

**WOODHALL ARCHITECTURAL REVIEW
MINOR PROJECT APPLICATION
(ONE PAGE)**

Submit this form for Minor Projects (only)

**SUBMIT THIS FORM ONLY, TO:
WOODHALL HOMEOWNERS ASSOCIATION, INC.**
c/o Henderson Association Management
may be sent by e-mail to ARC@hendersonassociationmanagement.com
Henderson Association Management , 3030 Latrobe Dr., Charlotte, NC 28241
704-535-1122

**REGISTRANTS WILL BE NOTIFIED BY E-MAIL HOW TO MAKE SUBMITTALS.
All submittals will be digital and must be uploaded to the ARC review site**

COMPLETE THE FOLLOWING:

Lot Number: _____ - M (Minor Projects will be registered by lot number with “- M” suffix)
Lot Street Address _____

Registrant Name (primary contact): _____
Registrant e-mail address: _____
Registrant Telephone: (____) _____
Lot Owner (if different): _____
Lot Owner e-mail address: _____

- ____ Application is for Part A Minor Project. Check for \$175.00 is enclosed.
____ Application is for Part B Minor Project. Check for \$85.00 is enclosed.
____ For Part C Minor Project neither this application nor a fee is required.

**OWNER ACKNOWLEDGE THAT HE/SHE HAS READ AND AGREE TO CONFORM TO THE
WOODHALL ARCHITECTURAL GUIDELINES.**

Lot Owner Signature: _____ Date: _____

Once you are logged onto the review site, upload a description of your proposed work or a graphic to the review site. The review period may take up to fifteen (15) days. The registrant will be notified by email from the review site of the ARC determination.

See page 2 for a list of Minor Projects

Woodhall - Minor Projects

Part A Projects

<u>Section</u>	<u>Project Description</u>	<u>Section</u>	<u>Project Description</u>
2.7	Balconies	2.58	Playground Equipment
2.8	Permanent Basketball Backboards	2.59	Playhouses
2.20	Decks	2.61	Ponds and Water Features
2.21	Deck Covers	2.64	Railings
2.22	Disability Access	2.67	Roof Replacement
2.24	Door Additions & Security Enhancements	2.68	Rooftop Equipment
2.26	Driveway Modifications or Expansion	2.72	Shutters
2.27 & 2.66	Retaining Walls	2.73	Siding Replacement
2.32	Gazebos	2.75	Skylights
2.35	Greenhouses	2.76	Solar Energy Devices
2.40	Minor Landscape Modifications	2.77	Solar Shades
2.41	Lattice Work	2.78	Sports Courts
2.42	Lights and Lighting Modifications	2.90	Vents
2.49	Out Buildings	2.93	Window Replacement
2.53	Patio Covers	2.94	Window Tinting & Security
2.54	Patios		Bars
2.56	Paving for Walks, Driveways, and Patio Areas	2.95	Wind Turbines, Wind Vanes and Directionals

Part B Projects

<u>Section</u>	<u>Project Description</u>
2.6	Awnings
2.9	Birdbaths (more than one)
2.10	Birdfeeders (more than one or located in front or side yard)
2.25	Drainage Changes
2.23	Dog Houses
2.27	Fences
2.31	Raised Flower or Vegetable Gardens
2.36	Hot Tubs
2.49	Lawn Ornaments (more than three)
2.51	Exterior Painting (if same color, if not then it's a project A)
2.65	Rain Barrels
2.70	Saunas

Part C Projects (Although no application or fee is required, all Guidelines must be followed)

<u>Section</u>	<u>Project Description</u>
2.8	Portable Basketball Goals
2.19	Composts
2.28	Irrigation Systems
2.40	Landscape Modifications (Only replacing damaged or destroyed elements with same elements.)
2.60	Poles

WOODHALL ARCHITECTURAL REVIEW
SUBMITTAL FORM ONE – MAJOR PROJECTS SCHEMATIC REVIEW
(ONE PAGE)

Submit this form to initiate your Schematic Review

SUBMIT THIS FORM ONLY, TO:
WOODHALL HOMEOWNERS ASSOCIATION, INC.
c/o Henderson Association Management may be sent by e-mail to
ARC@hendersonassociationmanagement.com Henderson Association
Management , 3030 Latrobe Dr., Charlotte, NC 28241 704-535-1122

