



Exterior Modification Process

1. Scroll down to view the Exterior Modification application.
2. Fully complete the application and include any contractor's drawings and lot plats with request. Either e-mail said document(s) to the Springhurst property manager at: SCApropertymanager@insightbb.com, or mail or hand deliver this document to the Springhurst Community Association's office located at the clubhouse (4200 Springhurst Blvd., Louisville, KY 40241). The property manager is available to answer questions concerning these documents at: (502) 425-4672.
3. Upon receipt of your paperwork, the association's property manager will scan and forward your application to the members of the Architectural Review Committee. This committee consists of voluntary board members who will review and approve your application. You may be contacted by any or all of the committee members to have questions answered or at times to visit the property to review the requested modification.
4. The committee will notify the property manager of its decision. You will be contacted by the property manager to learn of the decision the committee has made.
5. Please note that any unapproved modification may be subject to removal at the homeowner's expense.



Springhurst Exterior Modification Form

Name: _____ Lot: _____ Section: _____

Address: _____

Home Phone: _____ Work Phone: _____ E-Mail: _____

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

DUMPSTER: Will a dumpster be needed for this project? Yes _____ No _____
If "YES" how long will it be needed: _____

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.

Signature: _____ Lot#: _____

Address: _____

Signature: _____ Lot#: _____

Address: _____

Signature: _____ Lot#: _____

Address: _____

Signature: _____ Lot#: _____

Address: _____

V. I understand and agree to the following:

That there are architectural and landscaping requirements addressed in the ***Village Covenants*** and a review process established by the Architectural Review Committee (ARC) and the board of directors.

That no work on modifications on this application will commence until I receive written approval from the Springhurst Community Association. To do so is a violation of the Declaration of Covenants, Conditions and Restrictions (DCC&Rs) of Springhurst 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 Jefferson County zoning and building codes as required. *I will contact Jefferson County Code Enforcement @ 502-574-5950 for information on any necessary permits and inspections.* The approval of the Architectural Review Committee only satisfies the requirements of the Springhurst Community Association.

Kentucky law requires that two days before you start to dig you must call Buried Utilities Information - BUD @ 502-266-5123, 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 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 Springhurst Community Association, 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 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.

That the approval authority granted by the Architectural Review 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.

That members of the Architectural Review Committee and the board of directors and their agents and the staff of the Springhurst 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. In addition, there are *particular requirements* which may pertain to your project.
Please note: individual villages within Springhurst have special covenants which apply only to that village. Please refer to *your* village's covenants. (<http://www.springhurstonline.com/>)

VII. Applications will not be processed for any resident who is in arrears for any dues or fees owed to Springhurst Community Association, Inc.

VIII. Signature of owner: _____

Date: _____

Return this original form to the Springhurst Community Association

**Springhurst Community Association
C/O Pat Reeves
4200 Springhurst Blvd.
Louisville KY, 40241
Phone: (502) 425-4672
scapropertymanager@insightbb.com**

(Committee Use Only)

Date Form Received: _____

Approved: _____ ***Date:*** _____

or

Denied: _____ ***Date:*** _____

(Architectural Review Committee Signature)

(Architectural Review Committee Signature)

Comments: _____

