

**HAWTHORNE PARK VILLA ASSOCIATION
RENOVATION FORM**

The purpose of this form is to help the villa owner understand guidelines in applying for any proposed outside renovation project.

Section 10 of the Association Covenants outlines Architectural Control over any improvements after the original construction is complete. Section 10.1 Approval Necessary states:

"No building, outbuilding, garage, fence, wall, retaining wall, or other structure of any kind shall be erected, constructed, placed or maintained on the Properties, nor shall any dwelling or other improvements on each Unit, as originally constructed and approved by the Committee, be altered, changed, repaired or modified unless prior to the commencement of any work thereof, two complete plans and specifications therefore, including but not limited to exterior colors, materials, and decorations, and also including, as applicable, front, side and rear elevations, and floor plans, and two plot plans indicating and fixing the exact location of such improvements, structures or such altered structure on the Unit with reference to the street and side lines thereof, shall have been first submitted in writing for approval and approved in writing by the Architectural Committee. The foregoing prior approval is intended to specifically apply to the painting of a dwelling or any other maintenance or repair which changes the exterior appearance of a dwelling or other improvements on a Unit."

The Association's Board of Directors acts as the Architectural Control Committee. All covenants are applied equally and fairly to all residents. The Board recognizes the individual right of each owner to landscape and develop the land outside of their villa. As such, the Board seeks to cooperate with each villa owner to the extent the Covenants allow, and to the extent any plans conform to existing community standards. However, three types of renovations will not be approved under any conditions: (1) Any type of fencing other than invisible pet fencing. (2) Any renovation that blocks neighboring views of any common ground, other than live plants. Railings and low walls around patio areas are acceptable exceptions permitted. (3) Any renovation that increases the cost of maintaining the lawn area.

The Board currently requires the following items be submitted by any villa owner seeking approval for any renovation subject to Section 10 in the Association Covenants.

1. Name and contact information for any contractors involved in the proposed project.
2. One plot plan indicating the exact location and measurements of the proposed project.
3. One elevation plan if any portion of the proposed project exceeds six inches in height.
4. List of colors to be used on the proposed project.
5. After Board approval and before construction begins, submit copies of the necessary Allen County Building Permits. Note: Building Permits are required for any renovation, including patio work, according to the Allen County Planning Office.

By my signature below, I agree to the following:

1. Any landscape or lawn disturbance will be repaired to original condition.
2. Lawn irrigation lines must be marked by Association's vendor prior to construction.
3. Any mud, dust, or debris affecting neighboring villas will be cleared and/or cleaned away.
4. Any sawing of concrete will be done with a wet saw only. No dry saws are permitted due to the large amount of dust produced.
5. All work will be done during normal daylight working hours.

Owner: _____

Owner Address: _____

Signature: _____ Date: _____