



## 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 must submit a REQUEST FOR HOME IMPROVEMENT APPROVAL to the Neighborhood Standards Committee. Certain landscaping improvements are pre-approved. Windsor Hills has adopted The Woodlands Residential Standards as the residential standards for our community. Homeowners should check the Woodlands Residential Standards booklet located on our website, <http://www.whhoa.com> and review the landscaping improvements that are pre-approved before installation begins. If any change is made that has **NOT** been approved, the Windsor Hills Neighborhood Standards Committee has the right to ask the Homeowner to remove the improvement(s) and/or change(s) from the property.

Please fill out this form in COMPLETE detail. Date: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Type of improvement/change proposed: \_\_\_\_\_

**I. Painting:**

Color of Brick: \_\_\_\_\_

Color to be used for each area: (include paint color sample for each area)

Main portion of house: \_\_\_\_\_

(including garage doors)

Trim: \_\_\_\_\_

(soffit, fascia boards, window trim)

Accents: \_\_\_\_\_

(shutters, window hoods, doors)

**II. Hard Surface Improvements:**

Must submit:

1. Lot survey showing the improvement location for sidewalks, patios, & etc.
2. Description
  - a. Measurements (width, length, depth, etc.)
  - b. Materials to be used and construction method details if possible.

**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 paint.
5. For roof & window replacements, describe below the manufacture, model or product number and color. GAF Timberline Weathered Wood, GAF Sovereign Weathered Gray, Owens Corning Driftwood, and CertainTeed Weathered Wood are the approved roof shingles for Windsor Hills. Provide samples if different.

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**IV. Other Improvements:**

1. Include brochure/photos
2. Lot survey showing improvement location and size. Includes items such as but not limited to the following: (sprinkler system, lighting, fences, gates, yard structures, decking, landscaping not pre-approved, pavers used adjoining driveways, any drainage alterations, and other improvements.)
3. Material sample

**OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENT**

1. The information set out above and included with this Request is accurate and complete.
2. The improvements will be completed in accordance with the approved request.
3. The improvements will not affect existing surface water flows at the lot boundaries.
4. Members of the Windsor Hills Neighborhood Standards Committee have my permission to enter the property during normal business hours with prior notice.

**Owner understands that Windsor Hills Homeowners' Association and the Windsor Hills Neighborhood Standards Committee does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold Windsor Hills Homeowners' Association harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.**

Please sign under the appropriate wording:

(A) I understand that the Windsor Hills Neighborhood Standards Committee will act on this request as quickly as possible and contact me regarding their decision. I agree not to begin property improvement(s)/change(s) until the Windsor Hills Neighborhood Standards Committee notifies me of their approval.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Proposed Construction Start Date

\_\_\_\_\_  
Anticipated Completion Date

(B) The improvement(s)/change(s) stated herein have already been completed.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Completion Date

RETURN TO: Windsor Hills Clubhouse  
1 E Windsor Hills Circle  
The Woodlands, TX 77384