

November 2024

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 you have any questions or need assistance submitting your application, you may email us at RetreatImprovementApplication@gmail.com and one of our committee members will get back to you.

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: _____ **Phone Number:** _____ **Email:** _____

Property Owner: _____

Type & Nature of Requested Improvement: _____

Start Date: _____ **Completion Date** _____

Location: _____ **Dimensions:** _____ **Color:** _____

A 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 sent to: RetreatImprovementApplication@gmail.com

I agree to obtain all licenses &/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: _____