PELHAM MANOR ·

ARCHITECTURAL REVIEW CHANGE REQUEST

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INSTRUCTIONS:

Attached is our exterior change application form. Please fill it out completely (failure to do so will

delay the decision process) and drop it in the mailbox at 63 Manor Circle. Or scan and email to Dmurphy231@gmail.com.

The Architectural Committee of Pelham Manor will review change requests and render' an approval or denial, in accordance With Article V of the Pelham Manor Homeowners Association, Inc. Declaration of Covenants Conditions and Restrictions, Land Use, Architectural Control, Common Area and Amenities. The homeowner making the request will be notified, in writing of the committee's decision, within 30 days of request. ·

IMPORTANT: Current and future homeowners are responsible for maintaining all exterior·

changes. If homeowners fail to maintain any exterior change, the Association has the right to and may request any changes be restored to its original condition, at the expense of the homeowner. It is the homeowner’s responsibility to disclose. Any approved application change at the time of transfer.

TO BE FILLED OUT BY THE ARCHITECTURAL

COMMITTEE OF PELHAM MANOR

\_ Entire form has been filled out

\_ Decision has been rendered.

\_ Letter sent to homeowner.

Please print or type

Owner: \_

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Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone

·,·

e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of change(s) desired- give full details (or attach exhibits) of purpose and/or reason, type and color of materials to be used, and location of the : .\_.

If the change is for a structural, ground planting, fencing, rearrangement, etc., attach a to scale sketch or architectural plan.

Instructions

1. Prepare a sketch or written description of the proposed improvement or change in sufficient detail so that the

Committee can make an informed decision.

2. Provide a site plan, including house location, and indicate where on the property the improvement is to be located.

3. All proposed improvements must meet local building codes, state or local laws. Owners' signatures indicate that these standards will be met. Applications to any Department of the Township or to any governmental authority for a permit to make an addition, alteration or improvement in. or to any property must be approved by the Architectural Committee of Pelham Manor.

Conditions each owner agrees to abide by and does so by signing this apIicatlon.

1. It is understood that I (we ), as the homeowners, have knowledge of the declaration in regard to property changes.

2. I (we) understand and agree that no work on this request shall commence until written approval of the

Architectural Committee of Pelham Manor has been received by me ( us ).

3. All expenses related to the work, including damage to common facilities or to other properties is my ( our) responsibility and I (we) agree to hold the Architectural Committee of Pelham Manor harmless from any and all liability which may result from any approval. ·

4. The Architectural Committee and/or its appropriate agents may make reasonable Inspections as work progresses which is relative to this application and I (we) agree to permit them to do so.

5. A letter of approval/denial shall be returned to me (us) after review by the Architectural Committee of Pelham

Manor.

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6. *If* any Application has been approved and the work is not done as described in the application, the Committee has the authority to order the Owner, in writing, to correct the work, or, if necessary, order the alteration removed and everything res red to its original status. If correction is required, this correction must be made within thirty days or the Committee, may not take further action.

7. Homeowner is responsible to obtain any and all permits required by local government. Please provide the permit number

Permit number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Owner (s) Date

It is understood that prior to the commencement of alteration, a Certificate of Insurance must be received (including workmen's compensation insurance) from my contractor (if one is employed). Furthermore, I agree to indemnify the Architectural Committee of Pelham Manor and the Pelham Manor Homeowners Association from any mechanic's lien resulting from Committee approval for this alteration. All expenses related to this work, including damage to the common facilities or other properties are my (the homeowners') responsibility and I {the homeowner{s)) agree to hold the Architectural Committee and Homeowners Association harmless from all l i ability which may result from approval.

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Date

For Committee use only

Architeural Committee's decision:

Architeural Committee member’s signatures:

**Deanna Murphy (Chair)** **Vera Greenplate**

Date

**Stacey Davis**

Approved Denied Return to original condition necessary