

General Guidance for Required Approvals Based on Project Impact – Approved 2 July 2011

Impact of work to be done Requires	A	B	C	D	E	F	G
	Maintenance or repairs to Common Area performed by Westwood’s staff.	Interior work (flooring, baseboards, trim, paint, etc) not visible from or affecting General or Limited Common Area	Affects Limited Common, such as decks, balcony, patio, etc.	Affects Common Area, including walls, ceiling, foundation, roofs, siding, etc.	Owner project that affect the interests of other owners. Fountains, etc.	Significantly alters an amenity provided by the Westwood developers. Examples include the pool, tennis courts, marina, or roads.	Makes the Declaration of Condominium inaccurate (such as unit footprint, Common Area, etc.), or requires conversion of General Common Area to Limit Common or a Unit
1 Notify Westwood manager	X	X	X	X	X	X	X
2 Design Committee approval			X	X	X	X	X
3 Restricted from summer season		Note 2	X			X	X
4 Affected owner input			X	X	X	X	X
5 Estoppel certificate			X	X	X		X
6 Architectural or engineering drawing				X		X	X
7 Board of Directors approval, recorded in meeting minutes				X	X	X	X
8 Association approval, recorded in meeting minutes						X	X
9 Amendment to Declaration						X	X

Notes:

1. Please inform Westwood’s manager of any project involving contractors, deliveries or other activity out of the norm
2. Please consult with Westwood’s manager for restrictions on work that impacts the Common Area either visually or audibly during the summer season.
3. Where this guidance conflicts with Westwood Village’s governing documents, the latter take precedence.
4. The manager, Design Committee or Board may adjust requirements for a specific project after reviewing plans.
5. Category definitions are not a complete list of what fits a given category, but are indicative of the type of work.
6. Requirements for all categories that describe a project must be met.