

Willowcroft Owners' Association Architectural Review Board

Request for Exterior and Landscape Change

Name _____

Address _____

Phone _____ Additional Phone _____

Email _____

Contractor's Name _____ Phone _____

I request approval for exterior changes to my property as described below. I understand that work may not begin until approval is granted by the Architectural Review Board (ARB) and Board of Directors. I also understand that once started the change must be completed in a reasonable time and that the acquisition of all building permits and licenses is my responsibility.

Signature _____ Date _____

Printed Name _____

Please describe below, in detail, the requested change. Please attach drawings, plans, lot and existing house on diagram. This is not necessary if request is for a change to house appearance (doors, windows, roof, paint color).

Date Submitted _____

Date Received _____

ARB Action _____

Date Approved _____

Board of Directors Action _____

Date Approved _____

If your request is not approved, you may resubmit your request changes or submit an appeal to the Board of Directors.

Willowcroft Architectural Review Board Request Requirements

All requests must submit the following information in order to be considered. Requests lacking in detail or clarity will be returned to the owner for revision. Timeline commences when committee accepts the request for review.

1. The request form shall be completed.
2. Changes must adhere architecturally to the existing home and neighborhood. Shingles, siding, appearance and color of additions shall match the original house.
3. A site plan will show location of change or addition, including front, side and rear elevations for house modifications.
4. Pool requests must include type and size of pool and cage.
5. Fence requests must include type, color, material, height and spacing.
6. The name, address, phone and license number of contractor must be provided if appropriate.
7. Request must be approved before work commences. If work begins and project is subsequently denied, any cost incurred is the homeowner's responsibility and will not be charged to the owners' association or any board or committee member.
8. Requests received by the Willowcroft Management Company will be forwarded to the Architectural Review Board (ARB). The ARB will review and approve requests as soon as is practical but reserves the right to take up to 30 days from acceptance of request. Approvals and denials will be sent to the Management Company and they will notify the homeowner of approval or denial.
9. Landscaping requests must include a site plan with type of plants, spacing, and ground color.