

# Country Club Estates HOA Application for Exterior Modifications

Country Club Estates Architectural Review Committee  
c/o Cornerstone Property Management  
8003 Lyndon Centre Way, Suite 101  
Louisville KY. 40222

Name: \_\_\_\_\_ Lot: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

I. Description of your proposed project. Include dimensions, materials, location, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Attach elevations and footprint drawings or photographs of the proposed project. Drawings should indicate height off the ground, dimensions, relationship to existing structures. All work completed by (check one) self  contractor

III. Attach a copy of the property plat with the proposed project drawn on the plat to scale.

IV. I understand and agree to the following:

- That there are architectural requirements addressed in the governing documents and a review process established by the Architectural Review Committee and the Board of Directors.
- That no work on the modifications on this application will commence until I receive written approval from the Country Club Estates HOA Board of Directors or the Property Manager. To do so is a violation of the Declarations and may result in my being required to remove any or all of the modifications, should they not be approved, and restore my property to its original condition at my own expense. I understand I may be held responsible for all legal fees incurred by the Association in enforcing the provisions of the Declaration.
- The approval of this application is not based on any structural integrity. I agree to comply with any and all applicable local zoning and building codes and will obtain all required permits. The approval of the Architectural Review Committee only satisfies the requirements of the Country Club Estates HOA.

**Country Club Estates HOA  
Application for Exterior Modifications**

- **Indiana law requires that two days before you start to dig you must call IURC (811), to have the location of all underground utilities marked. For information, go to [www.indiana811.org](http://www.indiana811.org).**
- **This approval is contingent upon the modifications being completed as depicted in the original and modified application packages and no deviations may be undertaken without approval of the Architectural Review Committee.**
- Modifications may not conflict with any recorded easements, including sight distance easements, and I am solely responsible for ascertaining the location of such easements. The Country Club Estates HOA, its Board of Directors, Architectural Review Committee, employees or agents accepts no responsibility for violations of recorded easements and clearance requirements. Additionally, modifications may not adversely affect the drainage in the area so as to impact neighboring lots.
- No construction vehicles may enter upon common ground to deliver materials or facilitate construction. Any disturbed common area must be restored to the satisfaction of the ASSOCIATION within ten (10) days of written notice. If not restored, the Association will restore all disturbed areas and assess the cost plus administrative charges to me.
- That approval is contingent upon construction being completed in a timely and professional workmanship manner.
- That the approval authority granted by the covenants Committee (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval.
- Those members of the Architectural Review Committee and the Board of Directors and their agents and the staff of the Country Club Estates HOA may enter onto my property to make routine inspections. Such inspections will be conducted at reasonable times so as not to disturb my use of the property.

V. Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this original form and supplemental materials to  
Country Club Estates HOA,  
c/o Cornerstone Property Management  
8003 Lyndon Centre Way, Suite 101  
Louisville KY. 40222  
(502) 384-9012  
[melinda@contactcornerstone.com](mailto:melinda@contactcornerstone.com)**

**Country Club Estates HOA  
Application for Exterior Modifications**

---

*(Committee Use Only)*

*Architectural Review Committee*

*Received* \_\_\_\_\_

*Approved* \_\_\_\_\_

*Denied* \_\_\_\_\_

*Date:*

\_\_\_\_\_

*Comments:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_