

INSTRUCTIONS FOR REQUEST of ARCHITECTURAL / LANDSCAPE CHANGES
BELROSE HOMEOWNERS ASSOCIATION.

INSTRUCTIONS AND PROCEDURE:

1. Before completing this form, please refer to the Homeowner Associations' documents to ensure the request you are making complies with all provisions.
2. This form, a sketch or diagram of the proposed change, and an Architectural/Landscape Agreement signed by the owner of the unit 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 unit owners and the required immediate adjacent owner(s). Signing does not constitute consent. 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:

BELROSE HOMEOWNERS ASSOCIATION
C/O MID-ATLANTIC MANAGEMENT CORP.
90 S. NEWTOWN STREET ROAD, STE 7
NEWTOWN SQUARE, PA 19073
PHONE: (610)353-4470
or FAX: (610) 353-0295
6. The appropriate committee will review the request and make a recommendation to the Board, which is responsible for the final approval. If the request is not approved by the Board of Directors within 30 days, the request is automatically denied.
7. Homeowner(s) will be notified of the decision in writing.
8. If planting trees or shrubbery, they become the property of Belrose Homeowners Association; subject to the Board's approval, the said trees or shrubs may be moved to a different location at some time in the future to improve the overall appearance of the Belrose community. Once the trees and shrubs are planted they may not be moved or removed from the property without the written approval of the Board of Directors.

BELROSE HOMEOWNERS 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.

It is understood that I (we) have knowledge of the Declaration of Restrictions, Covenants and Easements in regard to property changes.

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). When the alteration is completed, you will need to notify Mid-Atlantic Management Corporation at 610-353-4470.

All proposed improvements must meet local building codes, state or local laws. Your signature indicates that these standards will be met. Applications to any Department of the Township or to any other governmental authority for a permit to make an addition, alteration or improvement in or to any Unit must be approved by the Board of Directors of Belrose Homeowners Association.

If any "Common Elements or Exterior Alteration Application" 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 BELROSE HOMEOWNERS 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

BELROSE HOMEOWNERS ASSOCIATION

Decision (note any added conditions)

Architectural Committee Member

Date

Board Member Signature

Date

_____ **APPROVED**

_____ **DENIED**