



**INSTRUCTIONS FOR REQUEST  
FOR ARCHITECTURAL CHANGE  
WESTOVER CROSSING**

**INSTRUCTIONS:**

1. Before completing this form, please refer to the current Architectural Standards to make sure the request you are making is in compliance with these policies.
2. All requests must be received by the 14<sup>th</sup> of each month in order to be reviewed by the Architectural Committee and Board of Directors at their respective meetings on the 14<sup>th</sup> and last Tuesday of each month.
3. This form, a sketch or diagram of the proposed change and Indemnity Agreement signed by the owner of your unit must be submitted with each request.
4. Describe in detail, on the attached 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 details may result in your request being denied, thus delaying the initiation of any change.
5. **SEND COMPLETED FORMS TO:** (this must be original and must contain samples):

FirstService Residential  
Attn: Mr. Pete LaRosa  
400 Campus Drive  
Collegeville, PA 19426  
Email: [pete.larosa@fsresidential.com](mailto:pete.larosa@fsresidential.com)  
Fax: 610.489.3435

## **WESTOVER CROSSING**

### **ARCHITECTURAL CHANGE INDEMNITY AGREEMENT**

It is understood that prior to the commencement of the architectural change, a Certificate of Insurance must be received (including workmen's compensation insurance) from my contractor. Furthermore, I agree to indemnify Westover Crossing Homeowner's Association from any claim, dispute, or mechanic's lien arising from the proposed architectural change. Any and all damage to the Common Areas, Lots, or Owners of such Lots arising out of the architectural change is my responsibility and I agree to save the Board and Association harmless from any and all liability which may result from approval.

Signed \_\_\_\_\_

Unit \_\_\_\_\_

Date \_\_\_\_\_