

**Willow Bend Townhomes Association, Inc.  
The Woodlands, Texas**

**ARCHITECTURAL REVIEW PROCEDURES AND GUIDELINES**

The Declaration of Covenants, Article V, require approval by the Board of Directors for any changes, alterations, additions or improvements to any townhome exterior or common area. Also required is the appointment of a three (3) member Architectural Control Committee.

**I) ALTERATIONS, ADDITIONS, IMPROVEMENTS**

No alteration, addition or improvement shall be made by any homeowner beyond the perimeter of his townhome. No structural alteration, addition or improvement shall be made within any townhome or common area appurtenant thereto without first obtaining the prior written approval of the Board of Directors.

**II) APPLICATION PROCEDURES**

- a) Oral requests will not be considered.
- b) Each homeowner will submit his proposal for an exterior addition, alteration or improvement to the Architectural Control Committee in writing using a Woodlands Community Association form. The proposal will contain a description and location of the project, including the height, width, length, shape, colors and materials. Sketches or photographs of similar completed projects will aid in the consideration.
- c) The Architectural Control Committee shall have the discretion to request additional information it deems necessary to make it's decision.
- d) Each alteration, addition or improvement must be specifically approved even though an identical or similar project has been previously approved.

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**II) APPLICATION PROCEDURES (cont.)**

- e) The applicant will be informed in writing of the Board's decision within thirty (30) days after receipt of the completed request.
- f) Upon rejection of a project, resubmittal with modifications, additional information and/or clarification is the right of the homeowner.
- g) Copies of all requests of changes will be kept on file by street address along with the written decision, and a copy of any statement of action.

**DATE ADOPTED:** 29 Jan. 1996

**SECRETARY:** R. M. A. Lister