

# INSTRUCTIONS FOR REQUEST FOR ARCHITECTURAL CHANGE

## THE HIGHLANDS AT MILLVIEW

### INSTRUCTIONS

1. Before completing this form, please refer to the current Architectural Standards to make sure the request you're making is in compliance with these policies.
2. All requests must be received by the 1st of the month in order to be reviewed by the Architectural Committee.
3. This form, a sketch or diagram of the proposed change, and an Indemnity Agreement signed by the owner of the unit must be submitted with each request.
4. Describe in detail on the reverse side the architectural change you would like to make. Please be specific as possible. Be certain to state the placement of the change 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.
5. Please show this form to all immediate adjacent owners concerned and have them sign where appropriate.
6. Return this application to the following address:

**Reese Management Company**

**P.O. Box 62226**

**King Of Prussia, PA 19406**

**Attn: Millview Homeowners Association**

*Please make sure to reference Millview in all correspondence.*

**REQUEST FOR ARCHITECTURAL CHANGE**

**THE HIGHLANDS AT MILLVIEW**

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

FROM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SPECIFIC REQUEST: \*See Instructions

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(Continue on another piece of paper if needed)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Homeowners Association Approval

**THE HIGHLANDS AT MILLVIEW  
ARCHITECTURAL CHANGE INDEMNITY AGREEMENT**

It is understood that prior to the commencement of the Architectural/External change, a Certificate of Insurance must be received (including workman's compensation insurance) from my contractor.

Furthermore, I agree to indemnify the MILLVIEW HOMEOWNERS ASSOCIATION from any claim, dispute, or mechanic's lien arising from the proposed architectural change. Any and all damage to the architectural/exterior change is my responsibility and I agree to save the Board, Association, and Management harmless from any and all liability which may result from approval.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Acknowledgement of All Immediate Adjacent Owners Concerned**  
**(Required only for shrubs to be installed fewer than 3 feet from property line)**

This acknowledgement indicates an awareness of the intent. I/We have been informed of the proposed plan.

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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