



# STEEPLE GLENN

## Condominium Association

### INSTRUCTIONS

Attached is an exterior change application form. Please fill out the form completely and accurately. Be sure your information is clear and easy to read. If the form is not completed in its entirety it will be returned.

- 1) Forward a sketch or a written description of the proposed improvement or change in enough detail so that the Council can make an informed decision.
- 2) Provide a site plan, including unit location, and indicate where on the property the improvement is to be located.
- 3) All proposed improvements must meet local building codes, state or local laws. Your signature indicates that these standards will be met. Applications to the county or to any other governmental authority for a permit to make an addition, alteration or improvement in or to any Unit must be approved by the Council of the Homeowners Association

Conditions each Unit Owner agrees to abide by and does so by signing this application

- 1) It is understood that I (we) have knowledge of the Declaration in regard to property changes.
- 2) I (we) understand and agree that no work on this request shall commence until written approval of the Steeple Glenn HOA Council has been received by me (us).
- 3) All expenses related to the work, including damage to the Common Facilities or to the other Units is my (our) responsibility and I (we) agree to save the Council harmless from any and all liability which may result from any approval.
- 4) The Council and/or its appropriate agents may make reasonable inspections as work progresses which is relative to this application and I (we) agree to permit them to do so.

AR Requests are reviewed by the Home Owners Association Council (HOAC). After the Council reviews the request, a decision letter will be sent to the Homeowner. This process can take up to 90 days. All efforts will be made to keep the approval time to a minimum.

If you have questions regarding the completion of this form, please contact Kelly Management Services.

Please return your application via fax, email or standard mail to Kelly Management. Approval of your request is required before starting any work.

**Please return completed form to:**

Steeple Glenn Condominium Association

Lisa Taylor-Kelly

312 W. State Street Suite 208

Kennett Square, PA 19348

302-565-4499 or 610-335-1099

[www.kellymanagementservices.com](http://www.kellymanagementservices.com)



# Steeple Glenn Condominium Association

---

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Note: Owner must sign. Renter signature is not valid

---

---

## For Official Use Only

Date Received at Kelly Management \_\_\_\_\_

Council Decision:    Approved    Rejected

Do adjacent Homeowners need to be notified? Yes/No        If Yes – when was it done? \_\_\_\_\_

Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Council Member Signature: \_\_\_\_\_

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