

HOMEOWNER REQUEST FOR THE APPROVAL OF ARCHITECTURAL CHANGES SOUTH LAKE HOMEOWNERS' ASSOCIATION, INC.

This form should be used by homeowners within South Lake subdivision to request approval of proposed architectural changes pursuant to the *Master Declaration of Covenants, Conditions and Restrictions*, as amended, (CC&Rs) of the South Lake Homeowners' Association, Inc. (South Lake HOA).

The South Lake Homeowners' Association Architectural Control Committee (ACC) has published *Guidelines for the Approval of Architectural Changes* to provide the ACC's interpretation of the South Lake CC&Rs. The ACC recommends that homeowners review these guidelines before submitting a request for architectural changes. The guidelines, a reference copy of the South Lake CC&Rs, and detailed ACC request process information is available via [Caliber Portal](#) and the [South Lake HOA website](#). Questions or concerns about the request process can be submitted to the Board of Directors via the "Contact Us" form on the website.

IMPORTANT POINTS TO CONSIDER – PLEASE READ

- Requests for architectural changes must come directly from the current homeowner. Delegated requests from tenants, family/friends, contractors, contract purchasers or new owners prior to closing will NOT be accepted.
- No project should be started prior to receipt of written ACC approval.
- Projects not started within ninety (90) days of approval require re-submission to the ACC.
- Initial, sign and fully complete all informational boxes on this form. This form must be fully completed before the request is considered by the ACC.
- Proposed improvements extending beyond the property line will be denied.
- Requests are not required for the following:
 - Removal of previously installed improvements that return the property to its original state (i.e. fence removal).
 - Improvements which meet any of the exemption criteria established in the *Guidelines for the Approval of Architectural Changes*.
 - Improvements that are not visible on the exterior of the property (e.g. interior remodels, invisible fences, irrigation systems).
- All submitted materials shall remain the property of South Lake HOA. Keep a copy for your personal records.

WHAT SHOULD I SUBMIT TO THE ACC?

To prevent delays in the review process, please include the items on the following checklist with your architectural change request, unless subject to the note below:

- ☐ Completed *Homeowner Request for the Approval of Architectural Changes* (this form).
- ☐ Construction plans or drawings of the proposed improvements or photographs of a similar project/improvement.
- ☐ A plot plan of your property with the improvement drawn to scale indicating location and dimensions. See *Guidelines for the Approval of Architectural Changes* for information on how to obtain a plot plan.

Note: Requests for cosmetic changes (e.g. exterior color changes, storm doors, garage doors, carriage lights, etc.) a plot plan is not required. Instead, photographs of the proposed improvement locations (i.e. before photos), photographs of example hardware and/or color samples/examples (including the brand, name and/or formulation) should be submitted in place of the plot plan.

Please include any other details, drawings, photographs, etc. of your proposed improvement that you believe will assist the ACC in reviewing your application. Requests submitted with more details, examples and photographs are typically easier and faster for the ACC to evaluate. The ACC reserves the right to request additional items during the consideration of your request if the original submission does not provide sufficient information.

HOW DO I SUBMIT THIS FORM TO THE ACC?

Completed requests, supplemental information and any questions encountered during the request process may be emailed to accrequest@southlakehoa.org. Once your request is reviewed for completeness, our property management company will forward the request to the ACC for review.

**HOMEOWNER REQUEST FOR THE APPROVAL OF ARCHITECTURAL CHANGES
SOUTH LAKE HOMEOWNERS' ASSOCIATION, INC.**

Please complete ALL SECTIONS of the form before submitting.

1. Homeowner and Property Information:

Name: _____ House Number: _____ Street: _____
Email: _____ Lot Number: _____ Phone Number: _____

2. Describe the proposed change(s) and list the major construction materials which will be used. Be as specific as possible. Exterior materials must conform to those used on the original building or be sufficiently compatible. Attach additional pages if necessary.

3. Please check any of the following which may be affected by your project:

- | | | |
|-----------------------------------------------|----------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Electrical/Lighting | <input type="checkbox"/> Fencing | <input type="checkbox"/> Exterior Walls |
| <input type="checkbox"/> Phone/TV/Cable | <input type="checkbox"/> Patio Slab/Sidewalk | <input type="checkbox"/> Garage Doors |
| <input type="checkbox"/> Gas/Water/Sewer | <input type="checkbox"/> Pavement/Driveway | <input type="checkbox"/> Doors (inc. Storm Doors) |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Pergola/Patio Cover | <input type="checkbox"/> Exterior Colors |
| <input type="checkbox"/> Basketball Goal | <input type="checkbox"/> Gazebo | <input type="checkbox"/> Hot Tub/Swimming Pool |
| <input type="checkbox"/> Kids' Play Equipment | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Other _____ |

4. Project Resources and Schedule:

The proposed work will be performed by: Homeowner ☐ Contractor ☐ Both ☐

If a contractor is being used, please provide the contractor's name and phone number:

Name: _____ Phone: _____

Please indicate the approximate start and finish dates (after ACC approval):

Start: _____ Finish: _____

5. Please indicate any building permits that will be required. If permits are required, please indicate when you anticipate receiving the approved permit:

6. Easement Encroachment and Utility Access

Check if "Yes"

Will any part of the proposed improvement extend into any community Common Area, Drainage, Utility or Sewer Easement (DU&SE), Landscape Easement, Landscape Preservation Easement, or Lake Easement shown on the plot plan of your lot?

☐

Will any part of the proposed improvement block access to utility meters or equipment on HOA Common Areas?

☐

If you answered "Yes" to either question above, please sign the Easement Encroachment and Utility Access Waiver. Otherwise, skip to Section 5.

Easement Encroachment and Utility Access Waiver

I acknowledge that I, the owner of the property located at the address listed in Section 1, will be installing an improvement that could possibly extend into a Common Area, Drainage, Utility or Sewer Easement (DU&SE), Landscape Easement, Landscape Preservation Easement, or Lake Easement or could possibly block access to utility meters or equipment. I will accept full responsibility of any cost to remove and/or replace this improvement if the utility company, HOA or the developer requires access to any such area.

Homeowner's signature: _____

Date: _____

7. Homeowner Acknowledgement:

I, the homeowner of the property located at the address listed in Section 1, hereby acknowledge the following:

	Initial
No changes or improvements shall commence prior to the homeowner receiving the written approval back from the ACC.	
Changes or improvements approved in this request must be started within ninety (90) days of approval, otherwise re-submission is required.	
The homeowner shall notify the property management company once the project is completed.	
The homeowner is responsible for keeping a copy of approved architectural change requests.	
Upon the sale of the property, the homeowner is responsible for transferring a copy of approved requests to the new homeowner.	
The homeowner is responsible for all city, county and state permits or easement encroachments that are required for the proposed projects.	
Incomplete submissions or failure to provide additional requested details in a timely manner may result in denial by the ACC.	

I hereby acknowledge that I have read the above document, the *Guidelines for the Approval of Architectural Changes*, and the South Lake CC&Rs and submit this form and its associated attachments in good faith for approval for exterior improvements to my property.

Homeowner's signature: _____

Date: _____