BRIAR COVE PAIRED COTTAGES ASSOCIATION
STANDARD PROCEDURE FOR EXTERIOR MODIFICATIONS/REPLACEMENTS
(Revised 8/8/2022)

As a resident of Briar Cove, all exterior improvements, replacements, are subject to the current edition of the Covenants, and Rules and Regulations. The Architectural Review Committee will make every reasonable effort to accommodate a resident's request to improve their property provided that the improvement(s) are within the standards of the covenants, meet all applicable local building codes, and will fit the confines of the subject piece of property. Per the Covenants, and Rules and Regulations, "Each homeowner shall have an affirmative obligation to maintain, repair or modify his or her residential unit or landscaping in such a manner as to maintain at all times the uniformity of appearance of such residential unit or landscaping with all others in the

community."

The procedure for submitting a request to modify the exterior of a home or lawn shall be as follows:

1. Fill out a Briar Cove Paired Cottages Exterior Modification/Replacement Request form.
2. Provide a description and drawing of work to be completed. The drawing should show the property lines, setbacks, easements, the existing residence, and any other pertinent information such as patios, driveways, walkways, and planting beds. The Plat of Survey included in your closing documentation from purchasing your home will have most of this information.
3. Obtain the proper permit from the Town of Dyer or the Town of Schererville as applicable. As part of the municipal permit application, the resident will have to identify all contractors that will be working on the project. It is imperative that the contractors can provide proof of current license, insurance, and bonding for the Town that the work will be completed in.
4. Call the Indiana Underground Plant Protection Service at 811 to have all utility locations (except lawn irrigation lines) marked 48 hours in advance of excavation. Homeowners are required by state law to use this service for all excavations on their property including the planting of trees and shrubs.
5. Call the irrigation contractor to have lawn irrigation lines moved, if necessary, prior to starting excavation.
6. The property owner is responsible for any and all costs associated with the relocation or termination of lawn irrigation water lines, heads, and other equipment related to the subject improvement or modification.
7. The property owner agrees to the following conditions as part of this approval process:
   a. The property owner assumes all liability for the work performed on their property, including but not limited to bodily injury, property damage to their unit or to any of the neighboring units as a result of actions on their property.
   b. All work is to be completed in a timely and professional manner.
   c. The property owner assumes responsibility for the proper removal of all trash, excess material, and other debris in a timely manner at the completion of the project.
   d. Briar Cove Paired Cottages Association bears no responsibility and assumes no liability in this matter.
   e. Briar Cove Paired Cottages Association and its appointed representatives reserve the right to monitor and inspect construction progress for the duration of the project through completion. This may include photography of the project.
   f. Briar Cove Paired Cottages Association and its representatives have the authority to withdraw approval if the representative determines that an unsafe condition exists, or if the work is not in compliance with the Covenants, and Rules and Regulations.
   g. Modifications/replacements that do not have Architectural Review Committee approval are in effect, not in compliance with the Covenants, and Rules and Regulations.
   h. Modifications/replacements not in compliance with the Covenants, and Rules and Regulations are subject to removal and remediation to the original property condition at the property owner's expense.
   i. Approval for modification/replacement requests will not be granted unless the property owner has submitted a copy of their homeowner's insurance policy with "Briar Cove Paired Cottages Association" named as an additional insured or additional interest.
   j. Approval for modification/replacements requests will not be granted unless the association dues for the subject piece of property are paid current.
   k. The homeowner is responsible for informing any new owner, prior to the sale of the home, that the landscaping has been modified, and that the new owner, not the association, is responsible for the maintenance of the modified landscaping.
   l. The homeowner is responsible for informing contractors that advertisement of any kind is not allowed per our rules and regulations. If any sign is posted, it is the homeowner's responsibility to remove the sign.

8/8/2022

BRIAR COVE PAIRED COTTAGE ASSOCIATION
EXTERIOR MODIFICATION/REPLACEMENT REQUEST APPLICATION

Applicant Information

Name _____ Phone _____

Address _____ Alt. Phone _____

City _____ Email _____

Contractor Information

Business _____ Contact _____

Address _____ Phone _____

City _____ Email _____

State _____ Zip Code _____ Type of Work _____

License # _____ _____

Attach information for additional contractors on additional sheets as required.

