

## THE BOARD OF DIRECTORS

### ACC REQUEST REVIEW PROCESS RESOLUTION

#### AMBER LAKES HOMEOWNERS ASSOCIATION, INC.

The following resolution has been adopted by majority vote of the Board of Directors at a special meeting of the Board of Directors.

WHEREAS, the Covenants, Conditions and Restrictions of Amber Lakes Homeowners Association require all homeowners of real property within said community to abide and adhere to all rules and regulations as outlined, and

WHEREAS, said Covenants, Conditions and Restrictions provide the Association's Board of Directors with the power and authority to take necessary action to enforce the rules and regulations as outlined, and

WHEREAS, the Board of Directors deems it to be in the best interest of the Association and all the Association's members to establish policies and practices relative to the Association's and members' rights.

WHEREAS, the Board of Directors has fully discussed and considered this matter.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby adopt the following ACC Request Review Policy as outlined below:

#### 30 DAY ACC REVIEW PROCESS

1. The Management Company will receive the written ACC request via mail, email, or online form. This is considered **DAY 1** of the **30**-day review process.
2. The Management Company will review the request for completeness. If the request is not complete, then the Management Company will work with homeowner to gather all the necessary documents needed for review. Once all necessary documentation has been received then the entire ACC request will be forwarded to the ACC Chairman for review. In the event all necessary documentation is not received by the 5<sup>th</sup> day of the review process, then the Management Company will send the submitted ACC request along with all documentation to the ACC Chairman regardless of completeness.
3. The ACC will approve, conditionally approve, or disapprove the request in writing on the ACC request form or via email. Any stipulations or conditions that must be met to be approved must be clearly stated either in the email or on the form. Verbal approval or disapproval is not acceptable.

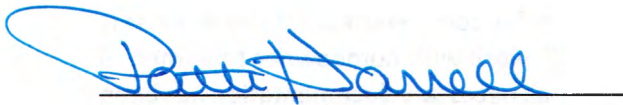
If the request is disapproved based on a specific stipulation, then the stipulation will be noted on the ACC Request Review form or a disapproval letter to the homeowner.

4. In the event that the ACC Chairman has not responded with Approved, Disapproved, or Conditionally Approved or Disapproved by the 25<sup>th</sup> Day then the management company will notify ACC Chairman via email that the request deadline is imminent, and a decision must be made.
5. Once the ACC Chairman has decided and submitted the Review Request Form or letter to the management company, in writing, the management company will send the following notifications:
  - a. Approval/Disapproval: Send approval or disapproval letter via email if an email address is on file. If there is no email address then the approval letter will be sent via the US Postal Service, First Class Mail.
6. Notification to Owners: The Association shall cause all owners to be notified of this resolution and the ACC Request Review Process Policy. All other policies and procedures set forth in this resolution shall be effective immediately.
7. Ongoing Investigation: Nothing in this resolution shall require the Association to take specific actions other than to notify homeowners of the adoption of these policies and procedures. The Association has the option and right to continue to evaluate the effectiveness and ease of the ACC Request Review Process. The Board of Directors may make amendments to these rules and procedures, by their discretion, at any time and by majority vote of the Board.

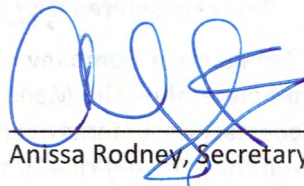
BE IT FURTHER RESOLVED THAT the board shall retain the right to amend or repeal this resolution.

IN WITNESS WHEREOF, the undersigned have executed this resolution the 1<sup>st</sup> day

of September 2020.



Patti Harrell, President



Anissa Rodney, Secretary



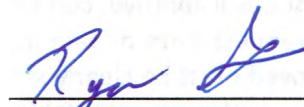
Amber Haley, Treasurer



David Windham, Vice-President



Huey Haley, Safety & Security Officer



Ryan Garcia, ACC Chairman

# AMBER LAKES HOA

(HOA NAME REQUIRED)

Architectural Control Committee

## Request for Home & Lot improvements

RETURN REQUEST FORM AND REQUIRED MATERIALS TO:

### AMBER LAKES HOA

ATTN: ACC

PO Box 87234

Baton Rouge, LA 70879

Fax: 225-286-7546

Email: info@magnoliabr.com

**A SKETCH OF YOUR REQUEST MUST ACCOMPANY ALL REQUESTS REGARDLESS OF THE TYPE.**

OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ (CELL) (WORK) (HOME)

Please indicate and fully describe the improvement(s) which you propose (check all that apply):

<input type="checkbox"/> Structure Addition (attached)	<input type="checkbox"/> Structure Addition (non attached)	<input type="checkbox"/> Fence or Wall
<input type="checkbox"/> Windows	<input type="checkbox"/> Exterior Doors	<input type="checkbox"/> Exterior Railings
<input type="checkbox"/> Garage Door	<input type="checkbox"/> Porch or Deck	<input type="checkbox"/> Bulkhead
<input type="checkbox"/> Mailbox	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Awning
<input type="checkbox"/> Hardscape (sidewalk, pathways)	<input type="checkbox"/> Roof or Shingles	<input type="checkbox"/> Gutter
<input type="checkbox"/> Landscape	<input type="checkbox"/> Exterior Painting	<input type="checkbox"/> Pool or Spa
<input type="checkbox"/> Other _____		

Describe in detail the scope of this request to include specific dimensions:

\_\_\_\_\_

\_\_\_\_\_

**A SKETCH OF YOUR REQUEST MUST ACCOMPANY ALL REQUESTS REGARDLESS OF THE TYPE.**

**Please provide a description of materials and identify the specific colors you will use with manufacturer numbers, even if it is the same that exists now. Include specific measurements of materials. For Example: Fence Board: Slats 1" x 4" x 6'**

[illegible]



1. I (we) are the legal owner(s) of the above described property.
2. The work, if approved, will be done promptly and properly by appropriately licensed contractors if necessary.
3. I (we) accept and acknowledge that the responsibility for maintaining, upkeep, etc. of the improvement/change shall solely be mine (ours), successors, assigns and subsequent property owners.
4. All work and the consequences thereof are solely at our risk and expense. We understand and hold the association, board of directors, and Magnolia Management harmless on account of any consequences resulting from this approval, if granted.
5. Certain changes may affect the site plan, final survey or Certificate of Occupancy at my (our) unit and the Consequences thereof are solely at my (our) risk.
6. No representation by the association, board of directors, or Pelican Management, either expressed or implied, is assumed hereby.
7. I(we) will obtain all necessary permits from the parish, city, and/or state government office as required by law.

I(we) have read and agree to all of the conditions listed above, and I(we) agree to abide by the decision of the architectural control committee.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For ACC use only**

Date Received: \_\_\_\_\_ Receiving Member's Name: \_\_\_\_\_

☐ Approved
 ☐ Denied
 ☐ Conditionally Approved

**ACC Signatures:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Comments or contingencies from ACC:**

\_\_\_\_\_

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