


Woodland Park



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Architectural Design Guidelines

Architectural Design Guidelines



Prepared for:

Woodland Park Improvement Association, Inc.
Phoenix, AZ 85016

Prepared by:

Architectural Design Review Committee

Adopted: June 24, 2015

Revised: February 11, 2019

Acknowledgements

Community Physical Address (not mailing address):

Woodland Park Improvement Association, Inc.

* Herein also referred to as the Homeowners' Association, Woodland Park HOA and/or HOA

3145 E. Hazelwood Street
Phoenix, AZ 85016

Woodland Park Improvement Association, Inc. Board of Directors:

* Board members listed are as of the revision date of this document and are subject to change.

| | |
|----------------|-----------------------|
| Kristen White | <i>President</i> |
| Neil Pieratt | <i>Vice-President</i> |
| Betty White | <i>Treasurer</i> |
| Barb Dysart | <i>Secretary</i> |
| James Chalmers | <i>At-Large</i> |

Architectural Design Review Committee Members:

* Committee members listed are as of the revision date of this document and are subject to change.

Laurie Hauner
Catherine Pieratt
Neil Pieratt
Kristen White

*Front cover art is a copy of an advertisement in "LIFE" magazine, 1969,
which was paid for by General Electric to promote the Woodland Park community.*

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Purpose / General Info

PURPOSE

The purpose of the Woodland Park Architectural Design Guidelines is to develop and maintain a unique sense of place that preserves the residential character of the homes and strengthens the historic properties of the Woodland Park community.

The Architectural Design Guidelines as set forth in this document specify procedures for the Architectural Design Review Committee and the Woodland Park Improvement Association Board of Directors' review and standards, including but not limited to, architectural design, placement of buildings, landscaping, plant selection, color schemes, exterior finish and material, signage and wall design, in an effort to guide homeowners on standards, procedures, review processes and provide information outlining various improvements

The Architectural Design Guidelines may be amended from time to time by the Board of Directors. In the event of a conflict between the Architectural Design Guidelines and the HOA Bylaws, Covenants and/or Declaration of Restrictions, the HOA Bylaws, Covenants and/or the Declaration of Restrictions shall prevail.

COMMUNITY DESCRIPTION

Woodland Park was built in 1969 as a twenty-four (24) unit townhome complex with eight (8) one-story residential buildings and one (1) one-story recreation/pool building. All structures are ISO Class 2 joisted masonry construction, non-sprinkled buildings built in 1969. Common area amenities include one (1) pool, one (1) spa, one (1) clubhouse, two (2) bathrooms/changing rooms and one (1) fenced parking lot.

BUILDING CONSTRUCTION

| | |
|----------------|--|
| Age: | 1969 |
| Building Area: | 54,541 sq. ft. total property |
| | 40,678 sq. ft. of occupied space |
| | 11,520 sq. ft. of garage space |
| | 2,343 of recreation/pool building space |
| | N/A – Spaces in open areas and storage lot |

Townhome roofs and the roof of the recreation/pool building, are a sloped roof covering of newer composition shingles and wood shakes. The flat roof is not visible from the ground; the roofing is a built-up or foam roof with protective coating. Townhomes are constructed with painted concrete block and brick walls on slab on grade foundations. Ceiling heights are 9 feet high. There are no interior or exterior stairs. Each individual townhome has a two-car garage. Some properties have fireplaces. Individual homeowners are responsible for the maintenance of their fireplaces. Woodland Park HOA provides maintenance for common areas using third-party vendors.

GROUNDS

The landscaping is maintained by a third party contractor on a weekly basis. Concrete walks and asphalt roads are maintained and repaired by the HOA. The roads are private and not the responsibility of the City of Phoenix. Trash and Recycle containers are provided to individual homeowners by the City of Phoenix. Trash and Recycle collection is through the City of Phoenix Waste Management Program.

Tract I

Tract I of the Woodland Park Planned Area-Development is owned, managed, and operated for the use and benefit of the Owners as determined by the Board of Directors. In 2017, the Board of Directors determined the usage of Tract I as a drainage basin to manage the flow of water off the streets and included the installation of a dry well.

