

Sutphin Pines  
*Community Association*  
Architectural Request Form (ARF)

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

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

Telephone: (Home/Cell) \_\_\_\_\_ Email: \_\_\_\_\_

In accordance with the Association's governing documents, I/we hereby apply for written consent to make the following modification(s) or addition(s):

**STEP 1: Description of Modification or Addition:** The description must include complete information necessary to thoroughly understand anticipated modifications or additions such as the height, width, size, shape, color, etc. **Please submit photographs, sketches, brochures, and a copy of your plot with the location of the improvement(s) indicated on it. Your application cannot be processed without this crucial information!**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STEP 2: Owner's acknowledgment: I/We understand that:**

1. Material herein contained shall represent alterations that comply with all applicable zoning and building codes. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. I/we are responsible for obtaining necessary building permits prior to commencement of construction.
2. No work shall commence until written approval of the Board of Directors has been received by me/us. Any alteration completed before approval of this application is not permitted and if alterations are made, I/we understand that we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
3. All approved alterations must be completed within 6 months of final approval. **All approvals shall be voided upon the expiration of six months from issuance.** A full resubmission must be made for any voided approvals.
4. Approval is contingent upon all work being completed in a diligent and workmanlike manner. Members of the Board of Directors and their agent(s) reserve the right to make routine inspections.
5. I/we take full responsibility for any damages to the Association's common elements, the property of the Declarant, or any other privately or publicly owned property as a result of my/our actions, or the actions of our contractors or agents. In particular and without limitation, I/we acknowledge that I/we will be responsible for any curb, sidewalk, driveway apron, landscaping and/or drainage damage that may be caused by the installation of the requested improvement.
6. This request is subject to restrictions by the Association's governing documents and a review process as established by the Board of Directors. The Board of Directors will act to stipulate aesthetics and not construction requirements. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review by the Board.

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sutphin Pines**  
*Community Association*  
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**Please return your completed request via email, fax or US mail to:**

- **Sutphin Pines Community Association c/o The Galman Group**
- P.O. Box 646 \* Jenkintown, PA 19046 \* Attn: Barbara Saxton
- Fax: 267-620-1422 Email: bsaxton@galmangroup.com

**Homeowner Signature:** \_\_\_\_\_ **Date sent to Management Company** \_\_\_\_\_

*Office Use Only:*

Date Received By the Architectural Committee: \_\_\_\_\_

- ( ) Your ARF is **APPROVED** subject to the following conditions/modifications. (See Comments)
- ( ) Your ARF is **DENIED** for the following reasons. (See Comments)

Comments: \_\_\_\_\_

Signature – Chairperson or Community Manager \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

*Office Use Only:* ARF Approval Date \_\_\_\_\_ ARF Denied Date \_\_\_\_\_

Date final approval/disapproval was sent to homeowner: \_\_\_\_\_ Approval/Disapproval sent via: \_\_\_\_\_

Approved by Board Member \_\_\_\_\_ Date \_\_\_\_\_

Approved by Board Member \_\_\_\_\_ Date \_\_\_\_\_

Approved by Board Member \_\_\_\_\_ Date \_\_\_\_\_

Approved by Board Member \_\_\_\_\_ Date \_\_\_\_\_

Approved by Board Member \_\_\_\_\_ Date \_\_\_\_\_