

Winghaven Residential Owners Association Architectural Review Request Process

The following information is a high-level flow of the process to submit an Architectural Review Request Form:

Step 1: Review the “Declaration of Covenants, Conditions, and Restrictions for Winghaven Residential Property” to determine whether the proposed addition is in accordance with Winghaven Policy. (pay particular attention to Section IV and Exhibit C)

Step 2: Contact Property Management Company to obtain an Architectural Request Form or download from the Internet at <http://wroa.info/wp-content/uploads/2011/09/WH-Arch-APPROVAL-FORM-3-30-15.pdf>

Step 3: Upon receiving the form, follow instructions on the form and return to the Property Management Company. Make sure that you include a plot plan showing the location of addition, specifications and description of proposed addition

Step 4: The Property Management Company will send the request to the Chairman to be reviewed at the next Committee meeting. The committee meets on the First Wednesday of each month.

Step 5: The homeowner will be notified within three days of the monthly meeting of the status of the request.

Note: If the resident’s property is located in a Village that has a sub-association, he/she may be required to secure additional approvals before submitted the request to the Winghaven Residential Owners Association. The resident should contact the Village’s Property Management Company for more information. "