

**Brookside Homeowners Association**  
**Sections 1-6**  
**Architectural Control Committee (ACC)**  
**Application to Modify Property**

An application form must be submitted for any construction, modification, or addition to the exterior of your property. If you have questions prior to submitting your application, please email them to [brookside1onehoa@gmail.com](mailto:brookside1onehoa@gmail.com) You may also leave a voice or text message at 937-907-0015.

**Instructions and Conditions for Approval**

1. This application must be signed by applicant and ALL required supporting documentation must be included.
2. The application may be submitted by US Mail or electronically. If submitting application for a new roof, please send via US Mail.
  - a. If submitting by US Mail, mail to address provided at the bottom of this form. **DO NOT send it certified mail.**
  - b. If submitting electronically, please attach form and supporting documentation. Please include in the body of the email the number of attachments, to ensure all were received. E-mail them to [brookside1onehoa@gmail.com](mailto:brookside1onehoa@gmail.com)
3. You must use the most current application available. If you downloaded this from the website, you have the most current version. Older applications will not be accepted.
4. Information submitted with this application must show the nature, kind, shape, height, width, length, materials, color, and location of the requested change or alteration. Color chips are required when painting. A sample roof shingle is required when re-roofing.
5. Approval of this request does not constitute approval of the structural integrity or conformance with applicable building regulations.
6. All approvals are conditioned upon any and all governmental permits or approvals being obtained by the applicant prior to construction.
7. All work must be completed within 180 days of approval, Failure to do so will require a new application to be submitted.
8. No work may begin until this form has been processed, signed by an authorized representative of the ACC, and returned to the applicant.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Owner: \_\_\_\_\_ Renter: \_\_\_\_\_

Type & Nature of Requested Improvement (Please reference #4 above when describing improvement):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*A SCALE drawing(s) of all improvements must be submitted and attached to the application to show the exact location on the plat plan, elevation (side view), and dimensions*

In accordance with, and understanding the requirements of the Declaration of Covenants for Brookside Sections 1-6, to which I belong, and, in acknowledgement of and in agreement with the above stated condition, I/we hereby make application for the above improvement addition, modification or change to my/our property. Applicants and/or their heirs and assigns, hereby assume responsibility for the repair, maintenance, or replacement of any approved change to the property.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Committee Action Taken**

Your application is:      APPROVED \_\_\_\_\_      CONDITIONALLY APPROVED \_\_\_\_\_  
   DISAPPROVED \_\_\_\_\_      INCOMPLETE \_\_\_\_\_

The following additional information is required, or approval is conditioned upon:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Brookside ACC Member

Mail completed form to: Brookside ACC PO Box 524 Springboro, OH 45066

Updated June 2021