

WOODLAND MANOR HOA

Architectural Control Committee

Request for Home & Lot improvements

NO WORK CAN BEGIN PRIOR TO RECEIVING AN APPROVAL FOR THIS ACC REQUEST.

RETURN REQUEST FORM AND REQUIRED MATERIALS TO:

**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):

☐ Structure Addition
(attached)

☐ Structure Addition
(non attached)

☐ Fence or Wall

☐ Windows

☐ Garage Door

☐ Mailbox

☐ Hardscape (sidewalk,
pathways)

☐ Exterior Doors

☐ Porch or Deck

☐ Satellite Dish

☐ Roof or Shingles

☐ Exterior Railings

☐ Bulkhead

☐ Awning

☐ Gutter

☐ Landscape

☐ Exterior Painting

☐ Pool or Spa

☐ Other _____

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

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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'

If you are painting or staining, you **MUST** include paint/stain sample and brand/manufacturer. Please give particular consideration to the color of the brick when making your paint selection.

Other Material: _____

Phone: _____

Expected Start Date:_____Expected Completion Date: _____

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

I (we), the applicant(s) herein, certify and represent as follows:

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 Magnolia 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:** _____

For ACC use only

Date Received: _____ Receiving Member's Name: _____



Approved



Denied



Conditionally Approved

ACC Signatures:

_____ Date: _____

_____ Date: _____

_____ Date: _____

Comments or contingencies from ACC:
