

PROPERTY IMPROVEMENT / ALTERATION APPLICATION

INSTRUCTIONS: This form must be completed in its entirety, without exception. An incomplete submittal package will delay the review process. Complete each space on this form. It is important to note that the Architectural Control Committee's responsibility with respect to this application is to:

1. Review the application for completeness.
2. Make a recommendation to the Board of Directors.
3. The Board of Directors has FINAL approval/disapproval.

PLANS

- Plans must include front, side and rear elevation drawings and to-scale cross sections if applicable, with improvement shown in relation to the home and other existing structures.
- All setbacks must be shown and a to-scale site plan depicting the improvement on the lot and in conjunction with property lines, the residence, and any other existing pertinent improvements.
- Accurate dimensions of all aspects (height, length, width) must be shown.
- A plot plan of the sub-division showing the location of your lot (lot block and number) is required.
- When submitting for a pool, patio cover, balcony, etc., a photo of your home is required.

LANDSCAPE PLANS

Landscape plans must be drawn to accurately depict the lot, residence, property lines, existing walls and fences. Landscape materials, such as sod, tree and shrub types and sizes must be specified, as well as their location. Samples of decorative rock or the size and color of the rock must be included.

MATERIAL SAMPLES

Color paint chips, type of rock to be used, pictures of gazebos, pools, patio covers and spas (with dimensions) should accompany the detailed drawings.

ACCESS AREA MUST BE SHOWN ON PLANS.

Return completed application to Director@WindsorPointeOnline.com. Applications are not accepted via U.S. Mail or any other courier/delivery service.

PROPERTY & OWNER INFORMATION

| | |
|---|----------------------------------|
| Street Address | Today's Date |
| <input type="checkbox"/> Section I, Lot _____, _____ Centerstone Parkway, New Haven IN 46774 | _____ |
| <input type="checkbox"/> Section I, Lot _____, _____ Crossland Lane, New Haven IN 46774 | Proposed Project Start Date |
| <input type="checkbox"/> Section I, Lot _____, _____ Greenmoor Drive, New Haven IN 46774 | _____ |
| <input type="checkbox"/> Section II, Lot _____, _____ Archstone Cove, New Haven IN 46774 | Proposed Project Completion Date |
| <input type="checkbox"/> Section II, Lot _____, _____ Centerstone Parkway, New Haven IN 46774 | _____ |
| <input type="checkbox"/> Section II, Lot _____, _____ Erwin Lane, New Haven IN 46774 | _____ |
| Homeowner Name(s) | |
| _____ | |
| Email Address | Telephone Number |
| _____ | _____ |

PROJECT

| | | |
|---|---|--|
| <input type="checkbox"/> Deck / Patio / Porch | <input type="checkbox"/> Stone / Brick Landscape Border | <input type="checkbox"/> Swing Set / Play Set / Trampoline |
| <input type="checkbox"/> Dog Pen / Animal Run | <input type="checkbox"/> Roofing Replacement | <input type="checkbox"/> Other (describe) _____ |
| <input type="checkbox"/> Driveway / Extension / Walkway | <input type="checkbox"/> Satellite Dish | _____ |
| <input type="checkbox"/> Fence / Fence Addition / Retaining Wall | <input type="checkbox"/> Shutters | _____ |
| <input type="checkbox"/> Garage Door / Exterior Door / Storm Door | <input type="checkbox"/> Siding Replacement | _____ |
| <input type="checkbox"/> Landscaping: Front / Back / Side | <input type="checkbox"/> Solar Screen / Solar Panels | _____ |
| <input type="checkbox"/> Outside Walkway / Path / Stairway | <input type="checkbox"/> Statues / Benches / Lawn Ornaments | _____ |
| <input type="checkbox"/> Painting: House - New Color | <input type="checkbox"/> Sunroom / Patio Cover / Gazebo | _____ |
| <input type="checkbox"/> Painting: Trim - New Color | <input type="checkbox"/> Swimming Pool / Hot Tub / Spa | _____ |

