



The Woodlands
A Missouri Registered LLC
Self-Managed Since 2002

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ARCHITECTURAL OR LANDSCAPE REQUEST FORM

As properties in The Woodlands mature, the HOA anticipates Owners will want/need to maintain and perhaps make modifications to their property. In general, the overall goal is that new construction and property maintenance/enhancements are consistent with original design, construction, materials, and color schemes; and the change is an enhancement within the neighborhood. For townhome Owners, an assessment of the impact upon maintenance and HOA dues is needed.

The *Covenants* for both the Townhomes and Single Family units state all exterior changes require Board approval prior to beginning any project:

ARTICLE VII - PROTECTIVE RESTRICTIONS

Section 2- General Use Restrictions:

No building, external wall, fence, outbuilding, improvement, structure, shrubbery, planting or landscaping shall be erected, painted, resurfaced, planted, placed or altered on any Units or Tract within the District without and until the construction plans, plot plans and specifications, workmanship and materials, harmony of external design and color with existing structures, location with respect to topography and finish grade elevation have been approved in writing by the Committee..... The [Architectural] Committee's approval or disapproval as herein required shall be issued within thirty (30) days after plans, layouts and specifications have been submitted to it for review at its office at the address as the Association shall from time to time designate.

Section 3 - Specific Restrictions: (b) All exterior surfaces, except roofs, shall be covered with paint or stain and the quality, texture and color of such paint or stain shall be approved in writing by the Committee. No additions, changes or alterations shall be made to the exterior of any Unit or Tract until and unless it is approved in writing by the Committee.

This Form has been prepared to help Owners understand the process for requesting approval to make architectural and/or landscape changes within The Woodlands. A thorough reading of the entire Form will help Owners appreciate the process the HOA goes through to ensure neighborhood standards are maintained.

In general, changes must be compliant with all city and related construction codes. Townhome Owners are responsible for any resulting damages done and repairs needed to the exterior of the unit (e.g. stucco finish, roof tiles). The members of the 2018 Architectural Committee are: John McIntosh, Bill Riddle, and Kelly Miller.

woodlands.hoa.board@gmail.com

Completing and submitting the following two pages begins the process.

ARCHITECTURAL OR LANDSCAPE REQUEST FORM

PROCESS STEPS:

- 1) Owner Submits completed Form to the Architectural Committee
 - 2) Arch Comm Meets with Owner to ask questions where clarification may be needed
 - 3) Arch Comm Presents proposed changes to Board with their recommendation
 - 4) Board Approves, denies or requests further information
 - 5) Arch Comm Notifies Owner of Board's decision in writing within 30 days after Form is submitted
-

Please indicate the type of request: Architectural Landscape

OWNER'S NAME: _____ SIGNATURE: _____

UNIT #: _____ TELEPHONE: _____ DATE FORM SUBMITTED: _____

ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

NARRATIVE DESCRIPTION:

Please describe the proposed architectural and/or landscape change. State similarities/variances to existing structures as appropriate. Use a separate sheet of paper as necessary.

REASON FOR THE CHANGE:

NEIGHBOR REVIEW:

The Owner is required to review the proposed changes with all abutting neighbors. This review is not an approval or disapproval, rather a notification to neighbors that a change is being requested. The signatures below indicate they are aware of the change request **and** they understand they may come to the next Board meeting to voice their opinion of this request.

	Name	Unit #	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

WHAT TO INCLUDE WITH THIS FORM:

The scope and scale of the change indicates what the Architectural Committee and Board need to be to submitted. The following lists those items which may be requested:

- materials to be used, photographs of selected materials such as doors, fences, etc.
- color(s) to be used, paint color samples
- copy of architectural drawing illustrating all proposed improvements including relationships to existing structures, landscaping and lot lines; two drawings or more may be needed to clearly show proposed improvements including existing structures:
 - a plot plan – top down view of unit/home with proposed improvements noted
 - elevation(s) – side view(s) of unit/home with proposed improvements noted
- copy of building permit or a letter from contractor certifying the City doesn't require such
- copy of contractor's insurance certificate evidencing HOA as named additional insured

***THIS FORM IS NOT COMPLETE WITHOUT
ALL APPROPRIATE ATTACHMENTS AND SIGNATURES***

DISPOSITION OF REQUEST:

Approved as submitted Approved with conditions* Denied Incomplete*

* Note: This requires the Form to be resubmitted, thus a new 30 day cycle for approval begins.

REASON FOR DENIAL OR CONDITIONAL APPROVAL:

Signed: _____
Architectural Committee or Board Member

Date: _____

Date Architectural Committee Received Form: _____

Who Received This Form: _____