

IMPROVEMENT APPLICATION

WHEN DO YOU FILE AN IMPROVEMENT APPLICATION?

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 Innovative Management at (513) 521-5515.

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 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 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: _____

Date: _____ Phone Number: _____ Unit #: _____

Type & Nature of Requested Improvement: _____

Color: _____ 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: _____

Date Received: _____ Received By: _____ TDL Sent: _____

Date Sent to Board: _____ Date Approved: _____ Date Denied: _____

Special Details or Provisions for Approval:

Return Completed Form to: Innovative Management, P.O. Box 53787, Cincinnati, OH. 45253
Fax 513-672-0317 / Email mangement@myinnovative.com