(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)

COMPLETE THE FOLLOWING:

Lot Number: _____ -S (Note to Association Manager, add “-S” to the lot number for the Schematic registration)
Lot Street Address _____

Registrant Name (primary contact): _____
Registrant e-mail address: _____
Registrant Telephone: (____) _____ Fax: (____) _____ (w/area code)

Lot Owner: _____
Lot Owner e-mail address: _____
Owner Mailing Address _____
City: _____ State: _____ Zip: _____

ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:

- I. * Initials _____ Homeowner’s fees paid to HOA for current year (include if not previously paid).
II. * Initials _____ Main dwelling Schematic Review fee \$500.00 (the \$500 will be applied to the full review fee)

**OWNER AND REGISTRANT ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO CONFORM
TO THE WOODHALL ARCHITECTURAL GUIDELINES**

Lot Owner _____ Date: _____

Registrant _____ Date: _____

Association Manager confirms receipt of fees: _____ Date: _____

Print Name: _____

Fees Paid by: _____ Total Amount Paid: _____

**Please Include Items on the Site Survey and Schematic Review
Checklists on Found on Page 13**

WOODHALL ARCHITECTURAL REVIEW
SUBMITTAL FORM TWO – MAJOR PROJECTS DESIGN DEVELOPMENT REVIEW
(ONE PAGE)

Submit this form and fees to initiate your Design Development Review

SUBMIT THIS FORM AND YOUR APPLICATION FEES ONLY, TO:

WOODHALL HOMEOWNERS ASSOCIATION, INC.

c/o Henderson Association Management may be sent by e-mail to
ARC@hendersonassociationmanagement.com Henderson Association
Management , 3030 Latrobe Dr., Charlotte, NC 28241 704-535-1122

(Submittal of required materials shall be in the same manner as the Schematic Review)

COMPLETE THE FOLLOWING:

Lot Number: _____ (Note to Association Manager, no suffix is needed on the lot number for this registration)

Lot Street Address _____

Registrant Name (primary contact): _____

Registrant e-mail address: _____

Registrant Telephone: (____) _____ Fax: (____) _____ (w/area code)

Lot Owner: _____

Lot Owner e-mail address: _____

Owner Mailing Address _____

City: _____ State: _____ Zip: _____

ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:

I. *	Initials _____	Homeowner's fees paid to HOA for current year.	Enter Amount: _____
II. **	Initials _____	Main dwelling Architectural Review	Amount: \$1,500.00
III. **	Initials _____	Compliance Security Deposit (New home build)	Amount: \$2,500.00
	** Initials _____	Compliance Deposit for Docks or pools -See Guidelines	Amount \$1,500.00
IV.	Initials _____	Dock or Pool without Cabana	Amount: \$ 375.00
V.	Initials _____	Pool with Cabana	Amount: \$ 450.00
VI.	Initials _____	Additions to the Home not exceeding 25% of heated space	Amount \$ 325.00
VII.	Initials _____	Additions to Home Exceeding 25% of heated space	Amount \$ 425.00

Total Enclosed: _____

* Required to be paid with the initial Submittal for any new dwelling.

** **Deposit must be paid by the Contractor from their business account.**

Association Manager confirms receipt of fees: By: _____ Date: _____

Fees Paid by: _____ Total Amount Paid: _____

NOTE:

ALL FEES ARE REQUIRED TO BE SUBMITTED WITH THIS FORM. CHECKS SHOULD BE MADE TO: "WOODHALL HOA"

(ONE PAGE)

Submit this form and fees to initiate your Design Development Review

WOODHALL ARCHITECTURAL REVIEW MAJOR PROJECTS SUBMITTAL FORM THREE

**This form is required to be submitted with drawings at both the
Design Development and Construction Document Reviews
(TWO PAGES FOR DESIGN DEVELOPMENT - THIRD PAGE ADDED FOR CONSTRUCTION DOCUMENTS)**

This submittal is for: Design Development Review Construction Document Review

I am acknowledging inclusion of the Checklist (Page 14) with this form for my Design Development Submittal.