FIRE PROTECTION

Public fire hydrants are located on site and within 200 feet of the property. Emergency vehicle access is provided by driveways/parking lots adjacent to buildings and access is adequate. All buildings are non-sprinkled. Individual homeowners are responsible for providing their own fire extinguishers if desired.

SEWER AND WATER LINES

In the City of Phoenix, the homeowner is responsible for the maintenance and repair of the buried sewer and water service lines that run from his or her home to the utility connection. The City of Phoenix offers service line warranty programs through a third-party vendor, which is an option to the homeowner.

TELECOMMUNICATION SERVICES

Telecommunication providers are present in the community. Homeowners should inquire with the local providers regarding service availability.

STYLE & CHARACTER



Homes South of Hazelwood:

A traditional brick façade with mansard roof front the street with a gate leading to an internal outdoor courtyard with access to a two-car garage and front door entry to the home. The backyards abut the neighborhood to the south with walls on all sides. A total of 12 units are of this style and character.

Homes North of Hazelwood:

A painted concrete masonry unit façade with corner block coining and mansard roof front the street with a sidewalk leading to the front door entry to the home. Large windows and a two-car garage round out the front elevation. Some units offer an internal atrium with back patios. All patios are enclosed with surrounding walls. Homes abut common areas or are back to back.

A total of 12 units are of this style and character.



Community Clubhouse:

The clubhouse matches the style and character of the north homes. Clubhouse amenities include a large cross-shaped pool that varies from 3 to 6 feet deep. A gas heated spa is provided with timed manual control bubble operation. An air conditioned large meeting room with French doors accompanies two single restroom facilities with change rooms. Covered patios and shade umbrellas are provided, along with pool furniture.

The clubhouse is maintained by the HOA.



APPLICATION PROCEDURE

Review by the Architectural Design Review Committee and written approval by the Board of Directors is required for any and all changes, alterations, or additions to a lot or a house prior to the commencement of work, unless specifically identified as not requiring submittal for approval within the Architectural Design Guidelines. Each application will be reviewed on a case by case basis.

All buildings, structures and other improvements erected within the Woodland Park Improvement Association, and the use and appearance of all land within the Woodland Park Improvement Association, shall comply with all applicable city zoning and code requirements as well as the CC&R's and Architectural Design Guidelines.

SUBMITTAL

The following must be submitted to the HOA to commence the application procedure:

1. Request For Architectural Approval Form – This form may be obtained from the property management office (Exhibit 7).
2. Plot Plan – A site plan showing dimensions, relation to existing dwelling and property lines (setbacks). Measurements must be written on the plans.
3. Elevation Plans – Plans showing finished appearance of improvement in relation to the existing dwelling.
4. Specifications – A detailed description of materials to be used, color samples and dimensions must be submitted.
5. Photograph – If submittal is for an existing structure or improvement, a photograph of the structure or improvement must accompany the submittal application.
6. Contractor Information – License and contact information (if applicable).

Mail or deliver all the above to the property management office of the Woodland Park Improvement Association, Inc. (confirm contact information and address prior to sending).

REVIEW – APPROVAL OR DENIAL

Once the Homeowners' Association receives all items listed in the "Submittal" section from a homeowner, the Board of Directors shall have thirty (30) days to approve or deny the plans or request additional information. The thirty (30) day period includes both the time for the Architectural Committee to review the plans and make a recommendation to the Board of Directors and the time for the Board of Directors to approve or deny the plans.

The applicant may provide a requested response time in conjunction with a construction schedule for consideration. If it is determined that additional information is required for the review process, the thirty (30) day review period will re-start upon receipt of all the requested additional information from the homeowner. The review process and determination will include, but is not limited to, consideration of material, quality of

workmanship, colors, and consistency with the external design and color of existing structures on the lot, and impact on neighboring lots. The location of the improvement with respect to topography and finished grade elevation will also be considered.

No verbal approvals or denials will be given by the property management company, Architectural Review Committee or Board of Directors. All decisions will be mailed via US Mail. Applicant may provide a preferred correspondence method. An official read receipt is required if email correspondence is requested.

Neither the Architectural Design Review Committee, nor the Board of Directors, shall have any liability in connection with or related to approved plans, specifications, or improvements. The approval of the plans does not mean that judgment is passed on city requirements and codes, the structural soundness of the improvement nor its effect upon existing or future drainage. The review and approval or denial of the plans is for aesthetic purposes only.

