

IMPROVEMENT APPLICATION

POINTE AT BECKETT RIDGE

When do you file an improvement application? An application must be submitted for any construction, modification, or addition to the exterior of your building or grounds. If in doubt about your particular project, contact Towne Properties. Return this form, with specifications (and drawings if applicable), to:

Towne Properties Asset Management Company
11840C Kempersprings Drive
Cincinnati, Ohio 45240
Office: 513-874-3737 Fax: 513-874-6731
Email: judymurphy@towneproperties.com

What is the object of this form? The object of requiring an owner to file an Improvement Application with the Board of Trustees is two fold:

1. To insure 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 owners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement and/or modification.

Name: _____ Address: _____

Date: _____ Best Phone: _____ Email: _____

Owner: _____ Renter: _____

Type/Nature of requested improvement: _____

Color _____ Locations _____

Dimensions _____ Construction Material _____

Contractor _____

Supplies _____ Approximate Cost : _____

A scale drawing of all improvements must be submitted and attached to this 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. I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes.

Date: _____ Signature: _____

For Association Use Only

Date Application Received: _____ Received By: _____

Approved: Yes _____ No _____ Date notification mailed to homeowner: _____

Signature of Committee/Board _____

Special Details or Provision for Approval: _____