

# Tanglewood Homeowners Association

## IMPROVEMENT APPLICATION

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**When do you file an improvement application?** An application form must be submitted for **any** construction, modification, or addition to your lot or to the exterior of your home. If in doubt about your particular project, contact the THOA Board. Return this form, with specifications, to:

**Tanglewood Homeowners Association**  
6337 Dustywind Lane  
Loveland, OH 45140

Or email to THOA Board at: [hoatanglewoodboard@gmail.com](mailto:hoatanglewoodboard@gmail.com)

**What is the object of this form?** The object of requiring an owner to file an improvement application with the Board of Trustees 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 design of the Community, and in no way inconveniences your fellow owners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement and/or modification.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Lot#: \_\_\_\_\_ Owner: \_\_\_\_\_ Tenant: \_\_\_\_\_

Type/Nature of requested improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dimensions, Materials, Colors, Location, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***A scale drawing of all improvements must be attached to this application to show the exact location and dimensions.***

Estimated start date: \_\_\_\_\_ Estimated date of completion: \_\_\_\_\_

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's limited 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 and/or building permits and meet all legal requirements for building codes.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
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### **For Association Use Only:**

Date Application Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date to the Board \_\_\_\_\_ Date back from the Board \_\_\_\_\_

Approved by: \_\_\_\_\_ Special Provisions for Approval: \_\_\_\_\_  
\_\_\_\_\_

Denied: \_\_\_\_\_ Reasons for denial: \_\_\_\_\_

Date sent to Homeowner: \_\_\_\_\_

\*\* The Board retains the right to require that a Lot owner remove or alter an approved improvement in the Common area, as it deems necessary.