

Architectural Request Form Information
Wilson Farm Homeowners Association

This following form should be filled out completely and then forwarded to Wilson Farm HOA at PO Box 8071, Greensboro NC 27419.

We strongly advise that before completing and submitting your approval application, you make yourself familiar with the Wilson Farm Homeowner's Association Covenants and By-laws that should have been provided to you when you purchased your home and are available on the website. Included in Article III of this document are the restrictions that pertain to any improvements or alterations you may wish to make to your property.

In addition to the form, please make sure that the items listed below are included if they apply to your architectural request:

- Any pictures that will better describe what your improvement or alteration is going to look like when completed.
- A survey or site plan of your lot clearly showing where your improvements or alteration will be located on the property.
- A list of the materials that will be used in your project.

Please note that failure to include the items that are required will mean that your application is sent back to you as denied.

Before your architectural approval application can be processed, a site visit by members of the Architectural Review Committee to check site compliance is required. Please make sure you include phone numbers where you can be reached on your application so that the site visit can be scheduled as quickly as possible upon receiving your application.

According to the WFHOA Declaration of Covenants, the Architectural Review Committee has 30 days from receipt of your application in which to process it. We suggest that you take this into consideration when setting a start date for your project with your contractor. Our aim is to process approval applications as soon as possible after receiving them.

Please note: At the time of your application, the Architectural Review Committee will only be able to grant you a conditional approval, subject to the receipt of copies of any permit(s) required for your project. Once the permit(s) are supplied to the committee, the conditional approval will then be made unconditional. Failure to produce the required permit(s) within the 30 day processing period after the Board receives your application will result in your application being denied. You will then have to reapply once you have the permit(s) available.

Once a decision is reached by the Architectural Review Committee, you will then be notified either by telephone or email. There will also be a formal follow up letter sent to your mailing address.

Please note: We ask that you do not begin any work on your project until you have been notified of the Architectural Review Committee's decision. Failure to adhere to this may result in serious financial consequences for you. Thank you.

**Wilson Farm Homeowners Association
Architectural Approval Request Form**

To: Wilson Farm HOA
PO Box 8071
Greensboro NC 27419

Fax: (336) 464-2576
Email: Tiffany.Lmgmt@gmail.com

From: _____ Phone: _____

Address: _____ Email: _____

Subject: Proposed Improvement, alteration, or change as follows:

Attached plans must show:

1. Nature and shape of the proposal
2. Height, length, width, and other dimensions
3. Materials to be used
4. Plantings, excavations or changes in grade, if any
5. Site plan and location of proposal
6. Any existing drainage easements on your property

I/We the owner(s) requesting the improvement, alteration or change, understand and agree that I/we will be responsible for the costs of any maintenance, repair, or replacement of all or any part of such improvement, alteration, or change if approved and understand and agree that the association will not be responsible for such maintenance, repair, replacement or costs thereof.

The proposed improvement, alteration, or change, if approved shall be completed on or before _____ day of _____, 20____. The foregoing application is submitted by

_____ on this day of _____, 20____
(please print name)

Signed: _____ Signed: _____
(owner) (owner)

Reviewed and considered by the Architectural Review Committee on _____

_____ Approved _____ Approval denied for the following reason(s):

- _____ Incomplete Specification/Drawing
_____ Not in compliance with architectural standards

Signed: _____
Architectural Review Committee / Board of Directors

