

IMPROVEMENT APPLICATION

An Application form must be submitted for every exterior change, including, but limited to: planting or removing, shrubs, or trees, changes or additions to fences, new windows, entry doors, garage doors, storm doors, or patio doors, patio or deck improvements, and improvements to existing structures. If there are any questions, contact Apple Property Management, LLC at 937-291-1740.

WHAT ARE THE OBJECTIVES OF THIS FORM?

1. To ensure that a proposed change/improvement conforms to the Association's Declaration, enhances the beauty The Reserve of Xenia maintains the architectural harmony of The Reserve of Xenia and does not inconvenience other property Owners in The Reserve Of Xenia.
2. To enable the Association to determine what information and assistance it can provide to expedite completion of the proposed project.

DATE: _____ DAY TIME TELEPHONE: _____

NAME: _____

ADDRESS: _____

OWNER: YES NO (IF RENTED, OWNERS TELEPHONE): _____

OWNER'S NAME: _____

DESCRIPTION OF PROPOSED CHANGE/IMPROVEMENT: _____

LOCATION: _____ APPROXIMATE COST: _____

DIMENSIONS: _____ COLOR: _____

MATERIALS: _____

START DATE: _____ COMPLETED DATE: _____

(DRAWINGS TO SCALE SHOWING THE EXACT LOCATION AND DIMENSIONS OF THE PROPOSED CHANGE/IMPROVEMENT MUST BE ATTACHED TO THIS APPLICATION.)

I understand the rules concerning the proposed change/improvement. This change/improvement shall in no way encroach 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 change/improvement. I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes and inspections. All work approved must be completed within 6 months of the dated approval from the association. If work is not completed within 6 months a new application must be submitted.

SIGNATURE (S): _____

FOR ASSOCIATION USE ONLY

Date Approved: _____ Received: _____

Special details or provisions for approval:

