

**ARCHITECTURAL AND LANDSCAPE IMPROVEMENT APPLICATION**

**Springbrooke Condominium Association**

This application form should be submitted for any construction or addition to the exterior of your building or limited common area grounds. If in doubt about your particular project, contact the Property Manager.

The object of requiring a Unit Owner to file an Improvement Application with the Board of Managers is to insure that planned improvements conform to the Association's Declaration, enhance the community, maintain the architectural harmony of the community and in no way inconvenience other Unit Owners and Residents.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE AND NATURE OF IMPROVEMENT: \_\_\_\_\_

\_\_\_\_\_

COLOR: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DIMENSIONS: \_\_\_\_\_ APPROX. COST: \_\_\_\_\_

An engineered drawing of all improvements should be submitted and attached to the application to show exact location and dimensions. Lack of details could delay approval or generate disapproval. Approved projects must be completed within 90 days unless otherwise authorized by the Board of Managers.

I understand the rules concerning the proposed improvement. I will contract with a bonded and insured company to complete the described improvement or assume all liability for completion. I agree to abide by the rules established by the Board of Managers and will be solely liable for any upkeep required by the addition of this improvement.

DATE: \_\_\_\_\_ SIGNATURE OF UNIT OWNER: \_\_\_\_\_

**FOR BOARD USE ONLY**

DATE APPLICATION RECD: \_\_\_\_\_ REC'D BY: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_ DATE DISAPPROVED: \_\_\_\_\_

APPROVED/DISAPPROVED BY: \_\_\_\_\_

Submit this form and attachments to Towne Properties, 6540 Centerville Business Parkway, Centerville, Ohio 45459

Completed application distribution: Board of Managers Secretary, Management Company, Applicant.