

**TALL TREES HOMEOWNERS ASSOCIATION**  
**ARCHITECTURAL REQUEST PROCEDURES**

**All proposed exterior additions or alterations to the home, including landscaping, must obtain prior approval from the Architectural Standards Committee.**

Please state as concisely as possible the nature of the request to be considered.

Before completing this form, please refer to the Association's Declaration and By-Laws, as well as adopted Resolutions, to make certain that the request you are submitting complies with applicable policies.

All requests must be submitted in writing to the attention of the Architectural Standards Committee, c/o the Management Office.

The following is a listing of items required to complete your request:

- Completed Architectural Request Form
- A brochure or picture of proposed improvement, if applicable.
- Listing of all materials to be utilized, including size, color, type, quantity, etc.
- Plot plan with detailed information as to the location of the improvement

The ASC and the Management Office reserve the right to inspect the work during construction and/or after construction has been completed.

Please return the AR form and the requested information to the Management Office at the following address:

**Tall Trees Homeowners Association**  
**c/o Associa Mid-Atlantic**  
**950 Town Center Drive, Suite B-25**  
**Langhorne, PA 19047**  
**Fax: 215-752-6154**

TALL TREES HOMEOWNERS ASSOCIATION

**ARCHITECTURAL REQUEST FORM**

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Description of Request: \_\_\_\_\_

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Work to be completed by: \_\_\_\_\_  
(Contractors Name)

Anticipated Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

All work performed, either by a contractor or a homeowner, must receive prior approval from the Architectural Standards Committee. **No work is permitted to commence until written approval is provided. No exceptions will be made.**

As the Unit Owner, I/we agree to be responsible for the entire installation, maintenance and upkeep for the above request, if approved. This agreement will be made part of any agreement of sale that I/we may enter into for the above-mentioned property.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

Stipulations: \_\_\_\_\_

Denied: \_\_\_\_\_ Yes Reason: \_\_\_\_\_

ASC Signature: \_\_\_\_\_ / \_\_\_\_\_  
Date