

## **Exterior Construction / Property Improvements Instructions & Procedures**

As outlined in the Association's CC&R's, the board must appoint an Architectural Review Committee (ARC) to oversee physical changes to the properties within Association. It is the goal of the ARC to ensure that such Improvements are done to a high standard of quality of workmanship and materials and to assure harmony of external design with existing work and location with respect to topography and finished grade elevations.

**Improvement:** An improvement shall be defined as any structure, physical change, or improvement of any kind, including but not limited to a fence, wall, driveway, storage shelter, patio, deck, roof, door, window, skylight, or other product of construction efforts on or in respect to a Building Lot.

The owner will assume responsibility for all future maintenance of addition or improvement.

### **When and how do I use this form?**

This form is intended for all **exterior** maintenance, additions and modifications. If you are in doubt about the circumstances that would require the use of this form then you can contact any of the Architectural Committee or Board members for clarification. Generally, if you believe it might be needed then a request probably should be submitted. It has been well established that any improvement intended to modify the external structure or be attached to it must be approved. To request approval:

1. Complete Page 1 of the form below, outlining your general plans. Submit to any ARC member.
2. The ARC will review the project request, then will return a copy of the form with one of three responses—project approved, project denied, or more information requested. In the latter case, the ARC will indicate on p2 of the form below what action(s) must be taken or information provided.
3. If additional information is required and then provided, the ARC will review supplied information and provide a copy to the homeowner indicating project approval or denial.

### **ARC Responsibilities**

The ARC is required to render a decision concerning a request (be it p1 or p2) within 15 working days of receipt of the request. If the ARC requires further review by the Board of Directors the process may extend up to an additional week.

The ARC must consider: siting, shape, size, color, design, height, solar access, impairment of the view from other Buildings Lots within the Property, effect on the enjoyment of other Building Lots or the Common Area, disturbance of existing terrain and vegetation. The ARC may also take in any other factors they believe to be relevant.

The ARC approval does not override any ordinances and rules of law, and/or statute.

Approval or denial of any specific improvement plan does not set a precedent for future proposals. Each plan will be evaluated on its own merits in view of the particular variables involved.

The ARC reserves the right to inspect a completed project.

### **Committee Members (email preferred): [arc@westwoodiihoa.org](mailto:arc@westwoodiihoa.org)**

Elizabeth Baldwin	541-484-0983	3537 Westleigh
Bob Oja	541-465-1710	3565 Westleigh
Lynda del Nero	541-484-5237	3517 Westleigh

**Architectural Request Form, p1: To be completed by the Homeowner and submitted to the ARC**

*Westwood III Homeowner's Association*

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**Homeowner Information**

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

General Description of work to be completed:

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Upon submittal of this request there may be additional requirements made by the Architectural Review Committee, including but not limited to, plan drawings, any permits required by city or state, contractor information, type of material, height, width, location, notification to neighbors, etc.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ARC USE ONLY:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Project approved Date: \_\_\_\_\_

Project denied Date: \_\_\_\_\_

Response Pending: Additional Information requested Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_ Project Completion Inspection Date: \_\_\_\_\_

**Architectural Request Form, p2: To be completed only if additional information is required by the ARC. The ARC will specify which information is to be provided.**

Yes  No **Drawings Required for Review**

Yes  No **Material Approval Required**

Notes: \_\_\_\_\_

Yes  No **Requires neighboring homeowner notification.** Please have the following neighbor(s) sign this request indicating they have been informed of the proposed change.

Note: Signing this form does not imply approval/disapproval of the project. If desired, comments on the project may be sent directly to the ARC for their consideration.

Address#: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address#: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address#: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address#: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Requirements specified by the Committee:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Results:**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

If no, reason for being denied: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project Completion Date: \_\_\_\_\_ Project Completion Inspection Date: \_\_\_\_\_