



Meadows at Winchester Homeowners Association Architectural and Structural Improvements and Additions Form

Date: _____ Parcel #: _____ Phone: _____ Cell: _____
www.franklincountyauditor.com

Homeowners Name: _____

Address: _____

Email Address: _____

Description of work (For new additions, include architects drawings, layout on lot, type of exterior [siding or brick] and exterior color samples. For fences include contractor drawing including height, length, layout on property and photo or sketch/drawing of fence design. For satellite TV provide drawing of where satellite dish is to be located on house or property. A picture of the proposed location is required for all requests):

Contractor or Contracting Company Name: _____

(Insert your name if you are doing the work yourself)

Phone: _____ Est. start date: _____ Est. completion date: _____

Revisions Recommended by Design Review Committee:

Committee Approval

Approved by: _____ Date: _____

Notes:

SEND TO: **Meadows at Winchester HOA** % Advanced Realty Management, Inc.
Mail: 5350 E. Livingston Ave., Columbus, OH 43232 (614) 861-1441
Email: don@advancedrealtygmt.com / Fax: (614) 863-7391

Approval Process for Improvements or Additions

It will be necessary to submit the following information for approval prior to beginning any improvements:

A sketch of proposed improvements including a scope of work, a list of materials to be used, and what type of finish is to be applied if applicable.

a map of your property can be found by visiting the Franklin County Auditor's website at (www.franklincountyohio.gov/auditor).

A copy of the Contractor's scope of work and any building permits (if applicable).

Photos of the proposed site before improvement.

After all necessary information has been submitted allow up to two weeks for modification requests and/or approval.

Homeowners will be responsible to comply with all applicable City Codes and Regulations regarding easements, rights of way, etc.

Please be advised the MWDRB provides an approval on aesthetics only! All building permits are the responsibility of the homeowner. The Home Owners Association DOES NOT issue building permits.

The MWDRB reserves the right to make periodic inspections during construction to insure compliance with these guidelines.

For questions about what is required or to submit the information for approval contact:

Don Acquista - Advanced Realty / Management, Inc
Attn: Meadows at Winchester HOA
5350 E. Livingston Ave.
Columbus, Ohio 43232
(614)861-1441 – Fax (614)863-7391

Or

Email Don Acquista - dacquista@advancedrealtymgmt.com

Notifications of Approval/Contingency/Denial

Once your submission has been reviewed your plans you will receive one of three notifications in writing:

Approval Notification – This notice informs you that your plan has been approved as submitted, no changes needed. This notice must also be prominently displayed during completion of the improvements.

Contingency Notification – This notification will inform you of any changes or additions that, if made, will result in an approval to proceed.

Notification of Denial – This notice will inform you that your plan has been denied, and provide the explanation for that denial.

If you do not agree with the contingencies for approval, or a denial of your plans, you may appeal the decision. Your appeal must be in writing and addressed to the members of the Board for the Meadows at Winchester Homeowners Association. This can be sent to:

Don Acquista - Advanced Realty / Management, Inc
Attn: Meadows at Winchester HOA
5350 E. Livingston Ave.
Columbus, Ohio 43232
(614)861-1441 – Fax (614)863-7391

Or

Email Don Acquista - dacquista@advancedrealtymgmt.com

Upon approval, an official document will be sent to you for your records. If your plan is not approved, you will be notified in writing as to why it was not approved and what conditions, if any, must be met to obtain approval.

If unseen conditions arise, the MWDRC reserves the right to modify the approval.