



WESTMORELAND
HOMEOWNERS ASSOCIATION

ARC Application Package

c/o Brooks Real Estate, Inc.

4071 Ironbound Road | Suite 200 | Williamsburg, VA 23188

Phone: (757) 229-1507 | Fax: (757) 220-3815 | Email: michaelk@brooks-re.com

Westmoreland Homeowners' Association - Architectural Review Committee
Application for Existing Home Modification or Addition

Please check off the section that best describes your modification or addition and provide the information and documentation indicated. Complete and sign the second page as applicable and submit the form and supporting documentation as instructed at the bottom of page 2.

Questions? Contact michaelk@brooks-re.com

IMPORTANT: 1) Please allow 30 days for approval processing. 2) All modifications require submission of a property plan or survey (aka a "plat"). A detailed sketch of the property including the location of the home and the location of the proposed modification may be provided instead. However, the Committee reserves the right to request a copy of the property plan or survey in the event of a more complex modification.

Tree removal

Trees less than 6 inches in diameter measured at 2 feet above the ground do not need permission for removal.

- Please include a copy of the property survey or plan indicating the location of the tree(s).
- Reason for request: _____

Fence construction

Fences are not permitted in front of the front plane of the residence and shall be no higher than 4' along that plane. Otherwise, fences shall be no higher than 6'. Chain-link fences are only acceptable for dog-runs that are not visible from the road.

- Please include a copy of the property survey or plan indicating the perimeter of the fence. If any trees will need to be removed, please indicate their location on the plan as well.
- Fence material and color _____
- Height of fence _____ (If height varies, please indicate heights of different sections on the plan.)

Shed or Outbuilding Construction or Modification

- Please include a copy of the property survey or plan indicating where the shed or out-building is to be located. If any trees will need to be removed, please indicate their location on the plan as well.
- Please provide a sketch (or image) of the shed/outbuilding, indicating the size and a description of the materials to be used.
- Reason for request: _____

Driveway, patio or walkway construction or modification

- Please include a copy of the property survey or plan indicating location of the construction or modification. If any trees will need to be removed, please indicate their location on the plan as well.
- Please provide a description of the materials to be used.
- Reason for request: _____

Home addition or modification, including decks

- Please include a copy of the property survey or plan indicating where the addition is to be located ("footprint"). If any trees will need to be removed, please indicate their location on the plan as well.
- Please provide floor plan and exterior elevations, to scale.
- Please indicate the finishing materials to be used (e.g. brick, siding, type of windows, etc.)
- Reason for request: _____

Homeowner Information and Contractor Information

Date of submission: _____

Start date of planned modification/construction: _____ End date: _____

Homeowner Information

Homeowner: _____

Street Address: _____

Telephone Number: _____ Email address: _____

Contractor Information (if applicable)

Contractor: _____

Street Address: _____

Telephone Number: _____ Email address: _____

VA Contractor's License #: _____

I, _____, as the owner of the above listed property, and _____ as Contractor acknowledge that the improvements will be constructed in accordance with plans and specifications which have been approved by the Westmoreland Owners' Association Architectural Review Committee (WOA-ARC). We further acknowledge and agree that:

1. We have read and understand the Westmoreland Bylaws, Covenants & Restrictions, and Architectural Standards* and will follow the said covenants, restrictions and design standards.
2. We will maintain a clean construction site and erosion control devices at all times.
3. We are responsible for completing the project in a timely manner and as described by the drawings and specifications approved by the Architectural Review Committee.
4. It is the Owner/Contractor's responsibility to see that all federal, state and local ordinances and codes are followed and to apply for the required permits. WOA-ARC approval does not waive the necessity of obtaining governmental permits, nor does a permit negate the need for or guarantee WOA-ARC approval.

Homeowner's Signature

Contractor's Signature

Date

Date

HOW TO SUBMIT COMPLETED APPLICATION WITH SUPPORTING DOCUMENTS
1) electronically via the Brooks Online Portal; OR
2) by email to michaelk@brooks-re.com; OR
3) by mail to Brooks Real Estate, 4071 Ironbound Road Suite 200, Williamsburg, VA 23188

Westmoreland Homeowners' Association

Information about Architectural Standards and Applications for Modifications

The WOA Board of Directors is providing this information as a reminder to homeowners that ALL property modifications including tree removals require the approval of the Architectural Review Committee (ARC). Please read the FAQ below to learn about the requirements and the process. Information about where to find the application and how to submit it are on the reverse. Though this may seem like a lot of information, please also remember: very few applications are rejected.

What is the purpose of the Architectural Standards?

