

Water Oak Request For Architectural Review Committee Approval

Please complete and submit this form to our Management Company **BEFORE** work commences. Email, fax, or mail the completed form using the information found at <http://www.mywhisperbend.com/contact-us>

Warning! Work started without Architectural Review Committee (ARC) approval may have to be reversed with the owner subject to a fine of up to \$1,000.

THIS SECTION TO BE COMPLETED BY THE HOMEOWNER

Owners are responsible for the work/action of persons under their employ, direction, or authority. Please supervise the work to ensure that damage to the common areas does not occur or is corrected. All requests must conform to the local zoning and building regulations, and owners are responsible for obtaining the necessary permits.

Fields with an asterisk * are required. Your request may be rejected if not complete.

Owner Name: _____	*Request Date: _____
*Address: _____	*Lot Number _____
Contact Phone Number _____	*Email _____
*Estimated Project Start Date: _____	*Estimated Completion Date: _____

Repainting the exterior: Request a copy of the Approved Color Schemes book or look up the colors on the Whisper Bend website as outlined in the attached instructions, then fill in the information below. THE TRIM COLOR INCLUDES THE SHUTTERS AND DECORATIVE LOVERS. THE GARAGE DOOR MUST BE THE SAME COLOR AS THE HOUSE COLOR. **For non-standard colors:** A sample color chip must be provided upon request.

*REQUIRED ONLY IF CHANGING ANY COLOR ON THE HOUSE.

COLOR (SW#): _____ Body _____ Trim _____ Door _____ Scheme # _____

***DESCRIBE THE PROJECT BELOW:** (i.e., exterior painting, pool, screen enclosure, patio, landscaping, pavers, etc.) Be specific and include an attachment if necessary. Attach a suitable drawing or picture, a copy of the plot plan, or a survey showing the proposed changes for changes or additions. One Of These Items Must Be Provided Prior To Approval.

Adherence to project parameters must be verified after completion via inspection. *By signing below, I grant the BOD or their representative permission to enter my property for inspection purposes. This permission is for the project's duration only and must be given before the project can be evaluated.

NOTICE: By signing below, you also consent to the **electronic transmission of all Association Communications Only, Including responses to this request, ballots**, etc., to be used for association purposes only (No Spam and the HOA saves money). You must check here to opt out of the electronic transmission.

*Owner Signature: _____ *Print Name: _____

Architectural Approval Form Instructions

The homeowner must complete and submit the Request For Architectural Approval form to our Management company BEFORE any work commences (See Where To Submit The Form).

All requests must conform to the local zoning and building regulations, and owners are responsible for obtaining the necessary permits. Please be aware that the ARC committee consists of volunteers. Every effort will be made to answer requests promptly, but response time can take up to 8 weeks or longer, depending on the request.

NOTICE: By signing this request, you also consent to the **electronic transmission of all Association communications, including ballots**, to be used for association purposes only (No Spam, and the HOA saves money). **To opt out** of receiving any communications, including emergency notices, tree trimming discounts, backflow inspections, early bylaw resolution notices, newsletters, etc., check the box at the top of the form.

Owners' Responsibility:

Owners are responsible for the actions of persons under their employ, direction, or authority. Please supervise the work to ensure that damage to the common areas or your neighbor's property does not occur, or if it does, it is corrected.

Describe The Project

Fill out the form giving as much information as possible and attaching extra sheet(s) if needed. For example, give LOCATION & SPECIFICATIONS: (i.e., exterior painting, pool, screen enclosure, patio, landscaping, pavers, etc.)

For all changes, attach a suitable drawing or picture, a copy of the plot plan, or a survey showing the proposed changes. **ONE OF THESE ITEMS MUST BE PROVIDED BEFORE APPROVAL.**

NOTICE: Some projects may be subject to an engineering review at the determination of the BOD. Any costs incurred for such a review are the responsibility of the owner. By signing the form, you grant the BOD or their representative permission to enter your property for inspection purposes. This permission is for the project's duration only and must be given before the project can be evaluated.

You also consent to the electronic transmission of all Association communications (for example, a reply to this request, voting, etc.) to be used for association purposes only. You can check the box on the form to opt out of electronic transmission.

Repainting the Exterior

If you are repainting the same color, just say that on the form. If changing the color, the Approved Color Schemes can be found on our website here <https://www.mywhisperbend.com/approved-exterior-colors>. **THE TRIM COLOR INCLUDES THE SHUTTERS AND DECORATIVE LOVERS. THE GARAGE DOOR MUST BE THE SAME COLOR AS THE HOUSE COLOR.**

The Board will consider Non-Standard Colors.

For non-standard colors: A sample color chip must be provided. Do Not send it to the Management Company. Give it to the Board representative.

Where To Submit The Form

Email, fax, or US-mail the completed form using the information found at <https://www.mywhisperbend.com/contact-us> under "Property Management."

Inspection

Adherence to project parameters must be verified after completion via inspection by an ARC member or its representative.