MATERIALS TO BE USED

| | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Brick | <input type="checkbox"/> Other (describe) _____ | Is material same color and type as on the home? |
| <input type="checkbox"/> Concrete | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Stone | _____ | Attach new paint color or stain samples. |
| <input type="checkbox"/> Stucco | _____ | |
| <input type="checkbox"/> Wood | _____ | |

FOR YOUR INFORMATION

- Please allow for a MINIMUM of fifteen (15) calendar days to process your application.
- This project CAN NOT begin until final approval is obtained, in writing, from the ACC or the Board of Directors.
- Violation of the policies that govern ACC and Board approval, including commencement of activities under their supervision and direction, WILL result in the following, without exception *(your initials are required for each line in order for this application to be placed on our ACC calendar for review)*:
 - _____ Fines are assessed according to the *Board Resolution for Enforcement Policy and Schedule of Fines* until the violation is corrected.
 - _____ Proceedings related to the enforcement of the covenants, including collection of fines.

- _____ In the event legal counsel is employed for purposes of enforcement, you are responsible for and agree to pay all fines, costs, expenses, attorney, and any other fees or charges incurred by Windsor Pointe Community Association in enforcing compliance.
- _____ Liens will be placed against your real estate for the value of such fines, costs, expenses, attorney, and any other fees or charges.
- _____ Collection of said fines, costs, expenses, attorney, and any other fees or charges may be foreclosed against your real estate, which will result in it being sold at auction by the Allen County Sheriff as part of a "Sheriff's Sale."
- When in doubt, please ASK!

CONDITIONS AND RESTRICTIONS

Your initials are required for each line in order for this application to be placed on our ACC calendar for review.

- _____ I/we understand and agree that the Architectural Control Committee (ACC) has complete discretion to recommend disapproval, approval, or approval subject to modification, of all exterior improvements upon my/our real estate, in accordance with Article V of the Dedication, Protective Restrictions, Covenants, Limitations, Easements and Approvals of the Plat of Windsor Pointe Community Association, and any amendments thereto.
- _____ I/we understand and agree that the Board of Directors (Board) has complete and final discretion, based upon recommendations from the ACC, to disapprove, approve, or approve subject to modification, all exterior improvements upon my/our real estate.
- _____ Approval or disapproval of shall be based solely upon my application, and in the absolute discretion of the ACC and/or the Board, without regard to improvements upon any other party's real estate, whether any such other improvements have been approved or not.
- _____ After receiving written approval, I/we shall begin construction within sixty (60) days. Construction shall be completed within six (6) months of the approval. Failure to either commence or complete construction within this time frame, unless a written extension is granted by the Board and/or the ACC, shall cause the automatic revocation of the approval. If construction has already been started, I/we agree to stop all further construction, and will restore my/our property to the condition in which it existed immediately prior to commencing the approved improvement.
- _____ I/we agree to make improvements only as set forth in the application, as approved or modified by the Board and/or the ACC. In the event that I/we make improvements other than those listed in the application, as approved or modified by the Board and/or ACC, I/we agree to remove or modify the completed improvements to conform with

