

STEEPLECHASE COMMUNITY SERVICES ASSOCIATION ALTERATION REQUEST FORM

THIS REQUEST MUST BE APPROVED BY THE BOARD BEFORE WORK BEGINS. STEEPLECHASE RULES PROVIDE THAT A HOMEOWNER WILL BE FINED \$50 IF ALTERATIONS ARE MADE WITHOUT PRIOR APPROVAL. THIS FINE WILL BE ASSESSED WHETHER OR NOT THE REQUEST IS ULTIMATELY APPROVED.

IF YOU HAVE AN EMERGENCY SITUATION AND NEED APPROVAL ASAP, PLEASE CALL YOUR EPC REPRESENTATIVE, THE STEEPLECHASE HOTLINE (412-269-7800, X-142), OR TAMMY AT CMA (412-269-7800, X-200)

INSTRUCTIONS

IN ORDER FOR THE BOARD TO VOTE ON YOUR REQUEST, YOU MUST INCLUDE AS MUCH INFORMATION AS POSSIBLE. INCOMPLETE FORMS WILL BE RETURNED.

Provide a complete description of your requested alteration – including all of the following items that are applicable.

Detailed description and scope of requested alteration

Location: Attach a drawing showing all existing elements, including shrubs and porches in solid lines and proposed alterations in dotted lines. Include the first three feet of your neighbors' homes and yard in the drawing. Show distance from nearest existing elements to proposed alterations.

Materials: Describe the type and color of materials (or shrubs) to be installed and/or removed.

Dimensions: Alterations for additions to the residence (e.g. decks, patios) or new landscaping must include dimensions of proposed change – and, if possible a sketch and/or blueprint.

Colors: If you are painting the outside of your residence or replacing items such as doors, shingles, roofs, you MUST provide the color – If you are not changing the current color, please include a statement to that effect as part of your request. Requests that do not include this information will be returned and not sent to the Board.

Photo: Any request to replace items such as doors, shingles, roofs, light fixtures MUST include a photo of the proposed replacement.

DATE: _____

NAME/ADDRESS/PHONE NUMBER – PLEASE PRINT

MAILING ADDRESS OF HOMEOWNER IF DIFFERENT

COMPLETE DESCRIPTION OF REQUESTED ALTERATION

Description: (Please print – If applicable attach contractor’s proposal)

Location:

Materials:

Colors:

Dimensions:

I understand that I may not make an alteration to the exterior of my home until I receive an approval from the Board.

Signature

Date

Completed forms can be:

Mailed to: CMA, 200 Commerce Drive, Suite 206, Moon Township, PA 15108
or Faxed to: 412-269-7780
or Emailed to: tammy@cmamgt.com.