

Winchester Country

Maintenance Association, Inc.

ALL PROPOSED IMPROVEMENTS MUST BE INDICATED ON YOUR LOT SURVEY

REQUEST FOR HOME IMPROVEMENT APPROVAL

In an effort to provide and protect each individual Homeowner's rights and values, it is required that any Homeowner or group of owners considering improvements and/or changes to their home or property, submit a REQUEST FOR HOME IMPROVEMENT APPROVAL to the Architectural Review Committee for planned improvements and/or changes. If any change is made that has not been approved, the Association has the right to ask the Homeowner to remove the improvement(s) and/or change(s) from the property. Improvements, modifications or additions may not begin until written approval from your Association has been received.

Please fill out this form in COMPLETE detail.

DATE: _____

Name of Owner: _____

Current Mailing Address: _____

Address Where Construction is to be performed: _____

Attached Garage _____ Detached Garage _____ Home Telephone:

Business Telephone: _____ Email: _____

***Communication regarding pending applications can be sent via email. Please ensure that a current email address is listed above. If you do not use email, please enter "Not Applicable" in the email field above.**

Type of improvement/change proposed: _____

I Painting: _____
Color of Brick: _____

Color to be used for: (include samples for each area)

Main portion of house: _____
(Including Garage Doors)

Trim _____
(Soffit, Fascia Boards, Window Trim)

Accents: _____
(Shutters, Window Hoods, Doors)

II. Basketball Goal:

Must submit:

1. Lot survey with location of the basketball goal indicated
2. Description
 - a. Color of net, pole/base and backboard

III. Structures:

***IF YOU ARE BUILDING A STRUCTURE WITH WALLS AND A ROOF, YOU MUST INCLUDE AN ELEVATION DRAWING SHOWING THE DIMENSIONS OF THE STRUCTURE, ESPECIALLY THE HEIGHT. ***

Must submit:

1. Lot survey with the location of the structure indicated
2. Type of materials to be used
3. Dimensions of structure, i.e., height, width and length
4. Samples of roofing material and paint

IV. Other:

5. Include brochure/photos
6. Lot survey if being installed in your yard (sprinkler system/lighting)
7. Material sample

Please sign:

I understand that the Association's Architectural Review Committee will act on this request as quickly as possible and contact me regarding their decision. I agree not to begin property improvements/changes until the Architectural Review Committee notifies me of their approval.

I understand and agree that it is the duty of the Owner and any contractor or consultant employed by the Owner to determine that the proposed improvement is structurally, mechanically, and otherwise safe, and that it is designed and will be constructed in accordance with the Covenants and Restrictions applicable to the Lot. I agree that neither the Association, or any Director, Officer, Committee, Managing Agent, or member or employee thereof (the "Indemnified Parties"), shall be liable for damages or otherwise because of the approval or non-approval of this application or any facet thereof. I hereby release, indemnify and hold harmless the Indemnified Parties harmless from any claim, liability, damage, suit and attorney's fees arising out of any action or omission of any of the Indemnified Parties with regard to this application and in regard to the design plan review, construction or inspection of the proposed improvements, including any claims, liability, damages, suits and attorney's fees resulting from the negligent acts of one or more of the Indemnified Parties.

Signature of Homeowner

Proposed Construction Start Date

Proposed Completion Date

RETURN TO: Sterling Association Services, 6842 N. Sam Houston Pkwy. W Houston, TX 77064
Office: 832-678-4500 Fax: 832-678-4510 [Email: houston@sterlingasi.com](mailto:houston@sterlingasi.com)

PLEASE NOTE: THE ARCHITECTURAL REVIEW COMMITTEE HAS THIRTY (30) DAYS FROM THE DATE THE APPLICATION IS RECEIVED TO REVIEW APPLICATIONS AND RESPOND TO REQUESTS. THANK YOU FOR YOUR UNDERSTANDING.

