

WATER OAK REQUEST FOR ARCHITECTURAL APPROVAL

NOTICE: Response time can take up to 4 weeks, longer for complex requests.

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

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.

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 and 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 to the BOD. Do Not send the chip to the Management Company.

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

DESCRIBE THE PROJECT BELOW: Give LOCATION & SPECIFICATIONS: (i.e., exterior painting, pool, screen enclosure, patio, landscaping, pavers, etc.) For changes, attach a suitable drawing, or picture, a copy of the plot plan or survey showing the proposed changes. **ONE OF THESE ITEMS MUST BE PROVIDED PRIOR TO 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. Approvals are good for 90 days from the date of approval by the BOD.

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. I also consent to electronic transmission of all Association Communications to be used for association purposes only. Check here ☐ to opt-out of electronic transmission.

*Owner Signature: _____ Print Name: _____

THIS SECTION TO BE COMPLETED BY THE BOD

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> See attached for Comments or Conditions	<input type="checkbox"/> Request Cancelled
Permit Given to the Homeowner? <input type="checkbox"/> Yes <input type="checkbox"/> No		Copy of approved request provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	

BOD Member Signature

Title

Date

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.

NOTICE: Response time can take up to 4 weeks, longer for complex requests.

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 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 are also consenting to 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 a BOD member or its representative.