

IMPROVEMENT APPLICATION

When do you file an Improvement Application? An Improvement Application must be submitted for any construction, addition, or landscaping performed to the exterior of your home, building, lot or grounds. If in doubt about your particular project, contact Towne Properties Asset Management Company at (513) 489-4059. If you construct/ add to the exterior of your home, building, lot or grounds without permission, you may be forced to remove the same.

What is the object of this form? The object of requiring a homeowner to file an Improvement Application with the Board is two-fold:

1. To insure that your planned improvement conforms to the Association's Governing Documents, maintains the architectural harmony of the Community, and minimizes inconvenience to your fellow homeowners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

NAME _____ ADDRESS _____

DATE _____ PHONE NUMBER _____

OWNER _____ RENTER _____ LAND CONTRACT _____

TYPE AND NATURE OF REQUESTED IMPROVEMENT: _____

COLOR _____ LOCATION _____

DIMENSIONS _____ LOCATION _____

SUPPLIES _____ APPROXIMATE COST _____

A SCALE DRAWING OF ALL IMPROVEMENTS MUST BE SUBMITTED AND ATTACHED TO THE APPLICATION TO SHOW THE EXACT LOCATION AND DIMENSIONS.

By signing below, I understand the rules concerning the proposed improvement. This improvement in no way encroaches on any limited common area that is not yours, or other lot/property not owned exclusively by you. I agree to abide by the rules established by the Association and agree I will be solely liable for any repairs, maintenance and upkeep required by the construction or addition of this improvement. I agree that my maintenance or repair of this improvement may be mandated by the Board or the Buildings & Grounds Committee. I waive any and all claims against the Association and its members, directors and agents regarding this improvement, and regarding anything that may occur during the construction and placement or maintenance of the subject improvement. I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes related to this improvement.

DATE _____ SIGNATURE _____

(FOR ASSOCIATION USE) _____

Date Received _____ Received by _____

Date Approved _____ Date Disapproved _____ Date Letter Sent _____

Special details or provisions for approval _____
