Architectural Change Request

In order to promote and maintain the appearance of Sagamore, the Declaration of Covenants establishes certain submittal requirements prior to any alterations which affect the exterior appearance. Please review Section 17 of the Declaration to see the specific requirements. This form has been prepared to aid you in your submittal. Please forward this completed form and attachments to:

**Sagamore Community Association**

**PENCO Management Inc.**

**5 Christy Drive**

**Chadds Ford, PA 19317**

|  |  |
| --- | --- |
| Name: | Date: |
| Address: | Daytime phone: |
| email address: | |

**Briefly describe the change you would like to make at your house:**

**Attach addition pages if necessary**

**Describe in detail the location, dimensions, colors, materials, size, etc of any addition or change. Include the certificate of Insurance for the contractor selected to perform the work. Be sure that Sagamore HOA & PENCO are listed as additional insured on the certificate you provide from the contractor. Failure to submit adequate information will delay the review of your request.**

* Certificate of insurance for contractor to perform the repair. Listing Sagamore HOA & PENCO as additional insured.
* Work must be completed within six months after homeowner receives approval or this request must be re-submitted.
* PENCO must be notified within 10 days of completion of the approved project so a final inspection can be done.

By executing this alteration, I accept all responsibility for its maintenance and good repair and certify that the work will be done by qualified personnel. In the event the improvement does not meet the conditions of the approval or falls into disuse or disrepair, and after 30 days written notice of the same, I authorize Sagamore Homeowners’ Association to correct the situation at their discretion and to bill me for all costs plus 10% service charge. This agreement will be made part of any agreement of sale that I/we may enter into for the above mentioned home.

I understand that the approval of this project does not waive the necessity of the homeowner to obtain Township permits or to comply with applicable building or zoning codes.

**I understand that no work can begin on this project until receipt of written approval from the Sagamore Board.**

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Homeowner Signature Date

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Homeowner Signature Date

Official use only

Received by Date

Comments