

# TANNERIE WOOD EXTERIOR MODIFICATION REQUEST PROCEDURE

## A. General Procedures

1. All requests for exterior modifications must be submitted in writing and include:
  - a. A fully completed Exterior Modification Form. This form should be sent to Felte Real Estate, and will be presented at the next Board meeting.
  - b. A plan which adequately sets forth the proposed modifications in sufficient detail to enable the Board of Directors or the Architectural Committee to review the application.
  - c. A plan that shows the nature, kind, shape, height, materials and location of the modification.
2. No application will be considered by the Association if there are any outstanding assessments due or violations of the Association documents including the Board adopted Resolutions.
3. If applicable the Architectural Review Committee or Board of Directors will notify owners of the adjacent and across-the-street neighbors of the pending modification.
4. The Committee or Board will either approve, with or without condition, or deny a request of the applicant within thirty (30) days after receipt of the request in its completed form.
5. The applicant will be notified in writing of the decision of the Committee. If denied, the applicant will be notified by Certified Mail.
6. The homeowner should not proceed with the project until he/she is notified, in writing, that the EMF is approved.
7. If the Committee or the Board denies the applicant's request, the applicant may appeal the decision to the Arbitration/Grievance Committee in writing within twenty (20) days from the date of the delivery of the decision.
8. In hearings before the Committee or the Board, all parties are entitled to be represented by counsel.
9. The Arbitration/Grievance Committee shall attempt to resolve the issue in the most informal manner possible. The Committee will submit their decision to the Board of Directors for approval.
10. The Committee will notify the owner, all members of the Architectural Review Committee and all members of the Board of Directors in writing of its decision twenty (20) days after the last hearing on the matter.
11. Homeowners requesting exterior modifications are responsible (required) to comply with Upper Dublin Township Zoning and Building codes and Ordinances including obtaining a Building Permit as required.
12. Construction of the proposed exterior modifications cannot be considered or approved by the Association's Board of Directors' Architectural Committee until the requirements of the Township Codes have been obtained.

***Please include all details when submitting a request, including plans, materials to be used, samples and location of the modification.***

**TANNERIE WOOD HOMEOWNERS ASSOCIATION  
EXTERIOR MODIFICATION FORM**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_

EXTERIOR MODIFICATION REQUEST \_\_\_\_\_

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**PLEASE DO THE FOLLOWING:**

1. Attach a detailed plan as outlined on the back. Please include pictures/brochure and color samples.
2. Submit this form to:  
Felte Real Estate, 5 N. York Road, Willow Grove PA 19090, Fax 215-784-0699, or email  
info@felterealestate.com
3. Obtain a building permit from the township, if needed.
4. If a permit is needed, attach a copy of that permit and resubmit one copy for final approval.

Permit Needed: yes  no  \_\_\_\_\_  
(signature of homeowner)

**THE BOARD HAS 30 DAYS TO GIVE APPROVAL AFTER RECEIPT OF ALL THE NECESSARY  
INFORMATION.**

ASSOCIATION APPROVAL AND DATE: \_\_\_\_\_

ASSOCIATION APPROVAL with the following stipulations or exceptions \_\_\_\_\_

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ASSOCIATION DENIAL AND DATE \_\_\_\_\_

***OWNERS ARE REQUIRED TO RECEIVE ASSOCIATION APPROVAL PRIOR TO ANY CHANGES.  
PLEASE INCLUDE ALL DETAILS WHEN SUBMITTING A REQUEST INCLUDING PLANS,  
MATERIALS TO BE USED, AND LOCATION OF MODIFICATION.  
PLEASE SEE REVERSE SIDE***