

Architectural Change Application

WILLOW LAKES EAST

Owner (Applicant): _____

Property Address: _____ Lot#: _____

Phone: _____ E-mail: _____

Contractor Information (if applicable)

Contractor Name: _____

Contractor Phone: _____ Contractor E-mail: _____

Project Category:

- Fence
- Drive/Walks
- Roof
- Patio/Arbor/Deck/Awning
- Pool/Spa
- Significant Landscaping Changes
- Exterior modification/construction
- Replacement Windows
- Play Equipment (larger than 6' tall or 6' wide)
- Exterior Painting (except minor touch-up)
- Other (describe below)

Project Description (type of project, reason for project, type of materials to be used, dimensions, colors, etc.):

Is this request in response to a violation letter you received? Yes No

NOTE: Requests from property owners with past due assessment balances will be automatically denied until the account has been brought current.

APPLICATION CHECKLIST (please include the following items):

- Completed **Architectural Change Application** (this form)
- If your request is for the construction of a permanent or semi-permanent structure, you will need to submit a **site plan** (to scale) showing the location of your home, along with any other structures on your lot, and the proposed structure, including dimensions from the property lines, setbacks and easements. If you cannot provide a site plan as described, then you must provide a survey from a certified engineering firm.
- Project Visuals: Picture(s) of the intended project (photos, sketches, catalog or brochure pictures, links to websites, etc.), paint/stain samples, shingle samples, etc.

SUBMIT APPLICATION TO:

Don March, Architectural Control Committee Chair

Electronic Applications: marchdon@comcast.net

Physical Applications: Call (317) 432-9393 to arrange drop-off of application and related materials to 2520

Lookout Court, Greenwood, IN 46143

Architectural Change Application

WILLOW LAKES EAST

PROPERTY OWNER ACKNOWLEDGEMENTS

I understand and agree:

1. That no work on this request shall commence until I have received approval from the Architectural Control Committee (ACC),
2. That any construction or alteration to the subject property prior to approval of the ACC is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at my own expense. If I refuse to do so and Willow Lakes East Owners' Association (WLEOA) incurs any legal fees related to my construction and/or application, I will reimburse WLEOA for all such legal expenses incurred.
3. That any approval is contingent upon construction or alteration being completed in a neat and orderly manner,
4. That there are architectural requirements covered by the WLEOA governing documents and a board review process is established by the board of directors,
5. That all proposed improvements to the subject property must also comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall constitute a waiver or modification of any codes. That my signature indicates that these standards are met to the best of my knowledge.
6. That any variation from the original application must be re-submitted for approval,
7. That, if approved, said alteration must be maintained per the WLEOA governing documents,
8. That this alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible, at my expense, to correct any drainage problems to such areas that may occur as a result of this work or alteration,
9. That the ACC and WLEOA assume no liability resulting from the approval or disapproval of any plans submitted. The ACC and WLEOA assumes no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The ACC's review, comments, and/or approvals do not relieve the applicant of their responsibility to comply with the WLEOA governing documents.
10. That the ACC will be granted access to the subject property at any reasonable hour to inspect the project for compliance,
11. That it is my duty, and that of any contractor employed by me, to determine that the proposed improvement is structurally, mechanically and otherwise safe, and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ACC Committee and any member thereof shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.

I certify that the preceding information is an accurate representation of the proposed improvement and that the work will conform to applicable codes, covenants and standards. I also certify that the improvement will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee.

Owner/Applicant Signature: _____

Date: _____

Co-Owner/Applicant Signature: _____

Date: _____

IMPORTANT INFORMATION:

REVIEW PROCESS – The ACC will make every reasonable effort to expedite the review process. The ACC may request additional information to help clarify your proposal. If you do not receive a response from the ACC, it is NOT to be construed as an approval. It is the applicant's responsibility to follow-up with the ACC to obtain a decision.

MODIFICATIONS – Modifications are NOT permitted to commence until they have been reviewed and approved by the ACC/

APPEALS – Appeal requests must be submitted in writing to the full board of directors of Willow Lakes East Owners' Association for consideration.

FOR ACC USE ONLY:

Date Completed Application Received: _____

APPROVED APPROVED W/ STIPULATION DENIED DENIED – INSUFFICIENT INFORMATION

Stipulations/Comments/Suggestions: _____

ACC Approval #1: _____ ACC Approval #2: _____ ACC Approval #3: _____

Pre-Approval Inspection: _____

Post-Completion Inspection: _____