



HOMEOWNER PROPERTY IMPROVEMENT APPROVAL REQUEST

PROCEDURE

1. Review the request application form instruction guideline that includes suggestions to help expedite the review of your request.
2. Fill out the request form and sign it.
3. Attach supporting documentation such as specifications, scaled drawing, product photos, etc.
4. Prepare a check in the amount of the required security deposit (if any).
5. Submit the documents together with the security deposit:
 - a. Mail to KG HOA Board, P.O. Box 251, Bargersville, IN 46106-0251; or,
 - b. Deliver in person at one of the monthly Board meetings; or,
 - c. Deliver in person to a Board member; or,
 - d. Submit an electronic/scanned copy via email to board@kensingtongrovehoa.org and separately mail or hand deliver the security deposit.
6. After confirming that all required documentation has been provided, the request will be queued for review. Generally, applications are reviewed within a week or two if they are complete and there are no follow-up questions.
7. After approval and upon completion of the homeowner's project, depending on the nature of the project, a Board member may perform an inspection of the work. The homeowner must inform the Board that the project is finished.
8. When the completed project is deemed satisfactory, a refund of the security deposit will be sent to the homeowner.



INSTRUCTION GUIDELINE

- The application and security deposit must be completed and submitted by the homeowner. Applications submitted by the contractor will be returned.
- Include plan scaled drawings showing orientation on the property plot plan.
- Include photos, elevation drawings of planned structure design (e.g., pergola, fence style, covered porch).
- Include building exterior material, paint/stain specifications.
- Include drainage plans if applicable to the project.
- Include a security deposit in an amount corresponding to the project as indicated in the application.
- Inform the Board when your project is completed.

AVOID DELAYS; ENSURE YOUR APPLICATION DOES NOT HAVE THESE PROBLEMS:

- Plan drawings are not clearly marked.
- Plan drawings do not show the property plot plan.
- Fire pits are not gas sourced.
- Basketball backboards or any other fixed games and play structures are not located behind the rear foundation line of the main structure and within lot set-back lines (although the BOD may grant a waiver if property conditions do not allow for the set-back).
- Basketball backboards must be made of a transparent material.
- Incomplete specifications for finishing external structures. Style/color do not match the house in terms of design, materials, and color.
- Drainage is not indicated on the plan, if applicable.
- The application and/or security deposit was not completed by the property owner.

Received _____

Posted _____



PROPERTY IMPROVEMENT APPROVAL REQUEST APPLICATION FORM

Instructions:

This application must be completed by the property owner or owners of said lot and submitted to the KG HOA Board of Directors together with a security deposit (if any).

1. OWNER INFORMATION

Owners Name: _____ Lot Number: _____
 Home Address: _____ Phone: _____
 Email Address: _____

2. CONSTRUCTION/IMPROVEMENT PLAN

a. Indicate the type of construction or improvement (check one or more):

- | | |
|---|---|
| <input type="checkbox"/> Room Addition | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Basketball Goal | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Pergola |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Sidewalk/Driveway Repair | <input type="checkbox"/> Roof Replacement |
| <input type="checkbox"/> Exterior Painting/Staining | |

Other: _____

b. Fill out the following where applicable:

(For Additions) Number of levels above grade: _____

(For Additions) Total square footage: _____

Exterior Paint/Stain Color: _____

Brick/Stone Color & Style: _____

Shingles Type, color: _____

c. Does your property border a retention pond? ____ Yes ____ No

d. Description of the project:

3. CONTRACTOR INFORMATION:

Contractor Name: _____

Proposed Start Date: _____

4. SECURITY DEPOSIT TO ACCOMPANY THE APPLICATION:

Check should be made payable to: Kensington Grove HOA.

When the improvement project is completed and deemed satisfactory by the Board, the security deposit will be refunded to the homeowner.

PROJECT TYPE	AMOUNT OF DEPOSIT			
	\$0	\$500	\$1000	\$2500
Room Addition Pool				X
Patio Pergola Fence			X	
Basketball Goal Landscaping Deck Sidewalk Repair Driveway Repair		X		
Exterior Painting Exterior Staining Roof Replacement	X			
Other	Ask the Board. Email board@kensingtongrovehoa.org			

5. REQUEST FOR APPROVAL

The undersigned, owner(s) of the lot in Kensington Grove identified above, hereby states and certifies that a) he/she/they is the sole owner of said lot, b) the information set forth herein is true and correct, and c) the plans and drawings identified above and submitted herewith are the only and complete plans and drawings being submitted for approval by the HOA Board of Directors (the Board). The undersigned represents, warrants, and agrees that all construction upon and improvement to said lot will be performed in accordance with submitted plans and drawings as finally approved by the Board. The undersigned acknowledges and understands that any changes in plans and drawings, after the approval of those submitted to the Board, must be resubmitted to the Board for its consideration and approval. The undersigned further agrees to abide by all of the terms, provisions, and requirements of the Guidelines, the Declaration of Covenants and Restrictions of Kensington Grove, and the plat restrictions. The undersigned hereby requests approval of the Board of the plans and drawings identified above and submitted herewith to the Board:

All owners of record must sign this application of approval.

Owner: _____

Signature: _____ Date: _____

Owner: _____

Signature: _____ Date: _____

6. ACTION BY THE HOA BOARD

The plans and drawings submitted by the homeowner are:

_____ Approved as submitted and the HOA Board of Directors hereby authorize, if applicable, the issuance by the building Commissioner, in his discretion, of an improvement location permit and as building permit for the construction reflected on the plans and drawings approved by the Board, which bear the "Approved" stamp from the Board.

_____ Disapproved due to being incomplete for the following reasons:

_____ Disapproved for the following reasons:

Date of Board Action: _____

The foregoing action by the HOA Board of Directors (the Board) is valid only when this Application is executed by the Board and all plans and drawings listed herein and have been stamped "Approved" by the Board.

Kensington Grove HOA Board of Directors

Authorized Board of Directors Signature

Date

CHECKLIST BEFORE SUBMITTING THE PROPERTY IMPROVEMENT APPROVAL REQUEST APPLICATION

- _____ The application form has been completed and signed by ALL property owners.
- _____ Detailed plans are attached and show the project relative to the plot plan.
- _____ Product photos, elevation drawings are included, where applicable.
- _____ Building materials specifications for external structures are provided.
- _____ Paint/stain colors are provided, if applicable.
- _____ Drainage plans are shown in the project's scaled drawing, if applicable.
- _____ Fire pit is not wood burning. Fire pits must be gas sourced.
- _____ A security deposit check is attached, if required.