

Cool Springs  
c/o Towne Properties Asset Management Co.  
2792 Circleport Dr. Erlanger, KY 41018  
859-291-5858 FAX: 859-291-7767

**ARCHITECTURAL IMPROVEMENT APPLICATION**

An application form should be submitted for any construction or addition to the exterior of your building or grounds. If in doubt about your particular project, contact the Managing Agent or any member of the Architectural Control Committee.

The object of requiring a homeowner to file an Improvement Application with the Architectural Control Committee 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 your fellow homeowners. It also enables the Committee to determine what information and assistance it can give in order to expedite completion of your planned improvement.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

TYPE AND NATURE OF IMPROVEMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COLOR: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DIMENSIONS: \_\_\_\_\_ APPROX. COST: \_\_\_\_\_

Estimated time of Completion. (Must be completed within in a year of approval) \_\_\_\_\_

An engineered drawing of all improvements must be submitted and attached to the application to show exact location and dimensions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's property. I agree to abide by the rules established by the Architectural Control Committee and will be solely liable for any upkeep required by the addition of this improvement.

**FOR COMMITTEE USE ONLY**

DATE APPL REC'D: \_\_\_\_\_

REC'D BY: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

DATE DISAPPR: \_\_\_\_\_

APP/DISAPPR. BY: \_\_\_\_\_

CONSTRUCTED BY APPROVED: \_\_\_\_\_