



**Keats Glen**  
*at Corner Ketch*  
**Architectural Review Committee**

Please print or type

Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Model Type: \_\_\_\_\_

Description of desired changes: Give full details (or attach exhibits) of purpose and/or reason, type, color of materials to be used and location on the property:

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If the change is for a structural change, ground planting, fencing, rearrangement, etc., attach a sketch or architectural plan.

Instructions

1. Prepare a sketch or a written description of the proposed improvement or change in sufficient detail so that the Board can make a decision.
2. Provide a site plan including unit location, and indicate where on the property the improvement is to be located.
3. All proposed improvements must meet local building codes, state or local laws. Your signature indicates that these standards will be met. Applications to any Department of the township or to any other governmental authority for a permit to make an addition, alteration or improvement in or to any unit must be approved by the Board if Directors of the Keats Glen Association.

  
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Conditions each Owner agrees to abide by and does so by signing this application

- 1 It is understood that I (We) have knowledge of the Declaration in regard to property changes.
- 2 I (We) understand and agree that no work on this request commence until written approval of the Board of Directors had been received by me (us).
- 3 All expenses related to the work, including damage to the common Facilities or to the other units is my (our) responsibility and I (we) agree to save the Board harmless from any and all liability which may result from any approval.
- 4 The Board and/ or its appropriate agents may make reasonable inspections as work progresses which is relative to this application and I (we) agree to permit them to do so.
- 5 A letter of approval/denial shall be returned to me (us) after review by the Board of Directors.
- 6 If any “Common Facilities or Exterior Alteration Application” has been approved and the work is not done as described in the application, the Board has the authority to order the Unit Owner in writing to correct the work, or if necessary, order the alteration to be removed and everything restored to its original status.
- 7 Approval of planting trees and shrubbery is based upon the following understanding and agreement.
- 8 Current homeowner and all future homeowners are responsible for maintaining the beds.

Signature of each Unit Owner

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Acknowledgement of All Immediate Owners Concerned

This acknowledgement indicates an awareness of the intent. I/We have been informed of the proposed plan. In the case of co-owners, both must sign.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

Common Facilities Alteration Agreement

It is understood that prior to the commencement of alteration, a Certificate of Insurance must be received (including workmen's compensation insurance) from my contractor. Furthermore, I agree to indemnify Keats Glen Community Association from any mechanics lien resulting from Board approval for this alteration. All expenses related to this work, including damage to the Common Facilities or to any other units are my responsibility and I agree to sane the Board harmless from any and all liability which may result from approval.

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

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