

## **The Woodlands North Homeowners Association Architectural Control Standards**

**1.1 INTRODUCTION.** The following Architectural Control Standards (hereafter, “Standards”) have been adopted by the Board of Directors in accordance with the Declaration of Covenants, Conditions and Restrictions, the First Amendment of Declaration of Covenants, Conditions and Restrictions (hereafter, “Declarations”), the Articles of Incorporation, and the Amended and Restated Bylaws. They are designed to protect the architectural integrity of the community, promote the safety and welfare of residents, uphold property values, and to promote harmony among neighbors.

The Architectural Control Committee (hereafter, “ACC”) and these Standards do not seek to restrict individual taste or preferences. This document is adopted as a guideline. The ACC will be fair and objective in the architectural review process. The approval by the ACC of plans or specifications submitted by a lot owner shall not be deemed to be a waiver by the ACC of the right to object to any feature or element if and when the same feature or element is included in any subsequent plan and specification submitted for approval for use by another lot owner.

In the event there exists any conflict among the terms and provisions contained within the Declarations and the Standards, the terms and provisions of the Declarations shall prevail. These Standards shall apply to all lot owners, their residents, family members, tenants, occupants, visitors and guests.

In establishing and maintaining these Standards, the Board shall make every effort not to infringe upon the right of lot owners to make reasonable and unrestricted use of their property.

### **1.2 REVIEW PROCEDURES.**

When reviewing an application, the ACC may view the site and talk to the applicant and/or neighbors.

A majority of the ACC shall review all applications and a majority of the ACC shall approve or disapprove all applications.

The ACC shall consider the application and any data or comments received from adjoining and other lot owners.

After review of the application as submitted, the ACC shall approve or disapprove the application as submitted. The ACC shall note in writing on each application the reason or reasons for approval or disapproval.

The ACC shall give each applicant written notice of its decision by writing its decision on the duplicate copy of the application or by a letter stating the decision.

The ACC shall record its action by placing copies of the executed application and/or letters in the records of the ACC. Copies shall be forwarded to the appropriate Officers of the Board of Directors.

The ACC may inspect work in progress and/or completed work and request (either orally or in writing) the applicant to correct any matter not in compliance with the approval.

Any lot owner adversely affected by a decision of the ACC may appeal the decision to the Board of Directors. The appeal shall be in writing and delivered to any member of the Board of Directors within 30 days from the date the ACC rendered its decision. The lot ownerowner may also mail the appeal to the Board of Directors within 30 days of the ACC decision. If the decision of the ACC is not appealed within 30 days, said decision shall be final. The Appeal shall be heard at the next regularly scheduled meeting of the Board of Directors which shall render its decision at said meeting unless all parties agree to continue the matter to a later date. The decision of the Board of Directors shall be entered in its minutes and shall be final.

All projects approved by the ACC must begin within 180 days of the ACC approval and the project must be completed within 365 days of the ACC approval.

## 2.0 GENERAL MAINTENANCE OF PREMISES.

The owner of each lot shall keep all buildings and grounds in good condition and repair. No one shall remove any tree, plant or other such item (living or dead) from the common areas without the written approval from the Board of Directors.

3.0 BUILDING MATERIALS. Exterior building materials may be stone, brick, wood, siding or any other material blending with the architecture, color and natural landscape of the subdivision as approved by the ACC.

4.0 SATELLITE DISHES. Satellite dishes are permitted as long as they are in compliance with Township ordinances and Federal regulations.

5.0 DRIVEWAYS. Driveways shall have a base of compacted sand, gravel, crushed stone or other approved base material and shall have a wearing surface of concrete. Plans for driveways, pavement edging or markers must be approved by the ACC.

6.0 DECKS. Any new deck or modification to an existing deck, requires the advance written approval of the Architectural Control Committee.

7.0 LANDSCAPING. Upon completion of a residential dwelling on any lot, the owner thereof shall cause such lot to be graded, seeded or sodded and suitable landscaped as soon after such completion as weather permits, and in any event within six (6) months from the date of completion.

8.0 HOME ADDITIONS. No building, fence, wall or other structure shall be commenced, erected or maintained and no addition, change or alteration therein shall be made, except for interior alterations, unless and until the construction plans and specification therefor are submitted to and approved in writing by the ACC in accordance with Section 8.02, First Amendment of Declaration of Covenants, Conditions and Restrictions.

9.0 SWIMMING POOLS, TENNIS COURTS, AND OTHER STRUCTURES. No swimming pool, tennis court, or other similar recreational structure shall be constructed on any lot unless approved in writing by the Board of Directors.

a. The owners of all lots adjoining the lot where the proposed swimming pool or other structure will be constructed shall approve the proposed plan in writing and shall be notified at least 30 days before the Board of Directors takes action on the proposed plan, and shall have the opportunity to be heard at any meeting of the Board of Director where the Board considers the proposed plan.

b. No above ground swimming pools shall be allowed and no swimming pool any portion of which extends 36 inches above the approved finished grade of the lot shall be allowed.

c. Swimming pools and other similar recreational structures shall be screened from any street lying entirely within the Subdivision by wall, solid fence, evergreen hedge or other visual barrier as approved by the Board of Directors and in compliance with all laws and governmental regulations and ordinances pertaining thereto. Any fence or wall shall be at least 4 feet from the lot line.

d. Construction plans and specifications for the swimming pool or other recreational structure shall be submitted to the Board of Director in duplicate and shall show the nature, kind, shape, height, materials, approximate cost, proposed drainage of surface water, location and grade of all buildings, structures and improvements, and landscaping.

e. The Board of Directors shall have the sole authority to review, approve or disapprove the plans or specifications and/or any part thereof. The Board of Directors shall have the right to refuse to approve any plans or specification or grading plans, or portions thereof, which are not suitable or desirable in the sole discretion of the Board, for aesthetic or other reasons.

f. Any change, alteration, or modification of the plans or specifications after approval of the Board of Directors shall require the written approval of the Board of Directors for the change, alteration, or modification.

