

March 2020

**IMPROVEMENT APPLICATION  
The Retreat at Summit Park**

**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 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Lot Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Type & Nature of Requested Improvement:** \_\_\_\_\_

\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Dimensions:** \_\_\_\_\_ **Color:** \_\_\_\_\_

***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. All Improvement Applications are to be submitted to Towne Properties: Email: KarenJohnson@towneproperties.com Mail: Towne Properties, Attn Karen Johnson, 11340 Montgomery Road, Suite #220, Cincinnati, OH 45249 Phone: (513) 489-4059, Fax: (513) 489-3941.

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

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

------(association office use only)-----

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

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

Letter Sent: \_\_\_\_\_

Improvement Review Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Details or Provisions for Approval: \_\_\_\_\_

\_\_\_\_\_