

Instructions for Request for Architectural & Landscape Changes

Brookside Estates Homeowners Association, Inc.

Instructions:

Any homeowner wishing to make any type of addition, alteration or change to the exterior of their property, including, but not limited to, such items as decks, patios, pools, lighting, large playground equipment, hot tubs, fences and the like, must, pursuant to the Association documents, file a written request with the Board of Directors for approval.

Please state as concisely as possible the nature of the request to be considered. Cite any part of the Architectural Guidelines or Rules & Regulations, which will be relevant to the Board of Directors decision.

Before completing this form, please refer to the current architectural standards to make certain that the request you are making is in compliance with these policies. Please consult the Brookside Estates HOA governing documents available at: www.brookside-estates.org

All requests must be submitted in writing to the attention of the **Architectural & Landscape Committee c/o the address below**. Please allow up to 30 days for the initial review.

This form, a sketch or diagram of the proposed change with materials specifications. And an Indemnity Agreement signed by the owner of the unit, as well as a contractor's certificate of insurance liability must be submitted with each request.

Describe in detail on the reverse side of this application 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 of all materials, the type of materials to be used, the reason the change is requested, and any other appropriate information. **If you have questions regarding completion of this form, please contact the Brookside estates HOA Board of Directors through the "Ask the Board" link on the website, or call 610 932-6396. Lack of sufficient detail will result in your request being sent back to you and delay your initiation of changes.**

Return the application, indemnity agreement, contractor's insurance certificate of liability (certification of insurance as described on page 3 of this form) and the requested information to the following address:

Brookside Estates Homeowners Association
Architectural and Landscape Committee
P.O. Box 36
Oxford, PA 19363

**Brookside Estates HOA
Architectural & Landscape Committee**

Improvement, Change, Alteration, Modification, or Addition Request

Date: _____

Owner(s): _____

Address: _____

Telephone # Daytime: _____ Evening: _____

Email: _____

Detailed description and specifications: _____

(Please continue on another piece of paper if necessary and include diagram)

Work to be completed by _____
(Contractor name or homeowner)

All work performed, either by a contractor or a homeowner, must receive prior approval from the Board of Directors. All contractors or homeowners are responsible for familiarizing themselves with the As-Built Plan prior to commencement of requested work. **NO STRUCTURE is permitted on PRIVATE GREEN SPACE.** As part of the approval review, **the CONTRACTOR MUST have submitted an Insurance Certificate of Liability.**

As the Unit Owner, I/we agree to be totally responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc) for the above request if approved. This agreement will be made part of any agreement of sale that I/we may enter into for the above-mentioned unit.

