

Woodmont Community Association

Architectural Request Change Form

Owner's acknowledgment: I/We understand that:

1. I/we have reviewed the Governing Documents of the Association and agree to abide by all Rules & Regulations along with the Woodmont Design Guidelines. I/we understand that all Architectural Request requirements included in those Documents, Rules & Regulations and Guidelines are included here by reference. All of these materials can be obtained from the Galman Group.
2. 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 may be responsible for obtaining necessary building permits after receiving approval from the Association.
3. 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.
4. 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.
5. 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.
6. 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 because 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.
7. 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.
8. It is understood that prior to the commencement of work, a Certificate of Insurance must be received (including workmen's compensation insurance) from my contractor. Furthermore, I agree to indemnify the Woodmont Community Association from any mechanic's lien resulting from approval for this alteration. All expenses related to this work, including damage to the Common Elements or to the other Units are my responsibility and I agree to save the Board or applicable committee harmless from all liability, which may result from approval.
9. Architectural Requests along with their supporting documents should be submitted at one time. Providing multiple documents will delay the process.
10. All pages must be returned signed or initialed where indicated.

Homeowner Initials _____

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Acknowledgement from Adjacent Property Owners if they will be affected

I/we have informed our next-door neighbors about our proposed exterior changes & improvement plans as a courtesy. Below are their acknowledgements.

1) Name _____ Address _____

Signatures _____

2) Name _____ Address _____

Signatures _____

Please return your completed request via Email, Fax or US mail to:

Woodmont Community Association c/o The Galman Group
261 Old York Rd, Suite 509
Jenkintown, PA 19046
Attn: Barbara Saxton

Email to- bsaxton@galmangroup.com
Fax: 267-620-1422

You must provide all mandatory information as stated. Incomplete requests will be returned which will delay your approval process. The Board has up to 45 calendar days to review and provide a decision. After the Board or applicable Committee considers the request and has decided, a letter will be sent to the owner with the final decision.

Homeowner Signature: _____

Homeowner Signature: _____

Date sent to Management Company _____

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Office Use Only:

Date Received by the Board of Directors: _____

() Your ARF is APPROVED subject to the following conditions/modifications. (See Comments)

() Your ARF is DENIED for the following reasons. (See Comments)

Comments: _____

Signature – Board Member 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 _____

Homeowner Initials _____

ARF updated 1/2/2024

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