10. FENCES. No perimeter fences, walls or similar structures shall be erected on any lot. However, the Board of Directors may grant approval for enclosing swimming pools.

# THE WOODLANDS NORTH HOMEOWNERS ASSOCIATION

P.O.BOX 0202  
Northville, MI 48167

## Procedure for obtaining approval from the Woodlands North Architectural CONTROL Committee

Please follow this simple procedure to get the approval process started and completed in a timely manner.

1. Print the enclosed Approval Application Form for the Woodlands North Architectural Control Committee review.
2. Read the detailed rules and regulations found under FAQ's on the HOA website:  
THEWOODLANDSNORTH.COM
3. Fill in the following on the Approval Application Form:
  - a. Name of the lot owner : First and Last Name
  - b. Address of the lot the application is being submitted for
  - c. Lot number
  - d. Contact Information
    - i. Phone Number:
    - ii. Email Address:
  - e. Date of Request:
  - f. Submitted to: Name of Architectural Control Committee member
  - g. Method of Submittal: Email, mail, etc.
  - h. Approval of the lot owners affected by your project (strongly recommended to expedite the process but not mandatory).
  - i. Brief Description of the request on the application form AND a detailed description in the supporting document package.
  - j. Signature and Date.
4. Submit the following documents for review and approval to a member of the architectural control committee:
  - a. Completed and signed Approval Application Form.
  - b. Detailed description of the project.
  - c. Three sets of supporting documents such as drawings, layout etc. (See Section 8.02, First Amendment of Declarations of Covenants, Conditions and Restrictions).
    - i. One set for the HOA to sign and keep for our records.
    - ii. Two sets will be signed and returned to home owner for submission to city for approval.
5. Approval timing:

- a. Allow up to 30 days for committee review and approval.
  - b. Getting early approval from the adjoining lot owners affected by your project will greatly expedite this portion of the approval process.
6. The approval will be contingent upon the following:
  - a. Before starting construction, provide a copy of the Northville Township approved documents to the Architectural Control Committee of the Woodlands North.
  - b. If any changes are requested by the township, an updated package must be provided to the Architectural Control Committee of the Woodlands North.
  - c. If the homeowner makes changes to the project after this approval, a new request must be submitted to the Architectural Control Committee of the Woodlands North for approval.
7. Any lot owner adversely affected by a decision of the ACC may appeal the decision to the Board of Directors in writing as outlined in Section 1.2 Review Procedures of the Architectural Control Committee Guidelines.

Please let us know if we can be of any assistance to you in this regard.

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## Approval Application Form

- 1- Name of the Lot Owner: \_\_\_\_\_
- 2- Address: \_\_\_\_\_
- 3- Lot# \_\_\_\_\_
- 4- Phone Number: \_\_\_\_\_
- 5- Email: \_\_\_\_\_
- 6- Date of Request: \_\_\_\_\_
- 7- Submitted to: \_\_\_\_\_
- 8- Method of submittal: \_\_\_\_\_
- 9- Approval of affected homeowners ( Recommended to expedite approval process)

### **Homeowner #1**

Name \_\_\_\_\_  
Lot # \_\_\_\_\_  
Phone # \_\_\_\_\_  
Signature \_\_\_\_\_

### **Homeowner# 3**

Name \_\_\_\_\_  
Lot # \_\_\_\_\_  
Phone # \_\_\_\_\_  
Signature \_\_\_\_\_

### **Homeowner #2**

Name \_\_\_\_\_  
Lot # \_\_\_\_\_  
Phone # \_\_\_\_\_  
Signature \_\_\_\_\_

### **Homeowner #4**

Name \_\_\_\_\_  
Lot # \_\_\_\_\_  
Phone # \_\_\_\_\_  
Signature \_\_\_\_\_

Brief Description of the Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## Sample Approval Letter from ACC

Date: \_\_\_\_\_

Name: Homeowner

Address: Homeowner Address

SUBJECT: **Approval for SUBJECT MATTER**

Dear Mr. /Ms. Homeowner;

Please find the attached plans for your proposed **SUBJECT MATTER**, which you have submitted to me for the Woodlands of Northville Architectural Control Committee review and consideration. On behalf of the Architectural Control Committee, I have "APPROVED" your plans and have provided an original signature for approval on the reference documents attached.

This approval is contingent upon the following:

1. Homeowner first obtaining all approvals that may be necessary or required from the appropriate Northville Township municipal department.
2. Before starting construction, provide a copy of the Northville Township approved documents to the Architectural Control Committee of the Woodlands North.
3. If any changes are requested by the township, an updated package must be provided to the Architectural Control Committee of the Woodlands North.
4. If the homeowner makes changes to the project after this approval, a new request must be submitted to the Architectural Control Committee of the Woodlands North for approval.

Good luck and congratulations on your project's approval (attached plan). Please let me know if I can be of any assistance to you in this regard.

Sincerely,

Board Member/Chair Woodlands North Architectural Control Committee