

# Woodhill Homeowners Association

## Architectural Committee Procedure for Submitting Project Request Forms And Receiving Approval

Article 9.3 of the CC&R's requires Architectural Approval before any work is started, which changes the external appearance of the house or yard. This applies to the front, rear and all sides of the house and the yard.

Plan ahead and allow sufficient time for the request to be processed. Most requests will be approved or denied in ten (10) working days. Projects that do not fit our Architectural Standards will require review by the complete Architectural Committee and or the Board of Directors and could take up to forty five days. Consult the CC&R's, Architectural Committee Standards and Rules and Regulations for additional information. For your convenience they are available on our web site [www.woodhillhoa.com](http://www.woodhillhoa.com). If you do not have access to the internet, contact a Board Member for printed regulations. **Any modification to the exterior of a property, that would otherwise require approval from the Architectural Committee, commenced without the requisite written approval from the Association will result in an automatic \$300.00 fine.**

**IMPORTANT:** Although the Town of Payson may grant a permit for work on the exterior of your home or lot, the Woodhill Homeowners Association's governing documents may be more restrictive and may supersede the unilateral permission you received from the Town of Payson. Owner's **MUST** obtain written approval from the Association, prior to beginning any work on the exterior of their home or lot. Improvements without prior written approval will be subject to a \$300.00 fine and possible legal action.

### Procedure to submit Plans:

1. Detailed plans with drawings including height, width and length where appropriate:
  - A) Placement of project on the lot, including measurements from property lines and Street, construction material, paint or stain color.
  - B) Manufacturers product brochures or cut sheets where appropriate.
  - C) All fence request must include A & B above.
11. A project request form must be filled out detailing the above information. Incomplete forms and drawings will be returned further delaying approval
111. All forms, plans and drawings must be submitted by mail, E- mail or in person to:

**Ogden & Co. Inc.**  
**405 S. Beeline Highway, Ste. D, Payson, AZ 85541**  
**Attn: Melissa Glinzak [melissag@ogdenre.com](mailto:melissag@ogdenre.com) - 928.363.1696**

4. Ogden will process the request, and if necessary, contact the Architectural Committee to make a site visit. This will expedite the process.
5. Ogden will issue the Architectural Approval. Replies can be sent via E-mail or regular mail, depending upon the information you have provided.