

**KINGSWOOD VILLAGE PROPERTY OWNERS ASSOCIATION**  
**Architectural Review Application**

**Name of Owner(s):** \_\_\_\_\_

**Kingswood Unit Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Numbers: Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**General Description of Proposed Work:** \_\_\_\_\_

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**All references to Applicant shall include each and every Owner of the unit. Applicant agrees and understands that the application does not fulfill all of the conditions and requirements for an approval. Depending on the nature and extent of the proposed work, the Board may require plans and specifications showing the nature, kind, shape, height, materials and location of the proposed alteration. Until all information requested is submitted to the Board, or Architectural Review Committee, the application will be deemed to be incomplete and the application will stand disapproved.**

**Applicants understand that all necessary permits and approvals from municipalities or other jurisdictions are the sole responsibility of the Applicant, and that the Board's approval of this application is subject to the Applicant receiving all such necessary permits and approvals.**

**Applicant agrees that, in the event the application is approved, all maintenance, repair or replacement of the approved item will be the sole responsibility of the Applicant and further any expense incurred by the Association, that is in the direct or indirect result of the approved change, shall be the sole responsibility of the Applicant.**

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**Additional Requirements:**

- Contractor must provide proof of appropriate insurance to the Property Manager prior to installation.
- Final inspection/approval by the Property Manager is required after work is completed.
- Any permits that may be required are the responsibility of the Owner.
- Contractor work hours are limited to 8:00am to 5:00pm Monday through Friday with no weekend work activity to minimize disruption and noise to the owners who may be using their units.
- The obligations set forth in this application and Agreements shall run with the land and shall be binding on the Applicant's successors and assigns.
- Applications are reviewed for approval at the regularly scheduled KVPOA Board of Director's meetings. A list of meeting dates can be found in the Owner's Corner at [kvpoa.org](http://kvpoa.org). No Board meetings are held in December.
- Approved Architectural Applications are valid for 180 days after which they must be resubmitted.

The undersigned agrees to the above conditions.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

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**For Association Use Only**

Board of Directors: Received\_\_\_\_\_ Approved\_\_ Denied\_\_\_Pending\_\_\_ Brd Mtg Date:\_\_\_\_\_

\_\_\_\_\_  
Signature representing Architectural Review Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date