

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