

## Cooper Farms Homeowners Association Architectural Improvement Application

An application must be submitted by the homeowner for any construction, addition, or alteration to the exterior of your building or grounds. The object behind this application is to ensure that your planned improvement conforms to the Homeowner Association's Declaration of Covenants, Conditions and Restrictions, enhances the aesthetics of the community, maintains the architectural harmony, and in no way inconveniences your fellow homeowners.

TYPE or PRINT legibly to complete this form in its entirety:

<u>Homeowner and Property Information</u>					
<b>Today's Date:</b>	_____				
<b>Full Name:</b>	_____				
<b>Address:</b>	_____				
<b>City:</b>	Louisville	<b>State:</b>	KY	<b>Zip:</b>	40229
<b>Phone Numbers:</b>	_____		_____		
<b>Email Address:</b>	(Home): _____	(Cell): _____	Email): _____		
<b>Property Section:</b>	_____			<b>Lot Number:</b>	_____
<b>Year of Purchase:</b>	_____	<b>Structure Colors:</b>	_____		
<b>Existing Structures Description:</b>	_____				

<u>Architectural Improvement Information</u>						
<b>Improvement Type:</b>	_____					
<b>Description:</b>	_____					
<b>Colors:</b>	_____			<b>Location:</b>	_____	
<b>Materials Type:</b>	_____					
<b>Dimensions</b>	<b>Height:</b>	_____	<b>Length/Depth:</b>	_____	<b>Width:</b>	_____
<b>Installation by:</b>	_____			<b>Estimated Cost:</b>	_____	
<b>Contractor's Certificate of Insurance #:</b>		_____				
<b>Proposed Start Date:</b>	_____		<b>Anticipated Completion Date:</b>	_____		

**Note:** Any fence constructed on the property must be constructed with the flat finished side facing out; support beams/boards are always to be constructed on the inside of the fence.

**Homeowner's Initials:** \_\_\_\_\_

**Application Requirements**

Most applications are handled within few days but please allow **up to 30 days** for a final decision.

Include the following documents with your application. Failure to submit **all** documents may cause a delay:

- A.** A copy of the **homeowner's Picture ID** who is submitting the application. Only a homeowner can submit the application. The name has to match the property records, otherwise proof of ownership may be attached.
- B.** An **engineered drawing of all improvements** to be constructed showing the exact **location, dimensions**, and how it **relates to the property lines**. (Illustrate on plot plan)
- C.** Any **relevant contractor's estimates**, bids, or products' description that you may wish to attach.
- D.** A **copy of the contract's Certificate of Insurance** (COI).

*The application is to be submitted by USPS mail to Eddie Douglas at the following address:*

ATTN: - Eddie Douglas - Cooper Farms HOA  
 Mulloy Properties  
 P.O. Box 436989 - Louisville, KY 40253-6989

To speed up your request, submit a scanned copy of all documents to [edouglas@mulloyproperties.com](mailto:edouglas@mulloyproperties.com) or fax at (502) 498-2411. It will still be necessary to mail the original application, before a final decision is rendered.

Conditions for Approval and Disclaimer

1. I hereby agree to comply with all of the Declarations Covenants, Conditions and Restrictions, By-Laws, the rules and regulations in respect to this architectural change and/or improvement, and that all changes and/or improvements shall be only within my lot lines and in no way encroaches on any other property I do not own.
2. I hereby agree to obtain all necessary building permits to comply with all applicable building codes and begin the change and/or improvement within 30 days after approval and completed within 90 days of start, unless otherwise noted and approved in writing within this request.
3. I hereby agree to indemnify and hold harmless the Cooper Farms Associations, its unit owners, Members of the Board of Directors, Employees and Managing Agent from all loss, damage, liability, judgments, court costs, attorney's fees, interest or any other costs, penalties arising out of this change or improvement.
4. I hereby agree that failure to comply with any of the above requirements may result in the revocation of the approval of my change and/or improvement and removal of my change and/or improvement and restoration of my property to a condition that existed immediately before approval of the Application. All necessary costs and expenses to restore my property shall be at my expense, including but not limited to, construction costs, and consequential expenses, such as attorney's fees, court costs, permit fees, etc.

Notwithstanding anything to the contrary, the Association, at its discretion, shall have the right and power to enter my property and repair said change and/or improvement should it fall into a state of disrepair which is not corrected within 14 days after written notice to me. All costs connected with such repair shall be charged to my assessment account and be collected by methods authorized by the Declaration, By-Laws, Rules and Regulations of the Association or laws of the State of Kentucky.

5. I hereby agree and understand that this Application and its approval notes shall be binding on all successors, devisees, heirs, assignees, and transferees of my property. I further agree to inform them of the terms and conditions contained in this Application.

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

**Homeowners Name (PRINT):** \_\_\_\_\_

**Homeowner's Signature:** \_\_\_\_\_