

# Woodlands Homeowners Association (WHOA) Closing Review Form

Date \_\_\_\_\_

Address \_\_\_\_\_

Kathleen, GA 31047

Lot \_\_\_\_\_ Phase \_\_\_\_\_ Section \_\_\_\_\_

## Please Read the Following Before Signing

1. Any, and all improvements including, but not limited to; fence addition or staining, outbuildings, porch additions, landscaping changes, and pools require Architectural Control Committee (ACC) Approval. Please refer to the applicable covenants. A detailed drawing and request MUST be sent in for approval by the ACC prior to beginning construction.
2. Homeowner will comply with Covenants in keeping always home and yard maintained. The full Covenants and plats online at [www.whoahouston.com](http://www.whoahouston.com).
3. Homeowner understands that annual assessments are due NLT December 1st for the upcoming calendar year, with a late fee effective December 6th. This is payable online by credit/debit card or bank transfer or by check or money order sent to the address below. Annual assessments payments are accepted between September 1st and December 1st of each year. An invoice will be sent to the resident's email address; if one is not provided, it will be sent to the mailing address on file (Please See #5).
4. Sanford Place homeowners pay a prorated amount of \$180.00 upon closing and the full amount each year thereafter. A late fee of \$18.00 will be applied to the invoice if not paid. Woodlands of Houston homeowners, initial and subsequent, must pay a \$500.00 initiation fee and a prorated amount of \$360.00 upon closing and the full amount each year thereafter. A late fee of \$50.00 will be applied to the invoice if not paid. If a new build, prorated fees are included with the initial fee. If a resale, the closing attorney will work with the WHOA, seller, and buyer to determine status of annual fees and how to handle.
5. For homes used as an investment property, the homeowner is responsible for making the annual assessment payment, not the renter(s). A valid email or mailing address (not the property address) MUST be provided to send annual invoices. Please email the WHOA at [whoahouston@gmail.com](mailto:whoahouston@gmail.com) with this information.
6. If you are closing on your home between October 1st and December 31st, you will have an assessment payment due for the upcoming calendar year. At your closing appointment, you will pay your initiation (if required) and prorated assessment for the current year. You have 30 days from the date of closing on your home to make the annual assessment payment for the upcoming year. This is especially important for those who are closing during the month of December.

By signing below, I understand all ACC requirements and will comply with WHOA, Inc.'s annual assessment procedures.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*\*\*\*This Form Must be Returned to the WHOA by email or mail after closing. For any questions or home improvement requests, please contact the WHOA in writing at [whoahouston@gmail.com](mailto:whoahouston@gmail.com) or

WHOA, Inc.  
300 Woodlands Blvd  
Kathleen, GA 31047