

**WOODCREEK TOWNHOMES ASSOCIATION
ARCHITECTURAL PACKET**

(Resident written introduction to the architectural process)

In an effort to assist the Owner of Lots within Woodcreek Townhomes Addition, the Board has prepared this packet of information and forms for the Owner. You will find within this packet the following useful items:

1. Declaration language pertaining to architectural restrictions;
2. Guidelines prepared by the Board to assist and facilitate the application process;
3. Application form that aids the Owner in making their application for alteration and improvements to their Lot and making the application easier to interpret by the Board;
4. Landscape alteration form; and
5. Complaint form for architectural violations.

DECLARATION ARCHITECTURAL PROVISIONS

The Declaration to the Woodcreek Townhomes Addition provides for certain architectural standards. These standards exist to preserve the property values of the Addition by establishing a basic framework for upkeep and maintenance of the Addition.

ARCHITECTURAL GUIDELINES

The Declaration expressly provides that the Board may create certain Guidelines for the management and oversight of the architectural standard within the Addition. (Section 10.9) In order to manage the architectural provisions within the Declaration, the Association has developed reasonable rules and regulations, as well as forms, in order to make working with the architectural standards easier.

Following are the Guidelines relating to the architectural standards and procedures.

1. ARCHITECTURAL REVIEW AND PROCEDURES

The Owner is responsible for the maintenance of their Lot. Further, the Owner is responsible for the cost to repair/replace those items that require periodic maintenance, replacement, or improvement. While the Owner is responsible for the improvement, maintenance, and appearance of their Lot, the Owner's selection of improvements is subject to the Board's approval.

1. The Board and Approval Procedure.

1.1. Board. Currently the Association Board acts as the architectural committee for the Association. An Owner may reach the Board at the same address below for submitting the written application.

1.2. Important to Note. The Board shall review applications for improvements, changes, and alterations and approve or disapprove applications based on the proposed improvement being consistent with these guidelines and in harmony with, and not detrimental to, the rest of the community. All review will be made on a case-by-case basis. It is important to note that an improvement approved on one Lot may not be approved on another. If deemed appropriate, the Board may grant variances to these guidelines. Certain submittals, as noted in the Guidelines, require payment of a review fee. A spirit of cooperation between the Board and Owners will go far toward creating an optimum environment that will help ensure that improvements are compatible with standards established for Woodcreek Townhomes, will benefit all Owners, and will protect Owners' financial investments. If a question ever arises as to the correct interpretation of any terms, phrases or language contained in these Guidelines, the Board's interpretation thereof shall be final and binding.

1.3. General. All items requiring Board approval shall meet the following guidelines for submittal:

1.3.1. Appropriate Submittal Form. This may be obtained at the Woodcreek Townhomes clubhouse and should be completed with a description of the proposed improvements.

1.3.2. Exhibits. The Board will require clear and concise information from which to make reasonable decisions. This information shall be in the form of drawings and plans, photographs, color chips, material samples and any additional information deemed necessary by the Board whether it is in the form of new information or additional and more accurate drawings and details.

1.3.3. Submission of Drawings and Plans. One copy of the drawing or plan and a completed application form shall be submitted to the Board at the following address:

Woodcreek Townhomes Association
Attn: Architectural Review
1900 Windhill Avenue
Edmond, Oklahoma 73034

All information submitted will be kept for the Board's records.

1.4. Action by the Board. Upon receipt of an application, the Board will notify the Owner that the Board has received the Application and may notify the Owner at that time of a hearing date. The Board may on its discretion review an application with or without hearing. Under Section 10.9 of the Declaration, the Board may require submission of additional materials, and the Board may postpone action until all required materials have been submitted. The Board will

contact the Owner if the Board feels additional materials are necessary or if it needs additional information or has any suggestions for change. Under Section 10.9 of the Declaration, the Board shall act on the plans within 30 days after receipt of all materials required by the Board (unless the time is extended by mutual agreement or unless the Board requires technical or special opinion in regard to the application). If the application requires the Board to consult a third party, the application shall not be automatically approved until the complete application is submitted to the third party, the third party returns its opinion to the Board and 30 days expires.

1.5. Completion of work. After approval of an application, a proposed improvement shall be accomplished as promptly and diligently as possible in accordance with the approved plans and description. Section 10.9 of the Declaration gives the Board the right to inspect all work conducted under an application. Application approval shall expire one year subsequent to its issuance should no construction begin during that time.

