

**INSTRUCTIONS FOR
REQUEST FOR ARCHITECTURAL CHANGE
WESTOVER CROSSING**

INSTRUCTIONS:

1. Before completing this form, please refer to the current Architectural Standards to make sure the request you are making is in compliance with these policies.
2. All requests must be received by The Galman Group before the 14th of the month in order to be reviewed by the Architectural Control/Maintenance Committee and Board of Directors during that month.
3. This form, a sketch or diagram of the proposed change and Indemnity Agreement signed by the owner of your 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 as 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.

SEND COMPLETED FORM TO:

**Architectural Control/Maintenance Committee c/o
(this must be an original and must contain all samples)
Debbie Poritsky
The Galman Group
261 Old York Road, Suite 110
Jenkintown, PA 19046**

or

**Fax a copy to: (only use this option if no samples &/or brochures are needed)
Architectural Control/Maintenance Committee c/o
Debbie Poritsky at
Fax: #215-886-4972**

Phone: #215-886-2000

or

**Email as attachment to: (only use this option if no samples &/or brochures are needed)
Debbie Poritsky at dporitsky@galmangroup.com and
Sandy Herzog (Asst. to the Community Manager) at sherzog@galmangroup.com
indicate in the subject line that this is a Request for an Architectural Change**