



HOA APPROVAL LETTERS

March 20, 2024

What is an HOA Approval Letter and why do I need one?

Many of the neighborhoods in the Town of Westlake have their own set of standards, design guidelines and regulations which they enforce outside of the Town of Westlake's own zoning and building code regulations.

A HOA Approval Letter is authorization from a Homeowner's or Property Owner's association that lets the Town of Westlake know that these plans have been reviewed and approved by members of the respective subdivision.

Having an approval letter on file ensures quality control and assurance of permit plans and helps the Town of Westlake conduct a quicker review of requested projects and avoids any complications that may arise during construction.

Which Subdivisions Require an HOA Approval?

Many of our neighborhoods in the Town of Westlake are governed by an HOA.

Most plans you submit to the Town of Westlake for permit will require an HOA Approval Letter stating the plans are compliant with the Design Guidelines of the subdivision. Subdivisions that require an HOA Approval Letter include, but are not limited to, the following:

- Aspen Estates
- Carlyle Court
- Circle T Ranch properties
(Hillwood DRB / POA)
- Entrada (All Phases)
- Glenwyck Farms
- Granada
- Knolls at Solana
- Paigebrooke
- Quail Hollow
- Solana (Solana POA)
- Solana Hills
- Terra Bella
- Vaquero
- Villaggio
- Westlake Ranch
- Wyck Hill



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What plans require an HOA Approval Letter?

Not all plans require an HOA Approval Letter. Typically, new construction and plans that add-on or are an accessory to an existing structure require HOA Approval Letters. Permits that require an HOA Approval Letter include, but are not limited to, the following:

- New Commercial Buildings (including warm and cold shell)
- New Residential Buildings (including detached, attached, and condos)
- Commercial Additions
- Residential Additions
- Commercial Accessory Structures
- Residential Accessory Structures (cabanas, guest houses, etc....)
- Pools and Fountains
- Re-roofing¹
- Fences and Retaining Walls
- Solar Panels
- Special Events

¹ In Vaquero, if you are installing the same roof material as the previous roof you do not have to submit an HOA Approval Letter