1.6. Unapproved Improvements or Architectural Non-Compliance. The Declaration, Section 10.9, provides: *The Board or its designee shall be the sole arbiter of such plans and may withhold approval for any reason, including purely aesthetic considerations, and shall be entitled to stop any construction in violation of these restrictions.* An Owner should expect the Board to remedy not only those improvements that an Owner creates in contravention of the overall architectural scheme, but also those improvements conducted without prior approval from the Board.

1.7. Owner Rights upon Denial of Application. An Owner is entitled to written notice of the reasons why their complete application was denied, which the Board shall remit to the Owner within two days after the denial of the Application.

1.8. Rights of Appeal. If an Owner does not agree with any decision of the designated representative of the Board or of any decision rendered by the designated representative of the Board or of any decision rendered by less than the full Board, the Owner may notify the Board of the Owner's intent to appeal the decision. If an Owner desires to appeal a decision from either a designated representative of the Board or of any decision rendered by less than the full Board, the Owner must provide the Board with written notice of the Owner's intent to appeal by sending such notice to the address of the Association within ten (10) days after the Board notifies the Owner of its decision on the application.

1.10. Questions. If Owners have any questions about the review process, they may call the office manager at 340-8659 or fax their written questions to the same number.

2. Approved Items. In order to aid Owners in making decisions and minimize formality, the Board has published items that clearly meet approval standards.

2.1. Replacement of Existing Elements with Identical Elements. The Board shall approve without application the replacement of any element including but not limited to fencing, doors,

paint and other architectural elements on the Lot if the Owner replaces the existing element with an exact but newer element.

2.2. Address Numbers. Approval is not required if numbers are not larger than six (6) inches in height, whether such numbers are affixed on the house or the mailbox, or painted on the curb.

2.3. Awnings. Cloth awnings shall be approved if the same are compatible with the color of the house.

2.4. Clotheslines. Approval is not needed provided such lines, including any items hanging on them are within the fenced backyard of a Lot and are concealed from line of sight neighbors and the street.

2.5. Decks. **[Requires application approval]** Decks must be constructed of wood or other materials similar to the materials used on the residence. The Board may require the underside of the deck to be screened.

2.6. Firewood Storage. Board approval is not required provided such storage occurs in the backyard of a Lot and does not constitute a nuisance or hazard.

2.7. Flag and Flagpoles. Flag holders are allowed so long as placed on the trim of either the front or back door or the garage. Nail holes are not allowed in the siding. Any flags of a federal, state or civic nature are allowed. Decorative flags are allowed if the Board approves designs and size.

2.8. Gardens. **[Requires application approval]**

- i. Flower. No Board approval is required.
- ii. Vegetable. Board approval is not required if space has been previously approved under a landscape plan or if the area is fully contained within a fenced backyard of a Lot. Otherwise, Board approval is required.

2.9. Gazebos. **[Requires application approval]**

2.10. Hot tubs. **[Requires application approval]** Board approval is required; however the installation of hot tubs is not discouraged.

2.11. Irrigation Systems. No Board approval is required on professionally installed irrigation or sprinkler systems.

2.12. Motion Detector Security Lighting. Motion detector security lights are permitted, provided they are installed correctly and in working order. No security lighting shall shine on any adjoining Lot.

2.13. Painting. Exterior colors are to blend with the neighborhood.

2.14. Patio Covers, Arbors. **[Requires application approval]**

2.15. Play and Sports Equipment. **[Requires application approval]**

2.16. Roofs. **[Requires application approval]**

2.17. Solar Devices. **[Requires application approval]**

2.18. Skylights. **[Requires application approval]**

2.19. Satellite Dishes and Antennas. **[Requires application approval]**

2.20. Siding. **[Requires application approval]**

2.21. Signs. **[Requires application approval]** "For Sale" signs of the Owner's Lot or political candidate's signs of a temporary nature are permitted without approval. All other signs require the approval of the Board. In any event no sign shall be larger than 4' by 4'.

2.22. Statues, Sculptures and Bird Baths. No application is required unless such item or the accumulation of such items on any one Lot constitutes an annoyance, nuisance or fails to meet the community wide aesthetics standard set by existing Lots within the Addition.

