

WATERFORD CROSSING COMMUNITY ASSOCIATION

EXTERIOR CHANGE REQUEST

Submit Request to: 100 Jacobs Hall Lane, Lansdale, PA 19446

◆ Fax: 215-855-1327 ◆ Email: m.balch@dilucia.com

(Please print)

NAME OF OWNER(S): _____ DATE SUBMITTED: _____

ADDRESS: _____ Lansdale, PA 19446

Best Phone Number(s): (____) _____ - _____ Name: _____

(____) _____ - _____ Name: _____

Best email address(es): _____ Name: _____

_____ Name: _____

I request Board approval for the following change or addition:

Owner's Signature(s): _____

PLEASE COMPLETE NEXT PAGE. (Incomplete requests will be returned or disapproved.)

FOR BOARD USE ONLY:

Approved _____ Disapproved _____ Additional Information Needed _____
* Comments _____
Board Member's Signature _____
Manager's Signature _____ Date: _____
Response sent to owner: USPS Mail Email Fax Picked Up Date: _____

Any approved changes must be done within **six (6) months** of date of approval or approval will **be deemed NULL AND VOID**. Do not deviate from approved plans without the Board of Directors written approval. Township permits may be required, it is the **homeowner's responsibility to comply with all township, state, and local laws**. It is the homeowner's responsibility to submit the contractor's certificate of liability insurance and workers compensation naming Waterford Crossing Community Association as the certificate holder before any work starts on property. **NO** contractor may place any advertising SIGNS on the property at any time. The homeowner is **responsible** to make sure this rule is followed.

Checklist for Architectural / Landscape Changes - Complete Items that Apply.

- 1. Drawing attached _____
- 2. Photo attached _____
- 3. Color _____
- 4. Model # or Type _____
- 5. Sample Attached _____
- 6. Size or dimensions: _____

Contractor Information and Checklist

Name: _____

Address: _____

Phone(s) _____

Contact Name: _____

Email Address: _____

- 1. Insurance certificate Attached _____ (REQUIRED)
(Naming Waterford Crossing Community Association as Certificate Holder)
- 2. Building Permit Attached _____
(What will be submitted to township, after Board Approval is granted)

Please read and review the print at the bottom of this form prior to submission.

By **submitting** this form, you have read and agreed to comply with the print at to bottom of this form.

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