

# PILGRIM VILLAGE HOME IMPROVEMENT APPROVAL PROCESS

## FORM

In order to promote consistent interpretation and implementation of the Pilgrim Lake Colony, Inc. Declaration of Restrictions and Covenants, the Pilgrim Lake Colony Board has the authority and responsibility to enforce the Declaration's building approval requirements. Home/property repair and general maintenance to property is not considered to be a home improvement requiring approval.\* Plans for new structures, alterations and/or additions to existing structures\*\* MUST be submitted to the Board for approval following the process outlined below:

- Contact a Board member to determine if your planned project needs formal approval.
- Complete the home improvement form which will be supplied by the Board. Include plans and/or blueprints if required.
- Take your home improvement form to all neighbors within the line of sight of your new structure, alteration or addition to an existing structure for consent and signature. Once all required information is supplied, the Board will consider and make final approval or denial of your home improvement. The Board will make every attempt to process your home improvement request as soon as possible.
- If your home improvement also requires township approval, submit your plan to the clerk at the Bainbridge Township Hall (543-3987).

Board members to contact for home improvement purposes:

Alan Tatro – 543-8947

Jim Kapcio – 708-2622

\*Maintenance/repair is defined as any work undertaken to correct a defect, to restore the structure to its original appearance or that will use materials of the same type or color to that being replaced.

\*\*An alteration is defined as any change in material, color, dimension, or appearance. An addition is defined as:

- (1) any structure appended or connected to an existing dwelling
- (2) any new structure
- (3) any structure that obstructs a neighbor's view and/or creates a barrier along a property line

Examples include, but are not limited to, changing color of siding or exterior paint, fencing, sheds, building or modifying decks, boundary landscaping, driveway alteration, etc.