



RESIDENTIAL  
MANAGEMENT

215 W. Church Rd., Suite 203  
King of Prussia, PA 19406  
610.350.4020 .P  
610.456.2207 .F  
www.assetpromgt.com

**Putnam Village Condominium Association**  
**Re: Common Elements or Exterior Alteration Application**

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Please mail or deliver to:

**Putnam Village Condominium Association**  
**c/o AssetPro Management**  
**215 West Church Road, Suite 203**  
**King of Prussia, PA 19406**

From: (Please print or type) :

Unit Owner: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Instructions:

- a) Prepare a sketch or written description of the proposed improvement or change in sufficient detail so that the Board can render a decision.
- b) Provide a site plan, including unit location, and indicate where on the property the improvement is to be located.
- c) All proposed improvements/changes must be approved by Council BEFORE any work may proceed.
- d) All proposed improvements must meet local codes, state or local laws. Your signature indicates that these standards will be met. Applications to any Department of the Township of Nether Providence or to any other governmental authority for a permit to make an addition, alteration or improvement in or to any unit is the Council's responsibility; however, all such applications are to be completed and transmitted to AssetPro Management who will have them executed by Council.

Description of changes desired – Provide complete details (or attach exhibits)

- Purpose and/or reason for change
- Materials to be used: type and color
- Paint Changes: Attach a sample, including brand name, name/number of paint or stain
- Structural Change, Ground Planting, Fencing, etc.: Attach a sketch or architectural plan
- Window Replacement: Include Manufacturer, color sample, window design sketch, window measurements and installer's certificate of insurance.  
See windows installed at 999 or 1155 Putnam Blvd. for style and color – "Cocoa Brown"

Signature(s) of Unit Owner(s): \_\_\_\_\_

\_\_\_\_\_

**EXTERIOR ALTERATION APPLICATION**

**Acknowledge of Adjacent Property Owners**

This acknowledgement indicates an awareness of the intent. I/we have no objection to the proposed plan.

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

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

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

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

**Conditions each Unit Owner agrees to abide by  
and does so by signing this application**

1. It is understood that I (we) have knowledge of the Declaration and Code of Regulations in regard to property changes.
2. I (we) understand and agree that no work on this request shall commence until written approval of the Architectural Review Committee and by Council has been received by me (us).
3. All expenses related to the work, including damage to the Common Elements or to the other units is my (our) responsibility and I (we) agree to hold Council harmless from any and all liability which may result from any approval.
4. AssetPro Management or Council and/or its appropriate agents may make reasonable inspections as work progresses which is relative to this application and I (we) agree to permit them to do so.
5. A copy of this application shall be returned to me (us) after review by AssetPro Management and Council.
6. If any "Common Elements or Exterior Alteration Application" has been approved and the work is not done as described in the application, AssetPro Management has the authority to order the unit owner, in writing, to correct the work or, if necessary, order the alternation removed and everything restored to its original status.

Signature of Unit Owner

\_\_\_\_\_

Signature of Unit Owner

\_\_\_\_\_