



ARCHITECTURAL AND LANDSCAPE IMPROVEMENT APPLICATION

**ALL APPLICATIONS MUST HAVE BOARD APPROVAL IN WRITING
BEFORE PROJECT CAN BEGIN.**

Step 1. Review any Architectural guidelines defined in the Declaration of Covenants.

Step 2. Fill out this application:

Name: _____

Phone #: _____

Address: _____

Email: _____

Association Name: _____

City: _____

Est. Start Date: _____

Est. Completion Date: _____

Contractor Name: _____

Contractor Phone #: _____

Contractor Address: _____

Contractor Email: _____

Detailed Description of Alteration/Improvement:

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The following documents **must** be included with the application:

- Attach a copy of your lot survey or satellite photo (e.g. GIS, Google, etc) with placement of improvement/alteration noted (as needed).**
- Attach a drawing of the alteration/improvement, preferably a professional drawing from your contractor. If that is not available a hand drawing may be acceptable, as solely determined by the Architectural Review Committee.**
- Attach a written description and/or picture(s) of the alteration/improvement (catalog cut sheets, brochure pictures or website printouts are acceptable). Include a specific list of materials that will be used.**

The homeowner agrees to the following:

- A. No alterations/improvements may be commenced until written approval is received from the Architectural Review Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval.
- B. The owner is responsible for obtaining any required building permits.
- C. The owner, not the Association, Board of Directors, or Review Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit.
- D. The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Signature (if not submitted online): _____ Date: _____

Step 3. Submit **one copy** of the application via the Sharper Management's Resident Center online portal (preferred), or mail to **Your_Association_Name, c/o Sharper Management, 10340 Viking Drive, Suite 105, Eden Prairie, MN 55344** or email to clientcare@sharpermanagement.com (remember the attachments). Incomplete applications that have insufficient information will be denied.

Step 4. Wait for a response from the Architectural Review Committee. **Note: In accordance with the Declaration of Covenants your contractors are not allowed to put advertising signs on your property.**

APPROVED _____ or DENIED _____

Board Member Signature: _____ Date: _____