

# **Greenleaf Village Homes Association**

## **IMPROVEMENT APPLICATION**

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**When do you file an improvement application?** An application form must be submitted for any construction, modification, or addition to your lot or to the exterior of your home. If in doubt about your particular project, contact Comprehensive Property Management at the Address and phone numbers below. Return this form, with specifications, to:

### **COMPREHENSIVE PROPERTY MANAGEMENT**

901 Congress Park Dr  
Dayton, OH 45459  
Phone 937-435-5545 Fax 937-523-0708  
cpm@comppm.net

**What is the object of this form?** The object of requiring an owner to file an improvement application with the Board of Trustees is two-fold:

1. To ensure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community, and in no way inconveniences your fellow owners.
2. To enable the Association to determine what information and assistance it can give to expedite completion of your planned improvement and/or modification.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Lot#: \_\_\_\_\_ Owner: \_\_\_\_\_ Tenant: \_\_\_\_\_

Type/Nature of requested improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dimensions, Materials, Colors, Location, etc. \_\_\_\_\_

\_\_\_\_\_

***A scale drawing (surveyor's plot plan) of all improvements must be attached to this application to show the exact location and dimensions.***

Estimated start date: \_\_\_\_\_ Estimated date of completion: \_\_\_\_\_

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement. I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes.

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

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**For Association Use Only:** Date Application Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date to the Board \_\_\_\_\_ Date back from the Board \_\_\_\_\_

Approved by: \_\_\_\_\_ Special Provisions for Approval: \_\_\_\_\_

\_\_\_\_\_

Denied: \_\_\_\_\_ Reasons for denial: \_\_\_\_\_

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***\*\* If this improvement encroaches upon Common Elements, you must inform a purchaser of your home that maintenance of your improvement rests with him/her, even though in the Common area.  
\*\* The Board retains the right to require that a Lot owner remove or alter an approved improvement in the Common area, as it deems necessary.***