



Armando Moore <armando.g.moore@gmail.com>

**1807 Winding Run - Board Request - Completed Work Photo**

13 messages

**Susan Pardoe** <SusanPardoe@towneproperties.com>  
To: "armandogmoore@gmail.com" <armandogmoore@gmail.com>  
Cc: Cindy Hess <CindyHess@towneproperties.com>

Wed, Aug 10, 2022 at 12:44 PM

Good afternoon Mr. Moore,

The Board requests a photo of your completed patio cover please to close out your application.

Thank you and have a good day!



**Susan H. Pardoe | Customer Service Administrator**

Dayton District Office

p: 937 222 2550 | f: 937 222 2552

Towne Properties | 6540 Centerville Business Pkwy | Dayton, OH 45459

[SusanPardoe@TowneProperties.com](mailto:SusanPardoe@TowneProperties.com) | [TowneProperties.com](http://TowneProperties.com)

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**Armando Moore** <armando.g.moore@gmail.com>  
To: Susan Pardoe <SusanPardoe@towneproperties.com>

Wed, Aug 10, 2022 at 1:39 PM

We have only completed the top. We will be submitting another request to add the sides soon. Can we do that separately?

[Quoted text hidden]

2 attachments



image001.jpg  
6K

**TOWNE  
PROPERTIES**



image001.jpg  
6K

**TOWNE  
PROPERTIES**

Susan Pardoe <SusanPardoe@towneproperties.com>  
To: Armando Moore <armando.g.moore@gmail.com>  
Cc: Cindy Hess <CindyHess@towneproperties.com>

Wed, Aug 10, 2022 at 2:09 PM

Hello Mr. Moore,

Yes, the sides would be a separate project, so a new application would be required please.

Could you please send a photo of what is currently completed (the Board's request)?

Thank you!

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**Susan H. Pardoe | Customer Service Administrator**

Dayton District Office

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**From:** Armando Moore <armando.g.moore@gmail.com>  
**Sent:** Wednesday, August 10, 2022 1:40 PM  
**To:** Susan Pardoe <SusanPardoe@towneproperties.com>  
**Subject:** Re: 1807 Winding Run - Board Request - Completed Work Photo

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**Armando Moore** <armando.g.moore@gmail.com>  
 To: Susan Pardoe <SusanPardoe@towneproperties.com>

Fri, Aug 12, 2022 at 8:30 AM

As requested...thank you  
 [Quoted text hidden]

**3 attachments**



**20220812\_082152.jpg**  
 7029K

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**image001.jpg**  
 6K

**TOWNE**  
 PROPERTIES



**image001.jpg**  
 6K

**TOWNE**  
 PROPERTIES

**Susan Pardoe** <SusanPardoe@towneproperties.com>  
 To: Armando Moore <armando.g.moore@gmail.com>

Tue, Aug 16, 2022 at 8:01 AM

Cc: Cindy Hess <CindyHess@towneproperties.com>

Thank you Mr. Moore! I've provided your photo to the Board.

Have a great week!

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[Quoted text hidden]

[Quoted text hidden]

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[Quoted text hidden]

**Susan H. Pardoe | Customer Service Administrator**

**Dayton District Office**

**p:** 937 222 2550 | **f:** 937 222 2552

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[Quoted text hidden]

**Susan Pardoe** <SusanPardoe@towneproperties.com>  
To: Armando Moore <armando.g.moore@gmail.com>  
Cc: Cindy Hess <CindyHess@towneproperties.com>

Tue, Aug 16, 2022 at 8:17 AM

Good morning Mr. Moore,

The Board requests confirmation as to the roof has shingles or tin?

Thank you!



**Susan H. Pardoe | Customer Service Administrator**

**Dayton District Office**

**p:** 937 222 2550 | **f:** 937 222 2552

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**From:** Armando Moore <[armando.g.moore@gmail.com](mailto:armando.g.moore@gmail.com)>

**Sent:** Friday, August 12, 2022 8:31 AM

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**Susan H. Pardoe | Customer Service Administrator**

**Dayton District Office**

**p:** 937 222 2550 | **f:** 937 222 2552

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**Armando Moore** <armando.g.moore@gmail.com>  
To: Susan Pardoe <SusanPardoe@towneproperties.com>

Tue, Aug 16, 2022 at 8:18 AM

Shingles, matching our current house shingles.

