

Richmond Place Condominium Owner Association.
Richmond Heights

Architectural Review Request Form

Please furnish the following information and return the completed request form to:

The Coral Company
4401 Rockside Road, suite #390 or LMM@thecoralcompany.com
Independence, Ohio 44131

Name: _____

Address: _____

Phone: _____ Email: _____

Where applicable, applications should reference and/or indicate the following:

1. Site plans showing location, dimensions and orientation with respect to property lines
2. Material description/samples if available
3. Architectural drawings
4. Landscape plans
5. Color (requested)
6. Photographs and/or product brochures
7. Permits or other approval from local municipality, as required
8. Vendor/Contractor COI (Certificate of Insurance)

Describe in detail the proposed exterior modifications, location of modification and construction materials required. Attach supportive documentation as described above.

Estimated Start Date: _____ Estimated Completion Date: _____

To accommodate the proposed request, will modifications in the basic utility services or existing structure be required?

	YES	NO		YES	NO
Electric.	<input type="checkbox"/>	<input type="checkbox"/>	Gas.	<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer.	<input type="checkbox"/>	<input type="checkbox"/>	Telephone.	<input type="checkbox"/>	<input type="checkbox"/>
Cable TV.	<input type="checkbox"/>	<input type="checkbox"/>	Roof.	<input type="checkbox"/>	<input type="checkbox"/>
Siding.	<input type="checkbox"/>	<input type="checkbox"/>	Patio (concrete).	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk.	<input type="checkbox"/>	<input type="checkbox"/>	Patio fence	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to any of the above questions, please explain in detail:

If utilizing a vendor to perform the external modifications:

Company/Vendor Name: _____

Company Address: _____

Company/Vendor Contact Number: _____

Permit Required? Yes _____ No _____

I understand and agree that no construction or external alteration shall commence until I have received written approval from the Board of Trustees. If alterations are made prior to notification of decision, I may be required to return the property to its former condition at my own expense and I may also be responsible for incurred legal expenses.

Furthermore, I am aware that I should have written Board of Trustee approval before applying for City permits and that even if permits are obtained from the City of Richmond Heights prior to receiving approval from the Board of Trustees, the Board has the right to require alterations as deemed necessary to support the architectural design. A copy of permits should be provided to the management company.

Approval is subject to the following restrictions:

1. To avoid possible future misunderstanding, we must inform home owners that any additions or changes constructed by the homeowner must be maintained by the homeowner and/or subsequent purchaser of the residence.
2. It is the responsibility of the seller to disclose to the new owner any and all architectural changes or improvements that are the responsibility of the owner to repair or maintain.
3. In the event damage occurs as a result of the construction of the addition to any common element of the Association property or adjacent sub-lots, repairs must be made immediately at your expense and to the satisfaction of the Board of Trustees or affected neighboring homeowners.

4. If, for any reason, it would become necessary to remove the addition in order to facilitate a common element repair designated as the responsibility of the Association to maintain, the cost to remove and reinstall the addition would be charged back to the owner.
5. All construction must meet current building codes.
6. The Association will not be responsible for warranty issues caused by or related to the additions including, but not limited to, roof repair, grading, landscaping, etc.
7. The Association and its managing agent will not be held responsible for any injuries or damages occurring during the construction of the addition. This project is at the risk of the owner.
8. Property adjacent/next/connected to the home must not be impacted by the addition.
9. Only the architectural colors approved by the Association may be used.
10. Resident must abide by all current rules, regulations and policies set by the Board of Trustees.

Architectural Approval Agreement

The undersigned has read, understands and agrees to follow the conditions of approval as outlined above. The undersigned also understands that approval has not been fully executed until the Association Copy of this letter is signed and returned to The Coral Company. The undersigned understands the rules concerning the proposed improvement. The improvement in no way encroaches on a neighbor's property or common ground and agrees to abide by the rules established by the Association and will be solely liable for any upkeep required by the addition of this improvement. The homeowner agrees to obtain all licenses and/or building permits and to meet all legal requirements for building codes.

Signature

Date

Internal Use Only

Board Decision: APPROVED DENIED

OTHER: _____

Date: _____