

## ARC Appeal Process and ARC Appeal Form

An appeal may be made to the Board of Directors if it appears that the following situations occurred:

- Proper procedures were not followed during the administration and review process, or
- The ARC decision was arbitrary and not based on the Woodhall governing documents.

To initiate the appeals procedure, the applicant must submit a written request for an appeal within ten (10) days of the applicant receiving the ARC's decision. The appeal must be mailed or emailed to Woodhall's Management Company, and it will be forwarded to the Board of Directors for review. The form, Architectural Review Committee (ARC) Appeal Form should be used.

1. The appeal must include:
  - Reasons for the appeal
  - Specify in particular why the applicant believes the decision of the ARC is incorrect or unjustified.
  - Supporting documents referencing the Woodhall CC&Rs, recorded Plat Maps and scaled plans
2. The Board of Directors may consider all relevant material and information. The members of the ARC and the Homeowner should be present at the review to support and explain their positions. No party to the appeal may be represented by counsel at any meeting of the Board of Directors at which an appeal is being considered.
3. The owner will be forwarded the results of the appeal within two (2) weeks of the Board's meeting at which the appeal was considered.
4. The owner, contractor, and architect should abide by the decision. No further appeal may be made. Failure to comply with the decision may result in any or all legal remedies available under the provisions of the CC&Rs.

These procedures follow the requirements set forth in the North Carolina Planned Community Act section 47F-3-107-1.

# ARC Appeal Form

Applicant Name:	Email Address:
Address:	Cell Phone:
Lot Number:	Home Phone:
Mailing Address:	Work Phone:

Explain reasons for the appeal:

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Specify in particular why the decision of the ARC was not based on the Woodhall governing documents (i.e. the CC&Rs and recorded Plat Maps) and not justified:

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Attach any supporting documents and plans, including, but not limited to site plan, architectural drawings, and rules in the CC&Rs and recorded Plat Maps supporting your appeal.