[Quoted text hidden]

**2 attachments**



image002.jpg  
6K

**TOWNE  
PROPERTIES**



image002.jpg  
6K

**TOWNE  
PROPERTIES**

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**Susan Pardoe** <SusanPardoe@towneproperties.com>  
To: Armando Moore <armando.g.moore@gmail.com>  
Cc: Cindy Hess <CindyHess@towneproperties.com>

Tue, Aug 16, 2022 at 8:59 AM

[Quoted text hidden]

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**Susan H. Pardoe | Customer Service Administrator**

[Quoted text hidden]

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[Quoted text hidden]  
[Quoted text hidden]  
[Quoted text hidden]

**Armando Moore** <armando.g.moore@gmail.com>  
To: Susan Pardoe <SusanPardoe@towneproperties.com>

Fri, Aug 19, 2022 at 11:59 AM

Good morning Susan,

Please see attached improvement application. I have updated the original request that was submitted and approved, hopefully it makes the process easier. Please let me know if the powers that be have any questions...thank you  
[Quoted text hidden]

**2 attachments**

 **Moore back porch improvement proposal diagram Revised 19 Aug 2022.pdf**  
35K

 **Moore back porch improvement proposal Revised 19 Aug 2022 (2).pdf**  
25K

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**Susan Pardoe** <SusanPardoe@towneproperties.com>  
To: Armando Moore <armando.g.moore@gmail.com>  
Cc: Deonta Burden <DeontaBurden@towneproperties.com>

Thu, Sep 22, 2022 at 12:40 PM

Good afternoon Mr. Moore,

My apologies...this was found in my junk folder...

Thank you for the diagrams with the revised aspects of the improvement noted.

Please submit an application form to accompany these so it may be submitted to the Board for review.

Thank you!



**Susan H. Pardoe | Customer Service Administrator**

Dayton District Office

p: 937 222 2550 | f: 937 222 2552

Towne Properties | 6540 Centerville Business Pkwy | Dayton, OH 45459

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**From:** Armando Moore <armando.g.moore@gmail.com>  
**Sent:** Friday, August 19, 2022 12:00 PM  
**To:** Susan Pardoe <SusanPardoe@towneproperties.com>  
**Subject:** Re: 1807 Winding Run - Board Request - Completed Work Photo

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Good morning Susan,

[Quoted text hidden]  
[Quoted text hidden]  
[Quoted text hidden]

 **4. Improvement Application.pdf**  
297K

**Armando Moore** <armando.g.moore@gmail.com>  
To: Susan Pardoe <SusanPardoe@towneproperties.com>

Tue, Sep 27, 2022 at 1:36 PM

Sigh, my apologies...I created one and never attached it with the revised diagrams. Please see attached...thank you  
[Quoted text hidden]

 **Improvement Application Moore, Armando G.pdf**  
493K

**Susan Pardoe** <SusanPardoe@towneproperties.com>  
To: Armando Moore <armando.g.moore@gmail.com>  
Cc: Deonta Burden <DeontaBurden@towneproperties.com>

Tue, Sep 27, 2022 at 1:41 PM

Thank you! Once I have the votes from the Board, I will contact you.

Have a great week!

[Quoted text hidden]  
[Quoted text hidden]

**Armando Moore** <armando.g.moore@gmail.com>  
To: Susan Pardoe <SusanPardoe@towneproperties.com>

Tue, Sep 27, 2022 at 1:41 PM

Copy, thank you



12/11/23, 4:59 PM

Gmail - 1807 Winding Run - Board Request - Completed Work Photo

[Quoted text hidden]

