Letter from the Architectural Review Committee to Woodlake Residents

We live in a North Carolina community governed by a Homeowner Association (HOA) in accordance with protective covenants. These covenants specify restrictions to changes that homeowners may make to their property. The Woodlake handbook, which must be supplied to you at final closing, references changes that do require approval. Requests for change approval must be submitted to the Architectural Review Committee (ARC), which is the sole liaison between homeowners and the HOA in this regard.

Requests for changes to the appearance of the homeowner’s property, e.g., color, modifications to structures, or new structures, must be submitted to the ARC, using the forms provided, no later than the Friday evening immediately preceding the next scheduled ARC meeting. (ARC normally meets on the first and third Tuesdays of each month at 7 PM in the Woodlake clubhouse.) Four complete copies of the proposal (including supplemental materials) are required, including neighbors’ signatures verifying that they have been contacted regarding your request. Any neighbor who could see the proposed changes must be notified and asked to sign the form. A neighbor’s signature does not indicate approval, only notification. Request forms can be found in the white box on the clubhouse porch. Forms may also be obtained via the website: http://www.woodlakecommunity.org/Forms/ARC%20Request.pdf

E-mail may be addressed to ARC at arc@woodlakecommunity.org. This address can also be used to alert ARC members to a pending request.

HOA covenants provide that penalties may be levied against the homeowner in cases of failure to seek approval for changes prior to beginning any work. Work may not begin until approval is secured. Penalties may include fines, removal, disassembly or modification to a new/changed structure, including outbuildings, or require that a house be repainted its original color. Note that neighbors’ objections, if any, will be considered when the ARC makes a decision, and that objections may result in denial of a request. Modifications to the house interior and routine exterior maintenance (e.g., replacing rotted facia boards) do not require approval by ARC. However, if exterior maintenance work is extensive (e.g., involving siding or window removal), homeowners should notify ARC of the planned work by submitting an application form, but neighbors’ signatures are not required.

With exception of color, siding or roofing changes, all requests require a photocopy of your foundation survey (a plat) with changes drawn in to scale, including base plan and elevation views with dimensions,. For color changes, include four samples of color chips for each change: siding trim, door(s) and shutters. It is the homeowner’s responsibility to secure all necessary construction permits when applicable.

The committee is willing to work with any homeowners to reach a reasonable accommodation if there is any question of compliance with the regulations. If reasonable accommodation cannot be achieved, denials of approval by the ARC may be appealed to the HOA Board.

As are all WHOA committees, the ARC is an all-volunteer group. We urge homeowners throughout the community to consider serving.

Sincerely,
Woodlake Architectural Review Committee