

Poplar Woods Community Association, Inc.
Application for Exterior Modification and/or Landscaping

Poplar Woods Architectural Review, 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. Obtain signatures of all adjacent or affected neighbors. Their signatures indicate their awareness of your proposed plans, not their approval. Their approval is not required.

Signature: _____ Lot#: _____

Address: _____

Signature: _____ Lot#: _____

Address: _____

Signature: _____ Lot#: _____

Address: _____

Signature: _____ Lot#: _____

Address: _____

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V. I understand and agree to the following:

- That there are architectural and landscaping requirements addressed in the Poplar Woods governing documents (CC&Rs) and a review process established by the Poplar Woods Board of Directors.
- That no work on the modifications within this application will commence until I receive written approval from the Poplar Woods Community Association. To do so is a violation of the Declaration of Poplar Woods (CC&Rs) 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 Oldham County zoning and building codes as required. *I will contact Oldham County Code Enforcement @ 502-222-3967 for information on any necessary permits and inspections. As the homeowner/resident, it is my accountability to comply with all Oldham County codes and regulations.* The approval of this Architectural Review process only satisfies the requirements of the Poplar Woods Community Association.
- Kentucky law requires that two days before you start to dig you must call Buried Utilities Information - BUD @ 502-266-5123 (or 811), to have the location of all utilities marked.
- **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 Poplar Woods Board/Community Association.**
- Modifications are not allowed to conflict with any recorded easements, including sight distance easements, and I am solely responsible for ascertaining the location of such easements. The Poplar Woods Community Association, its Board of Directors and Cornerstone Property Management, 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 Poplar Woods open space or common areas to deliver materials or facilitate construction. Any disturbed common area must be restored to the satisfaction of the Poplar Woods Community Association within ten (10) days of written notice to me. 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.

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V. Continued:

- That the approval authority granted by the Board/Association (if so granted) will automatically expire should the proposed project not be commenced within 90 days of the approval or completed within 180 days of the approval. All left-over material and / or debris must be removed from the lot within 30 days of the project completion date.
- Those members of the Poplar Woods Board of Directors and their agents and the staff of the Poplar Woods Community Association 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.

VI. **Applications will not be processed for any resident who is in arrears for any dues or fees owed to Poplar Woods Community Association, Inc.**

VII. Signature of Owner: _____ Date: _____

**Return this original form to the Poplar Woods Community Association,
c/o Cornerstone Property Management
8003 Lyndon Centre Way, Suite 101, Louisville KY. 40222
Office (502) 384-9012, Fax: (502) 384-9170
customerservice@contactcornerstone.com**

(Poplar Woods Board Use Only)

Received: _____

Approved: _____ **By:** _____ **By:** _____

Denied: _____ **By:** _____ **By:** _____

Date: _____

Comments: _____