APPROVAL EXPIRATION

Construction must commence within one-hundred eighty (180) days of the date of the Board of Directors' approval of the application or the approval shall be deemed withdrawn and plans must be resubmitted in accordance with the rules.

CONSTRUCTION PERIOD

Once started, construction shall be pursued diligently in order to assure prompt completion thereof. Absent a different deadline for completion of construction (which may be shorter or longer, at the Board of Directors' discretion), such construction shall be completed within nine (9) months from the date of the Board of Directors' written approval.

APPEAL

Any appeal of the Board of Director's decision must be submitted to the Homeowner's Association in writing within thirty (30) days of the mailing date of the committee decision. Appeals should be delivered to the property management office of the Woodland Park Improvement Association, Inc. (confirm contact information and address prior to sending).

DESIGN GUIDELINES

THE ARCHITECTURAL DESIGN GUIDELINES CONTAINED HEREIN MAY BE AMENDED FROM TIME TO TIME BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS.

FENCES, WALLS AND DECORATIVE WALLS

Plans to relocate, add, remove, increase or decrease the height of a party wall must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work. Consideration will be given to any impact the request has upon the neighboring properties and neighborhood. The Board of Directors reserves the right to obtain written consent from impacted neighbor(s).

PATIO COVERS AND STRUCTURES

Any new patio cover or structures which will be visible above any wall must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work. Consideration will be given to any impact the request has upon the neighboring properties and neighborhood. The Board of Directors reserves the right to obtain written consent from impacted neighbor(s).

STORAGE SHEDS, TRELIS', AWNINGS, PERGOLAS AND GAZEBOS

Any structure which is visible above side walls, common area walls or from adjacent properties must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work. Sheds shall have a minimum setback of five (5) feet from any rear yard walls. Consideration will be given to any impact the request has upon the neighboring properties and neighborhood.

GATES

Requests for changes to gates, additional gates, or gates other than those that were offered by the original developer of the community must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work. All gates should be of the same material, size, design and color as the originally installed gates unless approved by the Board of Directors.

ROOF

Roof material types and locations including composite asphalt shingles at the mansard roof, metal flashing, parapet and flat roof areas are the responsibility of the homeowner. All changes to mansard roofs must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work. Commencing March 21, 2018, all mansard roof materials being replaced shall be done so with a composite asphalt shingle within the HOA approved black color range with matching metal flashing. The HOA encourages coordination between adjacent homeowners at time of re-roofing.

CHIMNEYS

Chimneys shall be constructed of the same material, texture and color of the home. Exposed flues are prohibited.

GUTTERS AND DOWNSPOUTS

Homeowners are responsible for maintenance on any gutters attached to their unit structure. Any modifications to existing gutters must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work. The Homeowners Association strongly recommends use of high quality materials that offer long life, as the gutters must be maintained in good working condition at all times by homeowners.

HVAC UNITS

All HVAC units shall be roof mounted and located so as to not be visible from ground site lines. HVAC units are the sole responsibility of the individual homeowner.

ANTENNAS AND SATELLITE DISHES

Placement of antennae and satellite dishes must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to installation.

The preferred installation locations are listed below in descending order of preference. Wires must be securely attached to the dwelling and painted to match where attached.

- 1) On the roof, but below the mansard roof line.
- 2) A location in the back or side yard not visible from neighboring or common area properties.

SOLAR EQUIPMENT

Requests for installation and use of solar equipment must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work.

WINDOW TREATMENTS AND EXTERIOR SHUTTERS

Permanent draperies or suitable window treatments shall be installed on all front-facing windows within sixty (60) days of occupancy. Fabric or shade type window treatments must show white or off-white (cream color) to the exterior. Wood blinds or shutters in white, cream, off-white, or natural wood color are also acceptable. No reflective materials including, but not limited to, aluminum foil, reflective screens or glass, mirrors or similar type material, shall be installed or placed upon the outside or inside of any windows. Exterior window coverings or treatments used to shelf or decorate openings must be compatible with respect to materials and color, with the style and color of the home.

With the exclusion of pre-existing installations, exterior security or black out roll down shutters, shades, or bars and/or exterior window guards or bars are prohibited. Changes to existing exterior coining or shutters must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work.

