

## **WHEN DO YOU FILE AN IMPROVEMENT APPLICATION FORM?**

An Improvement Application form must be submitted for any construction or addition to the exterior of your home or grounds. If in doubt about your particular project, contact Towne Properties.

## **WHAT IS THE OBJECT OF THE IMPROVEMENT APPLICATION FORM?**

The object of requiring a homeowner to file an improvement application with the Board is two-fold:

1. To ensure that your planned improvement enhances the beauty and maintains the architectural harmony of the community and in no way inconveniences your fellow homeowners.
2. To enable the Board to determine what information and assistance it can give in order to expedite completion of your improvement.

For timely review and approval, the request for improvement should be submitted to:

Towne Properties  
11340 Montgomery Rd. Suite 202  
Cincinnati, OH 45249

If you have any questions, phone Towne Properties at (513) 489-4059.

# IMPROVEMENT APPLICATION FOR MARIVAL AT WEATHERSTONE

An application form must be submitted for any construction or addition to the exterior of your building or grounds. If in doubt about your particular project, contact Towne Properties at (513) 489-4059.

## 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 Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community and in no way inconveniences 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 \_\_\_\_\_ UNIT# \_\_\_\_\_

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.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's 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 of this improvement.

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

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

-----**(FOR ASSOCIATION USE)**-----

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date approved: \_\_\_\_\_ Date Disapproval: \_\_\_\_\_ Letter sent: \_\_\_\_\_

Special Details or provisions for approval: \_\_\_\_\_