

**ACR Form**  
**Squire's Bluff HOA - Change request application**

*Please print and fill out.*

Board use only: Change request # \_\_\_\_\_ Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_

The Declaration of Covenants and Restriction, require that the Board of Trustees prior to commencing work approve all exterior changes. Please complete this form in its entirety as it applies to your project. Include information and attachments as requested below. Incomplete request will delay the approval process.

Owner Name: \_\_\_\_\_

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

City: Sagamore Hills, Ohio 44067

Property Address: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Please circle the improvement, change or request applicable to your request:

**Landscaping   Non-landscaping   Home   Structure   Lot**

**Common Area   Repair   Maintenance   Alteration   Addition**

Description of Projects or Comments:

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Estimated Start Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Note: Do not proceed with work for your request until you have written Approval from the Board of Trustees. Instructions

Required Attachments: Describe the nature or type of proposed change, alteration, improvement or addition (attach plans and specifications showing the nature, kind, shape, height, materials, color and location of the same and plot plan). The plot plans must clearly mark the distance from structure or change to all property lines. Provide two (2) copies, of plans, reference material, or sales brochures, etc.

Reference: Please review the Rules and Regulations, along with the Declaration of Easements, Covenants and Restriction for both Squire's Bluff and Eaton Estate.

Address. All correspondence and application, plans and specifications shall be submitted to Aries Management Co.: c/o Squire's Bluff, 9821 Olde Eight Road, Suite C, Northfield Center, Ohio 44067.

I request a response as quickly as possible and agree not to begin the project until a written approval is received.

I understand the Board members reviewing the plans are not architects and do not endorse any products or services.

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

E-mail \_\_\_\_\_

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