

EXTERIOR IMPROVEMENT APPLICATION

WHEN DO YOU FILE AN IMPROVEMENT APPLICATION?

An application form must be submitted for any change to the exterior of your building or grounds.

Please forward completed application to:

Towne Properties Asset Management Company
11340 Montgomery Road, Suite 202
Cincinnati, OH 45249
(513) 4894059

WHAT IS THE PURPOSE OF THIS FORM?

The purpose of requiring a Unit Owner to file an improvement application with the Board is two-fold:

1. To ensure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community and does not inconvenience your neighbors.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

NAME _____ **DATE** _____

ADDRESS _____ **PHONE** _____

Type and nature of proposed improvement: _____

Please list dimensions, location, colors and materials: _____

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

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on my neighbor's property, limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction improvement. I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes.

Owners' Signature _____ **Date** _____

Owners' Signature _____ **Date** _____

THIS SECTION TO BE COMPLETED BY BOARD OF TRUSTEES

Date Application Received: _____ Received By: _____

DECISION BY BOARD OF TRUSTEES

	APPROVED	APPROVED CONDITIONALLY¹	DEFERRED²	DENIED³
Review Date:				
Review Date:				

THE MAJORITY VOTE OF THE BOARD OF TRUSTEES WILL PREVAIL

(If application is approved conditionally, deferred or denied, please see explanations on next page.)

¹ Conditions(s) of Approval: _____

(APPLICANT MUST COMPLY WITH ABOVE CONDITIONS WITHIN 30 DAYS OF APPROVAL.)

² Reason for Deferral: _____

³ Reason for Denial: _____

(APPLICANT MAY SUPPLY BOARD OF TRUSTEES WITH AN APPEAL WITHIN 30 DAYS OF DENIAL.)

(Board Representative Signature) Date _____