



Application for Approval – Other Modification

Please submit this application and required attachments by e-mail to
westwoodhillshoaac@gmail.com, or by mail to
Westwood Hills HOA Architectural Committee, c/o Phoenix Management
2736 Rawhide Lane, Lawrence KS, 66046
Melissa Hickam, Property Manager 785-766-9078

Property Owner/Applicant: _____
Property Address: _____
Mailing Address: _____
Home/Work/Cell Phone: _____
E-mail: _____

DIRECTIONS TO OWNER/APPLICANT

The following is a list of projects that must be submitted for architectural review. This is not an exhaustive list; if your project changes the exterior look of your residence or your property, it needs to be submitted for review. Please check the box that applies to your project:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Repainting/Shingling | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Porch/Deck | <input type="checkbox"/> Hardscape |
| <input type="checkbox"/> <u>Attached</u> Patio/Pergola/Gazebo
Ten feet or less from the house | <input type="checkbox"/> Basketball goal |
| <input type="checkbox"/> <u>Unattached</u> Patio/Pergola/Gazebo
More than ten feet from the house
**See Additional Information in
Section 2. Project Description** | <input type="checkbox"/> Playset |
| | <input type="checkbox"/> In-ground swimming pool |
| | <input type="checkbox"/> Other _____ |

NOTE: For Fence, Irrigation, Landscape (including low-voltage lighting), Native Areas, or Solar Panels, use the Application specifically for that modification.

The following is a list of items that are prohibited by neighborhood rules and restrictions and will NOT be approved:

- Unpainted or unstained surfaces
- Window A/C units or A/C units in the front of the house
- Exposed fireplace flues on the outside of the house
- Gravel, asphalt, or other “natural surface” driveways
- Basketball, tennis, or other sport courts; basketball goals on slabs other than driveways
- Plastic landscape bed edging
- Red dyed mulch
- Above-ground pools
- Storage sheds, greenhouses, and other "outbuildings"
- Carports
- Chain link, wire, or similar fences
- Animal runs
- Treehouses
- Batting cages
- Artificial Turf
- Use of zoysia, Bermuda, or buffalo grass

All applications for modifications in Westwood Hills must be submitted to the Architectural Committee for review and approval before materials are ordered and installation begins. Completed applications should be submitted by 5pm on the second or last Wednesday of the month. The Committee will then meet the following Tuesday to discuss and vote on your application. You will be notified in writing if the plans are either “Approved,” “Approved with Exceptions,” or “Not Approved.” If the plans are “Approved with Exceptions” or “Not Approved” you will be provided:

1. A list of additional information that needs to be submitted and approved before that element of the project can proceed; or
2. A list of required changes needed to make the plans acceptable.

Plans that need revision must be resubmitted to the Architectural Committee for review and approval.

After plans are approved, applicants must wait an additional seven (7) days to provide opportunity for any member of the HOA who is dissatisfied with the decision the right to appeal such decision to the HOA Board.

Changes to Approved Plans

Any changes to plans after having been “Approved” MUST BE submitted to the Architectural Committee in the manner outlined above. It will not be necessary to submit a complete set of plans, only a copy of the affected sheets. Again, the Committee will notify you in writing whether proposed changes have been “Approved,” “Approved with Exceptions,” or “Not Approved.”

The project must be completed pursuant to the “Approved” plans. No individual member of the Architectural Committee has the authority to approve changes. Any and all changes must be submitted and approved in writing.

Upon Completion of the Project

Once the project is completed, please e-mail photographs to the Architectural Committee. The Committee will notify you in writing of any items that do not conform to the “Approved” plans. Any nonconforming conditions must be corrected within 60 days. In the event corrections are not made within 60 days from the date of the notice of deficiencies, Westwood Hills reserves the right to follow the Enforcement Procedures set out in the WH Fine Schedule Approved 11.22.20.

1. ATTACHMENTS

Select all that are included with application:

- | | |
|----------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Paint chip(s) |
| <input type="checkbox"/> Photograph(s) | <input type="checkbox"/> Manufacturer, style (name/number) |
| <input type="checkbox"/> Product brochure(s) | <input type="checkbox"/> Other |

2. PROJECT DESCRIPTION

Please provide as much detail as necessary to understand the scope of the project. If product or model name/number(s) are not available, it is acceptable to submit photographs, drawings, or brochures with pictures of the product(s) to be used. Attach additional pages as necessary.

****Additional information for building an Unattached Patio, Pergola, or Gazebo****

The Westwood Hills Architectural Committee has set a neighborhood standard for an unattached patio, pergola, or gazebo as one located farther than ten feet from your home. If unattached, they must be physically and aesthetically tied to your home through the use of landscaping and/or hardscape. This might be accomplished with a landscaped pathway from your home to the structure. Examples of hardscape include pavers for paths, water features, or pools. Unattached structures which stand alone in a yard will not be approved.

