

*WINDWOOD VILLAGE
HOMEOWNERS ASSOCIATION, INC.*

**HOME/PROPERTY MODIFICATION REQUEST FORM
(All External Enhancements)**

Per Windwood Village’s Declaration of Easements, Covenants and Restrictions (Section IV, 1 & 2) all Homeowners must submit “plans and specifications showing the nature, kind, shape, color, size, materials and locations of structures...to the Association for approval as to the quality of workmanship and design and harmony of external design with existing structures, and as to location to surrounding structures, topography, and finish grade elevation.”

Please note that it is the Homeowners responsibility to be aware of their property lines as noted in their plot document within their closing papers. Also, utility ground lines must be marked by their respective company (e.g., gas, water, electric, phone, etc.) prior to any work being done.

Please provide the following information:

1. Owner Name:

2. Unit Address:

3. Best way to be reached (in case of questions):

4. Date of Submittal:

5. Location/Position of Modification (describe or draw diagram):

6. Measurements/Dimensions of Modifications (e.g., height, width, length):

7. Materials (e.g., vinyl, wood, aluminum, plants, shrubbery):

8. Color:

9. Installation by (e.g., contractor, vendor):

Neighbor Impact: Any proposed fencing/decking that would block access to neighboring Homeowner's gas or electricity meters and/or prevent safe exit in the event of an emergency require the installation of a gate/stairs between impacted properties. The consent of impacted Homeowners must be obtained before approval can be granted. Please have affected Homeowners sign submittal below, indicating that the installation of proposed fencing is mutually agreeable.

Signature

Signature

Name (Print)

Name (Print)

Address

Address

Approved by: _____
Signature

Name (Print)

Approver Position: _____ Date: _____

Comments:

PO Box 4526
Star City, WV 26504

Phone: (304) 599-3165

Fax: (304) 599-2647

Email: windwoodvillage@gmail.com