



Westchase Community Association, Inc.  
9515 W. Linebaugh Ave. Tampa, FL 33626  
[www.westchase.net](http://www.westchase.net)

## **MODIFICATION APPLICATION PROCESS**

The Modifications Committee reviews all requests for changes to existing homes. It ensures that any changes are in keeping with the Declaration and the guidelines. It has exclusive jurisdiction over modifications, additions, or alterations made on or to existing Units or structures containing Units and the open space. As such, the Modifications Committee approves or denies requests based on completeness and compliance with the established standards. In general, no modification can be made to any existing unit or in its open space unless the owner first submits a modification application and receives approval to proceed.

Outlined below is the Modification Application Process for all Westchase residents. In the event that the Modifications Committee fails to approve or disapprove an application or to request additional information within forty-five (45) days after submission, the application shall be deemed approved (Article XI, Section 2 of the Declaration of Covenants, Conditions and Restrictions).

- 1) A modification application must be completed by the homeowner, accompanied by a copy of the lot survey and a copy of the contractor's proposal or plans or any other documentation. **Any alterations or additions to the exterior of your home or its grounds should be clearly indicated on the survey.** If you are painting your home, whether the same color or a different color, paint chips must be included (lot survey in this case is not necessary). The modification application may be requested from the Community Association Manager via mail, fax or email; it may also be downloaded from [www.westchase.net](http://www.westchase.net).
- 2) All completed modification applications must be submitted to the Community Association Manager's office by the designated deadline, which is one week prior to the scheduled Modification Meeting. The Modifications Committee meets twice a month.
- 3) All modification requests will be forwarded to the Modifications Committee, which consists of five (5) persons, all of whom shall be appointed by, and shall serve at the discretion of the Board of Directors. Members may include architects or similar professionals who are not Members of the Association (Article XI, Section 2 of the Declaration of Covenants, Conditions and Restrictions). The Modifications Committee will meet on the scheduled date following each deadline to process and then return all completed applications to the Community Association Manager.
- 4) The Modification Committee Chairperson can, with the consent of the Committee, identify how "routine" modifications can be approved.
- 5) Modification requests regarding features, amenities or other changes that are not expressly permitted by the WCA Declaration or the Westchase Residential Guidelines will be denied by the Modification Committee. This type of modification request may be sent to the Voting Members Group, with the Committee recommendation, as to whether or not a new Guideline should be prepared.



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- 6) Arlington Park Condominiums, Classic Townhomes, The Enclave, Townhomes of Saville Rowe, Stonebridge Villas, Townhomes of West Park Village and Villas of Woodbridge have their own Architectural Control Committee (ACC). This delegation of authority may be revoked by the Modification Committee and jurisdiction reassumed at any time by written notice. All residents belonging to the subassociations listed must first submit a modification application to their ACC. Then the modification application is forwarded to the Modifications Committee for their final review.
- 7) Immediately following each meeting, the Community Association Manager will notify the homeowner of the Modification Committee's decision and will retain the original copy of the completed modification applications in each homeowner file.
- 8) If the modification application is denied, the homeowner may appeal the decision of the Modifications Committee by resubmitting the request. The decision of the Modification Committee to an Owner appeal shall be final.
- 9) Furthermore, the homeowner may apply for a variance for unique circumstances such as topography, natural obstructions, hardship or aesthetic or environmental considerations. To do so the Owner must follow the process established in the WCA Governing Documents.

**APPROVED BY THE BOARD OF DIRECTORS ON AUGUST 10, 2006**

Revised as of: August 10, 2006