Pergolas and gazebos are available in many different styles, sizes, and colors and should be selected to enhance your home's architectural style. Achievement of this goal could be as simple as using a similar roofing material or complimentary paint/stain on your pergola or gazebo as that on your home.

Contact the City of Lawrence for any necessary permits, zoning setbacks, or floodplain regulations prior to construction.

3. MODIFICATION GUIDANCE

Please attach a scaled plan for the entire project. At minimum, the plan must include these elements, as applicable to your project:

- ☐ House address
- ☐ Installer name and contact information
- ☐ Indication of north
- ☐ Minimum scale of 1"=20'
- ☐ Property lines and footprint of the house

An overhead view of your property may be found at <https://gis.douglascountyks.org/propertyviewer/>. Zoom all the way in to attain a scale of 1"=20' then take a screenshot. Type or write the above elements onto the page along with the location and outline of your project.

4. EXTERIOR FINISHES

Please check any box applicable to your project and provide as much detail as possible. If a product or model name/number is not available, it is acceptable to submit photographs, drawings, or brochures with pictures of the product to be used.

- ☐ Windows: Specify manufacturer, style (including product name/number if available), color, grid size and pattern. **Grids of 7/8" or larger are required on all windows that face the street.**

- ☐ Garage Doors: Specify manufacturer, style (including product name/number if available), window design (if applicable) and color. Metal doors must be insulated and include design, trim, and hardware details consistent with the prevailing standard in the neighborhood. If a custom design, please provide a photo or shop drawing.

- ☐ Front Door: Specify manufacturer, style (including product name/number if available), material, and color. If a custom design, please provide dimensions and a photo or shop drawing.

- ☐ Roofing: Projects will use the one of the neighborhood standard roofing materials listed below. Check the box of the brand and color to be used.

- ☐ Tamko Titan XT – Natural Timber color
☐ Certainteed Northgate – Max Def Weathered Wood color
☐ Owens Corning Pro Edge – Driftwood color
☐ GAF Timberline HDZ – Weathered Wood color

If you wish to use an alternative product, specify the product below and state the reason for seeking an exception.

- ☐ Siding materials: Specify brand/manufacturer, size, and color. Vertical siding, vinyl siding, and stucco panels are prohibited.

- ☐ Masonry: Specify brand/manufacturer, type/style, and color. Provide sample or photo of material selected.

- ☐ Attach paint chips for exterior paint selections or list colors here (please indicate colors for body, trim, front door, and garage doors).

- ☐ Decks, Patios, Porches, Driveways, Sidewalks, Walkways: Indicate materials to be used for deck/patio/porch flooring, handrails, balusters, steps. Specify dimensions for handrails, balusters, steps. Specify location and finish for any stamped concrete or other decorative finishes.

APPLICANT'S ACKNOWLEDGMENTS: (PLEASE INITIAL EACH ITEM)

I/we understand and agree:

1. _____ that work on the proposed project shall not begin until written approval of the Architectural Committee has been received by me, unless Architectural Committee has failed to respond within 35 days of their receipt of a complete application. If work is begun prior to approval and the application is not approved, I/we will be required to return the property to its former condition at my /our own expense and I/we will be required to pay any legal expenses which may be incurred.
2. _____ that approval by the Architectural Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed plans being reviewed.
3. _____ that approval by the Architectural Committee shall in no way be construed as to pass judgment on whether the plans are in compliance with the applicable building and zoning codes of the City of Lawrence/Douglas County.
4. _____ that previous approval of a given style or project on another property does not constitute future approval.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by the Architectural Committee without prior written consent of the Architectural Committee; any variation from the original application must be submitted for approval.
6. _____ that I/we authorize members of the Architectural Committee to enter upon my/our property to make one or more routine inspection(s) to evaluate compliance with the approved plans.
7. _____ that construction in accordance with the approved plans must commence within three months of the approval date, otherwise the approval by the Architectural Committee shall be deemed to have lapsed and a new application must be submitted for work to proceed.
8. _____ that it is my/our responsibility and obligation to obtain all required building permits, to contact a utility locator company, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I/we are responsible for any damage and all cost to repair green space or community property that may result from the proposed construction.
10. _____ that I/we understand and are familiar with the design review requirements and procedures for the Westwood Hills HOA, Inc.
11. _____ that any mud, dirt, or debris left in the street due to the construction of this project shall be cleaned up by the end of each working day.
12. _____ that all six pages of this application and a scaled plan as outlined in Section 3 must be received for your request to be considered.

Applicant's Signature

Date