The Architectural Standards aim to preserve the high standard of home design that make Westmoreland an attractive and sought-after neighborhood to live in, thereby protecting each of our investments by maintaining property values.

Do I have to apply for approval to make changes to my home or property?

According to Article 5.5 of the "Covenants & Restrictions of Westmoreland", you need to apply for approval prior to making changes that will affect the exterior appearance of your home or property.

Some of the more common requests are for:

- tree removal (applies to any tree which measures larger than 6 inches in diameter at 24 inches above the ground);
- building a shed or fence;
- adding a deck or patio; and
- making an addition to your home

Repairs to the exterior of your home which will not be changing its appearance or footprint do not require permission. Interior modifications also do not require permission.

What are the rules regarding changes to my home or property?

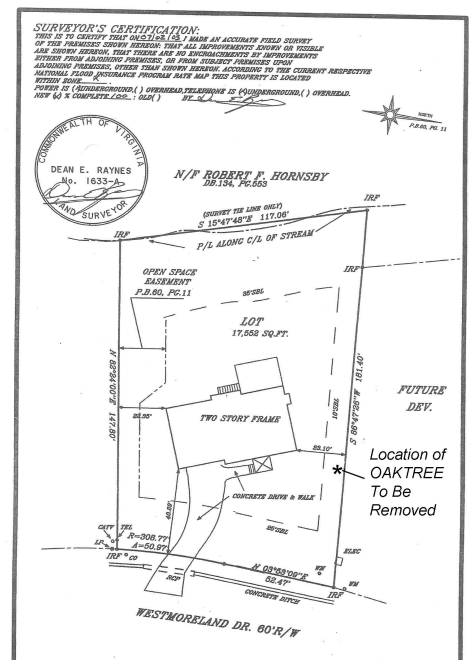
The WOA Architectural Standards can be found at <https://www.westmorelandhoa.com/forms>. The Committee's chief concern is that any additions or modifications are consistent or complementary to the existing structure and in keeping with the neighborhood. NOTE: Some rules (e.g. about fences) are in the WOA Declaration of Covenants, also available at the WOA website. Be sure to read this document as well if you are considering a modification.)

What sorts of documentation are required?

This varies with the nature of the request. Major home modifications require more documentation than a simple tree removal. The application form indicates what to submit along with your application. ***All modifications require submission of a property plan (see example right and "Important" section below).***

Why can't the Committee just come and look at my home to approve the planned changes?

It is important for the Committee to document what was requested and what was approved in case of future disagreements.



My neighbor two doors down did exactly the same thing and you didn't hassle him. Why can't I make this modification?

Each property is unique. There may be easements, grading issues, sightlines, etc. that come into play.

How long will it take to receive approval?

According to the Bylaws, the Architectural Review Committee may take up to 30 days to review and approve your request. Please plan accordingly. *The 30 days begins once your application is complete and you have submitted all the required documentation.*

What will happen if I don't apply for approval?

Homeowners who do not comply with the governing documents may be subject to fines, and in the event that the non-conformity in the improvement is significant, the Board may opt to repair or remove the improvement at the Owner's cost (per Article 8.3 of the "Covenants & Restrictions of Westmoreland").

Is there an appeal process?

Yes, any homeowner who disagrees with the decision of the Architectural Review Committee may request that the WOA Board of Directors review the decision. The homeowner must make their appeal, in writing, to the Board no more than 30 days following notice of the disapproval by the Architectural Review Committee. The WOA Board can be contacted via the Property Manager:

Michael Kwiatek
Brooks Realty
757-229-1507
michaelk@brooks-re.com

I have a question that isn't addressed here. Who can I ask for help?

Ask the Property Manager (information above).

HOW TO APPLY FOR APPROVAL

OBTAIN AND COMPLETE BOTH SIDES of the "Application for Existing Home Modification or Addition" Form. It is available on the Brooks Realty Online Portal, at <https://www.westmorelandhoa.com/forms> or through the Property Manager.

GATHER YOUR SUPPORTING DOCUMENTS. Check boxes under each section of the application explain what is required for your modification.

SUBMIT COMPLETED APPLICATION WITH SUPPORTING DOCUMENTS

- 1) electronically via the Brooks Online Portal; OR
- 2) by email to michaelk@brooks-re.com; OR
- 3) by mail to *Brooks Real Estate, 4071 Ironbound Road Suite 200, Williamsburg, VA 23188*

IMPORTANT:

1) Please allow 30 days for approval processing.

2) All modifications require submission of a property plan or survey (aka a "plat"). A detailed sketch of the property including the location of the home and the location of the proposed modification may be provided instead. However, the Committee reserves the right to request a copy of the property plan or survey in the event of a more complex modification.