

ARCHITECTURAL CONTROL GUIDELINES

Architectural Control Application- The Association has been charged with the responsibility of maintaining the aesthetic and architectural character of the Community Condominium Association.

Any owner desiring to make any exterior change, improvement or addition (including change of color) must obtain approval for the change or improvement from the Association through its Board of Directors and/or Modification Architectural Committee. All applications will be considered on an individual basis and all reasons presented for the improvements will be weighed and evaluated, based on the following considerations:

1. The harmony of external design and location in relating to surrounding buildings in the community.
2. The recognition of future maintenance problems or expenditures the installation might cause the Association.
3. Adherence to Guidelines and Use Restrictions established in the Declaration of Covenants, By-laws, etc.

The Procedures for this are as follows:

1. Submit to Woodland Hills a complete description of the improvement with a drawing, photograph or catalog picture specifications as necessary. Attach a plot plan of the lot indicating where improvement or modification will be located on the lot. Attach to a completed Improvement Application.
2. The Board of Directors and/or designed Committee will review at the next scheduled meeting, and the applications will be *approved, disapproved or additional or alternative recommendations for the improvement modification will be suggested*. The owner will receive a copy and a notice of the decision within several days from the date of the meeting.
3. Any change, modification, improvement made by an owner is the responsibility of the owner for maintenance, repair and/or replacement.
4. Unauthorized changes, modifications, or improvements must be removed or restored to original condition at the discretion of the Association, through its Board of Directors and will be at the expense of the owner.

The purpose of the Architectural Control approval is not to discourage improvement, but to control the nature of improvements to those that enhance the value and conform to the overall aesthetic appearance of the Association. This control should be looked upon as a protection of your investment. The Board of Directors is in favor of improvements and encourage owners who desire to personalize their homes within the limitations of the Declaration of Covenants, Conditions and Deed Restriction and By-laws.

IMPROVEMENT APPLICATION

Community _____

When do you file an improvement application? An application form must be submitted for any construction, modification, or addition to the exterior of your building or grounds. If in doubt about your particular project, contact Management. Return this form, with specifications, to:

**Woodland Hills Association
1 Woodland Hills Drive
Southgate, KY 41071**

What is the object of this form? The object of requiring an owner to file an improvement application with the Board of Trustees is two-fold:

1. To insure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community and in no way inconveniences your fellow owners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement and/or modification.

Name: _____ Address: _____

Date: _____ DayPhone: _____

Owner: _____ Tenant: _____

Type/Nature of requested improvement: _____

Color _____ Location _____

Dimensions _____ Construction Material _____

Contractor _____

Supplies _____ Approximate Cost: _____

A scale drawing of all improvements must be submitted and attached to this application to show the exact location and dimension.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement. I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes.

Date: _____ Signature _____