- _____ the application, as approved or modified by the Board and/or the ACC, without regard to the costs involved.
- _____ I/we agree that I/we will keep all improvements in good repair, and understand that if we fail to do so, the ACC and/or the Board has complete authority, and after thirty (30) calendar days notice, to hire the necessary repairs to be done, and to cause a lien to be placed against my/our property if the cost of such repairs are not paid within fifteen (15) calendar days.
- _____ I/we agree that upon violation of any of these conditions and restrictions, I/we shall pay all fines, costs, fees, and expenses, incurred by the ACC, the Board, and Windsor Pointe Community Association, Inc. in enforcing these conditions and restrictions.
- _____ I/we certify that we are the legal title holder of the lot for which the application is submitted.
- _____ I/we understand and agree that I/we are responsible for obtaining all permits that may be required.
- _____ I/we understand and agree that a drawing of the proposed improvements, including floor plans, elevations, photographs, drawings, and/or a plot plan of my property showing the location of the proposed improvement, shall be presented along with this application.
- _____ I/we understand and agree that any changes or modification I/we make to the stated plans or specifications must be resubmitted to the ACC and the Board for disapproval, approval, or approval with modification.
- _____ I/we understand and agree that the ACC and the Board has a minimum of fifteen (15) days to examine this application and all supporting documentation.
- _____ I/we understand and agree that NO CONSTRUCTION is to begin unless and until I/we receive written approval from the Board (based upon ACC recommendation).
- _____ I/we understand and agree that I/we are responsible for contacting utility locators at least three (3) days before any digging begins. Utility locators can be reached at 1-800-382-5544.

I/we have read and understand the Conditions and Restrictions, and do hereby agree to the stipulations and conditions as set forth. I/we also have read the Dedication, Protective Restrictions, Covenants, Limitations, Easements and Approvals of the Plat of Windsor Pointe, and any amendments thereto, and agree to abide by the FINAL DECISION of the Board and/or ACC.

Owner Name (Printed)

Owner Name (Printed)

Owner Signature

Owner Signature

Date

Date

NEIGHBORHOOD AWARENESS STATEMENT

On (date) _____, the attached plans were made available to all neighbors for their review. They have been notified that these plans have been submitted for Architectural Control Committee approval.

Front Facing Neighbor (Printed Name)

Front Facing Neighbor (Signature)

Comments: _____

Front Facing Neighbor (Printed Name)

Front Facing Neighbor (Signature)

Comments: _____

Side Facing Neighbor (Printed Name)

Side Facing Neighbor (Signature)

Comments: _____

Side Facing Neighbor (Printed Name)

Side Facing Neighbor (Signature)

Comments: _____

Rear Facing Neighbor (Printed Name)

Rear Facing Neighbor (Signature)

Comments: _____

Rear Facing Neighbor (Printed Name)

Rear Facing Neighbor (Signature)

Comments: _____

ARCHITECT

Name

Address (street, city, state, zip code)

Phone Number

Email

CIVIL ENGINEER

Name

Address (street, city, state, zip code)

Phone Number

Email

LANDSCAPE ARCHITECT

Name

Address (street, city, state, zip code)

Phone Number

Email

GENERAL CONTRACTOR

Name

Address (street, city, state, zip code)

Phone Number

Email

COVENANT RECEIPT CONFIRMATION

I/we, _____, residents and/or owners of lot _____ in Windsor Pointe Community Association, New Haven, IN, understand and agree that I have received a copy of the Dedication, Protective Restrictions, Covenants, Limitations, Easements and Approvals of the Plat of Windsor Pointe.

I/we understand and agreed that covenants run with the land and, by law, are binding upon all lot owners and homeowners.

I/we understand and agree that if I have questions regarding any of the covenants, I/we may contact an officer or board member of the Windsor Pointe Community Association.

Owner Name (Printed)

Owner Name (Printed)

Owner Signature

Owner Signature

Date

Date

LEGAL RELEASE TO ENTER PREMISES/PROPERTY

I/we, _____, having applied for Architectural Control Committee (ACC) approval, hereby authorize the ACC or their representative(s) to enter onto the property located at _____ without notice for the purpose of measuring and inspecting the property and any structures thereon to determine that all new development has been performed in a manner that is compliant with the ACC Application.

1. By signing below, I aver that I am the legal owner of the above described property, and I hereby indemnify and hold harmless the Windsor Pointe Community Association, its officers, agents and employees, from any and all claims which may be brought by any other persons or entity due to or arising out of the their entrance onto and inspection of the described property.

