



## Architectural Change Application - Sub Associations

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|---|---|--|---|---|
| <input type="checkbox"/> Brookside Gardens    | <input type="checkbox"/> Fairway Ridge    | <input type="checkbox"/> Meadow Park Casitas | <input type="checkbox"/> The Enclave    | <input type="checkbox"/> Vista Pinnacle |
| <input type="checkbox"/> Cambridge Crossing   | <input type="checkbox"/> Fairway Springs  | <input type="checkbox"/> Meadow Park Condos  | <input type="checkbox"/> Village Square | <input type="checkbox"/> Vista Point    |
| <input type="checkbox"/> Country Club Estates | <input type="checkbox"/> Hidden Palms     | <input type="checkbox"/> Oakbrook            | <input type="checkbox"/> Vista Crossing | <input type="checkbox"/> Windsor Park   |
| <input type="checkbox"/> Edgewater Park       | <input type="checkbox"/> Lakeside Terrace | <input type="checkbox"/> Scotland Hills      | <input type="checkbox"/> Vista Fairways |   |

**Applications must first be submitted to and approved by the Sub-Association prior to submitting to WVA.**

<b>File No.</b> _____	
<b>Homeowner(s) Name:</b>	<b>Date Submitted:</b>
<b>Sub-Division:</b>	<b>Project Applying For:</b>
<b>Golf Course Lot?: Yes No (circle)</b>	
<b>Homeowner(s) Phone:</b>	<b>Contractor Name:</b>
<b>Address:</b>	<b>Contractor Phone:</b>

Please refer to the WVA Architectural and Environmental Standards as a guideline for your proposed change. When applicable: drawings, sketches, photos, brochures, etc. must be submitted with your application. Use your plot plan to assist in showing the exact location of the proposed change. You will be notified by mail.

- Attachments:**  Photos  Brochures  Materials Sample  Landscape Drawings  Sketch  
 Plan / Elevation Drawings  Solar or Roof Tile Contractor Form  Other \_\_\_\_\_

**An approval letter must be issued by Westbrook Village Association before any project may begin.**

**Allow two weeks (14 days) from receipt of your complete application for processing.  
Please keep in mind that the Architectural Control Committee has up to  
forty-five (45) days to respond to your application.**

It is the homeowner's responsibility to make sure that the ACC application procedures are followed. **Do not depend on your contractor to submit the application for you.** Contractors must complete the project within 6 months of approval (as approved by the Association). The Architectural Control Committee recommends homeowners and their associated contractors attend the monthly open meeting when contacted for your particular project(s).

**Projects must be started within 90 days of approval date or the application(s) must be resubmitted.  
Project(s) must be completed within 6 months of the approval date and will be inspected for completion.**

### Provide a detailed description of the project on the reverse side.

**Please Note the Following:**

- Applications must be filled out completely. All homeowner and contractor information must be provided, along with the homeowner's and contractor's signatures on the application.
- All items applied for must be included in the written description on the reverse side of this application. Only the items listed will be reviewed, regardless of what appears on the drawing or plan submitted with the application.
- Submitted applications will be date stamped on business day received and reviewed in the order received.
- Submitting a revised application will void the original application and its approval.
- Incomplete applications are returned to the homeowner.

(WVA:  Approved  Denied)

<b>Homeowner Signature/Date:</b>	<b>Date of WVA review:</b>
<b>Contractor Signature/Date:</b>	<b>WVA Representative:</b>
<b>Sub-Association BOD 1<sup>st</sup> Signature/Print/Date:</b>	<b>Sub-Association BOD 2<sup>nd</sup> Signature/Print/Date:</b>

**Description of the Project:** \_\_\_\_\_

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**Project Sketch...If this is a Major Project, please provide Detailed Drawings:**

