

Woodhaven Homeowners Association
Board of Directors
Architectural Control Request Form

Owner/Applicant: _____

Unit Number: _____

Email Address: _____

Mailing Address: _____

Phone Number: _____

Request:

___ Door ___ Storm Door

___ Window ___ Storm Window ___ Interior/Exterior Window Covering

___ Satellite Antenna

___ Other (specify) _____

Description of and reason for the request:

Does the request comply with the Architectural Control Guidelines? _____

Please make sure you have attached/included all of the following information:

- A completed Submission Form (including signature below the Owner Acknowledgement notice on the third page)
- A description of and reason for the request
- A materials list
- A picture of the materials proposed to be used

Please send your request to:

Alternative Management Group, Inc.

310 East I-30, Suite 320

Garland, TX 75043

Phone: 972-503-2644

FAX: 972-503-2650

www.amgidallas.com

Owner Acknowledgements:

I understand:

- That no work on this project shall commence until I have received approval from the Woodhaven Board of Directors (the "Board");
- Any construction or alteration to the subject property prior to approval of the Board is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this request is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or request, I will reimburse the HOA for all such legal expenses incurred;
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered in the Declaration and Master Deed and Architectural Control Guidelines and a board review process as established by the Board;
- All proposed construction or alterations to the property are in compliance with city, county, state and local codes. I understand that requests for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge;
- That any variation from the original request must be resubmitted for approval;
- That if approved, said construction or alterations must be maintained per the Declaration and Master Deed and Architectural Control Guidelines of the HOA;
- *The Contractor/Applicant acknowledges and agrees that the Board and the HOA assume no liability resulting from the approval or disapproval of any requests submitted. The Board and the HOA assume no liability and make no representations regarding the adequacy or quality of any submitted requests or whether such requests comply with any or all governing authority requirements. The Board's review, comments and/or approvals do not relieve the Contractor/Applicant of their responsibility and obligation to comply with the Declaration and Master Deed and Architectural Control Guidelines. The Contractor/Applicant agrees to grant the HOA access to property at any reasonable hour to inspect for compliance issues;*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed construction or alterations is structurally and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your HOA and the Board shall not be liable in damages or otherwise because of the approval or non-approval of your request*

I certify that the above information is an accurate representation of the proposed project and that the work will conform to applicable codes, covenants and standards. I also certify that the project will be completed in accordance with the approved request. I understand that construction is not to begin until approval has been received from the Board. The Board has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature:

Date: _____

Co-Owner/Applicant Signature:

Date: _____

Information Addendum

Review Process – Your HOA's governing documents stipulate the amount of time the Board may take to render a decision (up to 60 days). However, the Board will make every reasonable effort to expedite the review process. Requests will be reviewed during the timeframe for completeness and the Board may request additional information to clarify your proposal.

Application – The application must be accompanied with necessary documents, photos, brochures and information necessary to present to the Board. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. Construction or alterations are not permitted to commence until the request is reviewed and approved by the Board.

Notification – All owners will be notified in writing by email or mail (USPS) once the request has been approved or denied.

For Board Use Only:

Date request received: _____

Approved/Disapproved: _____

Comments: _____