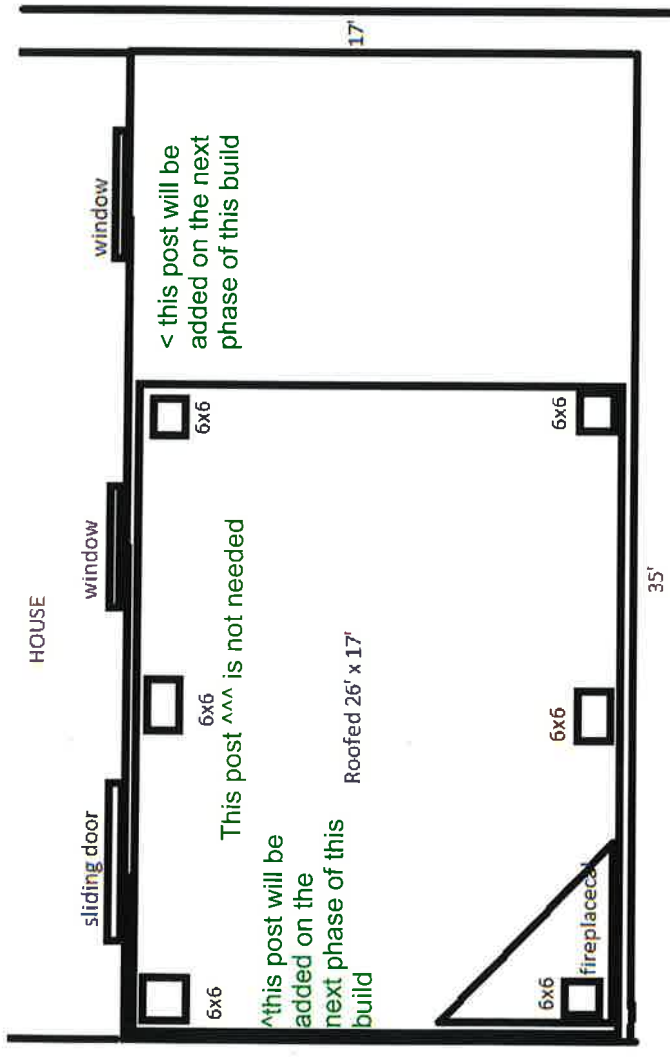
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27 Sept 2022



Top view/ floor plan

All material is pressure treated wood  
Location: back of house

This build will be done in phases.

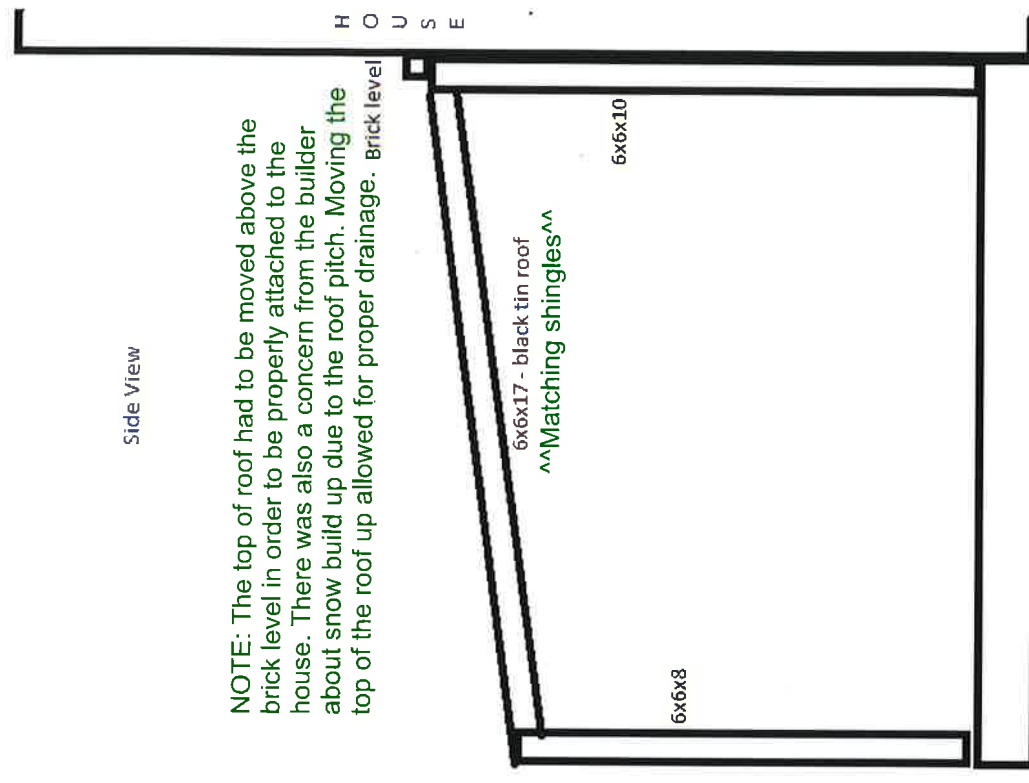
1. Framing (posts, beams and rafters)
2. Fireplace (framed)
3. Tin roof that ties into fireplace
4. Cosmetic brick/stone - matching house application will be submitted)

**UPDATES:**

No fireplace

No Tin roof (matching existing roof shingles)

Brick will be added on the next phase of this build (as instructed, a separate improvement application will be submitted)



Side View

NOTE: The top of roof had to be moved above the brick level in order to be properly attached to the house. There was also a concern from the builder about snow build up due to the roof pitch. Moving the top of the roof up allowed for proper drainage. Brick level

NOTE: Application was previously approved by HOA, requested to resubmit request with updates. All updates are notated in green on drawing. Modifications/deviations of original plan was due to lack of materials and concerns from the builder. Thank you

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# Villages of Winding Creek

October 19, 2022

**Anthony Moore**  
**1807 Winding Run Blvd.**  
**Dayton, Ohio 45458**

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Dear Mr. Moore,

*Re: Improvement Application*

The Board of Trustees has **approved** the Improvement Application submitted to *install a covered porch, per the submitted plan (revised application, dated 9.27.2022)*.

Please remember that all guidelines established in the governing documents must be precisely followed. The **original improvement application has been placed in your file** to ensure that the specifications set forth in the application are followed. Any **modification or changes** to the nature of the improvement require a new improvement application to be submitted.

Please contact Towne Properties at 937-222-2550 with any questions or concerns.

Sincerely,

The Board of Trustees  
Villages of Winding Creek

DB/shp

cc: Unit File

The Villages of Winding Creek  
Architectural Improvement Application

28 Nov 2022

This Application form should be submitted for any modification to the exterior of the building or grounds. The object of requiring an Improvement Application is to insure that improvements conform to the Association Declaration, enhance the beauty, and maintain the architectural harmony of The Villages of Winding Creek. **Please include a plot plan with your exterior improvement marked (\*fence, deck, landscaping, etc.)** Please return the form and attachments to Towne Properties. Please send applications and supporting documents to [susanpardoe@towneproperties.com](mailto:susanpardoe@towneproperties.com) or [cindyhess@towneproperties.com](mailto:cindyhess@towneproperties.com).

Unit Owner Name	Armando G. Moore
Unit Address	1807 Winding Run Blvd Centerville Oh 45458
Telephone / Email Address	4785505301
Type or Nature of Improvement	Back Porch Cover
Materials, Colors, etc.	Wood, shingles
Dimension & Location	17'x24', back of house

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An engineered drawing of all improvements must be submitted and attached to the applications to show exact locations and dimensions. **Fences do not require a permit unless the fence will surround a swimming pool (per Clearcreek Township).** For additional writing space, please use the back of this form or attach a separate piece of paper.

All projects must be installed to the exact dimensions submitted on the application. Projects must be concluded by the noted end date within a reasonable time frame. Should the project be delayed you must contact Towne Properties with the updated information.

\*Fencing permitted on the Washington Township side may be aluminum ONLY (rods must be spaced 1.5 inches apart). Homes on the Warren county side may have aluminum, vinyl, and wood, the boards must be spaced 1.5 inches apart, rail fencing is permitted but mesh screening is not allowed. ALL FENCING MUST LINE UP WITH NEIGHBORING FENCING AND MUST EXTEND TO THE REAR OF THE PROPERTY. FENCING MUST BE INSTALLED ACCORING TO THE COUNTY VARIANCE INSIDE THE PROPERTY LINE. FENCING IS NOT PERMITTED TO COME OFF THE BACK OF THE THREE CAR GARAGES AND MUST COME OFF THE REAR CORNER OF THE HOME.

**A resident or resident hired contractor may not use the community green space to access their property for any improvements. All projects must be accessed/completed using homeowner property. Any and all use of community green space for such activity will be considered trespassing and the homeowner will be liable for any damage created as a result, in which it must be repaired back to community standards.**

**Project Start Date & End Date** Already completed, resubmitted request due to variations of original request

*I UNDERSTAND THE RULES CONCERNING THE PROPOSED IMPROVEMENT. THIS IMPROVEMENT IN NO WAY ENCROACHES ON A NEIGHBOR'S PROPERTY. I AGREE TO ABIDE BY THE RULES ESTABLISHED BY THE ARCHITECTURAL CONTROL COMMITTEE AND WILL BE SOLELY LIABLE FOR ANY UPKEEP REQUIRED BY THE ADDITION OF THIS IMPROVEMENT.*

**Signature of Unit Owner** Armando G. Moore

Association Use Only	
Application Received By	Date
Application Approved/Denied	Date
Approval/Denial Notes	