

## The Woods of Beaver Creek

c/o Associated Property Management

6832 Loop Rd.

Centerville, OH 45459

or send email to [angelae@apmoh.com](mailto:angelae@apmoh.com)

### **EXTERIOR MODIFICATION REQUEST FORM**

If you wish to make any exterior changes to your home, e.g. paint color, landscaping (additions or replacements), skylights, sun tube installation, storm door installation, awning installation, shutters, satellite dish, walk lights, etc., you must first submit this application and pertinent information for your request to Associated Property Management through the APMOH Connect App (FrontSteps). Submit this form as one of the attachments in the APMOH Connect App so the Architectural Review Committee (ARC) can review for approval/disapproval. You will receive notification of approval/disapproval from the APMOH Connect App or by email. Refer to Exhibit "C" Design Review Standards located at [www.woodsofbeavercreek.com](http://www.woodsofbeavercreek.com) for the guidelines the ARC follows when determining approval/disapproval.

Submit this request at least 3 weeks prior to modifications. Work should not begin at your request until you have received approval from Associated Property Management or directly from the ARC Committee.

Approval requested by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Explain the nature of the requested project below. Describe the modification and attach product literature or website link if available. To expedite approval, provide samples, e.g. stone, shingles, pavers, or pain swatches to the ARC for review. The ARC meets every two weeks, on Tuesdays at 6:30PM in the clubhouse. If you wish to present the project in person, then annotate that this sheet or the "Notes" section through the APMOH Connect App to be included in our meeting agenda. The ARC will not accept e-mailed samples of colors; however, the ARC has a complete list of Sherwin Williams paint swatches. If you are using S/W paints, then you only need to supply the color name and number.

A description and/or drawing of all proposed modifications and all pertinent additional information must be submitted with this form to show exact intention, color, location, specifications and dimensions. Use extra sheets, if necessary.

Type of Request with Description:

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I understand the rules concerning the proposed modification and that the final decision regarding my request will be made by the ARC. I hereby acknowledge that the installation of this modification and the permanent maintenance thereof are my responsibility. I understand that any collateral damage caused by this modification is my sole responsibility to repair or replace, as determined by the Board of Trustees. In addition, I understand upon transfer of title to my property, it will be my responsibility to notify my successor and/or assigns in title of their responsibility to maintain the aforementioned modification.

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

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **FOR MANAGEMENT COMPANY & BOARD USE ONLY**

Received by Associated Property Mgmt: \_\_\_\_\_ Date: \_\_\_\_\_

Approval/Disapproval by ARC: \_\_\_\_\_ Date: \_\_\_\_\_