

## PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION CAN RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION IS PROVIDED. EVERY EFFORT WILL BE MADE TO NOTIFY APPLICANT OF ANY LACKING INFORMATION. THE ARCHITECTURAL CONTROL COMMITTEE WILL REVIEW EACH SUBMITTAL AS QUICKLY AS POSSIBLE UPON RECEIPT OF ALL REQUIRED INFORMATION.

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit plan and elevation drawings showing how the structure will look. Indicate size, overall height, color, materials and roofing. Copy of any permits if applicable. Show placement on the Lot survey and access route to rear of property if applicable.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on Lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawings of pool and indicate on Lot survey the location of pool, pool equipment and drain lines. Access to rear of property must be indicated on Lot survey.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample(s) of paint color and location of the color such as "trim", "body", "shutters", etc.; and for siding, product information from the manufacturer. Supply photo of home showing present color, brick, stone, rock, etc.
- 5) If you are applying for a new **ROOF** please submit manufacturer's name / product name / color name / length of warranty/ specify dimensional or high definition. A color brochure or small sample may be requested if it is an uncommon manufacturer or product.
- 6) If you are applying for new **DOORS, STORM DOORS, OR WINDOWS** please provide photo or brochure of the product and explain the location on the home.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material data and samples and explain the location on the home.
- 8) If you are applying for **SECURITY CAMERAS, SECURITY GATES/SECURITY BARS** please submit drawing indicating design, size, color, and indicate placement on Lot survey; for cameras, show direction aimed.
- 9) If you are applying for **DECKING/PATIO** please indicate location on Lot survey, materials to be used and height of decking off adjacent ground.
- 10) If you are applying for **CONCRETE WORK/PAVERS, ETC.** (sidewalks, driveway extension, etc.) indicate location on Lot survey. Provide dimensions of improvement, dimensions from side Lot line(s), and description of materials. Provide a color brochure if applicable.
- 11) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit a plant list indicating plant type, size at maturity and indicate placement on Lot survey.
- 12) If you are applying for **FENCING/GATES** please indicate height and materials, provide a drawing for each. Indicate location on Lot survey.
- 13) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, list dimension. Indicate location on Lot survey.
- 14) If you are applying for **SOLAR ENERGY DEVICES**, please provide a photo, description and/or brochure and indicate size, height, color, materials and show location on lot survey. **If the chosen location does not comply with guidelines, please provide energy analysis for the location that is most efficient.**
- 15) If you are applying for a **FLAG POLE**, please submit height, material, installation specifications, and brochure and indicate location on lot survey. Also submit the size and type of flag(s) to be flown.

**PLEASE FORWARD APPLICATION AND SUPPORTING INFORMATION TO THE CONTACT CHOICE(S) ON THE APPLICATION FORM**

# WINDSOR PARK ARCHITECTURAL REVIEW APPLICATION

In an effort to maintain property values, deed restrictions require that **exterior changes be approved by an Architectural Review Committee prior to commencing work**. Their evaluation addresses architectural harmony, color, location, minimum construction standards and restrictions. Please consult your deed restrictions for additional information. If your change has not been approved, the Committee will have the right to ask the homeowner to remove the improvement and/or change from the property. COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED, IT CANNOT BE PROCESSED AND WILL THUS BE DENIED.

Owner Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

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

Please check the improvements and circle the item applicable to your request.

- |                                                      |                                                         |                                               |
|------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Repair Exterior Wood        | <input type="checkbox"/> Replace Siding                 | <input type="checkbox"/> Paint-Residence/Trim |
| <input type="checkbox"/> Repair/Replace Roof         | <input type="checkbox"/> Replace Garage Door/Front Door | <input type="checkbox"/> Install Patio        |
| <input type="checkbox"/> Repair and/or Install Fence | <input type="checkbox"/> Stain Deck/Dock/Other          | <input type="checkbox"/> Room Addition        |
| <input type="checkbox"/> Repair Exterior Brick       | <input type="checkbox"/> Extend Driveway/Walkway        | <input type="checkbox"/> Replace mailbox      |
| <input type="checkbox"/> Spa/Pool                    |                                                         |                                               |

Landscaping — circle what applies — fountains, trees/plant or remove, permanent flowerbed structure, etc. Backyard landscaping for lake lots requires a survey map with location, list of materials and plants/trees.

Add separate Structure or Building (Storage Building, Fort/Play Structure, Satellite Dish, Flag pole, etc.)

