

## WestWinds Environmental Control Committee Application Information and Form

The WWECC is responsible for maintaining the architectural and environmental control for the WestWinds community, and is guided in its review by the Covenants, Rules and Regulations, and established Guidelines. The ECC is concerned with any changes to the exterior of a resident's home and property. Some examples of home exterior changes include home additions such as sunroom, enclosed or screened-in deck/porch, or garage; construction of deck/porch, patio, or sitting wall; installation of new front entry door/sidelights or storm door, awnings, or shutters; and color changes to the original color scheme of siding, trim/molding, front entrance/garage doors, shutters, or roof. Some examples of changes to individual lots include the installation of a fence/wall, outdoor lighting, water feature, walkway, driveway, play equipment, substantial landscaping, or re-grading that alters existing drainage. These examples are not all-inclusive.

WW ECC Application Form is attached. For the ECC to review any anticipated changes, a completed Application Form, appropriate fee (and compliance deposit if required), and all requested/relevant information must be postmarked by the 10<sup>th</sup> of the month. An incomplete package and/or insufficient information may delay processing or result in rejection. Mail complete application package to the WestWinds Environmental Control Committee, P.O. Box 589, New Market, MD 21774.

WWECC Guidelines for specific projects are available on the LLA web site at [www.lakelinganore.org](http://www.lakelinganore.org), WestWinds Village/Guidelines, and should be referenced prior to submitting a request.

Application Review Fees (make checks payable to WestWinds Village, Inc.)

\$ 20 All projects such as deck, patio, sitting wall, walkway, landscaping, color changes etc., EXCEPT  
\$ 20 Fence or wall (+\$1,500 compliance deposit)  
\$150 Home addition, sunroom, screened-in deck/porch, or garage (+ \$1,500 compliance deposit per project)  
\$150 New home construction (+ \$2,500 compliance deposit)

N/C Registration of portable basketball hoops (see Basketball Hoop Guideline)

\$250 Post-application fee charged for each project that has commenced or been completed without prior submission to and approval by the ECC. Submission of a post application does not guarantee that project(s) will be approved. If not approved, homeowner may be required to remove project(s) at own expense.

Applications Containing More Than One Project. If an Application Form: (1) contains more than one project such as a patio, sitting wall, and walkway, only one review fee is required; or (2) contains more than one project such as a patio (lower fee-\$20) and a sunroom (higher fee-\$150), only the higher fee is required plus the compliance deposit; or (3) contains more than one project such as a fence and a sunroom, only one review fee (the higher-\$150) is required, however, separate checks (i.e., two \$1,500 checks) are to be submitted for each project requiring a compliance deposit. See WWECC Application and Post-Application Review Fees Guideline for additional information.

ECC Review. A review of applications received by the postmarked date (i.e., 10<sup>th</sup> of month) is conducted on the third Wednesday of each month from 5:30 to 6:00 p.m. At 6:00 p.m. the meeting is open to the public for discussion of his/her application request if the homeowner wishes to attend. The homeowner should call (see contact information below) to be placed on the ECC meeting agenda.

60-Day Review Period: The review period is 60 days from the date the ECC reviews an application package and determines it is complete. The homeowner will be notified of any deficiencies and the need to provide additional information and/or material. The 60-day clock does not start until the ECC is in receipt of all the information it needs to continue review of the application and the package is considered complete. Final ECC decisions are provided in writing to a homeowner as soon as possible after the ECC has approved the application. A homeowner is prohibited from starting any project until he/she receives the written approval from the ECC.

Member in Good Standing. An application received from a resident who had been notified in writing regarding a Covenant violation and/or failure to pay his/her WW dues in full will not be considered or processed until the violation(s) is corrected and/or full dues payment is received.

Completion of Approved Projects. If approved project(s) is not initiated/completed within one (1) year of ECC approval, a new application and fee must be resubmitted for review and approval. The initial application fee will not be returned. The initial compliance deposit will be held in the WestWinds Village, Inc. account until the project is completed or the homeowner advises the ECC that he/she is canceling the project and request.

Contact: If you have any questions you may contact Karen Urchasko at (301) 865-1688 or, if not available, one of the other ECC members listed in the WestWinds Community Directory or on the LLA web site/WestWinds.

WestWinds Environmental Control Committee

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