

# LH VILLAS-ARCHITECTURAL AND LANDSCAPE IMPROVEMENT APPLICATION

**Step 1.** Review the Architectural guidelines defined in the Declaration of Covenants.

**Step 2.** Fill out this application:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Association Name: \_\_\_\_\_ City: \_\_\_\_\_

Est. Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of Alteration/Improvement: \_\_\_\_\_

The following documents **must** be included with the application:

- ☐ **Attach a copy of your original lot survey with placement of improvement/alteration noted (i.e. if building a deck, draw placement of deck on survey).**
- ☐ **Attach a drawing of the alteration/improvement, preferably a professional drawing from your contractor. If that is not available a hand drawing may be acceptable, as solely determined by the Architectural Review Committee.**
- ☐ **Attach a written description or picture of the alteration/improvement (catalog cut sheets, brochure pictures or website printouts are acceptable). Include a specific list of materials that will be used (for a deck you would include the following: types of wood, paint colors, stain colors etc....).**

The homeowner agrees to the following:

- A. No alterations/improvements may be commenced until written approval is received from the Architectural Review Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval. **The Board of Directors has 60 days to; review, approve, deny, request changes or request additional information before making their final decision.**
- B. Applications cannot be approved until after closing is completed on the home.
- C. The owner is responsible for obtaining any required building permits.
- D. The owner, not the Association, Board of Directors, or Review Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit.
- E. The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 3.** Submit **a copy** of the application to Kingwood Management, 14520 61<sup>st</sup> Street Court, North, Stillwater, MN 55082 (remember the attachments). Incomplete applications that have insufficient information will be denied.

**Step 4.** Wait for a response from the Architectural Review Committee. The response will be mailed to you. **Note: In accordance with the Declaration of Covenants your contractors are not allowed to put advertising signs on your property.**

If you have any questions or concerns about this process, please contact Sara Jenkins [sjenkins@kingwoodmanagement.com](mailto:sjenkins@kingwoodmanagement.com)

## **Architectural Control**

### ***Satellite Dishes***

The FCC requires the Association to designate a specific location where a satellite dish may be placed. The only location a satellite dish may be placed is on the concrete front entry porch for a dwelling unit. Satellite dishes may not be attached to the building in any way. The sending and receiving apparatus, along with any cables or other equipment required for the installation of Dish Network and DirecTV may not be attached to the building, including the post on the front porch. The cost to repair any damage occurred during installation or removal of the dish will be assessed to the unit owner. Satellite dishes installed in violation of this regulation will be removed and any costs incurred in the removal assessed to the unit owner.

### ***Board Approval for Attachments to the Building Exterior***

Homeowners wishing to attach any item, including but not limited to garage door keypads, Xcel Energy savers, and Board approved screen/storm doors, to the exterior of a building must first obtain written approval from the Board pursuant to the Declaration, Section 8, Architectural Control. The cost to repair any damage occurring during installation of the approved item will be assessed to the unit owner.