

Rose Hollow Architectural Request Form

Mail, fax or email completed form to Rose Hollow Property Manager, Tina Martus
Continental Property Management, Inc., 975 Easton Road, Suite 102, Warrington PA, 18976
Email: t.martus@cpm975.com • Fax: 215-343-4409 • Phone: 215-343-1550

Property Manager is on-site in the clubhouse, Tuesdays, from 1 PM to 4 PM

In an effort to provide and protect all homeowners rights and values, our condominium by-laws require that every homeowner desiring any exterior improvement or replacement to their individual common elements must receive prior approval from the Rose Hollow Association Board of Directors.

That process begins by completing and submitting this Rose Hollow Architectural Request Form.

Please complete this form in its entirety. Otherwise, consideration of your request may be delayed or rejected.

Please note that there are two pages to complete. Thank you.

Name: _____ Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Date Submitted: _____ Date of response requested from homeowner: _____

Please check all changes or replacements that apply for this request -

Windows -

- All windows Single window Stairwell window Fan window above stairwell window

Note: All windows must have exterior wood frame replaced and capped

Doors and Garage -

- Front door Storm door Sliding door Utility door Garage door

Note: Must match original style and color - See Rose Hollow handbook for acceptable storm door style and color

Exterior Lighting -

- Front Back Balcony

Note: See Rose Hollow handbook for lighting guidelines

Fence -

- Front Back Side Gate Picket Stockade

Note: Replacement fences must be vinyl material - See Rose Hollow handbook for fence expansion guidelines

Balcony -

- Enclosed Screen Glass Screen and glass

Note: See Rose Hollow handbook for balcony enclosure guidelines

Patio -

- Front "A" unit Rear "A" unit Side "B" unit

Note: Diagram and material used for patio replacement or addition must be noted on supporting documentation

Shared path from driveway -

- Front "A" unit Front "B" unit

Note: "A" unit responsible for concrete blocks from driveway to private path entrance, including blocks adjacent to private path. "B" unit responsible for concrete blocks after turn to "A" unit private path to entrance of "B" unit front door

Rose Hollow Architectural Request Form

Mail, fax or email completed form to Rose Hollow Property Manager, Tina Martusus
Continental Property Management, Inc., 975 Easton Road, Suite 102, Warrington PA, 18976
Email: t.martusus@cpm975.com • Fax: 215-343-4409 • Phone: 215-343-1550

Property Manager is on-site in the clubhouse, Tuesdays, from 1 PM to 4 PM

Instructions -

1. Detailed dimensions, style and size of materials, color, etc. is requested for all changes or replacements. Scanned pictures, brochures, and diagrams need to be submitted as part of the application process. Copies of your contractor estimate with dimensions, materials used, size, style and color information is preferred. Refer to Rose Hollow Condominium Handbook for guidelines and details for changes, replacement or improvement. Providing details are important.
2. Prepare a sketch, site plan or written description of the proposed patio improvement, addition or replacement.
3. Unit owner is responsible for the maintenance and repair of the improvement after the change has been approved and installed.

Rose Hollow Condominium Homeowner -

Please provide below your exterior patio replacement or improvement sketch or site plan: