

ADAM'S RUN HOME OWNERS ASSOCIATION  
P.O. BOX 91003  
LOUISVILLE, KY 40291

INSTRUCTIONS FOR COMPLETING THE PROPERTY IMPROVEMENT REQUEST

Adam's Run home owners must obtain approval for any construction deviations or improvements to their home and/or property from the Documents & Deeds Committee as indicated in the DECLARATION OF COVENANTS, CONDITIONS AND RESTRCTIONS (CCRs) - ADAM'S RUN SUBDIVISION. This can be done by submitting (in writing) the Property Improvement Request to the Documents & Deeds Committee for approval prior to the improvements.

Instructions:

1. Print the Property Improvement Request Form
2. Complete the Form and attach all supporting documents
  - Name of home owner
  - Address
  - Lot #
  - Phone Number
  - Email Address
  - Type and Details of Request:
    - Type of improvement/design/change request (e.g., fence, pergola)
    - Location
    - Description of materials to be used including color, and all other descriptive details. (e.g., painting, staining, roofing, etc)
  - Supporting documents
    - Plot Plans - The exact location of the improvement must be identified on the plot plan including property setbacks. The plot plan is usually found with one's mortgage documents, on file at the courthouse, or available after a new survey.
    - Compliance to city/county code requirements
  - Mail or Email the completed documents to:

ADAM'S RUN HOME OWNERS ASSOCIATION  
Attn: Documents & Deeds Committee  
PO BOX 91003  
LOUISVILLE, KY 40291

Email: [deeds.adamsrun@gmail.com](mailto:deeds.adamsrun@gmail.com)

- Upon receipt of all required forms, the committee will confer to determine agreement with the applicable CC&R. If approved, the documents will be returned including the signature of the committee chair and the current Board president. If denied, an explanation will also accompany the returned documents. If the request is in some way unusual, it will be brought before the entire Board of Directors for approval or denial.

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PROPERTY IMPROVEMENT REQUEST

PROPERTY IMPROVEMENT REQUEST DATE: \_\_\_\_\_

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

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

Lot #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of request, complete description and location of request:

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

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

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FOR COMMITTEE USE ONLY

Date Received: \_\_\_\_\_

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

Committee Action:

- Approved as submitted
- Approved as amended (see below)
- Denied (see below)
- Copy to: ARHOA Board and to Homeowner

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

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

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