

Woodland Greens Homes Association

Improvement Application

As set forth in the Woodland Greens Homes Association By-Laws and Protective Covenants and Restrictions, any owner desiring to make any exterior change, improvement, or addition (including change of color) must obtain approval for the change or improvement from the Association through its Board of Directors and/or Architectural Standards Committee. All applications will be considered on an individual basis and all reasons presented for the improvements will be weighed and evaluated, based on the following considerations:

1. The harmony of external design and location in relation to surrounding buildings in the community.
2. The recognition of future maintenance problems or expenditures the installation might cause the Association.
3. Adherence to Protective Covenants and Restrictions, By-laws, and any Architectural Control Standards set up by the Board of Directors and/or Architectural Standards Committee.

Return this form and all attachments via mail to: Woodland Greens Homes Association; P.O. Box 592; Springboro, OH 45066; or email to woodlandgreensOH@gmail.com

Procedure:

1. Submit to Woodland Greens Homes Association a complete description of the improvement with a drawing, photograph, or catalog picture of specifications as necessary. Include a plot plan (may be hand-drawn) of the lot indicating where improvement or modification will be located on the lot. Attach all to a completed Improvement Application.
2. The application, photos and drawing will either be presented to the Board of Directors and/or designated Committee at the next scheduled meeting, or forwarded to the Board/Committee if no meeting is scheduled within twenty-five days.
3. The Board of Directors and/or designated Committee will review the Application and it will be **Approved, Denied, or a Request for Additional Information or an Alternative Plan for the Improvement/Modification** will be made within 60 days. A new Improvement Application must be submitted for the Board's consideration with any alternative plan.
4. Any change, modification, or improvement made by an owner is the responsibility of the owner for maintenance, repair, and/or replacement.
5. Unauthorized changes, modification, or improvements may be required to be removed or restored to original condition at the discretion of the Association, through its Board of Directors and will be at the expense of the owner.

(OVER)

Name: _____

Address: _____

Phone: _____ Owner or Renter (circle one)

Type and Nature of Requested Improvement: _____

Color: _____ Location: _____

Dimensions: _____

Construction Material: _____

Supplies: _____

Contractor name, address, phone: _____

A plot plan and scale drawing (may be hand drawn) of all improvements must be submitted and attached to this application to show the exact location, dimensions, and distance from the street (if applicable).

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's property or common ground (if applicable). I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement. **I understand that approval is subject to covenants, restrictions, by-laws, architectural standards, easements, and setbacks.**

I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes.

Signature _____

Date _____

For Association Use: Date Application Received _____

Approval/Denial (circle one) Date _____

Board/Committee Signatures: _____