

# Process for Changes/Additions/Improvements to Your Property

ANY improvement to the exterior of your home other than routine landscaping maintenance requires a Woodhall Request form and Application for Change/Additions/Improvements and approval from the Woodhall Architect Review Committee or "ARC". For a complete listing of the Woodhall Architecture Guidelines with definitions, (please see the section for the Woodhall ARC Guidelines). There are two categories of Woodhall property improvement, Minor Improvement and Major Improvement.

Compliance with the Guidelines and Restrictions, the provisions of Covenants, Conditions and Restrictions (CC&R's) will help preserve the inherent architectural and aesthetic quality of Woodhall. It is important that the changes to property be made in harmony with, and not be detrimental to, the rest of the community. A spirit of cooperation with the ARC and neighbors will go far in creating an optimum environment, which will benefit all homeowners. By following these Guidelines and Restrictions and obtaining approvals for Changes/Additions/Improvements to properties from the ARC, homeowners will be protecting their financial investment and will help insure that any changes to property are compatible with standards established for Woodhall.

## **The Steps for Submission and ARC Approval for Property Changes are listed below:**

1. Download and fill out the Woodhall Homeowners Association **Request Form** for Change/Additions/Improvements. Once completed, please forward to the Management Company. Henderson Properties will charge a \$15.00 administration fee once they receive your request.
  2. The Management Company will determine the level of improvement (Minor or Major) and request the applicable fee required for complete submission for your project.
  3. Once the Management Company receives the appropriate application fee - Minor or Major, you will be asked to complete and submit the detailed Minor or Major ARC Application form and send it back to the Management Company.
  4. The Management Company will forward the properly completed submission to the ARC for consideration. The Woodhall ARC will respond with an approval, denial or request for additional information within 15 business days. Large and/or complex improvements such as new home construction, swimming pools, outdoor kitchens, detached garages or home additions may require multiple requests for additional information. Once approved by the ARC, your project can begin.
- Depending on the level of change/addition/Improvement, a site inspection may be required by a member of Woodhall ARC before, during and after project completion.
  - If a question ever arises as to the correct interpretation of any terms, phrases or language contained in the guidelines and restrictions, the ARC interpretation thereof shall be final and binding.

***Please Note: Fines may occur if you do not gain ARC approval prior to the start of any property change and you may be required to take down any change that has been made.***