



ARCHITECTURAL REQUEST

**Work Must Be Completed Within 90 Days of Approval
or
You Must Resubmit Your Architectural Request**

TO: **Woodburn Estates & Golf – ARCHITECTURAL COMMITTEE.**

FROM: _____ MEMBERSHIP NO.: _____
Owner

ADDRESS: _____ DATE: ____ - ____ -20
Owner

PHONE NO.: (____) - ____ - ____ Date when is work to begin? ____ - ____ - 20

Adjacent to Golf Course? Yes No
Adjacent to Commercial or Agricultural property? Yes No

CONTRACTOR: NAME: _____

For your own protection, if you hire help for your change, we recommend use of someone who can show you a current State Contractor's license Card. You can verify it by calling (503) 378-4621, ext. 4900

ADDRESS: _____

City: _____

LICENSE NO.: _____

For legal property line identification, contact a professional survey company.

Work to be done:

- Attachments:** A. Color samples of paint or pictures showing color of siding being applied.
B. Detail drawings showing dimensions, materials and construction information.

**Note: If form incomplete, or attachments lacking, request will be returned for additional information.
Multiple projects require the use of separate forms.**

When is work scheduled to be completed? _____

NOTICE: When work is completed, owner must remove any contractor advertising within 24 hrs.

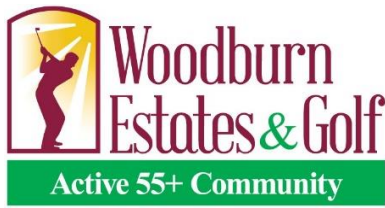
COMMITTEE ACTION

Member in Good Standing: Yes No **Existing Rules Violations:** Yes No

CITY PERMIT IS REQUIRED: **IS NOT REQUIRED:** **PROJECT REVIEWED:**

REQUEST APPROVED: **DISAPPROVED (SEE REVERSE FOR EXPLANATION):**

BY: _____ DATE: ____ - ____ - ____
Committee Member



HOW YOU'RE ARCHITECTURAL COMMITTEE WORKS

The Architectural Committee is made up of three or more volunteers who meet once a week, and is chaired by the Architectural Committee Chairman of the Board of Directors. This Committee spends many hours reviewing applications for home improvements, checking for compliance with current rules and working to maintain the aesthetic quality and high standards of our community. Each homeowner shares the responsibility through participation in the approval request procedures.

The first step of this process is for the homeowner to complete an "Approval Request."

1. Please print name, address, phone and member numbers, and briefly describe work to be done.
2. Prepare a sketch with all property line dimensions and construction details.
3. Leave the completed form and attachments at the office.

The second step is for the Committee review.

1. The requests will be approved, disapproved or returned for more information. Request review may require a site visit by one or more committee members. An approved request will be returned, asking for a telephone call when the work has been completed. Upon completion, a Committee member will visit to verify the work completed complies with the approved Woodburn Estates & Golf Architectural Request. If it does, final approval is given. Retain this form with your homeowner papers.
2. A disapproved request will be returned with information as to what it was disapproved. The homeowner may re-submit if changes can be made.

NOTE: The Architectural Committee Meets Weekly. Completion of this Inspection Will Normally Be Completed Within 10 Days of Receipt in the Office.

Site visits will be scheduled. If you are requesting a visit, please call the office to set up a time. If the Committee requires a visit, a member will call you to arrange a time.

You, the homeowner, are fully responsible for compliance with all codes, regulation and requirements within the jurisdiction of all governing agencies. All projects must conform to applicable State, County and City ordinances and regulations. The homeowner is responsible for securing all agency permits.

Work completed according to plans: **Corrective action required as noted below:**
COMPLETION APPROVAL:

By Committee Member: _____ DATE: ____ - ____ -20

Corrections: _____

