

Brookstone Homeowner Association  
Request Response Form

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

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

**This form must be submitted each time you request approval for alterations.**

Briefly describe the request for addition or alteration. Attach a plan that includes a drawing, type of materials being used and the name and phone number of the contractor(s). If a contractor is doing the work, the contractor must hold a current workman's compensation certificate. A copy must be held by the property owner.

**Please note: No structural work can be done unless a licensed contractor is used.**

Request is as follows:

**Landscaping request/ Architectural request (circle one)**

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Return this form to York H-G Properties, 40 Gotham Way, Ste D, Red Lion, PA 17356

***The board has 60 days to respond to any request. No work may be started before approval. Failure to comply may result in the addition/alteration being removed at the homeowner's expense.***

To be completed by the Board of Directors

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Board Member's signatures:

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Contractor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor's License Number: \_\_\_\_\_

***Please attach a copy of your contractor's certificate of insurance.***