

Willow Springs

Home Owners Association

Site and Architectural Review Board (SARB)

IMPROVEMENT APPLICATION

(Revised August 2017)

Please carefully read and complete the SARB Improvement Application in its entirety.

Missing or incomplete information will cause the request to be delayed, returned for completion or disapproved.

Submit completed form to:

Ghertner and Company
Deborah Wallace, WillowSprings Property Manager
50 Vantage Way, Suite 100
Nashville, TN 37228

Phone: 615-225-8531
Phone: 615-277-0340
Fax: 615-259-4540
deborah.wallace@ghertner.com

Property Owner(s): _____

Property Address: _____

Phone: _____

Email: _____

Description of Proposed Improvement(s)

Expected Start Date: _____

Expected Completion Date: _____

Description of Material(s)

Please describe and list ALL equipment and materials required to complete job. Be sure to describe product details and dimensions, attach pictures, blueprints or detailed sketches (see page 5); and have available paint samples, product samples, construction materials etc., for review during your scheduled site visit.

Paint – list brand, color name, color number, and sheen/finish e.g. (*Sherwin-Williams, Mink, #6004, Satin*)

Please be sure to have a 2’x2’ paint sample board prepared for SARB site visit.

Materials – include product names, manufacturers, colors, dimensions, etc.: _____

Additional Information and Notes for Consideration

- Will a building permit be required for improvements?
- Will the desired improvements need to meet codes?
To inquire, contact: City of Franklin Development and Building Services: (615) 794-7012
- If work is to be completed by a contractor, is the contractor or business licensed, bonded or insured?
To find out if a contractor is licensed by the Tennessee Dept. of Commerce and Insurance;
Go to <http://verify.tn.gov/> or call Permits and Licenses (615) 741-2981
- Is fencing part of the desired improvement? If yes,
Will fence tie-in with an existing fence line?
Have property lines and corner markers been properly identified and marked by homeowner or by survey team; to be made available during SARB site visit to illustrate boundaries and/or to meet any easement or setback requirements?
- Where applicable, and per Tennessee Law; has the FREE underground utility notification center (811) been contacted to protect you and your property against underground utility damage or liability?

Neighbor Awareness Form

As a courtesy to neighboring property owners, please obtain required signatures indicating knowledge of proposed improvements. SIGNATURES INDICATE AWARENESS ONLY. They do not indicate approval or disapproval of the proposed improvements submitted to SARB.

Neighboring, Adjoining, Facing or Impacted Properties

1. Name: _____ Address: _____

Signature: _____ Date: _____

Does this neighbor adjoin or directly view proposed improvement? Yes _____ No _____

2. Name: _____ Address: _____

Signature: _____ Date: _____

Does this neighbor adjoin or directly view proposed improvement? Yes _____ No _____

3. Name: _____ Address: _____

Signature: _____ Date: _____

Does this neighbor adjoin or directly view proposed improvement? Yes _____ No _____

4. Name: _____ Address: _____

Signature: _____ Date: _____

Does this neighbor adjoin or directly view proposed improvement? Yes _____ No _____

General Conditions

Please check your awareness and acceptance of each of the general conditions below.

- No work on this project shall begin until written approval has been received.
- Approval of plans is not authorization to revise the original application; any variation from the original application must be resubmitted for approval.
- SARB approval does not waive any Federal, State, City or local regulations.
- SARB approval does not constitute acceptance of technical or engineering specifications; and neither SARB nor the HOA assumes any responsibility for such.
- SARB approval is contingent upon construction/alteration/addition being completed in a skilled manner and consistent with WillowSprings' standards.
- Upon approval, work must be completed within 6 months (180 days); if work is unable to be completed within the allotted time-frame, a request for an extension must be made by contacting the Management Company.
- Work will be done within city ordinance work hours: 7am-6pm, Monday-Friday.
- Upon completion of an approved project, notification to the Management Company is required; whereupon SARB will schedule a final site visit/inspection to close-out the Improvement Application.
- Property owner is financially responsible for any property damage in the course of the approved project improvement to any adjoining property or common area property.
- The use of neighbor or common area property for access is not permitted unless express permission is granted.
- Building materials or equipment may not be stored on or obstruct streets, alleyways, walkways, common areas or neighboring property.
- The owner(s) shall hold harmless, indemnify and defend the WillowSprings Homeowners' 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 WillowSprings Homeowners' 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(s) in connection with this application; and (iii) the construction of the alterations/improvements.

Owner Signature _____

Date _____

