

**THE VILLAS AT DARDENNE
O'FALLON, MISSOURI**

**Application & Review Form for
Architectural & Landscape Improvements or Alterations**

The HOA Covenants, Conditions and Restrictions require that the Board of Directors review all exterior additions, alterations and modifications. The filing and approval 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. If this application is approved, it is based on the aesthetics and type of material. It is the unit owners' responsibility to obtain building permits / structural approval as required by the City of O'Fallon and/or St. Charles County Building Regulations and Restrictions. Maintenance and Insurance for noted improvements is the responsibility of the Villa owner unless otherwise noted.

This process may take up to 30 days to review and complete.

HOMEOWNER:
ADDRESS:

PHONE:
LOT #: UNIT:

DESCRIPTION OF IMPROVEMENT (ALTERATION) AND LOCATION

**Please attach a full written description of your
Proposed Improvements and/or Addition!**

If an Architectural improvement, the application must include an official copy of your plot plan, a full written description of the improvement, a detailed drawing showing all pertinent dimensions and **\$250.00** deposit. Include pictures or literature of materials being used. **Check payable to Prairie Villas HOA.**

If a Landscape Improvement, provide all the information noted above, a **\$250.00** deposit plus a description of the stone, mulch and trees or shrubs you plan to install. Your drawing should include the location of all irrigation heads which is the home owners' responsibility to redirect or reroute the irrigation system as needed. Irrigation heads **will not** be allowed to remain in planting beds.

In submitting an application, the homeowner assumes full responsibility for the maintenance, upkeep, replacement or removal of the improvement!

Homeowner acknowledges and has read the Association Covenants, Conditions and Restrictions AND Association Guidelines prior to submitting their Application Form. Homeowner agrees to abide by the decision of the Board.

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 Homeowner further assumes all responsibility for any damage to any common elements and/or injury that may occur as a result of the alteration and shall minimize interference and inconvenience to others.

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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 Owners' expense, or modified to the acceptance of the Association. The Owner shall be responsible for reasonable costs and expenses to ensure compliance with Association standards, including attorney's fees. If an exterior change request is wholly or partially denied, the applicant may resubmit the request within thirty (30) day further detailing its merits. The Association shall re-review the request and render a final decision.

HOMEOWNERS SIGNATURE: _____ DATE: _____

MAIL TO: Terry Spangler
2118 Ingalls Circle
O'Fallon, MO 63368
(Or submit to any Board member) Check payable to Prairie Villas HOA.

DATE RCV'D: _____ INITIALS: _____

FOR USE BY THE BOARD OF DIRECTORS:

DATE RECEIVED: _____ DATE REVIEWED: _____
APPROVED _____ REJECTED _____

DIRECTOR SIGNATURES:

PRESIDENT **VICE-PRESIDENT** **SECRETARY**