



**BRIAR COVE PAIRED COTTAGES ASSOCIATION
STANDARD PROCEDURE FOR EXTERIOR MODIFICATIONS**

As a resident of Briar Cove, all exterior improvements are subject to the current edition of the bylaws and covenants. 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 restrictions, "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 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 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 Schererville Irrigation at (219) 322-0890 to have all lawn irrigation lines marked prior to starting excavation. No work is to commence without Schererville Irrigation's knowledge and the complete marking of all nearby sprinkler system lines.
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. Briar Cove Paired Cottages Association bears no responsibility and assumes no liability in this matter.
 - c. 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.
 - d. All work is to be completed in a timely and professional manner.
 - e. 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.
 - f. Modifications not in compliance with the declaration and covenants are subject to removal and remediation to the original property condition at the property owner's expense. Modifications that do not have Architectural Review Committee approval are in effect, not in compliance with the declaration and covenants.
 - g. Approval for modification 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.
 - h. Approval for modification requests will not be granted unless the association dues for the subject piece of property are paid current.



Name: _____

Address: _____

City: _____

Phone: _____

Email: _____