SECURITY DOORS, SCREEN DOORS AND SUNSCREENS

Changes to Security Doors, Screen Doors and Sunscreens must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work. Reflective window films are expressly prohibited.

EXTERIOR LIGHTING

Exterior lighting must be directed so that it does not shine directly into a neighboring property. Coach lights, front door/gate lights and security lights are the responsibility of homeowner and shall be maintained in working order at all times. All changes to exterior lighting, including landscape and/or decorative lighting must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work.

PAINT COLORS

The paint colors approved by the HOA are highly recommended for use in all instances. Painting of the perimeter of the homes is the responsibility of the HOA as it relates to the painting rotational maintenance schedule, except garage doors, rear patios, courtyards, atrioms and screen doors, which are all the responsibility of the individual homeowner. Any HOA approved improvements requiring paint to the exterior are the sole responsibility of the homeowner.

DECORATIVE ITEMS

Decorative items are not permitted to be placed in common areas.

Seasonal and Decorative Flags: Seasonal and decorative flags that are mounted on the house below the roofline do not require approval. Seasonal flags must be removed within thirty (30) days after the date of the holiday to which the flag pertains. Flags must be maintained in good condition at all times. Items that are torn, ripped, faded, etc. constitute grounds for fines and removal. Flags shall not be offensive. The Board of Directors shall make this determination at its sole discretion.

Holiday Decorations: Holiday decorations may be installed thirty (30) days prior to the holiday and must be removed within thirty (30) days after the holiday.

WATER FEATURES, STATUARY, ETC.

Water features, fountains, statuary etc. are not permitted in front yards or common areas. Water features, fountains, statuary, etc. are permissible within rear yards and gated courtyards and do not require approval. Any items installed in the rear yard must not exceed the wall or fence height. The installation and operation of such features must comply with the rules & regulations of Maricopa County Environmental Services.

LANDSCAPE GUIDELINES

Front Yard Landscape and Hardscape

Examples of front yard maintenance are depicted in Exhibit 3, "HOA vs. Homeowner Areas". Planter beds and planters as depicted in Exhibit 3 may contain plant materials at the homeowner's discretion from Exhibit 2, "HOA Approved Plant List". Maintenance and repair of irrigation in the front lawn areas is the responsibility of the HOA and the homeowner shall not modify in anyway.

Any new hardscape or changes to existing hardscape items proposed for front yard installation must be submitted for review by the Architectural Design Review Committee and obtain written approval by the Board of Directors prior to commencement of work. Hardscape materials include, but are not limited to, concrete, brick, pavers, tile, wood and epoxy. Examples of hardscape items are planters, walkways, retaining walls and decorative walls.

Driveways are the responsibility of the HOA.

Rear Yard and Courtyard Landscape and Hardscape

Rear yard landscape and hardscape is the sole responsibility of the individual homeowner

Approved Plant Material

See Exhibit 2, "HOA Approved Plant List" for plants that may be used in front planter beds and planters.

SANITATION

No garbage or trash may be placed on any lot or parcel except in covered containers meeting the city specifications, and must be stored out of sight. Trash cans may be placed out for pickup no more than twenty four (24) hours prior to pick up and must be removed from view no more than twenty four (24) hours after pickup. The City of Phoenix suggests containers be placed on the curb a minimum of 4 feet apart for proper servicing.

Rubbish, debris, and garbage shall not be allowed to accumulate. The City of Phoenix offers bulk trash pickup several times throughout the year. An exception to placement and removal of trash periods will be granted based on the rules and stipulations outlined by the City of Phoenix for bulk trash pick-up. See City of Phoenix Waste Management Program for specific schedule.

Each owner shall be responsible for removal or rubbish, debris, and garbage not only from his lot or parcel, but also from all public right-of-ways either fronting or alongside his lot or parcel, excluding public roadway improvements and those areas specific on a Tract declaration or subdivision plot to be maintained by the city or association.

MACHINERY AND EQUIPMENT

No machinery, fixtures, or equipment of any type, including, but not limited to, heating, cooling, air conditioning, refrigeration equipment, and clotheslines, may be placed on any lot or parcel without screening or concealment from view of non-residential neighboring property or public property.