Date: _____ Signature: _____

Date: _____ Signature: _____

Date submitted to Board of Directors: _____ **Approved: Y N**

Date Approved: _____ Date Rejected: _____

Notification made on: _____ in the form of a _____

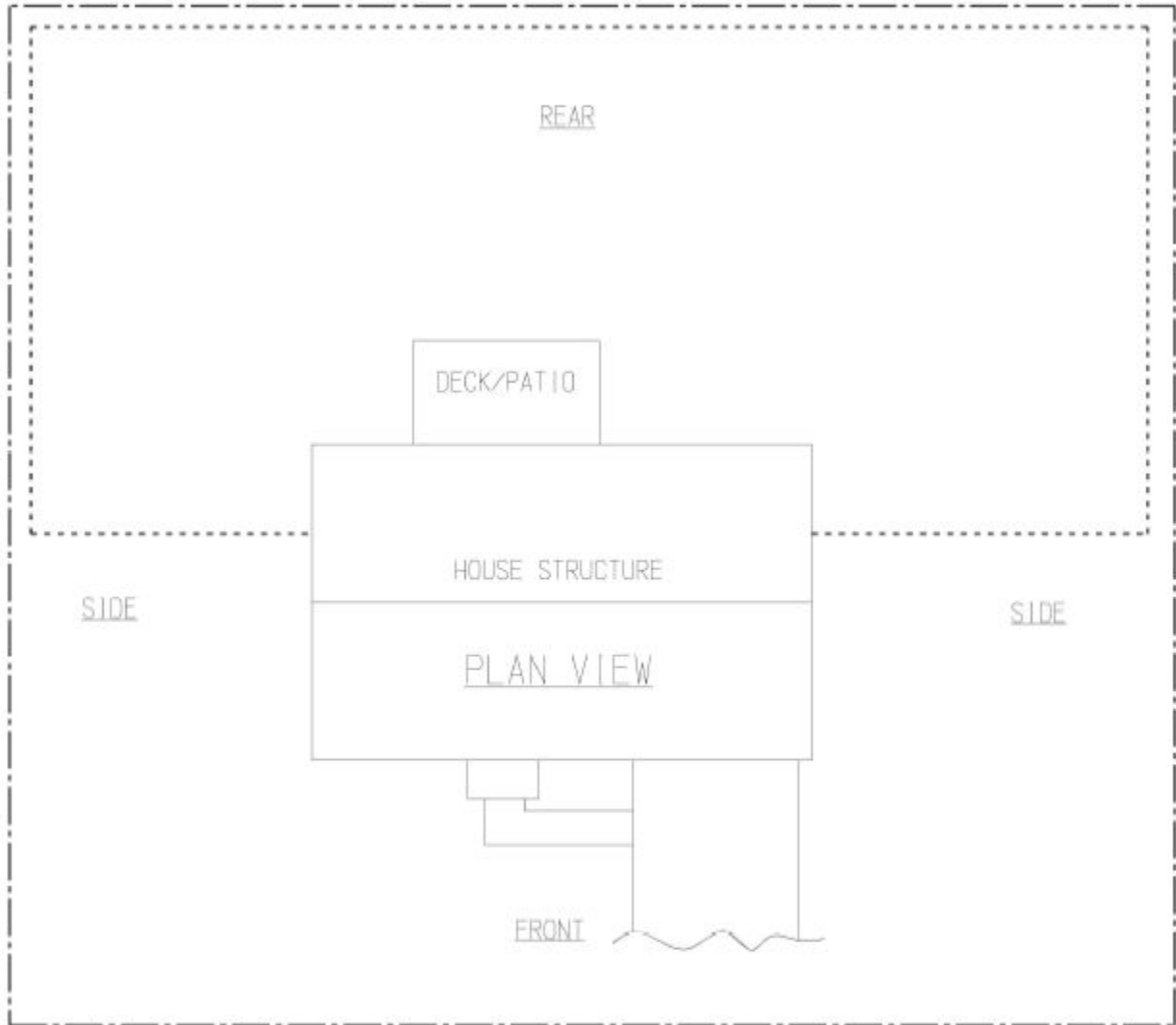
Notification made by: _____

**BROOKSIDE ESTATES
GENERIC PROPERTY LAYOUT GUIDE**

NAME: _____

ADDRESS: _____

REQUEST FOR: _____



LEGEND

- PROPERTY LINE
- FENCING PERIMETER (HOMEOWNER IS RESPONSIBLE FOR PROPER LOCATIONS)
- MAXIMUM SHED SIZE IS 150 SQ/FT

NOTE: REFER TO BROOKSIDE ESTATES RULES & REGULATIONS FOR MORE DETAILS.
TO ENSURE THE QUICKEST RESPONSE, HAVE ALL NECESSARY FORMS SUBMITTED.
CALL OXFORD BOUROUGH FOR BUILDING CODE INFORMATION.

**BROOKSIDE ESTATES A/L REQUEST
MATERIALS LIST**

Fill out the applicable areas for your request.

*** HOUSE COLORS:** SIDING : TRIM: ROOF:

SHED COLORS: SIDING: TRIM: ROOF:

FENCING: HEIGHT: TYPE: MATERIAL:

PATIO/DECK: SIZE: MATERIAL: COLOR:

PORCH/ AWNING: COLOR: TRIM COLOR: ROOF COLOR:

SWING/PLAYSET: SIZE: MATERIAL:

ADDITIONAL MATERIALS/NOTES:

*** REQUIRED INFORMATION**