

Enclave at Belle-Aire Condominium Association

Architectural Request Instructions

The following information will help to expedite your request. All submissions must be signed by the homeowner and contractor to include all necessary information for the Architectural Committee and Board Directors to review and potentially approve your request in a timely manner.

Please include the following information with your email submission:

- Completed Architectural Request Form and all additional documents must be submitted as one (1) complete PDF and emailed to afahringer@rmmcondos.com. Documents and pictures submitted in any other format, other than a PDF, will not be accepted. Photos of the form will not be accepted and will delay your approval.
- Detailed description of work
- Proposal from your contractor
- Provide both pages of the request form
- Provide color photos for deck color
- You are responsible to have your contractor provide an Insurance Certificate naming Enclave at Belle-Aire as additionally insured.
- Accepted roof shingles are: GAF Sovereign Weathered Gray shingle, GAF shingle, Certainteed Landmark, Tamko Heritage and GAF Timberline in Weathered Wood.
- Approved Siding: Product Name: **Certainteed Cedarboard**, Color: **Sandstone**
Installation: **Horizontal**
- Deck color must be a brown tone; no red, or redwood, gray, ivory, white or cream decks are permitted. Product name and color must accompany request.
- No-maintenance decking specifications are as follows: Railings, Fairway Railing System (standard railing) Colors: Khaki or Brown (no white, tan, almond, gray or any other color except the approved colors may be used). Flooring: Trex Flooring, Colors: Saddle or Brown tone or Timbertech Flooring Colors: Cedar or natural OR comparable to the above.
- As a courtesy inform your neighbor/s of your upcoming work. **Signature required for roof, stucco and deck work.**

The Enclave at Belle-Aire Condominium Association
c/o Realty Management & Maintenance
456 Germantown Pike Suite 2
Lafayette Hill, PA 19444
Fax 610-471-0598 or afahringer@rmmcondos.com

Architectural Change Request

Date: _____

Name: _____

Address: _____

Phone Number: Daytime _____ Evening _____

I request approval of the following change(s)

Owner's Signature

Note: Reverse side must be completed.

Approved _____ Disapproved _____ Date _____

Board Member/Agent _____

Any change(s) must be done within six months of date of approval or this approval will be NULL AND VOID.

CONTRACTOR PERFORMING WORK MUST COMPLETE THIS SECTION

- _____ 1. Contractor's Name: _____
Date: _____
- _____ 2. Contractor's description of work to include materials must be attached to this request.
- _____ 3. Drawing Attached
- _____ 4. Picture Attached
- _____ 5. Color: _____. All wood deck stains must be approved before being applied. Paint or stain must be a brown color (no red tones)
- _____ 6. Model # or Type: _____
- _____ 7. Size: _____
- _____ 8. Contractor Signature _____
Phone: _____
- _____ 9. Insurance Certificate Attached (MUST LIST ENCLAVE AS ADDITIONALLY INSURED)
- _____ 10. Building Permit for Structural Revisions: To be secured through Upper Dublin Township.
- _____ 11. **IF WORK WILL BE PERFORMED BY THE HOMEOWNER PROOF OF HOMEOWNERS INSURANCE MUST ACCOMPANY THIS REQUEST.**
- _____ 12. As a courtesy have you informed your neighbor/s of your upcoming note. Signature of neighbor/s required for roof, stucco and deck work.
- _____ 13. **Owners are required to contact Management to schedule a site visit no earlier than 50% completion, or no later than, final completion of project with the Architectural Chairperson.**

- Note:**
- a. All of the above may not apply.**
 - b. Please check off all enclosures.**
 - c. Authorization will not be given if an Insurance Certificate is not included. Certificate must list Enclave Condominiums as additionally insured.**
 - d. Any homeowner or their contractor who performs work to the home that results in a disruption or destruction to the common area turf it will be the responsibility of the homeowner to repair or to reimburse the Association for the cost.**

9/20/2021