



Instructions for Request for Architectural & Landscape Changes

INSTRUCTIONS:

Changes and additions for which approval must be obtained include all proposed exterior additions and landscaping changes that extend to common elements.

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's decision.

- 1.) 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.
- 2.) All requests must be submitted in writing to the address as noted under number four below and must include the following:

- ___ Architectural Request Form – completed and signed
- ___ Detailed material listing – include sub-base material and depths, plantings, specific details on dimensions, placement, materials used, colors, etc.
- ___ Color Scheme – sample of color for pavers
- ___ Plans and drawings/sketches – show specific placement of improvement
- ___ Brochure or picture of proposed improvement
- ___ Plot Plan: obtained at preconstruction meeting – indicate improvement in relation to property lines
- ___ Certificate of Insurance – Note if you are doing the work yourself a copy of your homeowner's policy declaration page must accompany your request if not than a copy of the contractor's insurance is required.
- ___ Signed Indemnification Form

- 3.) Please be as specific as possible. Lack of sufficient detail may result in your request being denied, thus delaying the initiation of any change.
- 4.) Return the application, indemnity agreement, and the requested information to the following address:

**PROVIDENCE HILL
C/O CAMCO
ktobin@camcomgmt.com**

REQUEST FOR ARCHITECTURAL CHANGE
PROVIDENCE HILL
ARCHITECTURAL COMMITTEE

Date: _____

Owner (s): _____ **of Address:** _____

Phone # (work): _____ **(home):** _____

E-Mail Address: _____

Descriptions and Specifications: _____

(Please continue on another piece of paper if needed & remember to include your diagram)

Work to be completed by: _____.

(Enter Contractors Name)

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 to familiarizing themselves with an As-built Plan prior to commencement of requested work. As part of the approval, the contractor **MUST** submit an Insurance Certificate of Liability before the work is started.

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:** _____

*******(office use only)*******

RULINGS:

Date Submitted to the Architectural Committee: _____ Approved: Y N Date: _____

Date Submitted to the Board of Directors: _____ Date Rejected: _____

Notification was made on: _____ in the form of a _____

Notification was made by: _____



Architectural Change Indemnity Agreement

It is understood that prior to the commencement of the architectural change/modification, a Certification of Insurance must be received (including Workman's Compensation Insurance) from my Contractor.

Also, it is understood and agreed that no architectural change/modification shall adversely impact or significantly change any grading, swales, or other storm water management facilities initially constructed in the community and as per the approved development plans.

Furthermore, I agree to indemnify Providence Hill from any claim, dispute, or mechanic's lien arising from the proposed architectural change/modification. Any and all damage to the common and limited common areas, community owners, residents and visitors arising out of the architectural change/modification is my responsibility and I agree to save the Developer, Declarant, Board of Directors, Association, and Management Company harmless from any and all liability which may result from the approval of my request.

Owner: _____
Please print name legibly

Owner: _____
Please print name legibly

Signature: _____ Date: _____

Signature: _____ Date: _____

Address: _____