Or

I am acknowledging inclusion of Checklist (Page 15) with this form and the third page of this form for my Construction Document Submittal.

ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF, TIFF OR JPEG.

DATE OF THIS SUBMITTAL: _____ LOT #: _____

PROPERTY ADDRESS: _____

GENERAL CONTRACTOR IF KNOWN: _____

NORTH CAROLINA LICENSE NUMBER: _____ LICENSE TYPE _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

ARCHITECT/DESIGNER: _____

NORTH CAROLINA LICENSE NUMBER: INDIVIDUAL _____ COMPANY _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

ARCHITECT/ DESIGNER HAS GIVEN APPROVAL FOR THE USE OF THIS PLAN ON THIS SITE AND FURTHERMORE HAS GIVEN PERMISSION FOR THE WARC TO COPY THEIR WORK FOR ITS USE: YES _____ NO _____

HEATED SQ. FT.: 1ST FLOOR _____

2ND FLOOR _____

BASEMENT _____

OTHER _____

SUBTOTAL _____ (Heated)

UNHEATED SQ. FT.: SUBTOTAL _____ (Under Roof)

TOTAL SQ. FT. (ADD SUBTOTALS): _____ (Under Roof)

TOTAL HEATED SF WAS MEASURED BY _____ NC Real Estate Guides _____ IBC STANDARDS

OPEN DECK? YES NO QUANTITY: TOTAL SQ. FT.: _____

PATIO? YES NO QUANTITY: TOTAL SQ. FT.: _____

COVERED PATIO YES NO QUANTITY: TOTAL SQ. FT.: _____

EXTERIOR MATERIALS: (Specify website for Manufacturer, Color and Style or Pattern for all that apply. If website is not available, provide a digital photograph of proposed material taken in normal daylight)

BRICK: _____ COLOR: _____ STYLE _____

STONE: _____ COLOR: _____ STYLE _____

STUCCO: _____ COLOR: _____ STYLE _____

SIDING: _____ COLOR: _____ STYLE _____

OTHER: _____ COLOR: _____ STYLE _____

ROOF: _____ COLOR: _____ STYLE _____

WINDOWS: _____ COLOR: _____ STYLE _____

TRIM: _____ COLOR: _____ STYLE _____

DOORS: _____ COLOR: _____ STYLE _____

SHUTTERS: _____ COLOR: _____ STYLE _____

DRIVEWAY: _____ COLOR: _____ STYLE _____

DRIVEWAY APRON: _____ COLOR: _____ STYLE _____

WALKS: _____ COLOR: _____ STYLE _____

OTHER: _____ COLOR: _____ STYLE _____

GARAGE DOOR: _____ COLOR: _____ STYLE _____

(Front Loading Not Permitted)

FIREPLACE: _____ CHIMNEY: _____

UNVENTED GAS FIRE PLACES AND EXPOSED METAL STACKS
OR EXPOSED SPARK ARRESTORS ARE NOT PERMITTED.

EXTERIOR MATERIALS: (Specify website for Manufacturer, Color and Style or Pattern for all that apply. Also upload to the review site at the Construction Document review a digital photograph of proposed material taken in normal daylight or a picture from the manufacturer's website for each material above)

THE UNDERSIGNED CERTIFIES THAT HE/SHE WILL OBTAIN, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES, BUILDING AND ZONING PERMITS ISSUED BY THE AUTHORITY HAVING JURISDICTION.

I acknowledge that I have completed and included everything on this checklist prior to submitting for architectural review. I understand that this information has been requested by the WOODHALL Homeowners Association prior to my obtaining bank loans or building permits.

