

## **Procedure for Approval of Improvements to Homes in the Kensington Court Condominium Association**

The Declarations of the Kensington Court Condominium Association, (*Article IV, Purpose and Restrictions Affecting the Property*) prohibit any exterior modifications to the Limited Common Areas, such as: patios, screen porches, awnings, additions, etc. which would change the appearance of any residential unit and/or any site work, modifying the existing landscape.

The Declarations provide for changes in the Limited Common Area, such as those above, if there is prior Board approval. To establish the process of obtaining approval, the Board has developed an Application Form. By submitting a completed Application Form the Board of Directors will have enough information to determine if the requested changes can be approved. The application and approval must be done **in advance** of implementing any change.

If you wish to apply for approval you may obtain the application form from The Kensington Court property management company, Reserve Realty Management at: (330-467-0828) or E-mail your request to:

[jdittrich@reservemgmt.com](mailto:jdittrich@reservemgmt.com)

Once you have completed the Application it must be sent to Reserve Realty Management for processing. Any applications sent to the Board will delay the processing.

All completed applications must be sent to  
Reserve Realty Management  
480 W. Aurora Rd.  
Sagamore Hills, Ohio 44067  
Telephone-330-467-0828, Fax-330-467-6845

**KENSINGTON COURT ASSOCIATION  
IMPROVEMENT and MODIFICATION APPLICATION**

Owner(s) Name \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Requested Modification:     Exterior Appearance     Structural     Landscaping     Other

Location:     Front Yard     Side Yard     Back Yard    If possible, provide a plot plan showing location.

Describe the Improvement:
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Provide a description of your project and include as much detail as possible including materials to be used, style, colors, and other pertinent information. Please provide a detailed drawing or blueprint of the proposed alteration.

Does your project require any type of permit? \_\_\_\_\_ Any permit will be obtained at owner's expense.

Does your project require an easement? \_\_\_\_\_ Approval will require advance payment for easements.

Provide the name and phone number of any contractor doing the work.

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Please read closely before signing:

1. All Maintenance and upkeep to the above modification will be preformed at my expenses and in a timely manner.
2. Any maintenance costs incurred by the Association resulting from this modification will be paid by me.
3. If any portion of the Association's property is disturbed or damaged by either my contractor or myself, I agree to be responsible for and to restore the common elements to their original condition.
4. I understand that it is my responsibility to advise future assigns, purchasers or owners of this unit of their responsibility for same.
5. I understand the Association has the right to record a notice of modification in the chain of title to my unit.
6. I agree that if I do not maintain the modification to protect the community aesthetics, the Association can maintain or remove it at my expense and without liability to assigns, my future purchasers or me.

I (we) Agree to all terms of this agreement.

Date \_\_\_\_\_

Signed: \_\_\_\_\_

**KENSINGTON COURT ASSOCIATION  
IMPROVEMENT and MODIFICATION APPLICATION**

Approved By: \_\_\_\_\_

Board Member Signature

Date of Board Approval \_\_\_\_\_

Comments: