

ARCHITECTURAL & LANDSCAPING ALTERATION REQUEST FORM

**Village of Country Meadows**  
(COMMUNITY NAME)

Property Modification Form Request. This form must be filled out and returned to Richard A. Zuber Realty Property Manager for \_\_\_\_\_ Association at 384 N. Lewis Road Royersford, PA 19468 or emailed to [pbabb@zuberrealty.com](mailto:pbabb@zuberrealty.com). Once approved by the Board it will be returned to you to begin your project. If it is denied you cannot proceed until you make modifications to the form as requested or if its something the board will not approved at all then you cannot proceed.

DATE SUBMITTING REQUEST: \_\_\_\_\_

UNIT OWNER NAME: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

PHONE # AND OR EMAIL ADDRESS: \_\_\_\_\_

Please state as **CONCISELY** as possible the nature of the request to be considered. Include all proposed exterior additions and landscaping changes for which approval must be obtained. Cite any architectural guidelines which may be relevant to the Board of Directors in making a decision. Remember to include size, color, material etc. and only one project per form. (Use back or additional paper if needed, sketches are helpful:

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Work to be completed by: \_\_\_\_\_. If a contractor will be performing the work, the insurance certificate of liability must be submitted as part of the request (All contractors will supply when requested). The homeowner is responsible for the entire installation, maintenance, and upkeep (replacement, insurance, etc ) for the above request. If approved, this request will be made part of any agreement of sale that I/we may enter into, for the aforementioned unit. If any local building permits are applicable, it will be my/our responsibility to secure those permits (All Unit Owners must sign request form below).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORWARD THIS FORM COMPLETED AND ANY OTHER DOCUMENTS REQUIRED TO THE PROPERTY MANAGER. THE BOARD HAS 30 DAYS FROM DATE OF SUBMISSION TO GET BACK TO.**

Management received form in office on \_\_\_\_\_ Received By: \_\_\_\_\_

This Request has been:      **APPROVED**                      **DISAPPROVED**                      **APPROVED AS NOTED BELOW**

Approved as Noted if you do the following: \_\_\_\_\_

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Signature of Board Member Or Property Manager: \_\_\_\_\_ DATE: \_\_\_\_\_