2.23. Storm/Security Doors. Storm and security doors shall blend with the exterior of the unit.

3. Unapproved Items.

3.1. Unapproved Items. The Board has consistently disapproved the following:

3.1.1. Skateboard Ramps. The construction of skateboard ramps or other related facilities is prohibited on Lots or driveways or Common Areas.

3.1.2. Outbuildings. Detached outbuildings are not approved.

3.1.3. Pools. Small, temporary children's style pools will be approved if hidden from view from the street. Semi-permanent above-ground pools shall not be approved. Any other pool is not approved.

WOODCREEK TOWNHOMES ASSOCIATION

APPLICATION FOR LOT IMPROVEMENT OR ALTERATION

This Application, if filled out completely, will meet the Association Guidelines requirements for architectural review applications. Please either type or print clearly in all spaces below. If you need additional space, please number the additional sheet and list the number in the space below. Please mail or deliver this application to:

Woodcreek Townhomes Association
Attn: Architectural Review
1900 Windhill Avenue
Edmond, Oklahoma 73034

Applicant's Name

Address (Including Lot/Block)

Telephone (Home/Work)

1. **Description of Improvement.** Using the fourth page of this application, please describe the improvement you wish to make. Give full details on each of the following:
 - a. Purpose and/or reason for the improvement;
 - b. Type and color of materials to be used;
 - c. Location on the Lot of proposed improvement;
 - d. Contractor/party to complete improvement;
 - e. Proposed start/completion date;
 - f. Other existing improvements (if known to applicant) substantially similar to proposed improvement;
 - g. **If more space is needed, please attach a supplemental sheet.**
2. **Plans and Specifications.** Attach a simple plot plan with dimensions noted and any other documents or sketches, which would be helpful in consideration of the application. If the application is for a structural change, please submit elevations (drawings). If the application is for a change in paint/stain color, attach a sample and number of the color.
3. **Federal, State, and Local Law.** It is the Owner's responsibility to ensure compliance with all requirements of federal, state, and local law. The City of Edmond may require certain permits or licenses, and/or further plan submissions.
4. **No Encroachment.** I understand that I cannot encroach on easements and/or Common Areas of the Association. I also understand that the Association will rely on my representations to the Association that the contemplated improvements do not encroach on Association property, and that I will bear the expense and responsibility of removing any encroachments.
5. **Consent to Declaration and Rules.** Upon filing this application, I hereby agree and consent to follow and comply with all procedures promulgated under authority of the Woodcreek Declaration by the Woodcreek Board for consideration of the application. I further agree and consent that the filing date of the application shall be deemed to be the date that any and all

documents and/or information required for necessary and proper consideration of the application is submitted by me.

6. **Approval First Required.** I understand and agree that no work on this request shall commence until written approval of the Woodcreek Board has been received by me.

OWNER'S SIGNATURE

DATE

CO-OWNER'S SIGNATURE

DATE

NOTE: If applicant(s) disagree with the Board's decision, written appeal may be made on a Form for Appeal to the Woodcreek Board within 10 days of the recommended decision of the Board.

FOR BOARD USE ONLY:

I. NAMES OF PERSONS APPEARING IN OPPOSITION/SUPPORT AT INITIAL HEARING:

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

II. BOARD RECOMMENDED ACTION:

_____ Recommend approval as submitted

_____ Recommend denial for the following reason(s):

_____ Recommend approval with the following modification(s) agreed to by applicant(s)*.

Board Member Signatures: _____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

_____ Date: _____

I, the Applicant agree to amend my application pursuant to the recommendation of the Board in order for the application to be approved.

***Signed:** _____ Date: _____
Applicant(s)signature\modification(s)agreement

III. WOODCREEK TOWNHOMES FULL BOARD APPEAL:

_____ Approved

_____ Denied - for the following reason(s):

_____ Approved - as modified by applicant:

Modifications: _____

Modification agreed to:

Applicant Signature: _____ **DATE:** _____

Board Member Signatures:

_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

Description of Improvement.

Please describe the improvement you wish to make. Give full details on each of the following:

Purpose and/or reason for the improvement: _____

Type and color of materials to be used: _____

Location on the Lot of proposed improvement: _____

Contractor/party to complete improvement: _____

Proposed start/completion date: _____

Other existing improvements (if known to applicant) substantially similar to proposed improvement: _____

If more space is needed, please attach a supplemental sheet.