

Log Date: _____
(leave blank/for management co. use)

WESTOVER CROSSING



REQUEST FOR DECK CONSTRUCTION

Owner/Member(s): _____

Date: _____

Unit Address: _____

Please make a check mark and specify dimensions in the appropriate space for the deck construction that is requested. Also enclose a detailed sketch of the deck to include both side and top views. Specify the deck position with respect to the homeowners unit and lot.

Sketch: _____ Included with this request

Indemnity Agreement: _____ Included with this request

Building Permit: _____ Copy included with this request
_____ Will be obtained before construction is begun

Material: _____ Pressure treated lumber (for both deck and stairs, if requested)
_____ Composite material (sample MUST be submitted with request)

Size: _____ 12 ft depth maximum X 16 ft width maximum (inside unit)
_____ 12 ft depth maximum X _____ 16-20 ft width maximum (end unit without den, if lot size permits)
_____ 12 ft depth maximum X _____ 16-28 ft width maximum (end unit with den, if lot size permits)

Railing Height: _____ 42 inches only

Rails: (Indicate choice)
_____ 2" x 2" vertical boards, 90° to floor, 4 inches between rails
_____ 1" x 4" vertical boards, 90° to floor, 4 inches between rails

Support Posts: _____ 4" x 4" Railing Support Posts
_____ 6" x 6" Deck Support Posts

Footers: _____ 36 inches deep

Stairs: _____ Detailed sketch included with this request
(Optional) _____ Width (Specify dimensions) _____ inches
_____ Depth (Specify dimensions) _____ inches
_____ Rise (Specify dimensions) _____ inches
_____ Distance from deck (Specify dimensions) _____ inches
(Stairs must be completely contained within the lot)

Stain: _____ None
(Indicate choice) _____ Only clear or transparent water proofing sealant
_____ Behr Exterior Waterproofing Wood Finish 400 Series
(available at Home Depot)

* * * * *

Other: _____

Signature of Unit Owner(s)

INSTRUCTIONS FOR
REQUEST FOR DECK CONSTRUCTION
WESTOVER CROSSING

INSTRUCTIONS:

1. Before completing this form, please refer to the current Architectural Standards to make sure the request you are submitting is in compliance with these policies.
2. As an Owner/Member it is your responsibility to inform your contractor of all applicable Westover Crossing Architectural Standards and Bylaws.
3. All requests must be received by East Hill Property Management by the 14th of the month in order to be reviewed by the Architectural Review/Control Committee and Board of Directors during that month.
4. This form, a sketch or diagram of the proposed deck and Indemnity Agreement signed by the owner of your unit must be submitted with each request.
5. Describe in detail on the reverse side the architectural change you would like to make. PLEASE BE AS SPECIFIC AS POSSIBLE. Be certain to state the placement of the deck 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.

SEND COMPLETED FORM TO:

Architectural Review/Control Committee c/o
Westover Crossing HOA Property Manager
(Pete LaRosa)

FirstService Residential
400 Campus Drive, Suite 101
Collegeville, PA 19426
Phone: 800.310.0326
Fax: 610.650.0700

This must be an original and must contain all samples.

or

Preferred method if no samples &/or brochures are needed for your request to be approved.
Email as attachment to: Pete LaRosa – Pete.LaRosa@fsresidential.com and indicate in the subject line that this is a Request for an Architectural Change

or

Only use this option if no samples &/or brochures are needed.
Fax a copy to:

Architectural Review/Control Committee c/o Westover Crossing HOA Property Manager at
FirstService Residential/Attn: Mr. Pete LaRosa
Email: 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.

Owner Name(s) _____

Unit Address _____

Signed _____ unit owner(s)

Date _____