## INSTRUCTIONS

Submit your survey map and then insert any proposed addition (room, outbuilding, fence, etc.). Enclose photographs, sale literature, catalog pages, etc. Your application will be returned if samples of paint, roof shingle, siding and the survey map are not attached if required for project. Please make sure to sign the form before returning it to Inframark.

**REFER TO THE INSTRUCTION SHEET FOR ADDITIONAL INSTRUCTIONS.**

## INFORMATION REQUIRED

1. Exterior Painting — attach 2 samples of your color choice to the back of this page. **If you are applying for a base paint color with a different color trim, please include two (2) samples of each color.**
2. Roofing Materials — State manufacturer name, color of shingle and years of warranty.
3. Addition of fence, driveway, walkway or other structure (greenhouse, fort/play structure, satellite dish, etc.) — draw location of improvement on survey map and give dimensions including height, length, width and distance from each fence; list construction materials to be used and include samples of paint and roofing materials.
4. New Construction, Room additions and outbuildings — survey map with location of new construction and/or addition drawn plus elevation and side view; show windows, doors, slope of roof, etc. Indicate all construction materials for exterior walls and roof and submit samples.
5. New Construction plans will not be returned but kept on file with the Management Company.

**Pool requirements — submit survey map showing planned location of the pool. Include distance from each fence and pump equipment location. Include approval letters from MUD District and/or County permit if they are required. A monetary deposit may be required. Please check before submission.**

I request a response as quickly as possible and agree not to begin the project until a response is received. I understand the Committee members are not architects and do not endorse any products or services.

Homeowner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BASE COLOR

TRIM COLOR

FOR COMMITTEE USE ONLY

SUBMISSION APPROVED

Thank you for submitting you plans for exterior changes. Your application has been **approved** for the specified modifications. Any revisions or alterations require re-submission prior to commencement. Approval denotes compliance with the deed restrictions and carries no warranty regarding structural fitness, compliance to building codes, assurances against encroachments, etc. Once work has begun, completion must be within 30 days unless otherwise noted.

Comments:

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMISSION DENIED

Your application for exterior changes has been **denied**, as it does not meet guidelines as presented. Please re-asses and resubmit your plans.

- \_\_\_\_\_ a. color selection is not an approved shade
- \_\_\_\_\_ b. height or size limitations are exceeded
- \_\_\_\_\_ c. placement on lot appears to violate front set-back lines or side/rear easements
- \_\_\_\_\_ d. construction materials are not in accordance with guidelines
- \_\_\_\_\_ e. other:

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

ADDITIONAL INFORMATION REQUIRED

\_\_\_\_ Committee request **additional information** prior to processing your request.

Comments:

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO: Inframark Property Management, 2002 West Grand Parkway North, Suite 100, Katy, TX 77449**

**Telephone – 281.870.0585**

[modifications@Inframark.com](mailto:modifications@Inframark.com)

WINDSOR PARK LAKE HOMEOWNERS ASSOCIATION

C/O Inframark Property Management 2002 West Grand Parkway North, Suite 100, Katy, TX 77449

Telephone - 281.870.0585

**POOL ACKNOWLEDGEMENT**

DATE: \_\_\_\_\_

HOMEOWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

POOL CONTRACTOR: \_\_\_\_\_

In submitting your application for architectural approval for the above referenced property, we caution you of the importance of complying with the Declaration of Covenants, Conditions and Restrictions ("Deed Restrictions") for your Section in Windsor Park Lakes. While the Architectural Review Committee will review the application, any approval granted will be done so with the presumption that your application has been submitted in complete compliance with the Deed Restrictions and that no part of the pool or decking or other modification will encroach upon any easements or setback requirements. **It is the homeowner's responsibility to determine all easements and setback requirements that exist on their property and to make certain that there are no encroachments.**

Be advised that if the proposal submitted in your architectural application fails to comply with the Deed Restrictions, it is not allowed and not approved despite any approval granted, and if constructed, may require you to return the property to its former condition at your own expense as well as pay all reasonable and necessary legal expenses incurred in order to gain your compliance with the Deed Restrictions. As Homeowner you acknowledge that you have reviewed the Deed Restrictions and acknowledge there will be no violations of the Deed Restrictions and no part of the pool or decking or other modification will encroach upon any easements or setback requirements.

HOMEOWNER

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Pool Contractor agrees and acknowledges only that the Deed Restrictions have been read and it is understood that all plans submitted for approval should be in compliance with the Deed Restrictions.**

POOL CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_