

# GLENBROOK VILLAGE HOMEOWNERS ASSOCIATION

## APPLICATION FOR ARCHITECTURAL CHANGE

Applicant Name(s) \_\_\_\_\_

Property Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_

**DIRECTIONS:**

Please complete and sign this form; please print clearly or type;

**TWO (2) COMPLETE COPIES OF YOUR APPLICATION AND ATTACHMENTS MUST BE SUBMITTED**

**I. DESCRIPTION OF THE PROPOSED ARCHITECTURAL CHANGE**

Please use area below to describe briefly all proposed improvements, alterations or changes to your lot or home. Please include as attachments sketches, drawings, clippings, pictures, catalog illustrations and other data, as necessary to reasonably and adequately describe the proposed change. Please show location of proposed change on your property on a copy of a plat or survey, and include details of color(s), measurements, materials, and any other pertinent information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. NOTICE TO ADJACENT OWNERS**

**APPLICANT MAY USE EITHER OF THE FOLLOWING METHODS OF GIVING NOTICE TO ADJACENT OWNERS** (Choose one)

Applicant has physically delivered a copy of this Application to the owner of each property that is adjacent to Applicant's property per ALTERNATIVE A below, to be evidenced by each such owner signing receipts below or otherwise confirming actual receipt in a writing attached to this Application (no cost to applicant),

OR

Applicant hereby requests the Management Company for the Glenbrook Village Homeowners Association to mail copies of this Application to the owner of each property that is adjacent to Applicant's property per ALTERNATIVE B below, and hereby submits payment of \$50.00 to the Management Company to cover the cost of this service.

**ALTERNATIVE A: APPLICANT'S CERTIFICATION OF NOTICE TO ADJACENT OWNERS\*:**

Applicant hereby certifies that a complete copy of this Application and all exhibits or attachments was physically delivered to the owner of each property that is adjacent\*\* to Applicant's property, as evidenced by each such owner's signed receipt below or attachments in which each such owner confirms actual receipt of this Application.

Name _____	Signature: _____
Date: _____	
Address _____	

\*\*\*NO OTHER FORM WILL BE ACCEPTED\*\*\*

NOTICE: TWO (2) COMPLETE COPIES OF YOUR APPLICATION AND ATTACHMENTS MUST BE SUBMITTED

Name _____	Signature: _____
Date: _____	
Address _____	
Name _____	Signature: _____
Date: _____	
Address _____	

**CERTIFYING OWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ALTERNATIVE B: MANAGEMENT COMPANY CERTIFICATION OF NOTICE TO ADJACENT OWNERS\*:**

The Management Company hereby certifies that a complete copy of this Application and all exhibits or attachments was mailed by First Class U.S. Mail, Postage Prepaid to the owner of each property that is adjacent\*\* to Applicant's property at such owner's address as provided to us by such owner and as maintained in our billing records.

**MANAGEMENT COMPANY CERTIFICATION SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 (For use by Management Company only)

\* For purposes of the application process, the identity of the "owner" of an adjacent property shall be any party identified in the billing/notice records as maintained by the Management Company in the ordinary course of business. Any notice sent by The Management Company under ALTERNATIVE B shall be deemed to have gone to an owner's proper address if sent to the address maintained and used by The Management Company to send assessments and other notices to such owner in the ordinary course of business.

\*\* A property shall be considered "adjacent" to a corner or end property, even if separated by common area, where the property in question, (i) has the next sequentially higher or lower street number address, or (ii) fronts on a different common area street, but is the next closest property. End properties that are separated by a dedicated public street (i.e., Glenbrook Parkway or South Chelsea Lane) shall not be considered adjacent to each other.

**NOTICE TO ADJACENT PROPERTY OWNERS: The decision to approve or disapprove this Application rests solely with the Glenbrook Village Homeowners Association in accordance with the HOA documents. The Association may consider the effect of any change requested in this Application on your property in making its decision. If you have any questions or concerns about this Application that you wish the Association to consider, please communicate them in writing to: GLENBROOK VILLAGE HOMEOWNERS ASSOCIATION C/O The Management Company.**

**III. APPLICANT'S ACKNOWLEDGEMENTS**

- A.** Applicant understands that nothing here shall be construed to represent that alteration to land or buildings in accordance with these plans do not violate any of the provisions or building and zoning codes of the County to which the above property is subject. Further, nothing here contained shall be construed as a waiver or modification of any said restriction.
- B.** Applicant understands that no work on this request shall commence until written approval of this Application.
- C.** Applicant understands that any construction or exterior alteration undertaken before approval of this Application is not allowed: that, if alterations are made, Applicant may be required to return the property to its former condition at Applicant's expense if this application is disapproved; and that Applicant may be required to pay all legal expenses incurred.

**\*\*\*NO OTHER FORM WILL BE ACCEPTED\*\*\***

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- D. Applicant understands that all proposed improvements must meet applicable building and zoning code requirements. Applicant's signature indicates that these standards are met to the best of Applicant's knowledge. Applicant understands that application for a county building permit is the Applicant's responsibility.
- E. Applicant specifically understands and agrees that any approval by the Association shall be premised and conditioned upon construction and alterations being completed in a proper manner, whether or not this condition is expressly stated in the approval.
- F. Applicant understands that the Association or its designee shall be permitted (but not required) to inspect any improvements/changes on the property to confirm conformity with an approved application. Applicant further specifically agrees that in no event shall the Association be deemed to have made any warranty or representation to Applicant concerning the quality or building code compliance of any improvements, alterations or changes as a result of having approved or inspected them.
- G. I, the Applicant, understand that a copy of this Application will be returned to Applicant after review by the Association with notation of the Association's decision.
- H. I, the Applicant, understand that there are architectural requirements covered by the Covenants and a review process has been established by the Board of Directors.
- I. I, the Applicant, understand that the alteration authority granted by an approved application will be revoked automatically if the alterations requested have not commenced within 180 days of approval of this application and/or completed by the date specified by the Board.
- J. I, the Applicant, understand that any variation from the original application must be resubmitted for approval.
- K. I, the Applicant, understand that I am responsible for and will bear the full cost of the restoration, replacement or repair of any and all damage to or alteration of Glenbrook Village Homeowners Association Common Property that occurs as a consequence of the improvements, alterations or changes to my lot or home that are detailed in this application.

OWNER/APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

CO-OWNER/APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

- ATTACHMENTS:
- (1) Sketch, photo, catalog illustration, etc.
  - (2) Site plan or house location survey marked with change being requested.

Submit 2 complete copies of your application and all attachments by USPS  
mail or courier to:  
Glenbrook Village Homeowners Association  
C/o The Management Company

**FOR BOARD USE ONLY:**

DATE RECEIVED \_\_\_\_\_

APPROVED (Signature) \_\_\_\_\_ DATE \_\_\_\_\_

DISAPPROVED (Signature) \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS (Restrictions, additional requirements, reasons for disapproval)

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**\*\*\*NO OTHER FORM WILL BE ACCEPTED\*\*\***

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