



**BRANDONHALL HOMEOWNER'S ASSOCIATION
PROPERTY IMPROVEMENT APPLICATION**

Please read the information located on the reverse of this page regarding the submission of this form. **IMPORTANT NOTE:** Please allow sufficient time for processing. Though nearly all applications are processed within a week, **it could take up to 30 days to process this request.** Homeowners should notify their contractor(s) of this time frame.

NAME:	
DATE:	ADDRESS:
TELEPHONE:	E-MAIL:
DESCRIPTION OF PROJECT:	
LOCATION:	
DIMENSIONS:	COLOR
MATERIALS:	

HAVE YOU DISCUSSED THIS PROJECT WITH YOUR ADJACENT NEIGHBORS? (Check the appropriate box)

☐

YES

☐

NO

IF APPLICABLE, A SCALED DRAWING SHOWING THE EXACT LOCATION AND DIMENSIONS OF THE PROPOSED CHANGE OR IMPROVEMENT MUST BE ATTACHED TO THIS APPLICATION, PLUS BROCHURES AND MATERIAL SAMPLES.

REGARDING FENCES:

I acknowledge that I am aware of the mulch bed requirement for installation of a fence, as outlined in the current Rules & Regulations. I also acknowledge that I am aware that a fine of \$20 PER MONTH will be assessed if the mulch bed is not in place at the time the fence is installed.

Signature _____

Date _____

I understand the rules concerning the proposed change/improvement. This change/improvement shall in no way encroach on any easement or common property. 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 change/improvement. I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes and inspections.

I have reviewed the Declaration of Covenants Conditions and Restrictions for Brandonhall Village, as amended, and agree that all homeowners are responsible for complying with the provisions thereof. I acknowledge and agree that the members of the Board of Trustees of Brandonhall Homeowners' Association, Inc., are serving as volunteers and are not liable for any good faith mistake in my judgment, or any negligence arising out of or in connection with the approval or disapproval of my plans and specifications. I acknowledge responsibility for any costs incurred by the Board of Trustees in connection with reviewing the application.

I understand that if a controversy results from a refusal of the application, I must make written demand for arbitration of a panel of three persons, which demand shall be made not later than fifteen days after a decision by the Board of Trustees. One arbitrator shall be chosen by the Association, one shall be chosen by me as homeowner, and the third shall be chosen by the first two arbitrators named. The decision of two or more arbitrators is binding on the parties. The arbitration shall follow the rules of the American Arbitration Association. Each arbitrator shall be an Ohio licensed real estate broker and/or appraiser having experience with the operation of homeowners' associations in the State of Ohio.

Return the completed application and other documentation to: Brandonhall Homeowners Association, P.O. Box 1143, Miamisburg, OH 45343-1143.

SIGNATURE OF HOMEOWNER(S): _____

DATE: _____

Property Improvement Application Overview, Process, and Instructions

Why is this form needed? When you purchased your home, you agreed to accept the rules outlined in the Declaration of Covenants Conditions and Restrictions for Brandonhall Village, also known as the Covenants. The Covenants appoint the Brandonhall Board of Trustees responsible for maintaining the visual harmony of our community. This includes changes to specific aspects of every resident's house and landscaping. This Property Improvement Application form, or PIA, must be submitted to the Board of Trustees and approved by the Board prior to starting construction, planting, or installation. By completing the PIA process and receiving a letter of approval from the Board of Trustees, we all protect the design integrity and the high-quality standards of our community.

When is this form needed? The following items require the submission of a PIA and a corresponding letter of approval from the Board of Trustees:

- ✓ Any modification, including landscaping, design changes, or additions to their home that deviates from the original design/construction
- ✓ Statuary placed outside the home's planting beds
- ✓ Satellite dishes
- ✓ Fence construction
- ✓ House reconstruction
- ✓ Window replacement
- ✓ Roof replacement
- ✓ Deck construction
- ✓ Changes in house exterior paint color including exterior door
- ✓ Driveway and sidewalk construction and replacement

INSTRUCTIONS & PROCESS

1. Obtain a blank copy of the PIA through the Brandonhall newsletter or by calling the hotline or contacting a Trustee.
2. Completely fill out the PIA and include any necessary diagrams, brochures, or other documentation. Mail to:
Brandonhall Homeowners Association, P.O. Box 1143, Miamisburg, OH 45343-1143.
3. The Trustees will review the application to ensure that adequate information has been provided and, if necessary, make arrangements with the owner(s) to meet for discussion regarding the proposed improvement.
4. After all questions have been answered, the Trustees will then (1) approve, (2) approve with modifications, or (3) deny the PIA. The Trustees will notify the homeowner of their decision by U.S. Mail. **The Board of Trustees will approve or deny the application within thirty (30) days.** All written approval of plan is valid for six months (6) from the date of notification to the homeowner.
5. Upon completion of any improvement, the homeowner will notify the Board of Trustees by calling the hotline so that an inspection may be made to verify that the work was done in accordance with the approved plans.

IMPORTANT NOTICE:

Approval of plans by the Board of Trustees shall not be deemed to constitute compliance with the requirements of any local building, zoning, safety, health, or fire codes, and shall be the responsibility of the homeowner to assure such compliance. Approval shall not waive any requirements on the part of the homeowner or his/her representative to comply with setbacks, height restrictions, or requirements unless such waiver or variance is specifically requested at the time of submittal and provided that the waiver or variance may properly be granted by the Board of Trustees and local jurisdictions, where applicable.

The established Declaration of Covenants Conditions and Restrictions for Brandonhall Village shall remain in force as the legal restrictions governing all construction. **Homeowners who initiate modifications to their property without the formal, written approval of the Trustees shall do so at their own risk and must be accountable under the existing Brandonhall Village Covenants, Conditions and Restrictions and may be subject to all penalties and fines as called for under the Covenants.**