

Return completed ARC form to HOA Board
by email - woodburnclubARC@gmail.com
or mail printed copy to Vicki Williams at
224 Woodburn Club Lane, Spartanburg, SC



Woodburn Club Architectural Review Consent

Homeowner Name: _____

Date: _____

Street Address: _____

Mailing Address: _____

Phone Number: Home _____ Cell _____

Email Address: _____

Category of Improvement

_____ Siding _____ Roof _____ Fence _____ Exterior Paint _____ Patio _____ Landscaping _____ Other

Checklist/Items Attached to Request: _____ Site Plan _____ Landscaping Plan _____ Photo/Brochure/Sketch

Clear, concise written description of work to be done: _____

Materials to be used (including WC approved paint colors): _____

Contractor: _____ **Phone:** _____

*Complete form and return to 211 Woodburn Club Lane or email to woodburnclubARC@gmail.com,
for HOA Board review. Every effort should be made to ensure compliance with the governing documents.*

Date Received: _____

Approved as Written: _____ **Date:** _____

Approved with Contingencies: _____

Denied as Written: _____

**Work must not begin until HOA Board approval is received. After HOA Board review and decision, the ARC will be
emailed to Light Property Management, Inc for company files. A letter will then be sent to owner with HOA Board decision.**

**Woodburn Club
Architectural/Lot Improvement "Easement" Waiver**

Any lot improvement made or installed within an easement is at the Owners' risk regardless of the approval by the Architectural Control Committee. If for any reason repairs and /or maintenance are required in the easement, any improvement(s) that are removed will not be reinstalled by the utility company or contractor.

This document is an acknowledgment that I/we, _____,
The owner(s) of the property located at _____, Spartanburg, SC, within
the community of Woodburn Club understand that if any portion of any improvement extends into a
drainage/and/or utility/and/or sewage easement, I accept full responsibility of any cost to remove, replace
or repair this improvement if the utility company, developer, HOA, or other authorized parties needs to
gain access to that area by removal of said improvement. Any of the aforementioned parties may also
request at any time that the improvement within the easement be removed permanently.

Signature of Homeowner: _____ Date: _____

Signature of Homeowner: _____ Date: _____

Address: _____