

Windham Meadows II Condo Association (the “Association”) Architectural & Landscape Change Application

Why is this form required?

Association rules state: Any changes or additions affecting the appearance and / or “architectural integrity” of the exterior of buildings are to be made only with the consent of the Board of Directors of the Condominium (“The Board”). Changes include Radon Systems, Stand-by Generators, Windows, Shutters, Storm Doors, Railings, Light Tubes, Light Poles, Exterior Light Fixtures, Roof Shingles, Solar Panels, Gutters, Siding, Additions, Porches, Awnings, Staircases, Bulk Heads, Major Plantings, Landscape, Hanging Plants, Patios, Walkways, Any Signs etc. Roof Shingles brand/grade selection shall be at the discretion of the Unit owner but shall be “weatherwood” color ONLY. Installation of Satellite dishes less than (39”) one meter in size, as well as installation of TV antennas and wireless cable antennas, are all subject to the protections of federal law and may be installed on the side or rear of the unit, or limited common area, provided that such installation complies with local building codes, life safety codes and that an Installation plan/request has been submitted to and approved by the Board prior to installation.

Note: The association does not allow the use of portable toilets. Please inform your contractor.

Instructions: Please state as concisely as possible the nature of the request to be considered. Please identify all work proposed and, when it is appropriate, provide **detailed drawings** showing those changes. This information will be relevant to the Board’s decision. Email is acceptable for all forms.

- 1.) All requests must be submitted in writing to the attention of the Association Board.
- 2.) Submit this form to the board and include a **sketch or diagram** of the proposed change.
- 3.) Sign and submit the **Indemnity Agreement** – requires the Unit Owner and not the occupant if not owner occupied.
- 4.) Add pages as necessary to describe in detail the architectural change you would like to make. Please be as specific as possible. Be certain to state the placement of the change in relation to your unit, specific dimensions where necessary, the type of materials to be used, the reason the change is requested, and any other appropriate information that will enable the board to make a decision. Lack of sufficient detail may result in your request being denied or may delay an approval.
- 5.) For requests such as landscaping, pictures of the proposed area would also be helpful to include.
- 6.) It is the Unit Owners or your contractor’s responsibility to obtain appropriate town permits.

Special Section for Roof Replacements:

- Shingles must be “Weatherwood” color. All drip edges must be white to match all other homes.
- Any dumpster must be placed so that driveway and lawns are protected. Any damage is the unit owner’s responsibility.

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- All debris and nails must be cleaned up. If additional cleanup is required, it is the unit owner's responsibility.
- In your submission package, specify the expected length of the project from start to completion.

Return the application, indemnity agreement, and the requested information via one of the following:

US Mail: Windham Meadows II Condo Association, 0 Brookview Road, Windham, NH 03087

Email: email your request to one of the board members listed on the Windham Meadows II website.

Hand Deliver: You may hand the required information to any Board Member.

Windham Meadows II Condo Association (the “Association”) Architectural & Landscape Changes - Certification and Indemnity Agreement

Unit Owner's Name: _____

Address of Unit: _____

Architectural Change Indemnity Agreement

It is understood that prior to the commencement of the architectural/external change, a Certification of Insurance must be received (including Workman's Compensation Insurance) from my contractor.

I have read all of the rules described in this agreement and will comply.

Furthermore, I agree to indemnify Windham Meadows II Condo Association from any claim, dispute, or mechanic's lien arising from the proposed architectural and or landscape change. All damage to the common and limited common area, or harm to community owners, residents and visitors arising out of the architectural/external change/landscaping is my responsibility and I agree to save the Board of Directors, Association, and Management harmless from any and all liability which may result from approval.

Additionally, I/we will have repaired, at our cost, any damage to the Common or Limited Common Area's that suffered damage from the above referenced changes. The Association shall have the option to contract for the repairs at the Unit Owners expense.

I understand that the Association will rely upon my execution of this Agreement in connection with its decision to allow me to move forward with the described work.

Executed by the parties as of the _____ day of _____.

By (Print Name): _____

Signature: _____

Association Representative:

By (Print Name): _____

Signature: _____