

ARCHITECTURAL REQUEST FORM

(Both pages must be submitted with your request)

DATE: _____

ASSOCIATION NAME: _____

HOMEOWNER INFORMATION

Name(s): _____

Address: _____

Phone #: _____ Email: _____

Lot #: _____

Type of change/addition (e.g. fencing, deck, swing set, etc.):

Color(s): _____

Material: _____

Dimensions: _____

Location: _____

Installer/Contractor: _____

Approximate commencement date: _____

Conditions for the submission:

1. You will comply with all zoning requirements and obtain all building permits required by the local municipality prior to construction/installation.
2. You will comply with all Governmental and Declaration regulations for any items that affect the area of the septic system, seepage beds, or storm water drainage.
3. You will comply with all easements, right of ways, property line and use restrictions. If a survey is required, it is to be provided by you, the homeowner.
4. It is your responsibility to complete the work requested in a manner which will not adversely impact adjoining lots and/or common areas, including but not limited to erosion or drainage problems.
Note: Access for contractor equipment must be gained through your property/ driveway. You are responsible for any damage caused to Association property or public improvements. All damage must be corrected within fifteen (15) days, at your expense.
5. All appropriate drawings / sketches and a copy of the location on your lot. If your description requires additional space please use the reverse side of this form. Also, make sure to include all applicable information regarding colors, location, dimensions, size, materials, etc.
6. If approved, any changes to the approved submission, including the removal of approved features or addition of other features, must be submitted to the Architectural Review Board for approval.
7. If this application is approved, approval is granted under the requirement that construction, installation, and all other activities required to implement the approved project are begun promptly

and are completed expeditiously under a time schedule consistent with the time frame typically required for similar projects, but in all cases completed within six months from the date of letter. If this project is approved but the project has not begun within the required time frame, the approval expires and is null and void. If the subject project is begun but not completed within the required time frame, the Board reserves the right to take whatever measures it deems necessary to complete or remove the project, the costs of which shall be borne by the applicant. Please attach a drawing or sketch showing the location on the property (with measurements), along with pictures or a sales brochure for manufactured items, if applicable. Include any additional information that will aid the Board's review of this request.

8. The improvement work should begin no earlier than 8:00 a.m. and end no later than 6:00 p.m. on any day of the week.
9. You will indemnify and hold harmless the Association, its Board of Directors, and Diamond Community Service, Inc. from and against any claims, liabilities, or expenses arising in connection with this request or your contractors' installation of the requested improvements.
10. If any digging is required, you or your contractor is responsible to contact Pennsylvania One Call Systems, Inc. at 1-800-242-1776 to identify any utilities that may need to be located in the area.
11. If approval is given for this project, you hereby agree to the above conditions as well as any additional provisions set forth on the approval letter. By undertaking or commencing any work on the project, you will be deemed to have accepted and agreed to all conditions stated, each of which shall be enforceable by the Association in accordance with its terms. Any work undertaken without adherence to these conditions or conditions specified on the approval letter is prohibited and shall be deemed a violation of the architectural control provisions of the Association's governing documents to the extent as if the project were disapproved.
12. A certificate of insurance will be needed from your contractor in the name of the association, c/o Diamond Community Services, P.O. Box 299, Spring City, PA 19475

NO WORK SHALL COMMENCE UNTIL YOU HAVE RECEIVED WRITTEN APPROVAL FROM THE HOA.

Please sign below your acceptance to the conditions listed in this request. Submit both pages of this architectural request form along with any attachments by email, mail, or fax:

Diamond Community Services, Inc - P.O. Box 299 - Spring City, PA 19475
(Email) admin@diamondcommunityservices.com

Signature (Homeowner 1)

Date

Signature (Homeowner 2)

Date

Please allow up to 30 days for the review of your submission