WESTWOOD HILLS HOA USE ONLY:
Date Received: _____ Received By: _____

WESTWOOD HILLS

Application for Approval – Landscape 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.

- Repainting
- Addition
- Porch/deck/patio/pergola
- Hardscape
- Fence
- Low-voltage landscape lighting
- Basketball goal
- Playset
- Landscaping (new beds, removing beds, new trees/bushes, removing trees/bushes)
- In-ground swimming pool

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 or sidewalks

- Basketball, tennis, or other sport courts
- 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 landscape 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:

- ☐ Site plan
- ☐ Photograph(s)
- ☐ Product brochure(s)
- ☐ Landscape plan
- ☐ Scaled elevation(s)
- ☐ Irrigation plan
- ☐ 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.

When completing this form, check each box to verify that you have reviewed each item and that the submitted plans include the required information.

3. LANDSCAPE GUIDANCE

Please attach a scaled landscape plan for the entire project. At minimum, the plan must include the first five elements. Include other elements as applicable to your project:

- ☐ *House address
- ☐ *Landscape installer name and contact information
- ☐ *Indication of north
- ☐ *Minimum scale of 1"=20'
- ☐ *All property lines, curb lines, sidewalks, patios, and other hardscape should be shown.
- ☐ Indication of sodded areas. Artificial turf is prohibited.
- ☐ It is HOA policy for homeowners to clearly define their bed edges or transitions from native areas to sodded areas (including their neighbor's property lines). **The use of plastic or rubber edging, natural limestone, or other rock is prohibited. The preferred method of boundary definition is the use of Trench Edging. However, with approval from the HOA Architectural Committee, manufactured stone edging or preformed pavers may also be allowed.** If you propose to use any other edging, the plans should indicate why the deviation from the neighborhood standard is being requested, the material to be used, and the location.
- ☐ All retaining walls are to include approximate height and materials (This can be as simple as "Top of wall to be 4" below bottom of siding").
- ☐ Plant varieties and location should be indicated by circles scaled to show diameter and spacing of the plants. Homeowners are encouraged to include some plants which will provide color during the winter such as evergreens.
- ☐ Drainage flow should be indicated by arrows or grade lines.
- ☐ Berms should be indicated by perimeter and approximate height.
- ☐ Bedding materials: **The neighborhood standard is dark brown natural hardwood mulch**. **Rubber mulch, pallet mulch, and dyed red mulch are prohibited.** If you propose to use any material other than dark brown natural hardwood mulch, the plans should indicate why the deviation from the neighborhood standard is being requested, the material to be used (e.g., stone, gravel or other material), and the location.
- ☐ Low-voltage landscape lighting, if included, should be noted and a separate landscape lighting plan with pictures of the fixtures should be attached.

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.

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.

Additionally

I/we understand and agree

1. _____ that the landscaping may not be installed in a manner that will impede drainage or water flow across my property or neighboring properties.

2. _____ that the landscaping as installed must meet the design requirements outlined above. Deviations from these requirements without prior written approval will result in the installer's/owner's obligation to remove and replace the non-conforming elements.

_____ _____

Applicant’s Signature Date