



EXTERIOR CHANGE/WORK REQUEST

Homeowner's Name: _____

Property Address: _____

Telephone Number: _____

Email Address: _____

Describe in detail the renovations / changes you are requesting along with pictures of design plans. Pictures of materials that will be used must be attached.

Homeowner's Signature: _____

Date of Request: _____

BELOW FOR OFFICE USE ONLY

Approval Date: _____

Disapproval Date: _____

Additional Information needed for approval _____

Reason(s) for Disapproval: _____

Contractor being used:

I, _____ agree to hold Glen Eagles at Valleybrook Homeowners Association harmless for any issues/problems related to the _____ (describe the work that is scheduled between you and contractor) work at _____ (address) in Glen Eagles by _____ (contractor).

Sincerely,

Homeowner

Contractor/Company

Work being done by homeowner:

I, _____ agree to hold Glen Eagles at Valleybrook Homeowners Association harmless for any issues/problems related to the _____ (describe the work that is scheduled between you and contractor) work at _____ (address) in Glen Eagles.

Sincerely,

Homeowner

REQUIREMENTS FOR EXTERIOR CHANGE/MAINTENANCE APPROVALS

1. To obtain an “Exterior Change/Maintenance” please go to the Forms section on the website.
2. The form must be completed in its entirety, specifically a DETAILED DESCRIPTION of the work you are requesting approval for, and sent to the property manager.
3. An Appropriate picture / design plans must be attached.
4. Approval will NOT be granted unless the following is provided:
 - A copy of the contract between the homeowner and contractor.
 - A copy of a VALID CERTIFICATE of INSURANCE
 - A copy of an agreement holding harmless Glen Eagles Association.
 - A sample of the material to be used, if available.
5. Once approval has been given, if a building permit is required (new patios, decks, roofs, etc) it must be obtained PRIOR to any work beginning and must be placed in a lower, front window and a copy must be provided to the Association.
6. To obtain a building permit, the Association approval must be taken to the Gloucester Township Building Inspectors Office and be part of the permit process.
7. Once approval has been given and a permit obtained, if applicable, the Association must be notified of the start date and intended completion date.
8. The Association will inspect the work prior to it beginning, while the work is being done, and upon completion of the work. If there are any costs associated with the inspection process, they will be assessed to the homeowner.
9. If, at any time, the work is not in conformity with the original requirements, agreements, and approval, the work will be halted immediately.
10. The work may resume once proof is submitted that conformity to the original contract and approval is to occur.
11. Under no circumstances may any work be done without a signed written approval from the Association.
12. Verbal agreements are not acceptable agreements, regardless of who provides them.

Adopted 10/18/10
Revised 5/12