



ARROWHEAD HOMEOWNERS' ASSOCIATION

*Application for Architectural/Landscape Change or Addition*

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In accordance with the Declaration of Easements, Conditions and Restrictions, and the Rules and Regulations of the Arrowhead Homeowners' Association, this form must be submitted to the Board of Directors for review and approval for all exterior house and lot changes or additions to a homeowner's property. No changes are permitted to common areas of the community. Homeowner lot boundaries/sizes are on the website under Know Your Lot.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_ Date: \_\_\_\_\_

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What changes are you requesting? - circle all that apply:

- |             |           |                            |                     |                           |         |
|-------------|-----------|----------------------------|---------------------|---------------------------|---------|
| Landscape   | Windows   | Roof                       | Dumpster            | Siding                    | Stucco  |
| Painting    | Railing   | Shutters                   | Light Fixtures      | Deck                      | Balcony |
| Concrete    | Downspout | Gutter                     | Sump Pump Discharge | Vent                      |         |
| Fencing:    | Privacy   | Contemporary Front Fencing |                     |                           |         |
| Door: Front | Sliding   | Garage                     | Rear Storage Room   | Basement Exterior (Bilco) |         |

Other: \_\_\_\_\_

Description of work to be done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following, where applicable, are required to be submitted with your request:

- Photo or brochure
  - Color of item and/or type of materials
  - Contractor's proposal or estimate
  - Sketch of work with dimensions and location
  - Contractor's information (see below)
  - Township permit for roof replacement.
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Upper Dublin township requires a permit for the following items: deck, balcony, patio, concrete work, exterior basement steps, siding, stucco, roofing, electrical work [outside electrical outlet], landscaping with a grading change, etc. The homeowner is responsible to obtain any required permits.

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Contractor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Work Requirements**

Work must be done in accordance with the Rules and Regulations of the Association. The work shall begin within 60 days of the date of approval and be completed within 30 days thereafter. Notify the property manager if an extension of time is needed.

**Damage to Other Property**

Damage to the common grounds or neighbors' property shall be corrected by the homeowner submitting the request. By submitting this application, you agree to assume all financial responsibilities for damages to other property as a result of the work done.

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\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

Form and documents are to be submitted to:

Continental Property Management  
Attn: Carol Oliveira, Property Manager  
975 Easton Road, Suite 102  
Warrington, PA 18976  
215-343-1550  
Email: c.oliveira@cpm975.com or Fax: (215) 343-4409

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**Board Approval/Disapproval**

Approved as submitted: \_\_\_\_\_

Approved with conditions: \_\_\_\_\_  
\_\_\_\_\_

Disapproved: \_\_\_\_\_