

## **Instructions for Board of Directors Approval Form for The Woods Subdivision**

Please complete the top section of the form below and attach it to a set of building plans. You will need to include a diagram showing the structure's placement in relation to the home, property lines and setbacks. The form must be submitted (to) and approved by The Woods Homeowners Association Board of Directors BEFORE construction begins. The lot owner must be current on association fees before approval can be completed.

The completed form along with supporting documents can be emailed or mailed:

Email: [thewoodssubdivision@gmail.com](mailto:thewoodssubdivision@gmail.com)

Mailing address:

The Woods Homeowners Association

PO Box 7826

D'Iberville, MS 39540

Once the form is approved, you will receive a signed copy of the approval by mail. The Board typically meets monthly, but will do everything they can to review it as soon as possible. The construction must be complete within six (6) months of the date construction is commenced.

If the request is not approved, you will be contacted or receive a letter explaining the item(s) that are not in compliance with the Covenants.

**If this Approval Request is a result of a Covenant Violation letter you received, please note the violation MUST be corrected within the time limit stated in the letter. This approval request, allowing 6 months to complete the new building, is for the new building that will replace the building that is in violation of the Covenants.**

We recommend you review the Covenants prior to submitting your form.

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**The Woods Homeowners Association**

P.O. Box 7826  
D'Iberville, MS 39540

[www.thewoods39574.org](http://www.thewoods39574.org) | [thewoodssubdivision@gmail.com](mailto:thewoodssubdivision@gmail.com)

**Board of Directors Permitting Approval Form - Outbuilding**

Home/Property Owner's Name: \_\_\_\_\_ Phase Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

Type of Structure (shed, garage, etc.): \_\_\_\_\_ Intended Use: \_\_\_\_\_

Plan ID/Name\*: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Building Exterior: \_\_\_\_\_ (Vinyl siding is NOT permitted. Exterior must match the house.)

Pitch of Roof: \_\_\_\_\_ Roofing Material: \_\_\_\_\_

Builder: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*Attach a copy of plans and a diagram showing proximity of outbuilding to property lines and home.*

**Storage or outbuildings shall not be constructed or used until the home on the lot is completed or under construction. No structure in addition to the main building shall be constructed of materials which do not conform in every respect to the exterior construction of the main building constructed on the lot.** (See Covenants for a complete description of restrictions.)

The property owner listed above has submitted a set of building plans for Covenants compliance approval by the Board of Directors of The Woods Subdivision Homeowners Association.

The home/property owner is solely responsible for adhering to all Covenants. The home/property owner understands that violations to the covenants must be corrected by the home/property owner or legal action and a lien may ultimately be placed on the property by The Woods Subdivision Homeowners Association until the violation is corrected.

The undersigned has a copy of and understands all of the Covenants for the Phase listed above. The undersigned also understands his/her responsibility in following the Covenants and the consequences of violating the Covenants.

Home/Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SECTION BELOW TO BE COMPLETED BY A REPRESENTING OFFICER OF THE WOODS HOMEOWNER'S ASSOCIATION'S BOARD OF DIRECTORS**

The plan specified above appears to meet the Covenant's requirements and are approved for permitting by the Harrison County Code Office as of the following date.

Approval date: \_\_\_\_\_

**All construction must be completed within six (6) months from the date construction is commenced. If a Covenant violation currently exists on the property, the violation MUST be handled within the time limit set in the Covenant Violation letter.**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Representing Officer, Board of Directors, The Woods Subdivision Homeowner's Association

NOTES: \_\_\_\_\_