

Submitting an Architectural Application

If you are interested in making a modification to the exterior of your home, you are required to apply for review and approval by the Board of Directors and/or Architectural Review Committee prior to any changes commencing. Please allow up to 30 days from the time of receipt of all required information to process your application.

- Fill out the Exterior Modification Application in its entirety and describe the proposed modification. Provide as much information as possible such as size, color, material, photos, examples, etc.
- A recorded plot survey must be included with your application. The improvement must be clearly marked on the survey showing dimensions and the location in relation to the property lines, build lines all existing structures and improvements on your lot.
- Submit your application to Towne Properties through your association manager and/or customer service administrator. A check for \$50 Must be included with your application, for processing.

You can also pay your application fee through PayPal by emailing KimBrown@TowneProperties.com with you name, address and community name. An invoice will be created and sent to you by email and then you will proceed with paying via PayPal.

Our mailing address is:

Towne Properties
777 A Dearborn Park Lane
Worthington, Ohio 43085

If you should have any questions, please contact Towne Properties at 614-781-0055.

**WALKER WOOD HOMEOWNER ASSOCIATION
EXTERIOR MODIFICATION, ADDITION or ALTERATION
APPLICATION**

Name: _____ Date Submitted _____

Address: _____ Telephone _____

Description of modifications:

Please attach a PLOT PLAN showing the exact location with respect to the home for the proposed modification, addition or alteration.

Materials and Colors: _____

Landscaping materials: _____

Modification to begin on _____ To be completed by: _____

The owner (s) or their designees (contractor) must comply with the following:

- The specifications as approved by the Board of Directors
- The Orange Township permits, building regulations, ordinances, etc.
- Repair of any damage to the common area, other lots and/or units
- Refer to Article 2, Architectural Control of your Declaration for a detailed description on the approval process.

Management company recommends/does not recommend this modification for approval.

Approved _____ Disapproved _____ BY _____ Date _____

Please submit Form To:

**TOWNE PROPERTIES
Attn: Philip Kinnison
777 Dearborn Park Lane, Suite A
Worthington, Ohio 43085**

E-mail: Philipkinnison@towneproperties.com