

Ross Estates Homeowners Association

Improvement Application

WHEN DO YOU NEED TO FILE AN IMPROVEMENT APPLICATION?

An application form must be submitted for any construction, modification, or addition to the exterior of your building or grounds. If in doubt about your particular project, please email the following:

ross.estates.hoa@gmail.com, ross.estates.hoa.treasurer@gmail.com

WHAT IS THE OBJECT OF THIS FORM?

The object of requiring a Homeowner to file an Improvement Application with the Board is two-fold:

1. 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.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

Name: _____ Phone: _____ Mobile?

Address: _____

Owner: Yes No If no, Owner's Name and Phone: _____

Type and Nature of Requested Improvement: _____

Location: _____ Costs: _____

Dimensions: _____ Colors: _____

Supplies: _____

Building Permit Number and Date: _____

Surveyor Info: _____ (company, phone, date of survey)

Please include copies of the building permit and survey documentation.

A SCALE drawing showing the exact location and dimensions of the improvement must be attached to this application.

It's suggested that a screen print from the Butler County GIS Maps of the lot is used as the base drawing. The maps may not be accurate and should never be used in place of a staked survey, but they are sufficient for illustrating these changes.

<https://www.butlercountyauditor.org/Home/GIS-Maps> then select the **GIS Viewer**, then enter address in search field at top.

I understand the rules concerning the proposed improvement, based upon the HOA's by-laws, Declaration, and the agreements on the following page, and attest that this improvement does not encroach on any other neighbor's property, any 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, staked surveys, and/or building permits as needed, and to meet all legal requirements for building codes.

Signature(s): _____ Date: _____

HOA Board Signature: _____ Date: _____

Homeowner's Improvement Agreement

The Ross Estates Homeowners Association hereby grants to the undersigned homeowner the right to install the improvement, as described on page one, upon their lot associated with the owner's residence, as more completely described and depicted upon the attached Exhibits, subject to the terms and conditions set forth herein.

1. Indemnity

The Owner hereby indemnifies the Association, its employees, agents, and contractors, and shall hold the Association and its employees, agents and contractors harmless for any loss or damage to the improvements, including attorney fees, caused by the Association, its employees, agents and contractors during the course of the Association performing its required maintenance of the area in which the improvement is located. In addition, the Owner shall indemnify and hold the Association harmless against any, and all claims, threat of claims, or lawsuits brought by any person for injuries, damages, or losses to any persons or property directly or indirectly arising out of the Owner's installation, maintenance, or failure to maintain the improvement, including the cost of the Association's attorney fees included in defending such claims.

2. Continuing Duty to Maintain Improvements

The Owner acknowledges that they shall have the sole and complete responsibility, at their cost, to maintain and repair the improvements in accordance with the rules or requirements of the Association for so long as the improvements exist. The duty of the Owner to maintain and repair the improvements shall be an ongoing duty and shall be binding upon any subsequent owner of the Owner's residence. The Owner's or any subsequent Owner's duty to maintain and repair the improvements shall also include the cost to remove the improvements and to restore any damage to the improved area to its original condition.

3. Association's Rights

The Association retains the right to require the improvement to be either maintained, repaired or replaced if they become damaged, unsightly, worn, or otherwise in need of repair or maintenance in the sole discretion of the Association and in accordance with the Association's rules and regulations.

Please send the completed and signed form to a member of the HOA Board.

Mail it to: Ross Estates HOA, PO Box 14, Ross, OH, 45061

For the quickest response, please complete, sign, and scan this form then email to the addresses on page one.

The HOA will make a formal response to you within 30 days of receipt of your improvement application.

Please do not commence work on your improvement until you receive approval for your application.

Homeowner's Improvement Agreement Additional Notes and Details

Please include additional notes, images, drawings, etc. as needed. Add as many pages as required.

Homeowner's Improvement Agreement Instructions

Fill out this document on paper, or electronically. If filled out electronically, please be careful of the form fields since they are underlined tabs, and they may need to be removed, cleaned up, and underlined as needed to preserve the format of this document.

To sign this document electronically, type in your name in the indicated spaces and date it. The use of electronic signatures is permitted by Federal laws, and is binding. Your signature could be simply typing in your name, or even attaching an image of your signature, both of which are valid and binding.

Email the completed document to the email addresses on page one, or mail it to the PO Box as listed on this page.

Once this request has been approved, it will be signed by a board member and sent back to you. Please keep a signed copy for your records.

If you have any questions, please contact a Board member at the email addresses on page one.