



# *Wesley Place Homeowners Association*

## **Request for Architectural Change**

### **Requirements**

1. This approval is contingent upon your project remaining true to the drawings, specifications, and other documents or statements contained in your request.
2. All work is at your expense. The WPHA is not responsible for any work done on this project. You will be financially liable for any corrective action taken by the WPHA or its agent(s) in the event the WPHA has to expend funds to return any property to its original condition, or make repairs or replace any materials because you do not complete your project in a timely manner or the project did not meet all specifications and this approval. You are responsible for any permits, insurance, warranty, liens, etc.
3. You are responsible for the repair of any damage to common areas, your neighbors' property, roads, driveways, and sidewalks. If there is any charge, you are also responsible for the cost of any damage to utilities, cables, telephone lines, pipes, drainage, etc.
4. All new or modified external building surfaces (e.g. siding, trim, window frames and glass, doors, garage doors, etc) must match the surface being replaced or remaining existing surfaces on your home in material, finish and color. Except for front entrance and garage doors, you are responsible for the cost of priming and painting (two coats) or otherwise finishing all new surfaces as specified herein.
5. Any change to the footprint of your home must have the written agreement of the homeowners who share your building structure. This approval may be indicated simply by their signature on the copy of your request for ACC approval. If one or more neighbor(s) do not agree with your proposed change to the footprint of your home, your request for ACC approval will be denied. Appeal of such denial may be made in writing to the WPHA's Board of Directors. For the provisions of this article, "footprint" is meant to include the area upon which the residence and garage sits as well as patios, decks, and fences.
6. A notice of proposed change to the existing footprint will be published at the mailbox station for a period of five (5) working days to give all Wesley Place homeowners the opportunity to register their comments or concerns, if any, regarding your proposed project. If necessary, a Special Meeting of the WPHA Board of Directors will convene to consider those comments or concerns.
7. You will be responsible to have all grounds, flower beds, shrubs, trees, etc that are damaged as a result of your project returned to their original condition to include but not limited to grading, seeding and covering with straw (or like material) all grass areas, replacing damaged shrubs and trees with the same species and to the extent possible same size as any damaged because of your project.
8. Trees or shrubs removed from your property because they are in the footprint of your project do not need to be replaced; however, you are required to properly landscape around any new structure so that the entire exterior of your residence is in keeping with the condition, standards and design of the rest of Wesley Place.
9. Tree/shrubbery stumps and roots which remain in grassy areas or where mowing or foot traffic can be reasonably expected must be ground-down or otherwise removed so that any residual is at least 12" below the surrounding ground level. The area is to be filled with good soil, raked level, and sodded or seeded with tall fescue grass.
10. Tree/shrubbery stumps and roots which remain in existing planting beds or natural growing wooded areas are to be cut to at least ground level. The area is to be a raked as level as possible and covered with mulch.
11. The repair or replacement of any new roof or the area within five feet of where a new roof joins an existing roof or other structure is your responsibility for five (5) years from the date of project completion. The WPHA will assume responsibility for roof repairs five (5) years after your project's completion date.
12. Denied requests may be appealed to the Board of Directors.