St. Charles Hills Homeowners Association

Architectural & Landscape Improvement/Alteration

The deed restrictions for most communities require that the Board of Trustees/Directors or Architectural Committee review all exterior additions, alterations, and modifications. The filing and approval of applications are essential, so that the character of the community will be maintained, the rights of all residents are respected, and to review that no alteration will create a hazardous condition, interfere with Association maintenance operations, or endanger the integrity of structures.

This process may take up to 30 days to complete.

HOMEOWNER PHONE

ADDRESS LOT #

NATURE OF

IMPROVEMENT

CONSTRUCTION MATERIAL & COLOR (if applicable)

LOCATION

**Attach a sketch of all improvements (with dimensions) on an official copy of your plot plan. Include proof of easements, description, pictures, and/or drawings, copies of your contractor’s certificates of liability and workers compensation insurance and copies of permits.**

SERVICES WILL BE PROVIDED BY:  Self  Contractor

CONTRACTOR/SUPPLIER

CONTRACTOR/SUPPLIER PHONE NUMBER

WORK START DATE ANTICIPATED COMPLETION DATE

The Owner(s) requesting to make the described addition, alteration, or modification and by submitting this form acknowledges and agrees to comply with the following:

Owner must be current on subdivision dues.

Owner acknowledges and has read the St. Charles Hills Association Indentures policy prior to submitting this application and review form. Owner agrees to abide by the decision of the Association.

The applicant, and any subsequent owner, is wholly responsible for all initial and recurring costs and liability associated with the installation, maintenance, and repair of the described alteration. The Owner further assumes all responsibility for any damage to any common elements and/or injury that may occur as a result of this alteration and shall minimize interference and inconvenience to others.

Any approval granted by the Association shall be contingent upon all work being performed in accordance with all applicable laws, codes, ordinances and regulations of any government and/or agency(ies) and it will be the responsibility of the Owner to obtain at Owner’s cost all necessary certificates, permits, and licenses required by such agencies and to provide the Association with copies of same, as required.

If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the Owner at Owner’s expense, or modified to the acceptance of the Association. The Owner shall be responsible for all reasonable costs and expenses to ensure compliance with Association standards, including attorney’s fees.

All approvals granted shall be in writing and automatically expire in six (6) months. Work shall be completed expeditiously once commenced, in a good workman-like manner and be in a timeframe acceptable to the Association.

If an exterior change request is wholly or partially denied, the applicant may resubmit the request within thirty (30) days further detailing its merits. The Association shall re-review the request and render a final decision.

PRIVACY FENCE ADDENDUM:

* Owner must gain agreement on privacy fences from neighbors adjoining the property if the fence is on the property line and an agreement to maintain the grass/weeds.
* The old fence must be removed.
* Owner is responsible for maintenance and repairs of the uprights and planks
* Wood fences will need to be stained/treated 6 months after installation and every two years thereafter.
* Vinyl will need to be maintained of any mold during its lifetime.
* Fencing Installed adjacent to property line requires two to three feet clearance for maintenance.
* No Privacy fencing is allowed along the carport/driveway areas.

MAIL or E-MAIL to:

St. Charles Hills Subdivision Trustees

P.O. Box 1296  
St. Charles, MO 63302  
Phone: 636-724-7221  
Email: trustees@saintcharleshills.org

HOMEOWNER’S SIGNATURE \_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_

Neighbor’s Signature

This request is APPROVED DISAPPROVED

TRUSTEE SIGNATURE \_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_