Oil pans, carpet, boards or any other object used to collect oil spills from driveways must be removed when not in use to prevent them from being visible.

SIGNAGE

No sign shall be displayed on any lot except the following:

- a) Such signs as may be required by law.
- b) One (1) security sign – must be located adjacent to the subject property and may not exceed 12"x12".
- c) One (1) "For Sale" or "For Rent" sign at the subject property – may be installed in the front yard of the property for sale or lease only during the term of the listing. Must have a maximum face area of five hundred (500) square inches. Must be installed a minimum of three (3) feet from the street.
- d) One (1) "For Sale" or "For Rent" with directional rider at allocated location(s) – For Sale or Rent sign must have a maximum face area of five hundred (500) square inches. Directional rider must have a maximum face area of one-hundred fifty (150) square inches. Consult property manager for allocated location(s).
- e) Political signs are not permitted in common areas. Political signs may be placed in/on a homeowner unit seventy one (71) days prior to the advertised election and must be removed within three (3) days after the election.

Any damage to irrigation/underground lines due to installation of any sign is the sole responsibility of the homeowner. All signs shall conform and comply with city ordinances

Exhibit 1:

AERIAL OF COMMUNITY



Exhibit 2:

HOA APPROVED PLANT LIST

Plants for Full Sun:

1 gallon:

Purple Ice Plant
Yellow Ice Plant
La Jolla Bougainvillea
Little John
Yellow Hesper Aloe
Red Yucca
Baja Ruellia
Purple Katie Ruellia
Pink Katie Ruellia
Red Lantana
Gold Lantana
Purple Lantana
Radiation Lantana
Penstemon (red, pink)
Myoporum (reg. & dwarf)
Bluebells/emu
Red Fairy Duster
Valentine Emu

5 gallon:

Little John
Radiation Lantana
Purple Lantana
White Lantana
Red Lantana
Mexican Honeysuckle
Raspberry Iceberg
Baja Ruellia
Red Fairy Duster
Trailing Rosemary
White Katie Ruellia
Upright Rosemary
Desert Spoon
Red Yucca
Gopher Plant
Agaves (gemniflora, Murphy, colorada, pargii)
Giant Hesper

Plants for Part Sun:

1 gallon:

Verbena- dark purple
Verbena- red
Evolvulus
Easter egg emu
Mexican heather
Ins-African
Nandina
Red hibiscus
Orange hibiscus
Blue plumbago
Elephant Food (green and variegated)
Purple bash bougainvillea
Asparagus foxtail (small)
Aptenia- hearts and flowers

5 gallon:

Red hibiscus
Orange hibiscus
Foxtail Asparagus Fern
Xylosma
Ruellia-coral fin (red and yellow)
Day Lilly
Salvia greggii
Nandina
Dwarf nandina
Twisted myrtle
2 gallon Pygmy
7 gallon Pygmy
Boxwood beauty
Variegated boxwood beauty
Firecracker bush

Plants for Shade:

1 gallon:

Rubber plant
Foxtail fern
Agapauthis
Mondo Grass
Variegated Liriope
Nandina
Dwarf nandina
Japanese boxwood
2 gallon pygmy date
7 gallon pygmy date
Variegated pittosporum

5 gallon:

Rubber plant
Gardenia
Nandina
Dwarf nandina

Exhibit 3: HOA vs. HOMEOWNER AREAS

This exhibit is meant as a visual example only. For specifics regarding each individual property, please consult with the Homeowner's Association.



HOMEOWNER MAINTAINED AREAS

- A. PLANTER BEDS
- B. MANSARD ROOFING
- C. GARAGE DOORS
- D. EXTERIOR WINDOWS/DOORS
- E. FRONT COURTYARD & PATIO
- F. U.G. WATER LINE FROM METER TO HOME

HOA MAINTAINED AREAS

- 1. FRONT LAWN
- 2. FRONT SIDEWALK & CURBING
- 3. EXTERIOR PAINT OF HOME/TRIM
- 4. NEIGHBORHOOD ROADS
- 5. DRIVEWAYS



Exhibit 4:

