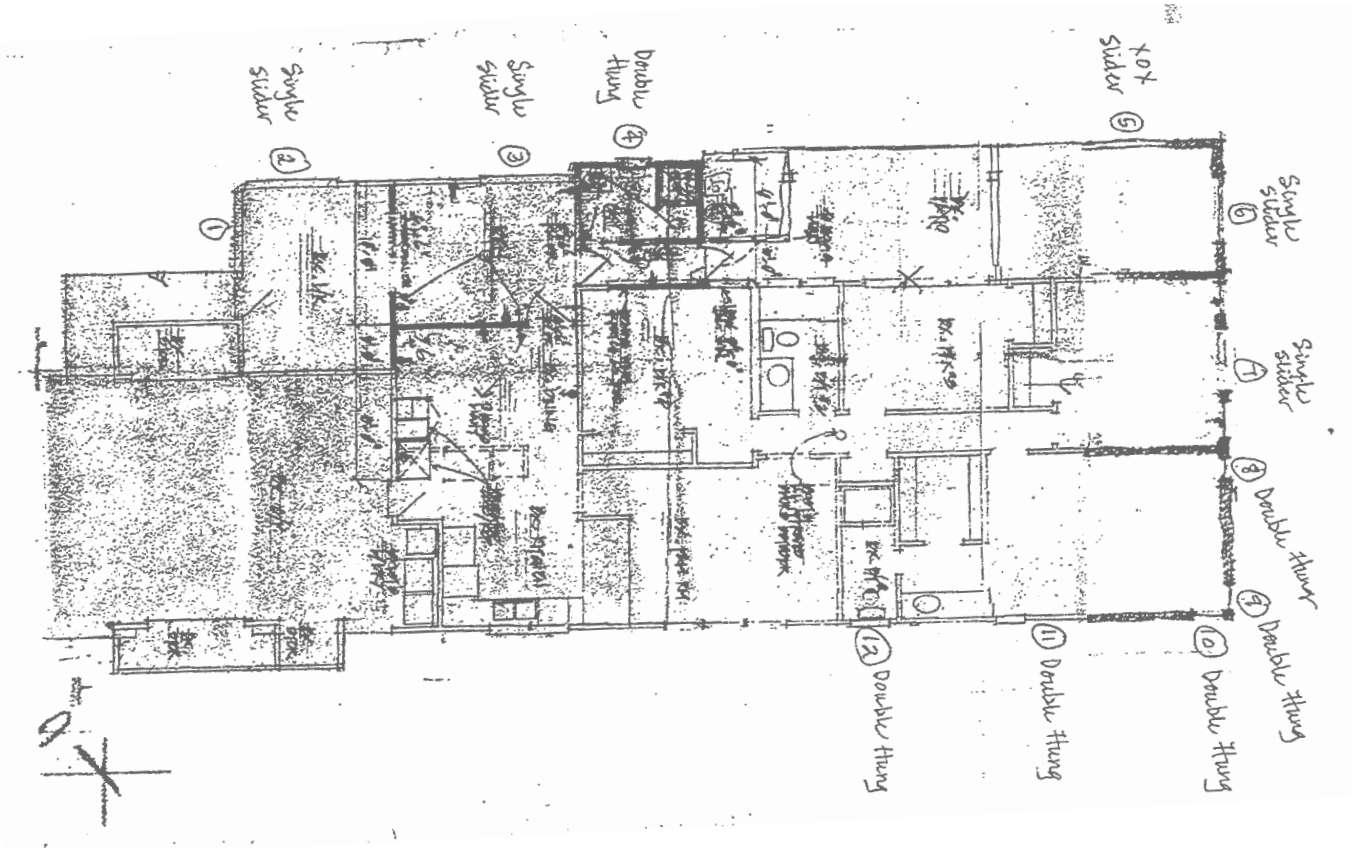


CHECKLIST FOR WINDOW GRILLES OR WINDOW REPLACEMENT

Submit Required Supplemental Materials:

1. Two (2) physical sets of your **plot plan** showing the intended location(s) for the window grille(s) or window replacement highlighted and labeled. A plot plan may also identify the lot dimensions, layout of the home, property lines, easements, etc. Inquire with the Architectural Department if a copy of your plot plan exists in file.

Example of a Plot Plan submitted for a Window Replacement:



2. The manufacturer's brochure or spec sheet identifying the **type, make and model**, and **measurements** of the new window(s).
3. Three (3) color photos of the area(s) to be modified shall match the plans location on the plot plan. Photos may be emailed to architectural@newtownestates.org or be submitted as hardcopies with the application.
4. **Window Alteration:** Should there be any changes to the window frame, please submit a detailed drawing / sketch to show the reframing of the window along with the type of materials, new window measurements, and window type.

Notable Reminders:

1. Your application will be considered complete upon receipt of the **(1) Architectural Application Form**, **(2) the required supplemental materials**, and **(3) the appropriate processing fee**. All **incomplete** applications will be **delayed or disapproved**.
2. Properties located in Sub-Associations **must** obtain a written approval from their Board of Directors or managing agent prior to submitting their application to NECA.



CHECKLIST FOR WINDOW GRILLES OR WINDOW REPLACEMENT

3. In general, applications submitted **on or before** the first (1st) Saturday of the month will be reviewed in said month. Applications submitted after the first (1st) Saturday will be scheduled for review in the following month.
4. The Architectural Committee is scheduled to meet on the second (2nd) Tuesday of each month. Once your application is reviewed by the committee, and if approved, please allow thirty (30) days for your application to be processed.
5. NECA staff will notify owners once the NECA Permit is ready for pick up. Owners are advised to read their permit. Permits **not** picked up within seven (7) days of being notified will be charged a **\$10 per-week permit holding fee**.
6. It is the owners' responsibility to communicate with their contractors. Contractors should be informed of NECA's rules, guidelines, and the application and permitting process.
7. Projects that start without the proper approval and projects that do not display the NECA Permit are considered to be in violation and will be subjected to NECA's Covenant Enforcement.
8. NECA RULES & GUIDELINES: The Architectural Committee will uphold and maintain the integrity of NECA's Master Declaration of Covenants, Conditions, & Restrictions (MDCCR).

NOTE: IT IS NOT GUARANTEED THAT YOUR REQUEST WILL BE APPROVED

Homeowner's Signature

Date