



<u>For Office Use Only:</u> Date Received: Date Sent for Review: Date Sent to Resident: Date Added to Acct.:

This form must be filled out in its entirety for your project request to be considered. Please provide as much detail as possible. Lack of detail or incomplete information may delay a response to your request. If you would like to request multiple projects please complete a separate request form for each project.

Homeowner Information:

Name: _____

Address/Unit #: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Project Information:

Expected Date of Completion: _____

Please provide a detailed description of your request (include pictures, drawings, dimensions, materials, etc. where applicable). If you need additional space please attach a separate sheet.

Is this project accomplished by a contractor? _____ YES _____ NO

If you answered YES please complete the following section.

Contractor Information (if applicable):

Company Name: _____

Contractor Name: _____ Contractor Phone: _____

It is strongly suggested that any contractor hired by you as the homeowner be licensed, bonded, and insured, as you are ultimately responsible for the work performed.

If any permits are required, a copy of those permits must be on file at HOA Management Services before work begins.

I, _____, vested owner of property located at _____ in the Allen's Lake Homeowners' Association, do hereby with my signature, accept, understand, and agree to the following conditions, restrictions, and requirements:

- 1) Written approval from the Allen's Lake Board of Directors must be obtained before any work has begun.
- 2) The Architectural Control Committee (ACC) meets only on the 3rd Tuesday of each month (excluding December, when no meeting is held). NO APPROVAL WILL BE GIVEN IN BETWEEN MEETINGS. The ACC will discuss any outstanding requests at these monthly meetings, and provide a suggestion to the HOA Board, who will make a final decision the following Wednesday at the regularly scheduled Board Meeting.
- 3) If any changes are made to the submitted plans, those changes must be approved in writing before work begins.
- 4) No project may interfere with HOA property (i.e. sprinklers, drainage, structural integrity, etc.). Any damaged caused to HOA property as a result of any part of this project will be repaired at the homeowner's expense.
- 5) It is the responsibility of the homeowner to obtain any city, state, or county permits that may be required for the type of work being completed, and to adhere to any applicable federal, state, and local laws, codes, regulations, etc.
- 6) All materials used for any project will be of good quality, and any and all work will be performed in a decent and workman-like manner. The homeowner is responsible at all times for the conduct of all persons, agents, contractors, employees, etc. associated with this project.
- 7) Any change, addition, improvement, etc. to the home or grounds will be properly kept up and maintained at all times at the owner's expense. Under no circumstances will the change, addition, improvement be the responsibility of the HOA, nor does the HOA make any representation or warranty regarding this project.
- 8) In the event a unit should sell, it is the current homeowner's responsibility to communicate all responsibilities and duties pertaining to the change, addition, improvement, to the next owner.

9) If the requested project will cause any loud or noxious activity, work may not begin before 8:00 a.m. and may not continue after 8:00 p.m.

10) Once approval is received the owner will receive an official approval letter via USPS, along with an ACC permit. This permit must be displayed in an area that is easily-visible from the work site, for the entirety of the project.

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I hereby accept, agree to, and understand all of the responsibilities, conditions, restrictions, and requirements set forth in this document.

Name (please print)

Signature Date

Committee Comments:

Conditions for Approval (if any):

Is more information needed? _____ Yes _____ No

If yes, the request was made on _____, by Committee Member

Committee/Board Approval: _____ Yes _____ No

Board Signature: _____ Date: _____

Committee Signature: _____ Date: _____
