

IMPROVEMENT APPLICATION

COMMUNITY: _____

WHEN DO YOU FILE AN IMPROVEMENT APPLICATION?

An application must be submitted for any construction, modification or addition to the exterior of your building (home) or grounds. If in doubt about your particular project, contact Stonegate Property Management at 513-528-3990. Return this form via email: stonegatepm@spmhoa.com or mail to: Stonegate Property Management, Inc., 431 Ohio Pike, Suite 210, Cincinnati, OH 45255
Please provide an active email address on the below form, as approval/denial letters can be sent via email.

WHAT IS THE OBJECT OF THIS FORM?

The object of requiring an owner to file an Improvement Application with the Board of Trustees is twofold:

1. To ensure that your planned improvement conforms to the Association’s Declarations, enhances the beauty of the community, maintains the architectural harmony of the community and in no way inconveniences your fellow owners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

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NAME _____ PHONE NUMBER _____

ADDRESS _____

EMAIL ADDRESS _____

OWNER _____ RENTER _____ LAND CONTRACT _____ LOT NUMBER _____

NATURE OF IMPROVEMENT _____

COLOR _____ LOCATION _____

DIMENSIONS _____ CONSTRUCTION MATERIAL _____

CONTRACTOR _____ COST _____

DATE WORK IS TO BEGIN _____ SPECIAL NOTES _____

Please include the following with this application:

1. A picture of the proposed improvement. This can be from a catalog or the Internet.
2. A site plan showing the entire property, the location of the home and location of the improvement. This can be a drawing from your contractor. Dimensions and distances from the side and rear property lines are required. Please consult your documents for guidance.

All work must be completed within 6 months of approval. Otherwise, a new application must be submitted.

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

Please refer to page 3 for requirements

**** APPLICATION CANNOT BE REVIEWED IF REQUIREMENTS ARE MISSING****

DATE _____ SIGNATURE _____

FOR ASSOCIATION USE:

Date application received _____ Received by _____

ARCHITECTURAL CONTROL

ARCHITECTURAL CONTROL APPLICATION – The Association has been charged with the responsibility of maintaining the aesthetic and architectural character of the Homeowners' Association.

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 Trustees and/or Modification Architectural 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 consideration:

1. The harmony of external design and location in relating to surrounding buildings in the community.
2. The recognition of future maintenance problems or expenditures the installation might cause the Association.
3. Adherence to Guidelines and Use Restrictions established in the Declarations of Covenants, By-Laws etc.

The procedures for this are as follows:

1. Submit to Stonegate Property Management, Inc. a complete description of the improvement with a drawing, photograph or catalog picture and specifications as necessary. Attach plot plan of the lot where the improvement or modification will be located on the lot. Attach to a completed Improvement Application.
2. The Board of Trustees and/or designated Committee will review and the Application will be approved, disapproved or additional or alternative recommendations for the improvement/modification will be suggested. The owner will receive a notice of the decision within several days. If you have a specific date for work to begin, please be sure to note the date on the application.
3. Any change, modifications or improvements made by an owner is the responsibility of the owner for maintenance, repair and/or replacement.
4. Unauthorized changes, modifications or improvements must be removed or restored to original condition at the discretion of the Association, through its Board of Trustees and will be at the expense of the owners.

The purpose of the Architectural Control approval is not to discourage improvements, but to control the nature of improvements to those that enhance the value and conform to the overall aesthetic appearance of the community. This control shall be looked upon as a protection of your investment. The Board of Trustees and the Association members are in favor of improvements and encourage owners who desire to personalize their homes to do so within the limitations of the Declaration of Covenants, Conditions and Deed Restrictions and By-Laws.

ARCHITECTURAL CONTROL

**** Please review your governing documents. Your community might not allow for all the items listed below****

FENCE, SHED, PLAYSET, BASKETBALL GOAL, TRASH CAN SCREENING, FIRE PIT, GAZEBO/PERGOLA

- PLAT MAP- official site plan showing where the improvement will be placed within your property lines. This can be done through your county's auditor website by doing a property search and viewing the Tax Map.
- PICTURE- of proposed improvement. This can be from the contractor, catalog, website or a google search
- CONTRACTOR INFORMATION
- DISTANCE- how far away the proposed improvement will be from the property lines

POOL/SPA – please note a fence is required per state law when installing a pool

- PLAT MAP- official site plan showing where the improvement will be placed within your property lines. This can be done through your county's auditor website by doing a property search and viewing the Tax Map.
- PICTURE- of proposed improvement. This can be from the contractor, catalog, website or a google search
- CONTRACTOR INFORMATION
- POOL EQUIPMENT- where will this be going
- DISTANCE- how far away the proposed improvement will be from the property lines

PATIO, DECK, SCREENED IN PORCH, DRIVEWAY EXTENSION

- PLAT MAP- official site plan showing where the improvement will be placed within your property lines. This can be done through your county's auditor website by doing a property search and viewing the Tax Map.
- PICTURE- of proposed improvement. This can be from the contractor, catalog, website or a google search
- CONTRACTOR INFORMATION
- DISTANCE- how far away the proposed improvement will be from the property lines

PAINTING

- COLOR- swatch or picture of paint
- LOCATION- what is to be painted
- CONTRACTOR INFORMATION

ROOF

- PICTURE- of material being used
- COLOR- of material being used
- CONTRACTOR INFORMATION

LANDSCAPING

- PLAT MAP- official site plan showing where the landscaping will be placed within your property lines. This can be done through your county's auditor website by doing a property search and viewing the Tax Map.
- CONTRACTOR INFORMATION
- TYPE AND DIMENSIONS- the name of each plant/tree that will be installed and the size at maturity each plant/tree will get. Caliper of new tree material.
- PICTURE- of all the landscape requests.
- DISTANCE- how far away the proposed improvement will be from the property lines