

**ARCHITECTURAL CHANGE REQUEST FORM**  
**The Townes at Hershey Road**  
**PO Box 6353**  
**Harrisburg, PA 17112-0353**

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**DATE:** \_\_\_\_\_

**TO:** The Townes at Hershey Road Homeowners Association Executive Board

**FROM:** Homeowner \_\_\_\_\_

Unit Address \_\_\_\_\_

Phones: Day \_\_\_\_\_ Eve \_\_\_\_\_

Email \_\_\_\_\_

In accordance with the Declaration of Covenants of the Homeowners' Association of The Townes at Hershey Road, I request the approval of the Board of Directors to make the following changes, alterations, renovations, or additions to my Unit:

(Description to be done)

Requesting homeowners should attach a detailed scale drawing of the proposed change, including the location of any adjoining homeowner units and distances to any adjacent building.

See other side for additional information and required signature.

Questions? Contact any member of the Townes at Hershey Road HOA Executive Board Member.

**STIPULATIONS:**

As the Homeowner, I understand that, under the provisions of the Declaration of Covenants, the Board of Directors will act on this request and provide me with a written response of its decision. I further understand and agree to the following provisions:

1. I will begin no work or make no commitment of work until I have received the Board's written approval.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done in an expeditious manner once begun, and will be completed in a good, workman-like fashion by a qualified contractor.
4. All work will be performed at a time and in such a way as to minimize interference with and inconvenience to other units' owners.
5. I assume all liability for the work and will be responsible for all damages and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with the performance of this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals needed. I understand and agree that The Townes at Hershey Road Homeowners Association or its Board of Directors have no responsibility with respect to such compliance.
8. I understand that the Board of Directors' approval of this request shall not be understood as making any representation or warranty that the plans, specifications, or work to be done complies with any law, code, regulation, or governmental requirement.
9. Contractors for the work described above will be; \_\_\_\_\_
10. If approved, the work would start on or about (Date) \_\_\_\_\_

\_\_\_\_\_  
HOMEOWNER'S SIGNATURE

\_\_\_\_\_  
DATE

Date Received by HOA: \_\_\_\_\_

APPROVED / DENIED Date \_\_\_\_\_

If denied, give reason: \_\_\_\_\_

Homeowner notified of Approval/Denial

DATE \_\_\_\_\_