



Adams Run Homeowners Association  
P.O. Box 91003  
Louisville, KY 40291E-mail:  
[board.adamsrunhoa@gmail.com](mailto:board.adamsrunhoa@gmail.com)  
Website: <https://adamsrunhoa.com>

### **Adams Run HOA Improvement Request Form Guidelines**

Adams Run Homeowners must obtain prior approval for any construction deviations or property improvements to their home and/or property from the Documents & Deeds Committee, as indicated in the CC&Rs for Adams Run subdivision. This is done by submitting a property improvement request form to the Documents & Deeds committee.

#### **How to Submit:**

- Print or download the form from the ARHOA website
- Complete the form and attach all required documents
- Email: [deeds.adamsrun@gmail.com](mailto:deeds.adamsrun@gmail.com) or postal mail to:

Adams Run HOA  
Attn: Documents & Deeds Committee  
P.O. Box 91003  
Louisville, KY 40291

#### **Information Required:**

- Homeowner: Name, Address, Lot #, Phone & Email Address
- Request Details: Type of improvement (e.g., fence, pergola) location, materials, colors, and any relevant details.
- Description of materials to be used including color, and all other descriptive details. (e.g. painting, staining, roofing, etc.)
- Supporting documents:
  - Plot Plans marking exact location of the improvement, including property setbacks.
  - City/County code compliance requirements

#### **Review Process:**

- Documents & Deeds committee will review for CC&R compliance
- Upon approval, the documents will be returned, including the signature of the committee chair person and the current Board president
- If denied, an explanation will also accompany the returned documents.
- Unusual requests will be brought before the entire Board for approval or denial.



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### **Property Improvement Request Form**

Property Improvement Request Date: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_

Lot # \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Type of request, complete description and location of request: \_\_\_\_\_

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Please attach plot plans, compliance to city/county code requirements, and other documents related to changes that will occur to the property.

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### **FOR COMMITTEE USE ONLY**

Date Form was received: \_\_\_\_\_

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

#### **Committee Action:**

- Approved as submitted
- Approved as amended (see below)
- Denied (See below)
- Copy to: ARHOA Board and to Homeowner
- Copy to Secretary for HOA document filing

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_