

**EXTERIOR MODIFICATION REQUEST FORM – Page 1**

**Village of Troon Homeowner Association**

**Owners Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone (H):** \_\_\_\_\_ **Other:** \_\_\_\_\_

**INFORMATION**

The Village of Troon Homeowners Association Board has legal authority over all Common Elements and United Common Elements, including all building exteriors within the community. The Village Council requires that any proposed modification to the common Elements or the exterior of any home (decks, patios, fences, windows, storm doors, awnings, etc.) be submitted in writing to the Troon Village's Managing Agent, currently CSK Management, before requests will be considered for approval:

CSK Management, Inc.  
1012 West Ninth Ave, Ste. 10  
King of Prussia, PA 19406  
Attn: Janet Burgess

This form will be reviewed by the Architectural Committee and a recommendation made to Council. The Council will consider the request for final disposition. You must receive a response in writing before beginning any work. If disapproved, you have the right to file a written appeal within thirty (30) days to the Village Council. Their decision upon appeal is final.

**INSTRUCTIONS**

1. Complete this form, using a thick black pen, making certain that you understand and can comply with all portions prior to signing. Provide as much complete and detailed information as possible
2. Note that even if you are just replacing an existing structural element and keeping all of the aspects the same (color, materials, etc.), you must still restate all of the specifics requested on the form.

## EXTERIOR MODIFICATION REQUEST FORM – Page 2

Owners Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

### PROPOSED EXTERIOR MODIFICATION

1. Description

- a. Location:
- b. Dimensions:
- c. Shape:
- d. Color:
- e. Materials:
- f. Drainage Provisions (If appropriate):

2. Name and address of contractor who will be installing modification (where applicable):

3. Obtain and provide a **Certificate of Insurance** from Contractor's Insurance carrier. Certification of Contractor's insurance coverage (Liability, Workman's Compensation, etc.) Certificate must include name of insurance carriers), type, limits and dates of coverage. Your contractor must provide a Certificate of Liability of Insurance (Acord Form 25) showing the dates of the contractor's insurance policy, the description of the work to be performed and naming you as the certificate holder.

4. Certification of owner's insurance coverage (Liability and Fire) during and after completion if the homeowner is handling the modification directly.

5. Include photos, a sketch, written description and other information that will permit the committee and Council to render a decision. A brochure with specification details would be helpful. Sketches must be signed by the preparer.

6. Any other relevant information (attach additional sheets if necessary).

## EXTERIOR MODIFICATION REQUEST FORM – Page 3

**Owners Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

I /WE HAVE READ THE REQUIREMENTS AS OUTLINED IN THE EXTERIOR MODIFICATION PROCEDURES AND GUIDELINES AND THIS REQUEST FORM AND, IN THE EVENT THAT THE ABOVE REQUEST IS APPROVED, I/WE AGREE TO AND SHALL ABIDE BY ALL OF THE FOLLOWING:

That all expenses related to this work, including any resulting damage to the Common Elements or Limited Common Elements or to other units is my/our responsibility. I/We agree to hold the Association and Its Council members harmless from any and all liability with regard to this modification and any approval of same;

That I/We assume all related costs of maintenance and insurance connected with this work; That I/We do permit members of the Architectural Committee and/or the Council and its appropriate agents to make reasonable inspections related to this proposal;

That I/We do permit members of the Council and/or Its appropriate agents to take pictures of the work when the exterior modification entails the installation of skylights. I/We understand that these pictures will need to be obtained when the approved contractor has the ceiling opened and before the sheet rock is installed;

That prior to the sale of this unit I/We will Inform any future buyers of any maintenance responsibilities connected with this modification, if any, and will include these conditions in the Agreement of Sale as a disclosure;

That by signing this, I/We have assumed all responsibility in assuring that any related state or local laws, permit requirements, and/or building codes are being followed;

## EXTERIOR MODIFICATION REQUEST FORM – Page 4

**Owners Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

That I/We realize that no actual work can begin until I/We receive a signed copy of this Form Indicating approval by the Troon Village Council.

**OWNER(S):**

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

Please use the space provided for any sketch (or attach same to this form).

**EXTERIOR MODIFICATION REQUEST FORM – Page 5**

**Owners Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

ACTION TAKEN ON COMMON ELEMENTS EXTERIOR  
MODIFICATION REQUEST FOR ADDRESS \_\_\_\_\_

**COMMITTEE LEVEL:**

Date Reviewed: \_\_\_\_\_

Date Received: \_\_\_\_\_

Recommendation of Committee:

Comments regarding recommendation:

Chairperson's Signature: \_\_\_\_\_

**COUNCIL LEVEL:**

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Approved \_\_\_\_\_

NOT Approved \_\_\_\_\_

Comments:

Council Member Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_