



## Architectural Improvement Application

This Application form should be submitted for any modification(s) to the exterior of the building or grounds. The object of requiring an Improvement Application is to ensure that improvements conform to the Association Declaration and enhance/maintain the architectural harmony of The Villages of Winding Creek. **Please refer to page 2 for a list of supporting information required in addition to this Application form.** Please return the form and supporting information to Towne Properties at [susanpardoe@towneproperties.com](mailto:susanpardoe@towneproperties.com) or [deontaburden@towneproperties.com](mailto:deontaburden@towneproperties.com).

Homeowner Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Type/Nature of Improvement \_\_\_\_\_

Materials, Colors, etc. \_\_\_\_\_

Dimension(s)/Location \_\_\_\_\_

An engineered drawing of all improvements must be submitted and attached to each Application to indicate the exact location/dimension(s) of the intended improvement, in relation to your house and property lines. **For additional space, please attach an addendum.**

All projects must be installed to the exact location/dimensions submitted on the Application. Projects must be concluded by the noted end date within a reasonable time frame. Should the project be delayed, you must contact Towne Properties with the updated information. Please provide photos of the completed work to Towne Properties via email.

**A resident or resident-hired contractor may not use the community green space to access their property for any improvements without written permission from the HOA Board. Any and all use of community green space for such activity without written permission will be considered trespassing and the homeowner will be liable for any damage created as a result, in which it must be repaired back to the community standards.**

**Project Start & End Date** \_\_\_\_\_

I UNDERSTAND THE RULES CONCERNING THE PROPOSED IMPROVEMENT. THIS IMPROVEMENT IN NO WAY ENCROACHES ON A NEIGHBOR'S PROPERTY. I AGREE TO ABIDE BY THE RULES ESTABLISHED BY THE ARCHITECTURAL CONTROL COMMITTEE (BOARD) AND WILL BE SOLELY LIABLE FOR ANY UPKEEP REQUIRED BY THE ADDITION OF THE IMPROVEMENT.

**Signature of Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

***For Association Use ONLY***

Application Received by: \_\_\_\_\_ Date \_\_\_\_\_

Application Approved/Denied \_\_\_\_\_ Date \_\_\_\_\_

Approval/Denial Notes \_\_\_\_\_ Date \_\_\_\_\_



## **Improvement Application Guidelines**

All exterior improvements must be approved prior to installation or commencement of construction

(per The Villages of Winding Creek Declaration, Section 3.5 Submissions to Architectural Review Committee)

For each improvement, **please submit a separate application and supporting documents.**

### **Required for each improvement/application:**

- Completed, signed/dated Application form
- Plot plan of your property with the intended location/boundaries of the improvement clearly marked on the plot plan in relation to your house/property lines
- Color photo(s) of the improvement. In the case of landscaping, please provide color photos of the species of plants/bushes/trees you want to add, as well as color photos of any decorative materials you plan to use.
- Contractor start date and estimated completion date must be included on the Application.
- Once the improvement is completed, photos of the completed work are required within 30 days.

**An Application will not be sent for review until all required information is received.**

**Please allow 30 days for review of your Application(s) and a decision from the Board of Directors. Towne Properties will notify you with the approval/denial of your Application(s).**

### **Where to Obtain a Plot Plan**

Clearcreek Township – to obtain a plot plan or zoning permit, contact Zoning Dept at 937-748-1267

Washington Township – to obtain a plot plan or zoning permit, contact the Development Services Dept at 937-433-0152

## **Helpful Guidelines for Improvements**

### **Fences**

- Fencing on Clearcreek Township lots may be constructed of aluminum, vinyl, or wood. Rods/pickets must be at least 1.5" apart. Rail fencing is permitted in Clearcreek Township only, but wire, plastic, vinyl or any mesh screening is not permitted.
- All fences must align with neighboring fences and extend to the rear of the property, but inside all property lines. Fences may not come off the back or side of a third stall garage and must come off the rear corner of the home.
- NO privacy fences of any kind are permitted (per the Declaration, Section 4. Restrictions on Use, Design and Construction)
- The distance between boards must be a minimum of 1.5 inches apart (no exceptions)
- Rail fencing is permitted; mesh screening of any kind is NOT permitted
- Please see the notes regarding fences on page 1 of the Application (for Washington and Clearcreek Townships – they each have their own restrictions).

Villages of   
*Winding Creek*

### Fences Continued...

- Boards must be on the OUTSIDE of the fence (“pretty” side facing out)
- Any corner Lot (which is considered a double frontage lot) looking to install a fence is permitted to have the fence extend no more than 8 feet from the back corner of the house that is closest to the street side.
- Fencing on Washington Township lots shall only be constructed of aluminum. Rods/pickets must be at least 1.5” apart.

### Driveway Extension/Parking Pads/Aprons

- Driveway may not be constructed within the county/township easement. Owner is required to verify prior to submission that they are not constructing on/in an easement.
- Driveway aprons must have a 45-degree angle from the corner of the sidewalk and driveway.
- Driveway expansions (extensions) must be a minimum of 9 feet

### Decks

Decks may NOT have under deck storage.

### Trash Tote Enclosures

Trash cans may not be visible from the street or be placed in the front yard area. They may be stored behind a fence or landscape screening; please see some examples on the following page.

*Service screening/storage areas – garbage, trash or refuse shall be placed in containers, which shall be concealed and contained within the resident or shall be concealed by means of a screening wall of materials similar to and compatible with that of the residence of the Lot or shall be concealed by sufficient landscaping to provide a permanent screen at all times of the year (e.g. vegetative screening). Screening walls shall have a length and width no more than that of 2 trash cans. Also, no screening option shall be permitted that has a roof/lid and all screening options must be connected/secured to the primary residence.*

These guidelines are to ensure the harmony of external design for the entire community.

Improvements must be completed per the submitted plan that was approved by the Board.

Any violations of the submitted plan(s) will be addressed in the following manner: the owner will have **30 days** to remedy the violation or fines will be assessed until it is resolved.