

**COVENTRY POINTE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW /  
RULES COMMITTEE**

**ARCHITECTURAL CHANGE REQUEST- INSTRUCTIONS**

1. Homeowner's monthly dues must be current or request will not be considered.
2. If the change is a structural or grounds change, attach a sketch or architectural plan and provide a copy of the township plot plan. Indicate where on the property the change will be located. Give full details and attach exhibits when possible including type, texture, and color of materials.
3. If the change is for a paint/stain color, attach a sample and manufacturer's information.
4. Read your Declaration of Restrictions, Covenants and Easements prior to submitting this request for change, as well as the General Rules, Regulations and Architectural Standards.
5. All proposed changes must meet local building codes and state/local laws.
6. All applications for permits are the responsibility of the owner requesting the change.
7. No work can commence until written approval of the Board of Directors has been received by the owner.
8. The Architectural Review Committee and/or its appropriate agents may make reasonable inspections as work progresses and is completed.
9. All expenses and claims related to the change, including damage to the common elements, is the responsibility of the owner submitting this request, and the Committee and Board of Directors shall be held harmless from any and all liability which may result from any approval of this change request.
10. If a change has been approved and the work is not done as described in the application, the Architectural Review Committee has the authority to order the owner in writing to correct the work, or, if necessary order the alteration to be removed and everything restored to its original status.
11. Upon recommendation by the Architectural Review Committee, this form shall be submitted to the Board of Directors for review and official action. All forms must be submitted by the last calendar day of the month and will be reviewed and responded to in the following month.
12. Send this form and all supporting documentation to Reese Management Company email [Nicole@ReeseManagement.com](mailto:Nicole@ReeseManagement.com)

**COVENTRY POINTE HOMEOWNERS ASSOCIATION REQUEST FOR  
ARCHITECTURAL CHANGE**

Submitted by: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Phone Number

Home: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Specific request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**CHECK ALL THAT APPLY**

Privately Contracted

Township Approved

Certificate of Insurance Received

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**ARCHITECTURAL COMMITTEE REVIEW / APPROVAL**

ARC Committee Reviewed/Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:    Approved     Denied     Further Action Needed

Comments/Instructions: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
          President

**COVENTRY POINTE HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CHANGE INDEMNITY AGREEMENT**

It is understood that prior to the commencement of the alteration, a Certificate of Insurance must be received (including workman's compensation) from my contractor. Furthermore, I agree to indemnify Coventry Pointe Homeowners Association from any claim, dispute, or mechanic's lien resulting from Board approval for this alteration. All expenses related to this work, including damage to Common Areas or to the other Units, is my responsibility and I agree to hold the Board and Coventry Pointe Homeowners Association harmless from any and all liability, which may result from approval.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_