

*Instructions for Request for
Architectural & Landscape Changes*

CAINES CREEK

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 attention of the Property Enhancement Committee, c/o the address below.
- 3.) This form, a sketch or diagram of the proposed change, and an Indemnity Agreement signed by the Owner of the Unit must be submitted with each request.
- 4.) Describe in detail on the reverse side, of the application form, the architectural change you would like to make. Please be as specific as possible. Be certain to state the placement of the change in relation to your unit, specific dimensions of all materials, the type of materials to be used, the reason the change is requested, and any other appropriate information. Lack of sufficient detail may result in your request being denied, thus delaying the initiation of any change
- 5.) Return the application, indemnity agreement, and the requested information to the following address:

CAINES CREEK
C/O PENCO Management, Inc.
2860 Dekalb Pike, Suite 200
East Norriton, PA 19401
Email: mesolis@penco.com

CAINES CREEK

REQUEST FOR ARCHITECTURAL CHANGE PROPERTY ENHANCEMENT COMMITTEE

Date: _____

Owner (s): _____ Address: _____

Phone #: _____ Email: _____

Descriptions and Specifications: _____

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

Work to be completed by: _____

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)******

Date Submitted to the Property Enhancement 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: _____

CAINES CREEK

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.

Furthermore, I agree to indemnify Caines Creek 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 Board of Directors, Association, and Management 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: _____

Unit #: _____