

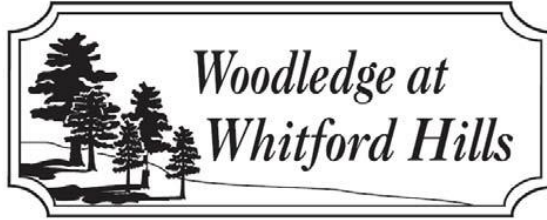
**INSTRUCTIONS FOR REQUEST FOR  
ARCHITECTURAL AND OR LANDSCAPE CHANGE**

**INSTRUCTIONS AND PROCEDURE**

1. Before completing this form, please refer to the Community Associations' documents Rules & Regulations to ensure the request you are making complies with all provisions.
2. A sketch or diagram of the proposed change must be submitted with each request.
3. Describe in detail on the attached form, the architectural change you would like to make. Please be as specific as possible. Be certain to state the placement of the change in relation to your unit, specific dimensions, the type, style, and color of materials to be used, the reason the change is requested, and any other appropriate information. Lack of sufficient detail may result in a delay in the approval of your request.
4. The application must be signed by all homeowners. Incomplete applications will be returned to homeowners before being sent on to the appropriate committee/Board of Directors.
5. Return this application to the following address:

**Woodledge at Whitford Hills Community Association  
CCR Management  
427 Exton Commons  
Exton, PA 19341  
Fax 610-363-2310  
Jane Wismer [jane@ccrmanagement.com](mailto:jane@ccrmanagement.com)**

6. The appropriate committee will review the request and make a recommendation to the Board, which is responsible for the final approval. Homeowner(s) will be notified of the decision in writing by CCR Management.
7. Please be aware the Association's Architectural Rules and Regulations require this work be started within six (6) months of the approval date of this application. If the work is not started within that time the Architectural Request approval will be revoked and you will have to resubmit a new Architectural Modification Request Form for this work to be performed.



**WOODLEDGE at WHITFORD HILLS COMMUNITY ASSOCIATION**

**ARCHITECTURAL / LANDSCAPE CHANGE AGREEMENT**

It is understood that prior to the commencement of the Architectural/Landscape change, a Certificate of Insurance must be received (including workman's compensation insurance) from my contractor and attached to this form. No certificate is needed if homeowner is performing the work.

It is understood that I (we) have knowledge of the Declaration of Restrictions, Covenants and Rules & Regulations.

It is understood and agreed to that no work on this request shall commence until written approval of the Board of Directors has been received by me (us).

All proposed improvements must meet local building codes, state or local laws. Your signature indicates that these standards will be met.

If any application for ARCHITECTURAL AND OR LANDSCAPE CHANGE has been approved and the work is not done as described in the application, the Board has the authority to order the Unit Owner in writing to correct the work, or, if necessary, order the alteration removed and everything restored to its original status at the homeowner's expense. By making this application, the applicant waives any and all claims he/she may have arising out of the Board of Directors' decision to terminate or delay the completion of any improvement.

Furthermore, I agree to indemnify the Woodledge at Whitford Hills Community Association from any claim, dispute, or mechanic's lien arising from the proposed architectural change. Any and all damage to common elements due to the architectural/landscape change is my responsibility and I agree to hold the Board, Association, and Management harmless from any and all liability which may result from approval.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**WOODLEDGE at WHITFORD HILLS COMMUNITY ASSOCIATION**

**ARCHITECTURAL / LANDSCAPE REQUEST**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Home Number \_\_\_\_\_

Cell Number \_\_\_\_\_

**DESCRIBE SPECIFIC REQUEST:** – Give full details: purpose, type and color of materials to be used, and location on the property. If a planting, identify the shrub or tree.

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(Continue on another piece of paper if needed)