



ARCHITECTURAL CHANGE APPLICATION

Step 1. Review the Architectural guidelines defined in the Declaration of Easements, Covenants, and Restrictions.

Step 2. Fill out this application and submit for approval:

Name: _____ **Phone #:** _____
Address: _____ **Mobile #:** _____
Email Address: _____ **Lot #:** _____
Est. Start Date: _____ **Est. Completion Date:** _____
Contractor's Name: _____ **Phone #:** _____
Type of Alteration/Improvement: _____

Include the following attachments with the application (check all that apply):

- Attach a copy of your original lot survey with placement of improvement/alteration noted (ie: if building a deck, draw placement of deck on survey).
- Attach a drawing of the alteration/improvement, preferably a professional drawing from your contractor. If this is not available, hand drawing is acceptable.
- Attach a written description or picture (if same as your proposed improvement) of the alteration/improvement. Include a list of materials that will be used (ie: For deck example: list types of wood, paint or stain color, etc.).
- Attach a copy of your Macomb Township Building Permit (required for: decks, paver patios, fences, new living additions, concrete additions, swimming pools, sheds, etc.).
- If a paint or siding color change is being made, you must attach a sample of the surface material color (paint chip, siding sample) to this application form. In addition, the following also needs to occur (circle #1 or #2) :
 1) If surface material is paint, you must have a 2' x 4' plywood board or similar material painted with the new color, so Architectural Committee can visually assess the proposed color against your home to approve it. 2) If surface material is siding, you must procure from your building contractor a 2' x 4' or similar size piece of siding with the the new color, so Architectural Committee can visually assess the proposed color against your home to approve it.

The homeowner/lot owner agrees to the following:

- A.** No alterations/improvements may be commenced until written approval is received from the Architectural Control Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval.
- B.** The homeowner/lot owner is responsible for obtaining required building permits.
- C.** The homeowner/lot owner, not the Association, Board, or Architectural Committee, is responsible for the construction standards and specifications relating to the alterations/improvements and construction work.
- D.** The homeowner/lot owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorney's fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Signature: _____

Date: _____

Step 3. Submit the application and required attachments by email to manager@windemerewoodshoa.com. The Board will respond no later than 30 days from the date application is received.