

INSTRUCTIONS FOR REQUEST FOR ARCHITECTURAL CHANGE

THE HIGHLANDS AT MILLVIEW

INSTRUCTIONS

1. Before completing this form, please refer to the current Architectural Standards to make sure the request you're making is in compliance with these policies.
2. All requests must be received by the 1st of the month in order to be reviewed by the Architectural Committee.
3. This form, a sketch or diagram of the proposed change, and an Indemnity Agreement signed by the owner of the 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 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.
5. Please show this form to all immediate adjacent owners concerned and have them sign where appropriate.
6. Return this application to the following address:

Reese Management Company
P.O. Box 62226
King Of Prussia, PA 19406
Attn: Millview Homeowners Association
Please make sure to reference Millview in all correspondence.

