

# ALTERATION REQUEST FORM

Owner's Name (s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## **INFORMATION:**

The Executive Board for Lions Gate has legal authority over all Common Elements, which include all building exteriors and structural alterations to building interiors within the community. The Board of Directors has required that any proposed alteration to the common elements or the exterior of individual units be submitted in writing before requests will be considered. The Board of Director's decision is final.

## **INSTRUCTIONS:**

1. Complete this form making certain that you understand and will comply with all portions prior to signing.
2. On an attached sheet (s), prepare a sketch or written description of the proposal in sufficient detail to permit the Executive Board to render a decision. Please have your sketch signed by the preparer of the document.
3. Attach a copy of your contractor's proposal to this form.

4. Send the completed form, and all attachments to:

**Janice Shearer**

**Grosse & Quade Management Company**

**762 E. Main Street**

**Lansdale, PA 19446**

**Email address: [jshearer@gqmt.com](mailto:jshearer@gqmt.com)**

## **PROPOSED ALTERATION:**

1. Description: (Include location, dimensions, color and materials where applicable)
  
  
  
  
  
  
  
  
  
  
2. Contractor's Name, Address, Phone Number and PA License Number (where applicable):
  
  
  
  
  
  
  
  
  
  
3. Attach a statement of contractor's insurance coverage and carrier (Liability, Workman's Compensation etc.). It is recommended that the contractor's insurance agent send a copy of the insurance coverage directly to the homeowner. The homeowner could be held liable for injuries or property damage caused by a non-insured contractor.
4. Certification of owner's insurance with period of coverage (Liability and Fire) must be attached.
5. Attach any other pertinent information such as contractor's drawings, photos, catalog cuts, etc.

**AGREEMENT:** *I (we) have read the requirements as outlined in the Alteration Request 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:*

1. That all expenses related to this work, including any resulting damage to the Common Elements or to other units is my responsibility and I (we) agree to save the Executive Board harmless from any and all liability which may result from any approval;
2. That I (we) assume all related costs of maintenance and insurance connected with this work;
3. That I (we) do permit members of the Executive Board and its appropriate agents to make reasonable inspections related to this proposal;
4. That I (we) prior to the sale of this unit, will inform the future buyers of any maintenance responsibilities connected with this modification;
5. That by signing this, I (we) have assumed all responsibility in assuring that any related state or local laws or building codes are being followed;
6. That I (we) realize that no actual work can begin until I (we) receive a copy of this form approved by the Executive Board.

**SIGNATURES:**

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

**ARCHITECTURAL STANDARDS COMMITTEE:**

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

Action Taken/Comments:

Signature of Committee Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

**EXECUTIVE BOARD:**

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Action taken /Comments:

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Signature, Executive Board Member: