

**ARCHITECTURAL REVIEW COMMITTEE
REQUEST FORM FOR CHANGES, ADDITIONS & IMPROVEMENTS**

Applicant Name: _____ Email Address: _____

Address: _____ Cell Phone: _____

Lot Number: _____ Home Phone: _____

Mailing Address: _____ Other Phone: _____

Once this request has been reviewed and returned to you, file it with your homeowner's documentation. This serves as proof that you have complied with, sought approval and been granted permission to make the referenced changes or additions to your home site.

Directions to Owners:

The Woodhall HOA Declaration of Covenants, Conditions, and Restrictions requires that you submit to the ARC for approval, all proposed exterior additions or alterations to your home and lot. In order to be considered by the ARC, your request must include detailed information describing the proposed change along with plans and specifications including sketches, photos catalog illustrations, etc., showing the nature, kind, shape, color dimensions, and materials; and a copy of your survey with the location marked when necessary. Make sure your application is complete. An application submitted without all required submissions will be considered incomplete and returned. In such cases, the ARC's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from an ARC representative or your Property Manager prior to submission of this request. All ARC requests must have original homeowner signature and date. Request applications can be accepted via email at: **Heather.Todd@HendersonProperties.com**. Applications, samples, brochures, and other materials can also be mailed to Heather Todd at Henderson Properties, 305 Post Office Drive, #3, Indian Trail, NC 28079. The management company will review your request and determine if your change, addition or improvement is considered a Minor or Major category. You will be advised the category and appropriate fee required and will ask you to submit either the minor or major application form as appropriate for your particular situation. The ARC will require the application fee and compliance security deposit be made for payment of professional services associated with the review and to secure funds in advance for potential damage to community property. Deposits may be returned in full if no costs are incurred by the community as a result of the work on the project. The ARC will contact you with their approval or denial along with any further requests or information.

Description of Proposed Change/Addition/Improvement:

Briefly describe below, proposed exterior improvements, alterations or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey with the location of the modification marked. If proposed request is for paint only, submit paint color only for approval.

Starting Date of Construction: _____ **Estimated Completion Date:** _____

Signatures of Homeowners: _____ **Date** _____

_____ **Date** _____