RESPONSIBILITY CHART

| ITEM | HOMEOWNER | HOA |
|--|-----------|-----|
| Roads, driveways & sidewalks | | X |
| Sewer line/water line from city meter to house | X | |
| Exterior painting of homes & exterior side of site walls | | X |
| Painting of courtyards, patios & atriums | X | |
| Painting of interior side of site walls | X | |
| Mansard roof & flat roof maintenance/replacement | X | |
| Landscaping of common areas and front yards (see Exhibit 3) | | X |
| Landscaping of courtyards, patios & atriums | X | |
| Water heaters, HVAC units & exterior lighting | X | |
| Irrigation of common areas and front yards | | X |
| Irrigation of courtyards, patios & atriums | X | |
| Clubhouse & pool maintenance/repair | | X |
| Clubhouse rental clean-up | X | |

Exhibit 6:

APPLICATION PROCESS CHART

HOMEOWNER
SUBMITS COMPLETED
APPLICATION PACKET W/
REQUEST FOR ARCHITECTURAL
APPROVAL FORM

15 DAY



REVIEW PERIOD

ARCHITECTURAL
REVIEW COMMITTEE
RECOMMENDATION
PRESENTED
TO
BOARD

15 DAY



REVIEW PERIOD

BOARD OF DIRECTOR'S APPROVAL/DENIAL

US MAIL



EMAIL (RECEIPT NOTIFICATION REQUIRED)

HOMEOWNER
NOTIFIED OF
APPROVAL/DENIAL

NOTE: THIS PROCESS OCCURS PRIOR TO THE HOMEOWNER SUBMITTING FOR A CITY PERMIT (if applicable). THE HOA IS NOT RESPONSIBLE FOR ANY FEES ASSOCIATED WITH THE CITY PERMIT PROCESS.

Exhibits 7, 8:

REQUEST FORMS

Homeowners are required to complete and submit request forms to the Homeowners' Association for Architectural Approval and Clubhouse Reservations for meeting and parties. The forms are attached herein:

Exhibit 7: Request for Architectural Approval

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Exhibit 8: Request for Clubhouse Reservation

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Woodland Park Improvement Association, Inc REQUEST FOR ARCHITECTURAL APPROVAL

Please complete this form in specific detail and attach further description, plans, pictures, and/or sketches to best describe the request and avoid response delays.

HOMEOWNER: _____ LOT #: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

Description of Project: _____

Location on Property: _____

Materials to be used: _____

Dimensions: _____

Colors: _____

Est. Start Date: _____ Est. Completion Date: _____

Work to be Performed By: _____

***Please submit this form, along with other supporting documents to:
Woodland Park Improvement Association, Inc.***

**** confirm Property Manager contact information and address prior to delivering***

If approved, the Homeowner agrees to maintain the improvement. If, in the view of the Board of Directors, the improvement is not as agreed or not being maintained, the HOA reserves the right to remove or maintain the improvement with the Homeowner bearing all costs. Homeowner agrees to comply with city, county and state laws and obtain any necessary permits.

Signature of Homeowner

Date

BELOW PORTION TO BE COMPLETED BY HOA REPRESENTATIVE:

The above described request is:

_____ Approved _____ Denied _____ Approved subject to the following conditions

CONDITIONS: _____

HOA Representative & Title

Date



Woodland Park Improvement Association, Inc REQUEST FOR CLUBHOUSE RESERVATION

Please complete this form to apply to reserve the Woodland Park community clubhouse for a meeting or party. Reservations are accommodated on a first come, first serve basis. The homeowner is responsible for the condition of the clubhouse. If the clubhouse is found in unacceptable condition after use of the facilities, the homeowner will be charged for all damages and professional cleaning.

You may not restrict other residents from access to and/or use of the pool during your reservation. No smoking is allowed in the clubhouse.

HOMEOWNER: _____ LOT #: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

Description of Event: _____

Date of Event: _____

Start Time: _____ End Time: _____

***Please submit this form at least 7 days prior to the event to:
Woodland Park Improvement Association, Inc.***

**** confirm Property Manager contact information and address prior to delivering***

Signature of Homeowner

Date

BELOW PORTION TO BE COMPLETED BY HOA REPRESENTATIVE:

The above described request is:

_____ Approved _____ Denied _____ Approved subject to the following conditions

HOA Representative & Title

Date

Condition Inspection Date: _____

Charges to Homeowner: _____