

CHERRYBROOK HOMEOWNERS ASSOCIATION
 ALTERATION REQUEST FORM
 NO ALTERATIONS MAY BEGIN UNTIL APPROVAL IS GRANTED

IF APPROVED, YOUR ALTERATION MUST BE COMPLETED **EXACTLY** AS APPROVED. ANY CHANGES TO THE ALTERATION PLAN DURING CONSTRUCTION MUST BE PRE-APPROVED BY THE BOARD.

1. _____
Name of Owner Requesting Approval Phone Number

2. _____
Address of Home where Alteration(s) will Occur Single Family or Town Home

3. _____
Mailing Address of Home Owner (if different)

4. _____
Type of Alteration (ex. replacement/addition/landscaping/tree removal/color change/etc.)

5. Location of Alteration:
_____ Front _____ Side _____ Rear _____ Other

6. **Scope of Alteration:** Please explain in detail what you are requesting permission to change.

7. **Materials to be used:** Describe the type and quantities of materials to be removed/installed.

8. **Effect on Immediate Area:** Explain if any existing elements will be affected by this improvement and how this may affect your neighbors. (EX. shrubs that need removed, a porch dismantled, construction will temporarily encroach on neighbor, etc., Include a depiction if necessary)

9. Please include pictures of the item(s) you are requesting to change/remove with this submission. Home additions require an architectural plan set which includes property lines, distances, existing elements such as shrubs, trees, etc.

10. Anticipated start date: _____ Anticipated completion date: _____

Additional Notes:

11. Please email your Alteration Request including pictures and plan set to our property manager Michael Malone at emmalone2@comcast.net or mail to: Cherrybrook HOA, P.O. Box 520, Meadowlands, PA 15347. If you have questions you can also contact Michael by phone at 724-225-2179.

All requests are forwarded to the Board upon receipt. An Owner should expect the review and response time to take 1-2 weeks, complicated or incomplete requests could take longer, so please give yourself enough lead time to allow your project to begin on your schedule. A site visit may be required for the Board to make a fully informed decision. The Board's decision indicates your request complies with the Cherrybrook Homeowners Association CCRs and Rules & Regulations.

PLEASE DO NOT WRITE BELOW THIS LINE

Approved by the Cherrybrook HOA on _____
Date

Rejected by the Cherrybrook HOA on _____
Date

Reason Rejected _____