

REQUEST FOR ARCHITECTURAL/EXTERIOR MODIFICATION GUIDELINES

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive; the Architectural Review Committee reserves the right to ask for additional information.

1)Fences

- a) Survey indicating the location with respect to property lines and existing improvements
- b) Type of fence including materials, height, color and decorative style
- c) Location and swing of gates
- d) Proposed landscaping plan surrounding fence
- e) All fences in Winston Trails must be white in color. No fence may exceed 6 feet high. Sub-Associations in Winston Trails may have restrictions on the height which must be considered. There are restrictions on the type and material of fence that can be installed.

2)Painting

- a) Identify colors including paint manufacturer, color name and color numbers
- b) Provide paint color samples attached to the application. A 2'x3' sample of requested house color and a 2'x1' sample of trim color **may be requested** to be painted on the side of the home, Identify the location(s) of each paint color (i.e. stucco bands - color a, front door - color b, garage door - color b, shutters - color c, etc.)

3)Driveways - Staining/Pavers

- a) Provide color and pattern information
- b) Provide picture of house indicating house and roof color
- c) Sidewalks within the driveway may NOT be painted or stained**

4)Screen Enclosures

- a) Survey depicting location of proposed screen enclosure
- b) Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (i.e. mansard, gable or flat), location(s) of screen door(s), elevation drawings and accessories (i.e. kick plates)
- c) Identify colors including, as appropriate, colors for screening, aluminum framing and kick plates
- d) Proposed landscaping plan surrounding enclosure

5)Pool Additions

- a) Survey depicting location of proposed pool on lot
- b) Architectural rendering
- c) Plans for fencing or screening (see 1 and 4 above) – all pools must be surrounded by a permanent fence or enclosure. Temporary fences (Kiddie Fencing) are not sufficient for pool installation.
- d) Identify pool deck type, color and pattern, preferably samples – No above ground pools are permitted.
- e) Identify coping material and color
- f) Proposed landscaping plans and surrounding fence – Please note all pumps, heaters etc. must be concealed from the street and neighboring lots by landscape hedge material

6)Landscaping

- a) Survey depicting location of existing plantings with respect to property lines and existing improvements
- b) Drawing illustrating placement of proposed landscaping
- c) Description of proposed landscaping including type, height and quality of planting materials
- d) Description of any trees or shrubs that will be removed

7)Satellite Dishes

- a) Survey depicting location of dish
- b) Descriptions of proposed dish, including width, height, color and type of mounting (i.e. on pole, in ground or affixed to the building)

NOTICE TO HOMEOWNER

- IMPROVEMENTS AND/OR ALTERATIONS ARE SUBJECT TO APPLICABLE PERMITS. PERMITTING PROCESS IS THE SOLE RESPONSIBILITY OF THE HOMEOWNER. INVESTIGATION OF ALL CONTRACTORS, LICENSES AND INSURANCE ARE THE RESPONSIBILITY OF THE HOMEOWNER.
- APPROVALS GRANTED FOR MODIFICATIONS ARE BASED ON AESTHETIC POINT OF VIEW AND DOES NOT CONSTITUTE AN APPROVAL FROM AN ENGINEERING/STRUCTURAL POINT OF VIEW.
- ANY MODIFICATIONS, ADDITIONS OR DELETIONS MADE TO THE ATTACHED PLANS AFTER APPROVAL WILL VOID ANY APPROVAL GRANTED AND REQUIRE A NEW APPLICATION TO BE SUBMITTED AND REVIEWED.
- ALL WORK MUST BE COMMENCED WITHIN 90 DAYS AND COMPLETED WITHIN 180 DAYS FROM THE DATE OF THE SIGNED APPROVAL.
- ACCESS TO AREAS OF CONSTRUCTION MAY ONLY BE ALLOWED THROUGH YOUR PROPERTY. NO PERMISSION IS GRANTED TO ACCESS YOUR PROPERTY ACROSS COMMON AREAS OR NEIGHBORING LOTS.
- SUB ASSOCIATIONS IN WINSTON TRAILS HAVE THEIR OWN ARCHITECTURAL STANDARDS WHICH MUST BE ADHERED TO IN ORDER TO GAIN APPROVAL FROM WINSTON TRAILS FOUNDATION.

DOCUMENT CHECK LIST

REQUEST FROM

____ Survey/Plot Plan ____ Specifications
____ Bldg. Plans ____ Permit
____ Elevations ____ Photos
____ Details ____ Other (Noted)

Date: _____
Mr./Mrs. _____

Property Address: _____

Email Address: _____ Telephone Number: _____

Brief description of addition, alteration, improvement, etc. Please attach a picture and any other details required for review.

Please attach a copy of the vendors information listed below.

Contractor: _____ Address: _____

Contractor License # _____ Certificate of Insurance: _____

Occupational License No: _____ Certificate of Competency No: _____

HOMEOWNER AFFIDAVIT: PRIOR TO BEGINNING WORK ON THE EXTERIOR OF YOUR PROPERTY, THIS FORM MUST FIRST BE SUBMITTED, ALONG WITH PROPER SUPPORTING PAPERWORK, TO THE MANAGEMENT COMPANY FOR YOUR NEIGHBORHOOD ASSOCIATION AND THEN TO WINSTON TRAILS FOUNDATION FOR REVIEW AND APPROVAL. NO WORK MAY COMMENCE WITHOUT WRITTEN APPROVAL FROM BOTH ASSOCIATIONS. I HAVE READ AND AGREE TO THE INSTRUCTIONS AND DISCLOSURES ON THE REVERSE OR ATTACHED TO THIS FORM REGARDING THIS APPLICATION.

Homeowner Signature: _____ Date: _____

For Sub - Association use only

Neighborhood Association: _____

Board/Committee Comments and Conditions of Approval:

Approved: _____ Approved with Conditions noted above: _____ Disapproved: _____

Board Member Signature: _____ Date: _____

Board Member Signature: _____ Date: _____

Board Member Signature: _____ Date: _____

Committee Member Signature: _____ Committee Member Signature: _____

Committee Member Signature: _____ Committee Member Signature: _____

WINSTON TRAILS MASTER ASSOCIATION

Comments and Conditions of Approval:

Approved _____ Approved with Conditions noted above _____ Disapproved _____

Board Member Signature: _____ Date: _____