /PIECE OF PAPER, NOT LESS THAN 8-1/2"X11", WITH ALL PERTINENT DIMENSIONS NOTED. PLEASE INCLUDE A COPY OF YOUR CONTRACTOR'S PROPOSAL AND SPECIFICATIONS.

() Approval of the request is granted with the following conditions:

() Request for approval is denied for the following reasons:

COMMITTEE AUTHORIZATION:

Authorized Signature _____ Date: _____

Following the review by the Architectural or Landscape Committee, a written response will be sent to you. Please allow 5-10 business days for the review process. The homeowner is responsible for obtaining any applicable permits from Upper Dublin Township, (215) 643-1600. No contractor signs are permitted on the premises.

In accordance with the Declaration of Covenants and the Architectural Control Guidelines of the Willowmere Homeowners Association (WHOA), this form must be submitted to the Board of Directors through property management for **approval** of **ANY** and **ALL** exterior changes to the homeowner's property inclusive of the house and the attached lawn or garden area. Changes to the house include replacement of the original windows. ANY proposed changes to the landscaping in 'Common Area' must also be approved. **All changes must be approved by the WHOA in writing PRIOR to any work being started.**

Please submit this form and all supporting documents to Carol Oliveira, Property Manager, at 975 Easton Road, Suite 102, Warrington, PA 18976 or by email to c.oliveira@cpm975.com or by fax to 215-343-4409. **Submissions which do not include all required documentation and information as detailed herein, will not be reviewed by the Association & Architectural/Landscape Committee, and the time period for Association review of any such submissions, will not commence until deemed complete.**

HOMEOWNERS AGREE TO THE FOLLOWING:

- All expenses related to this work, including any resulting damage to the Common Elements or to other units, is the homeowners' responsibility and agree to hold the Willowmere Homeowners Association harmless from any and all liability.
- We assume all responsibility and agree to obtain any permits that may be required for this proposed work.
- We assume all related costs of installation, maintenance, and insurance connected with this work.
- We assume all related costs for removal of all construction debris related to this work and/or restoration of the common ground areas.
- We will permit members of the Architectural Committee or the Executive Board and its appropriate agents(CPM) to make reasonable inspections related to this proposal.
- The time period provided for the Association to review this request shall be tolled during any periods during which the Association is waiting for Homeowners to provide additional requested information.
- Prior to the sale of this unit, the homeowners/sellers will inform the future buyers of any maintenance responsibilities on the common ground connected with this modification and obtain a written agreement stating that they will assume this responsibility. These conditions to be included in the Agreement of Sale. If the future buyers do not want this responsibility, the sellers will assume the cost to remove the improvement and restore the Common Elements and Individual Lot to its original condition.
- We will assume all responsibility that all related State or Local Laws or Building Codes will be followed.
- If we fail to adhere to the Association guidelines on exterior preservation of the community, the homeowners/sellers will assume the cost to remove the improvement and restore the Common Elements and Individual Lot to its original condition.
- We agree to notify CPM when the work is completed for final inspection.
- No work shall deviate from this proposal without prior written approval.
- Any damage to your property, neighboring properties or the common or limited common areas of the property, in connection with the work, will be your responsibility to repair and return to its original condition.
- If any painting is to be done, the paint color must conform to the approved color list of Willowmere and the paint must be purchased at Sherwin Williams in Springhouse to ensure the correct paint formula is used. (1121 N. Bethlehem Pike)
- Windows, door frames, screens, storm windows and any exposed wood are to be painted **Independence Hall White**. This must be purchased at Sherwin Williams in Springhouse to ensure the correct paint formula is used. (1121 N. Bethlehem Pike)
- You must obtain any permits that may be required in connection with this work and provide copies to the Association upon request. Any work for which a permit is required and not obtained shall be deemed unapproved by the Association.
- You must complete and provide all contractors with an Association parking pass, which will be sent, if approved, with the approval letter.
- It is recommended that you notify your neighbors of the date and nature of the work to be done to avoid concerns on parking availability.
- **NO ACTUAL WORK CAN BEGIN UNTIL WE HAVE A WRITTEN LETTER OF APPROVAL FROM THE ASSOCIATION INDICATING BOARD APPROVAL OF THE PROPOSAL.**

Please refer to your Homeowner Guidelines, pages 5-10, for more information that may apply to your request.

Property Owner(s) Signature: _____

Dated: _____

Willowmere Homeowner Association documents are intended for the sole use by Willowmere property owners and are private, privileged, and confidential and are not to be disseminated by any other means to a third party without the written approval of the Board of Directors. Any violations of the above will result in any and all legal ramification permitted by law.