



# Application for Exterior Improvements

SBS Management LLC | 4872 Cemetery Road, Hilliard, OH 43026 | 614-527-7909 | Fax: 614-527-0877

If you are interested in completing exterior improvements, please be aware of the required guidelines set by your association Declarations/Covenants. For Board review and decision of your proposed request of improvements, you must include this completed application detailing the dimensions, materials, etc., a Lot plat (found in your closing documents) showing the placement and dimensions, along with a drawing or pictures of the requested improvement. Once the Board has reviewed, approved or disapproved your request of improvement, you will then be notified in writing.

Approval of application is good for one year from the date it is approved by the Association. A Homeowner may, in the future, be required to remove all or part of an improvement for maintenance of a common area if the improvement restricts access to make a repair to common property. The Homeowner will be responsible for any cost incurred to assess that area.

**Your association account balance must be current and in good standing before an improvement will be approved.**

## Instructions:

1. Complete all information on this application (one application per requested improvement)
2. Mail this application along with detailed drawings or literature showing your proposed improvements to ***SBS Management, 4872 Cemetery Road, Hilliard, OH 43026.***

Name of association: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Property address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of application: \_\_\_\_\_ Signature: \_\_\_\_\_

Describe the proposed improvement in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide location(s) of improvement: \_\_\_\_\_

\_\_\_\_\_

**Please include drawings or pictures of improvements and a copy of the plat showing placement upon the Lot. You may use the reverse side of this application for drawing if needed.**