

Westerlee Community Inc. Homeowner's Association Architectural Review Committee (ARC). Application Requirements

The Property Modification Request Form is provided in accordance with the recorded Covenants of the Westerlee Community Inc. to protect homeowners' and neighbors' rights and values.

No building or structure of any kind shall be commenced, erected or maintained on any lot, nor shall any addition to, change or alteration thereof be made until the exterior plans, specifications and the plot plans showing location thereof shall have been submitted to and approved in writing by Westerlee Community, Inc., its successors or assigns, or its duly appointed agent. A copy of all plans approved shall be left permanently with Westerlee Community, Inc., its successors or assigns. (Article 1, Covenants)

"Structures" include -but are not limited to- patio covers, decks, sheds, fencing, building additions, driveway-widening, etc. On behalf of the board, the ARC will take on the review responsibility.

Replacement of existing siding, roofing, sheds (in the same size and style), and fences (same height and style) as well as driveway re-paving, are exempted from the requirement.

To request approval for a proposed modification, please submit the following:

- 1) A completed Improvement Request Form with Name of Applicant, Address & Contact
- 2) A property site/plot plan showing the location of the proposed improvement
- 3) Complete and detailed plans, material listing and specifications of intended work
- 4) Photos of existing conditions and if available, of proposed product

Failure to submit the requested information # 1-4 prior to construction may result in denial of the request. If any change is made without approval, the Westerlee Inc Board of Directors has the right to require removal of the improvement. Any homeowner considering adding fences to the property is urged to review the covenants regarding fences.

Submit all documents together in electronic form to westerleehoa@gmail.com

**Westerlee Community Inc. Homeowner's Association
Architectural Review Committee (ARC). Request Form**

Owners Name _____

Address _____

Tel: _____

Email: _____

Describe the improvement that you propose. (If necessary use attachment).

I am the owner of the above property and request exterior modifications to the above property consisting of the following:

- () *I have attached a site or plot plan that shows my property, the property lines and the building*
- () *I have attached specifications, sizes, colors and a description of all visible materials proposed for the modifications*
- () *I need and have obtained a County Construction permit*
- () *I don't need a County permit*
- () *I have attached photos of the area proposed for modification that show existing conditions, visibility from the street and neighbors' property.*
- () *I have advised my neighbors about the proposed modifications (not required but recommended)*

Expected start date _____ Estimated completion date: _____

I understand the ARC will act on this request within 14 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ARC. I understand that all construction must comply with County codes. A homeowner who objects to the ARC ruling may appeal directly to the Board of Westerlee Inc in writing.

_____ Homeowner signature _____ Date

Submit all documents together in electronic form to westerleehoa@gmail.com