Lot Owner Signature

Date

WOODHALL ARCHITECTURAL REVIEW

SUBMITTAL FORM THREE (Continued)

Complete this page and upload for the Construction Document Review

INTERIOR MATERIALS:

Flooring in foyer and halls: _____ COLOR: _____ STYLE _____

Flooring in family room: _____ COLOR: _____ STYLE _____

Flooring in Bedrooms: _____ COLOR: _____ STYLE _____

Flooring in Kitchen: _____ COLOR: _____ STYLE _____

Flooring in Utility areas _____ COLOR: _____ STYLE _____

Rooms with cornice trim: _____

Door Hardware: _____ FINISH: _____ STYLE _____

Interior Door: _____ FINISH: _____ STYLE _____

Door and window casing: Width: _____ FINISH: _____ STYLE _____

Kitchen Cabinets _____ FINISH: _____ STYLE _____

Kitchen Counter tops: _____ FINISH: _____

Bathroom Cabinets _____ FINISH: _____ STYLE _____

Bathroom Counter tops: _____ FINISH: _____

Custom Cabinetry: _____ FINISH: _____ STYLE _____

Rooms with exposed beams or special ceilings: _____

Kitchen Appliances: _____ COLOR: _____ STYLE _____

Refrigerator: _____

Oven: _____

Is range hood vented to the outside? _____

Fireplace: _____ FINISH on mantel _____

Manufacturer of faucets and plumbing hardware: _____

Confirm if the home has the following:

Special AV or sound system: _____ Energy Management System: _____ SEER rating on HVAC: _____

Was the home designed to meet any Green Energy Standards? _____

FOR EACH ITEM NAME THE MANUFACTURER, WITH COLOR/FINISH AND STYLE IF KNOWN

WOODHALL ARCHITECTURAL REVIEW
SUBMITTAL FORM FOUR
(TWO PAGES)

REQUEST FOR ON-SITE REVIEWS

(You will use this form three times during the course of construction)

1. PRE-CONSTRUCTION ON-SITE REVIEW:

A PRE-CONSTRUCTION REVIEW MUST BE SCHEDULED TEN BUSINESS DAYS IN ADVANCE AND APPROVAL TO PROCEED MUST BE ISSUED PRIOR TO BEGINNING ANY CONSTRUCTION (SEE “WOODHALL ARCHITECTURAL GUIDELINES”).

STAKING OF THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS; SAMPLE BOARD OR MATERIALS ON SITE AS DESCRIBED. A RIBBON INDICATING THE PROPOSED LOCATION OF THE SILT FENCE; CONSTRUCTION FENCING; TREE PROTECTION AND STONE CONSTRUCTION DRIVE MUST BE IN PLACE **PRIOR** TO BEGINNING ANY CONSTRUCTION ACTIVITIES OR CALLING FOR THIS REVIEW.

Signature of Person Requesting Review:

Date

NOTE THAT FOR THE SITE STAKING REVIEW REQUEST, THE NEXT PAGE IN THESE GUIDELINES NEEDS TO BE COMPLETED AND SUBMITTED ALONG WITH THE ATTACHMENTS NOTED.

2. REVIEW AT DRY-IN:

AT THE POINT THAT THE HOME HAS ROOFING AND THE WINDOWS AND DOORS ARE INSTALLED, THE OWNER OR BUILDER SHOULD NOTIFY THE REVIEW BOARD TO CONDUCT A REVIEW. THE REVIEW WILL BE SCHEDULED AS SOON AS PRACTICAL BY THE REVIEWERS. CONSTRUCTION SHOULD CONTINUE WITHOUT REGARD TO THE TIMING OF THE ON-SITE REVIEW.

Signature of Person Requesting Review:

Date

3. FINAL REVIEW:

UPON COMPLETION OF THE HOME AND ALL LANDSCAPING AND FEATURES, THE OWNER OR BUILDER SHOULD CALL FOR A FINAL REVIEW. THIS REVIEW WILL BE PERFORMED TYPICALLY WITHIN TWO WEEKS OF THE REQUEST. THE REVIEW WILL BE MADE WITH RESPECT TO SITE CLEAN-UP AND WILL RESULT IN APPROVAL OF ANY DEPOSIT MONIES THAT ARE TO BE REFUNDED TO THE OWNER OR BUILDER.

