



INSTRUCTIONS

REQUEST FOR APPROVAL OF EXTERIOR CHANGES

WOODFIELD HOMEOWNERS' ASSOCIATION

NO REQUEST FORM IS REQUIRED FOR ROUTINE MAINTENANCE OF YOUR HOME OR FENCE, INCLUDING NO CHANGES TO DESIGN, SIDING REPAIR, BRICK OR ROCK OR OTHER MASONARY REPAIR, OR PAINT COLOR. **ANY CHANGES IN DESIGN OR COLOR WILL STILL REQUIRE COMPLETION AND SUBMISSION OF THIS FORM.**

IMPORTANT NOTE: Prior to requesting approval for exterior changes, the homeowner must review the Protective Covenants and Restrictions for their subdivision, either Woodfield Blocks 1 thru Block 7 or Blocks 8 thru 13 for the legality and compliance of their proposal. Please refer to your Woodfield Homeowner's website (<https://www.woodfieldtulsa.com>).

Examples of exterior home improvements requiring pre-approval (but not by way of limitations):

Gazebo Construction
Retaining Wall Construction
Storage SHED Construction/modification
Swimming Pool Addition (Above Ground pools are prohibited)
Other(s), Described Below

Re-roofing: See separate request Form 209R and procedure that is required for complete re-roofing.

- Storage Shed Construction/Modification or Gazebo Construction Restrictions:

- Siding material and roof shall be of the same type and color as the residence. The maximum size is 8' 0" wide by 12' 0" long. The side wall shall not exceed 6' 0" when measured from the top of the slab (or ground if no slab is used) to the top of the wall plate. The roof pitch shall not exceed 4/12". The maximum height to roof apex from slab (ground if no slab) shall not exceed 9' 0" including shingles.

1. We ask you to talk to your neighbors on all sides of home if the home improvement/addition is at least 6 feet near fence line shared between neighbors or is protruding above the height of fence.
2. Have any of your neighbors expressed concern? For Example: A French drain being situated between properties. Backhoes or other large construction equipment may interrupt with neighboring properties.
3. If you are creating an addition to the exterior of the home, please follow the rules and regulations to obtain the proper building permit.

Please allow 7 business days after submission to The Woodfield Homeowners' Association architectural board member found on Woodfield's Homeowners' Association (HOA) website. Form 209ARC may be submitted by hand, mail, or by e-mail. If the HOA architectural committee disapproves of your request, then you will need to revise and re-submit Form 209ARC for approval.



REQUEST FOR APPROVAL OF EXTERIOR CHANGES

Resident's Name: _____ Date: _____
(Please Print)

Resident's Address: _____ Contact No.: _____

Resident's E-mail Address: _____

Project Start Date: _____ Completion Date: _____

1. I have reviewed the Covenants and instructions for legality and compliance: Y/N: _____
2. I am requesting approval of the following described exterior home improvement/ addition:

3. Specific description of work to be done, including brochure and/or picture of proposed finished improvement.

A. Provide and attach an artist rendering/sketch with scale to visualize the finished improvement in relation to house to make sure it properly fits in and blends in with Woodfield. (as applicable)

B. Dimensions of Structure/Addition to be constructed (as applicable):

Length: _____ Width: _____ Height: _____ Pitch: _____ Thickness: _____

C. From 2. above, the materials for construction to exterior of house/ addition:

a. Materials, Color, Manufacturer, etc.: _____

b. Intended Purpose of Structure to house/addition: _____

4. Have adjacent neighbors been notified of your planned modifications: Y/N _____

5. Are there any objections to your proposal/plans by your neighbors? Y/N _____

6. Location on Lot: _____

7. Contractor Name (if applicable): _____

Address: _____ License No.: _____

Telephone No.: _____ E-mail Address: _____

8. Building Permit Obtained if required: Y/N _____ If No, Explain "No" answer _____

Approval Requested By: X _____ Date: _____
(Resident/Owner's Signature)

Approval Granted By: X _____ Date: _____
(HOA Architectural Committee Chair Signature)

X _____ Date: _____
(HOA Board Member's Signature)