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**Architectural Control Committee - Improvement Application**

**WHEN SHOULD I FILE AN IMPROVEMENT APPLICATION?**

An application form must be submitted for any change or addition to the exterior of your home or grounds. If in doubt about your particular project, contact any member of the Architectural Control Committee or the Association Board of Trustees at Summitpointehoa1@gmail.com

**WHAT IS THE OBJECT OF THE IMPROVEMENT APPLICATION?**

The object of requiring a homeowner to file an improvement application with the Architectural Control Committee is two-fold. It will ensure that your planned improvement conforms to the Association's Declaration, enhances the appearance and beauty of Summit Pointe, maintains the architectural harmony of the community and in no way inconveniences your fellow homeowners. It also enables the Committee to determine what information and assistance it can give in order to expedite the completion of your planned improvement. For your benefit, a copy of the Guidelines for Architectural Approval found in the Summit Pointe Declaration is attached.

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

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

Day Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best Method to Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type & Nature of Requested Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dimensions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicable to Fences only) Fence Height: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fence Style: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order for the Committee to accurately review this application, please submit with this application a SCALE drawing in relation to your home and lot of all improvements requested to your home and lot. Additionally, please submit with this application any permits or other government approvals obtained.

I, the undersigned owner, understand the rules concerning the proposed improvement and declare that his improvement in no way encroaches on my neighbor's property or common ground. I agree to abide by the rules established by the Association and understand that myself, as well as, all future owners of this property will be solely liable for any upkeep required by the addition of this improvement. I understand that it is my responsibility at the time of resale to inform future owners of this obligation. I further agree to obtain all licenses and/or building permits required and to meet all legal requirements of the applicable building codes.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Submit Application & Attachments to:**

Summit Pointe HOA

PO Box 306

Springboro, OH 45066

Email: Summitpointehoa1@gmail.com

For Committee Use Only

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval (Y/N): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice Mailed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeowner Called (Y/N): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for More Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Details or Provisions for Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Craig Neslen – President John Bonnett - Vice President David G Price - Secretary/Treasurer

The Summit Pointe Homeowners Association Board of Trustees