

**WESTWOOD LOA  
SECTIONS 1, 2, 3 & 4  
ARCHITECTURAL CONTROL COMMITTEE  
GUIDELINES AND STANDARDS**

DRAFT DEVELOPED 5/13/10

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### Introduction

All new residential construction and exterior modifications to a home or lot in the Westwood subdivision must first be reviewed and approved in writing by the Architectural Control Committee (ACC). All commercial construction will first be reviewed by the ACC who will make recommendations prior to the review and approval by the Board of Directors of the Westwood Landowner's Association (LOA).

The LOA is pleased to provide you with these Guidelines and Standards for your use in preparing an application for review by the ACC. The purpose of this is to serve as an adjunct to the Westwood Subdivision Deed Restrictions. In case of any conflict between the Deed Restrictions and these Guidelines and Standards, the Deed Restrictions shall control.

In general, homes in Westwood shall reflect designs that are harmonious with the neighborhood.

### The Application

The ACC recommends that the Landowner (LO) provide the application and supporting documents for review by the ACC before submitting the plans to any regulatory agency/governing authority for approval. There is no charge for having plans reviewed by the ACC. The LO is responsible for any interaction that may be necessary with any regulatory agencies/governing authorities.

It is the LO's responsibility to submit an application to the ACC for any changes to the LO's property that is visible from outside the home. With the application, the LO must attach a plot plan that shows a detailed plan of the proposed change or addition. The detailed plan does not have to be professionally done, but it must be done on a copy of the plot plan (copy of the survey) and must be legible and clear. The LO must also provide detailed sketches, drawings, clippings, pictures, and/or catalog illustrations of the proposed change or addition that is proposed. Applications that do not have the plot plan and sufficient information (sketches, clippings, pictures, and/or illustrations) to determine the nature of the proposed change will be rejected, delaying the ACC's review of the application. The ACC has 30 days to approve or disapprove proposed changes. Plans submitted after rejection or disapproval from the ACC will be subject again to this 30-day approval cycle.

The ACC will reject any application that does not have the LO's signature on the application form. The applicant must also include a good contact telephone number and mailing address.

#### Review Procedure

The ACC will review the application and will respond in writing within thirty (30) days of receipt of the complete application. The ACC will meet to review applications every two weeks or the next available date that each member is available. Meetings may be scheduled and/or rescheduled by the chairperson of the ACC as situations may warrant.

An application with all necessary information will be considered by the committee on its individual merit, and using the Deed Restrictions and The ACC Guidelines and Standards.

During the consideration of an application, ACC members may view the site and talk to the applicant and/or neighbors.

A quorum of the Committee is a majority of the total number of people currently serving on the Committee, usually three (3) to five (5) members. Decisions of the Committee are reached by majority vote. If the Committee membership falls below three members, the Committee will make no rulings until the LOA Board of Directors secures enough new members to serve on the Committee to bring the number up to at least three (3) members. If necessary, a member or member of the LOA Board of Directors can be called upon to serve on the ACC until such time as there are sufficient ACC members to review ACC applications.

The ACC members will be appointed by the LOA Board of Directors. Neither a community builder that owns a lot in Westwood, nor a contractor paid the LOA to oversee new home construction and existing home modifications/additions within the Westwood subdivision cannot serve on the ACC. Each is considered a conflict of interest.

The Committee will consider the application including supporting documentation, comments from the applicant, neighbors, and other members of the Association.

The application will be approved, conditionally approved, or disapproved.

- a) Approval – an ACC authorization sign will be posted at the front of the property as to be seen from the road.
- b) Conditional Approval – This is an approval with restrictions. A copy of the restriction(s) will be sent to the property owner, and if property owner agrees with the restriction(s), then an ACC authorization sign will be posted at the front of the property to be seen from the road.
- c) Disapproval – the applicant will be notified in writing within 30 days of the submission.

Appeal Procedure & Protest: If the applicant disagrees with the decision of the ACC Committee in its application review, the applicant may request a meeting with the ACC to discuss the decision. If the applicant is unable to come to an agreement with the ACC, then the applicant may meet with the Westwood BOD to discuss the application. The BOD is the only authority that may reverse a decision made by the ACC.

**GENERAL:** Keep it simple (except for new homes) Draw a sketch on a Plat plan showing the planned improvement. Provide all dimensions and drainage flow, front and side views and any pictures or pamphlets showing a similar project.

**FENCING:** Materials used may be of wood, chain link or wrought iron. Vinyl fencing is permitted. Average maximum height will be 8'. The line posts shall be a maximum of 8' apart (except for gate openings). Some fence styles may require a shorter distance. All posts must be set in concrete to a minimum depth of 12". Wood fencing must be constructed of pressure-treated lumber or a naturally rot-resistant species such as cedar or redwood.

Fences can normally be placed right on the property line. You may want to move the fence line in 6" to 12" to compensate for survey discrepancies and to prevent neighbor disputes. If you want to connect to a neighbors existing fence, be sure to get their permission. Fences may cross drainage easements but may not impede the natural flow. Fences may be constructed in the existing utility easement. (The Utility Company may remove the fence to gain access if needed. The cost of replacement will fall on the home owner)

**OUTBUILDINGS:** Is defined as any structure, which is not attached to the main structure. The color and materials should reflect that of the main residence. Storage buildings, work-shops etc. shall not impede the natural flow of the existing drainage. Out buildings shall be constructed (weather site built or per-fabricated) using a solid foundation and shall have storm-ties that will with stand a wind of 150 MPH. **NOTE:** Any building larger than 16'X20' will require a concrete foundation and will follow the outline under **PATIOS and DECKS.**

**DRIVEWAYS:** Must be constructed using hard surface materials such as properly designed reinforced concrete or asphalt. Driveways must have a minimum width of 10' and may not change or impede existing drainage.

**PATIOS and DECKS:** Any concrete structure that is to be attached to the existing house slab must incorporate a perimeter beam at least 18" deep and 12" wide and be reinforced using #4 steel rebar. The slab area must be at least 4" thick reinforced concrete and dowelled to the existing slab to prevent movement. Decks will be constructed of treated materials and be built using standard construction methods. No addition may impede or change the existing drainage.

**PATIO/DECK COVERS:** Should be constructed of materials that compliment the main structure. If the cover is attached to the main structure it must be integrated into the existing roofline. All exposed materials (posts, soffits, etc.) must be painted or stained. If the cover is to be shingled the shingles must match the existing roof. Patio covers must be situated on the lot to provide drainage solely onto the owner's lot. Any cover post or upright that is not situated on a foundation beam will have to have a concrete pier that is at least 18" deep. The following is a list of the construction materials:

Painted Aluminum

Painted Wood

Treated Wood or Cedar wood