Improvements/Modifications/Replacements to be Made

Write a brief description of the improvements, modifications or replacements to be made.
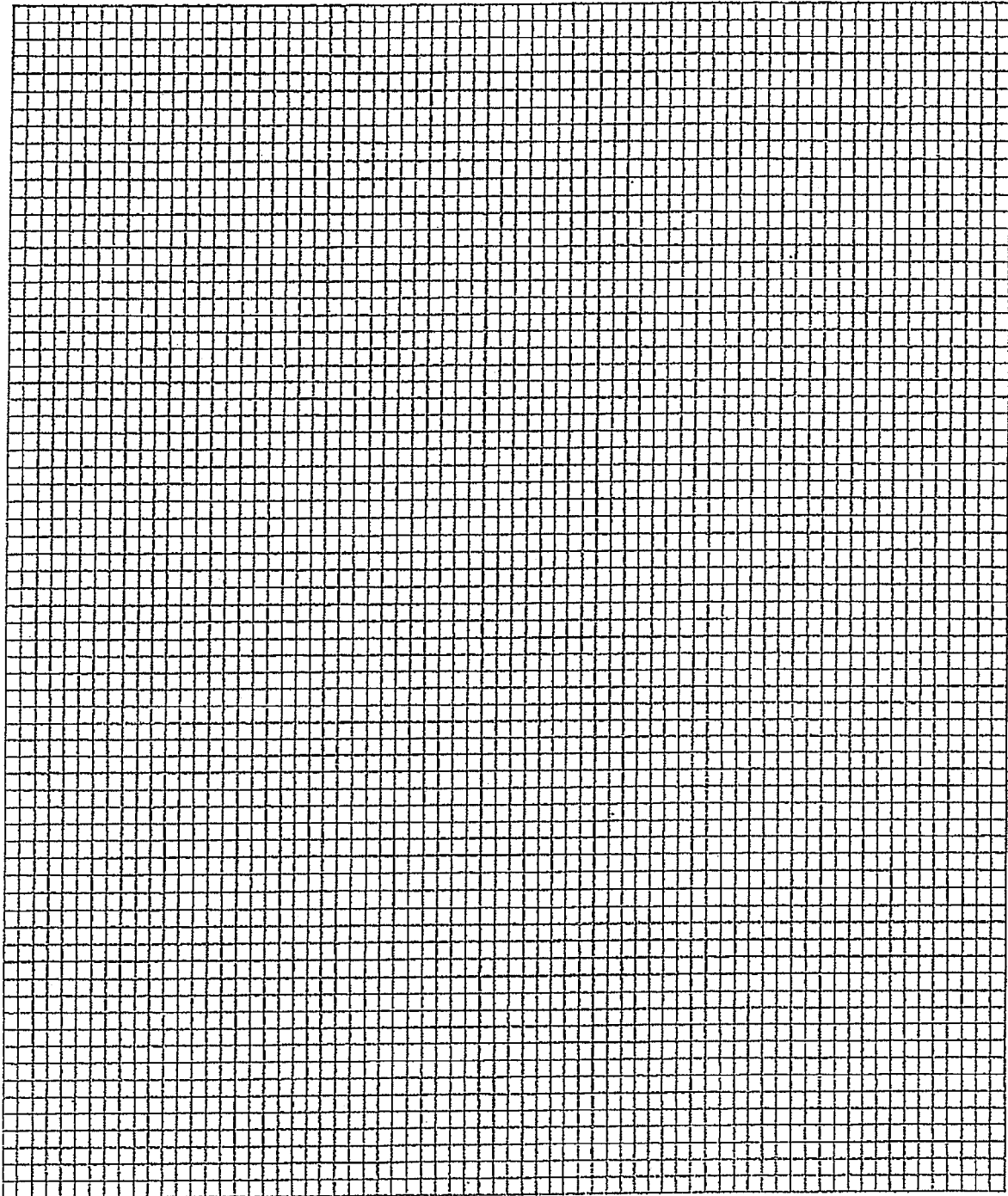Provide a sketch on the attached sheet.

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_____

_____

_____

Est. Start Date: _____ Est. Completion Date: _____

NO WORK TO START WITHOUT THE BENEFIT OF A BRIAR COVE PAIRED COTTAGES PERMIT DISPLAYED AT THE HOME.

I have read & understand the Briar Cove Paired Cottages Standard Procedure for Exterior Modifications.

Signed: _____

Printed Name: _____

Date: _____

8/8/2022

Name _____

Address _____   City _____

Phone _____

Email _____   Date _____

8/8/2022