I understand that the ACC or their representative(s) may enter onto the property to perform inspections on more than one occasion. I further understand that the ACC or their representative(s) will enter on the property to perform inspections on more than one occasion. I further understand that the ACC or their representative(s) will enter on the property to perform the inspections at a time that is reasonably convenient for her/him, but that the ACC or their representative(s) will not enter onto the property before the hour of 7:00 a.m. nor after the hour of 8:00 p.m. without prior approval nor shall the ACC or their representative(s) enter into or climb upon any structure on the property at any time without prior approval.

Owner Name (Printed)

Owner Name (Printed)

Owner Signature

Owner Signature

Date

Date

APPLICATION FOR ARCHITECTURAL CONTROL APPROVAL AND IMPROVEMENT LOCATION PERMIT PACKAGE

INSTRUCTIONS:

1. Complete the Windsor Pointe Community Association Application for Architectural Control Approval in as much detail as possible. Plans must include front, side and rear elevation drawings and to-scale cross sections if applicable, with the improvement shown in relation to the home and other existing structures. All setbacks should be shown and a to-scale site plan depicting the improvement on the lot and in conjunction with property lines, the residence, and any other existing pertinent improvements. Accurate dimensions of all aspects (height, length, width) must be shown. A plot plan of the sub-division showing the location of your lot (lot block and number) is also required. Please also include a picture of your home when submitting for a pool, patio cover, balcony, fence, landscaping, etc.
2. Complete the New Haven Improvement Location Permit in as much detail as possible. New Haven requires you supply a drawing of the improvement you intend to make. The drawing must include complete dimensions of the project, including square footage, distance from all property lines, building lines, utility easements, right of way, building height, and legal drains. The Zoning Administrator reserves the right to request a site survey.
3. When you have completed the Application for Architectural Control Approval and Improvement Location Permit, mail them to Windsor Pointe Community Association., Attn: Architectural Control Committee, 921 E Dupont Rd, PMB 834, Fort Wayne, IN 46825. The ACC will examine the documents within thirty (30) days.
4. After the Architectural Control Committee has granted approval, a signed copy of the Application for Architectural Control Approval and Improvement Location Permit will be returned to you, at which time you should contact the New Haven Zoning Administrator (260-748-7040) to request an appointment.
5. The Zoning Administrator will examine the Application for Architectural Control Approval and Improvement Location Permit within ten (10) business days. If the project is in compliance with New Haven zoning ordinances the Improvement Location Permit will be processed. If there is a problem, the Zoning Administrator will contact you.
6. New Haven charges a non-refundable application fee at the time the Improvement Location Permit is delivered to them. The cost of the permit depends on the type and extent of improvements. You must pay New Haven's permit fee regardless of whether they approve or deny your application.
7. The Application for Architectural Control Approval is for compliance with Windsor Pointe Community Association's regulations. The Improvement Location Permit is for compliance with the New Haven Zoning Ordinance and/or Subdivision Control Ordinance. In addition you MUST:
 - Obtain a building permit from the Allen County Building Department, located at One West Superior Street in Fort Wayne. Their number is 260-449-7131. A building permit MUST be obtained BEFORE construction begins.
 - If your project includes adding, modifying, or improving the driveway or entrance to your property off an adjacent road, a permit MUST be obtained from the New Haven Planning Department, located at 815 Lincoln Highway East, in New Haven. Their number is 260-748-7040.
 - If the property requires a hook up to a sewer system contact the New Haven Utility Department at 260-748-7040.
8. If the project includes building living space or adding on to an existing living space, a Certificate of Occupancy will be issued by New Haven, for a fee, but only after completing the Certificate of Compliance.
9. Upon approval of the Architectural Control Committee, and completion of the project, complete the Certificate of Compliance and return it to the Planning Department with a check, made payable to New Haven. The Certificate of Compliance will be completed by the Planning Department within ten (10) days of submission, and then mail it to you. At this point they will issue you a Certificate of Occupancy.