

Brandywine Preserve Cluster

Request for Exterior Modification

Dear Homeowner and/or Resident:

For all architectural changes, landscape additions, etc., please complete this form and return to Reserve Realty Management, via email to ncosta@reservemgmt.com or by mail to 480 W. Aurora Road, Sagamore Hills, OH 44067.

Information will be reviewed by the Board of Directors and an answer will be provided as soon as is practical.

Owner(s)

Name: _____

Address: _____

Home Phone: _____ Cell: _____

Email Address: _____

Description of project (Please include colors, materials, dimensions, etc.): _____

Estimated Project Start Date: _____

You MUST also include the proposed location drawn on a copy of your site map that indicates the setbacks and easements that run through your property, including distances from lot lines.

Thank you and if you have any questions, please contact Nichole Costa at ncosta@reservemgmt.com or 330-542-6412.

Include a drawing or diagram of project or changes (Attach additional paperwork if necessary), Below. If you are submitting large contractor drawings over 11x17 inches you must provide 2 copies of the plans.

- Show all dimensions and locations.
- List all materials, colors, types of plants, etc. on front of form.
- Structural project must include both front and side views with dimensions.
- If you have any questions, please contact the management office at 330-542-6412.
- Forward your request to the management office.