

Application for Exterior Building Improvements Form

Submission of this application is required by Unit Owners planning to replace the original exterior doors, windows or light fixtures for their Units. A separate application is to be submitted for a satellite dish. The relationship between Unit Owner and their vendor(s) & contractor(s) is exclusive meaning the Association is not responsible for any deposits or other costs not refunded by a vendor(s) and/or contractor(s) in the event that this application is rejected.

IMPORTANT NOTICE: The Association recognizes that over time vendors/manufacturers may go out of business, change company names or locations, or rename or renumber products. In those scenarios or in any other situation that prevents use of exact replacement items, Unit Owners must seek out comparable products that are consistent with Association rules and receive prior written approval from the Association for any substitution. Approval of an "Application for Exterior Building Improvements" does not guarantee that the installation of the item(s) described in the request will be permanent. After installation the Association will inspect the end result to ensure that Unit Owners & the vendor have complied with appearance & installation requirements. If an installation does not meet requirements, the Unit Owner is responsible for all labor & material costs to bring the item(s) into compliance. Failure to comply may result in enforcement & ongoing assessments to the Unit Owner.

Owner's Name (Printed) _____ Unit #: _____

Owner's Signature: _____

Date: _____

Phone: _____ Email: _____

Please put an "X" on the building component(s) that you want to change/improve:

____ Garage Door

____ Eyebrow Window

____ Non-eyebrow Window

- ____ Full Basement Window
- ____ Small Basement Window
- ____ Front Door Light Fixture
- ____ Outside Garage Door Light Fixture(s)
- ____ Front Door
- ____ Front Door Paint Color
- ____ Front Door Panel
- ____ Storm Door
- ____ Hand Rail Fence
- ____ Patio Fence
- ____ Patio Concrete
- ____ Stoop and/or Walk
- ____ Other-Please Specify: _____

REQUIRED SUPPORTING INFORMATION

You must put down relevant information for the change and/or improvement you are requesting as follows:

*Name of Contractor: _____

*Note: The contractor of your choice must have liability insurance & Worker's compensation Insurance

Color & Description of Material: _____

Example: "White, poly-vinyl hand rail that is 30" in height in a "L" shape of 4' by 10'. The 4' section is leading to the front door and the 10' section follows the walk to the driveway. The hand railing is from 'Company X' from 'Know-where, Ohio'. The style is the 'Classic American' fence.

Pictures, if possible, of the replacement items should be included with the application.

Completed applications can be given to any member of the Board of Directors directly, via U. S. P. S. mail, emailed or dropped off in the Association's mailbox.

FOR ASSOCIATION USE ONLY

Application by the Board is: Approved __, Not Approved __ Date: _____

Reason(s) for Rejection (if applicable):

Date of Board Meeting(s): _____
