

IMPROVEMENT APPLICATION

Community: Washington Trace

Section: _____

An application form must be submitted for any construction, modification, or addition to the exterior of your building or grounds. All applications must be accompanied with a plot plan of the lot showing the location of the house and proposed improvement and photos of the improvement. Return this form to Oberer Management Services, Attn.: Washington Trace HOA, 3445 Newmark Drive, Miamisburg, Ohio 45342, e-mail lmateikat@oberer.com, phone (937) 531-5544.

The object of requiring an owner to file an improvement application with the Board of Trustees is 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 other owners.

Name: _____ Lot #: _____

Address: _____

Date: _____ Phone number: _____ E-mail: _____

Owner: _____ Renter: _____ Land contract: _____

Type and nature of requested improvement: _____

Color: _____ Location: _____

Dimensions: _____ Construction material: _____

Contractor: _____

Supplies: _____ Approximate cost: _____

A scale drawing of all improvements must be submitted and attached to this application to show the exact location and dimension. **A photograph or detailed sketch must also be enclosed.**

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.

Signature: _____ Date: _____



FOR ASSOCIATION USE:

Date application received: _____ Received by: _____

Approved: Yes _____ No _____ Date notification letter sent: _____

Signature of committee/Board _____

Special details or provisions for approval: _____
