



IMPROVEMENT APPLICATION - FREQUENTLY ASKED QUESTIONS

When do you file an improvement application?

An application form must be submitted for any construction or addition to the exterior of your home or grounds. If in doubt about your proposed improvement, please contact the board at info@mylaurelglen.com for guidance.

Article VIII of the Declaration of Covenants, Conditions, and Restrictions states the following:

“Except for original construction on Lots, Common Areas, Community Facilities or other structures by Declarant, no building, fence, wall or other structure or any landscaping shall be commenced, erected or maintained upon the Property, nor shall any exterior addition to, or change or alteration in, be made until the plans and specifications showing the nature, kind, shape, color, height, materials, location and any other aspect of the same required to be shown by the Board or ARB shall have been submitted to and approved in writing by the ARB or, if no such Board has been created, by the Board of Trustees. The ARB shall be appointed by the Declarant during the Development Period, or by the Board of Trustees after the Development Period. Such plans and specifications shall be reviewed by the ARB as to harmony of design and location in relation to surrounding structures and topography in accordance with the requirements hereinafter set forth.”

What should I include with my improvement application?

Improvement applications should include a scale drawing showing the location and all dimensions of the proposed improvement. Samples of proposed materials and/or colors to be used should also be included. Additional supporting details specific to the proposed improvement can also be included to help expedite the review process.

What type of review is provided by the Board of Trustees?

Review and approval of any application pursuant to this Article is made on the basis of aesthetic considerations only. The ARB, Association, Declarant and their respective committee members, Trustees or officers, provide no warranty and shall not bear any responsibility for ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes and other governmental requirements.

Where can I find the specific requirements for my proposed improvement?

The general requirements for improvements can be found in Article VIII, Section 2 of the Declaration of Covenants, Conditions, and Restrictions.

What if there is a requirement that I cannot meet due to an unusual or special situation?

In order to avoid unnecessary hardship and/or to overcome practical difficulties in the application of certain provisions of this Declaration, the Board shall have the authority to grant reasonable variances from the provisions of Article VIII, Section 2. No variance shall materially injure or materially adversely affect any other part of the property or any other owner or occupant.

Owners requesting a variance should specifically detail the unnecessary hardship or practical difficulty that prevents full compliance with the declarations.

Where do I submit the completed improvement application?

Improvement applications can be submitted by the following means:

- Emailing the completed packet to info@mylaurelglen.com
- Placing the completed packet in the mailbox at 10 South Dock Side Drive
- Mailing the completed packet to:
 - LGHOA, Inc.
 - 10 South Dock Side Drive
 - Springboro, OH 45066

How long does the review process generally take?

Generally, the review process takes less than a week.

Improvement applications submitted by homeowners that are delinquent with any type of assessment will not receive approval of their applications until the assessment is paid in full.