Signature of Person Requesting Review:

Date

*UPLOAD THIS FORM TO THE SAME SITE AS YOUR APPLICATION EACH TIME YOU WISH TO
SCHEDULE AN ON SITE EVALUATION.*

(SUBMIT THIS FORM DIGITALLY)

**ATTACHMENT TO SUBMITTAL FORM FOUR
CONTRACTOR INFORMATION**

THIS FORM IS REQUIRED TO ACCOMPANY THE SITE STAKING REVIEW REQUEST

GENERAL CONTRACTOR (LEGAL NAME): _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

HVAC CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

ELECTRICAL CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

PLUMBING CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

LANDSCAPE CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

ARCHITECTURAL COMMITTEE FIELD REPORT

LOT REVIEW: Site Staking Dry In Final ADDITIONAL REVIEW

1. Community: _____ 2. Lot Number: _____ 3. Date: _____

4. Homeowner: _____ 5. Builder _____ 6. Superintendent: _____

7. Phone: _____

Road and Curbing: Start Point: _____

Water Meter: Box in place? Y N Protected? Y N Protect before construction start. Add Siphon Break Y N

NA In-Place Sewer System: Municipal? Y N Septic? Y N Protected Y N Other Sewer requirements

addressed? Y N (If No see notes) Silt Fence Condition: Roadside Y N Interior property lines Y N

Comments _____

Site drainage expected or confirmed to not encroach onto neighboring lot? Y N (see notes)

Tree Save: Save trees Marked? Y N Clearing area defined? Y N Other ? e.g.

Buffer Areas sectioned off? Y N NA (see notes)

Site Staking:

Dry In

Final

Y N Stone for Driveway Y N Stone Driveway in good condition Y N Driveway Stone Removed

Y N Dumpster on site Y N Dumpster location & site trash good Y N Dumpster Removed

Y N Port-a-Potty on site Y N Port-a-Potty location good Y N Port-a-Potty Removed

Y N Site Boundaries Marked Y N Materials on home same as on the board Y N Materials same as board

Y N House Staked as noted on plan

Y N Sample Board Approved? If No, see notes. Y N Required lot number designation on the sample board?

Building Materials (to be) stored on another lot? Y N If Yes, neighboring property approved letter provided Y N

Roadway damaged or needs cleaning? Y N Windows & Doors as approved? Y N Roofing as approved? Y N

Exterior Home Materials and Details as approved? Y N Landscape Elements as approved? Y N If no, see notes.

Mailbox in Place? Y N NA

Notes: _____

Approved Work Hours: M-F ____ (am) ____ (pm) Saturday ____ (am) ____ (pm) Sunday/Holidays ____ (am) ____ (pm)

Workday Holidays are NY; MLK; Pres; Mem; Ind; Lab; Vet; TG; day after TG; Xmas Eve; Xmas; Box.

No work or material delivery outside hours or on holidays. Workhour violations: \$ ____ Hour; Workday \$ ____ per day.

SPECIAL CONSIDERATIONS:

1) Builder/Homeowner are responsible for maintaining site: Builder/Homeowner shall keep roadway clean of all debris or HOA will charge for cleaning.

2) Requirements for neighboring sites: Homeowner/Builder must have written approval to utilize neighboring properties for any and all uses.

3) This review is based solely on compliance with the Architectural Guidelines and does not constitute approval of non-compliant design or construction, unless

specifically identified herein as an approved variance, and does not relieve the Property Owner of the responsibility to fully comply with the Guidelines.

Approval does

not in any way represent an opinion of the adequacy of the construction, or of the suitability of proposed building materials or methods of construction.

4) ARC/ACC may enter property at any time to repair silt fences or erect protection barriers or for observation and reporting on non-compliant construction.

APPROVAL LEVEL: * Where asterisk appears next to lines above, it indicates this is an item which needs immediate attention.

Approved (To start or continue) Conditional (see notes) Not Approved Non-Compliant – Requires Resolution

Incomplete – Add'l On-Site Review Required (Additional \$ Review Fee will be deducted from the Deposit)

Y N Was neighboring property restored after construction complete?

Y N On Final: is Security Deposit Authorized for release? If No, explain:

Signatures: Homeowner: _____ Builder _____ ARC _____

Print Name: Homeowner: _____ Builder _____ ARC _____

**Work must not proceed until this item is provided to the ARC/ACC

NOTE: ALL COMMUNICATION SHOULD OCCUR VIA THE OFFICIAL REVIEW SITE BY SIGNING ALL PARTIES AGREE TO ABIDE BY BUILDER RULES, CCR AND ARCHITECTURAL GUIDELINE REQUIREMENTS.