

AUTUMN LAKES PROPERTY OWNERS ASSOCIATION, INC. c/o LEAD Association Management, Inc.
13231 Champion Forest Drive, Suite 112
Houston, Texas 77069

A \$25.00 processing fee is required for all ACC applications. Checks should be made payable to LEAD. If you submit your project electronically, please drop off your check or mail it to LEAD Association Management, Inc. No projects will be reviewed until LEAD has received your review fee.

REQUEST FOR ARCHITECTURAL COMMITTEE REVIEW OF A PROPOSED HOME IMPROVEMENT

1 **PROPERTY OWNERSHIP AND DESCRIPTION**

OWNER: _____ ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ FAX PHONE: _____

SUBDIVISION: _____ SECTION: _____ LOT: _____ BLOCK: _____

2 **IMPROVEMENT PROPOSED (CHECK AS PROPOSED)**

LANDSCAPING SWIMMING POOL PATIO COVER ROOM ADDITION
 CONCRETE OR BRICK PATIO ADDITION OR EXTENSION WOODEN DECK ADDITION OR EXTENSION
 WOODEN FENCE ADDITION OR EXTENSION DECORATIVE STEEL OR ALUMINUM DRIVEWAY GATE
 EXTERIOR LIGHTING EXTERIOR PAINTING SWING SET OR PLAY STRUCTURE GAZEBO
 DECORATIVE APPURTENANCE SATELLITE DISH OR ANTENNAE WINDOW SCREENING
 STORM DOOR AIR VENT OR WIND TURBINE CONCRETE OR BRICK DRIVEWAY ADDITION
 DETACHED GARAGE ADDITION OR MODIFICATION ROOFING VINYL TRIM/SIDING SIGN
 BASKETBALL GOAL FLAG AND/OR FLAG POLE OTHER: _____

PROVIDE A WRITTEN DESCRIPTION OF THE PROPOSED IMPROVEMENT(S) IN SECTION 5 ON THE BACK SIDE OF THIS FORM.

3 **CONTRACTOR (WRITE OWNER BELOW IF OWNER PROPOSES TO ACT AS HIS/HER OWN CONTRACTOR)**

NAME: _____ ADDRESS: _____

PHONE: _____ FAX PHONE: _____

IF BY OWNER, STATE QUALIFICATIONS FOR DOING IMPROVEMENT YOURSELF: _____

4 **REQUIRED SUBMITTALS (CHECK AS APPROPRIATE)**

COPY OF LOT SURVEY SHOWING LOCATION OF IMPROVEMENT(S) (*REQUIRED WITH ALL PROPOSED IMPROVEMENTS THAT MODIFY HOME, GARAGE, DRIVEWAY, PATIO OR YARD*)

PLANS AND SPECIFICATIONS (*REQUIRED AS ABOVE*)

PROPOSED EXTERIOR PAINT COLOR: _____ (*STATE COLOR HERE AND ATTACH SAMPLE*)

EXISTING PAINT COLOR: _____ (*REQUIRED FOR EXTERIOR PAINTING*)

EXISTING BRICK COLOR: _____ (*REQUIRED FOR EXTERIOR PAINTING*)

INCOMPLETE SUBMITTAL PACKAGES WILL DELAY REVIEW PROCESS. SUBMITTAL OF COLOR PHOTOS ARE REQUESTED AND IN SOME CASES MAY BE REQUIRED BY AC. COLOR PHOTOS MAY SPEED REVIEW PROCESS.

5 WRITTEN DESCRIPTION OF PROPOSED IMPROVEMENT(S)

PROVIDE A DETAILED DESCRIPTION OF THE IMPROVEMENT(S) PROPOSED. DISCUSS, AS APPROPRIATE, SIZE, LOCATION, DIMENSIONS, HEIGHT, COLOR, MATERIALS TO BE USED. SPECIFY A DESIRED START DATE AND AN ANTICIPATED COMPLETION DATE FOR THE IMPROVEMENT(S).

6 NOTICES:

UTILITIES

WITH THE EXECPTION OF FENCES, IMPROVEMENTS THAT PROPOSE EXCAVATION OR DIGGING WITHIN THE LIMITS OF UTILITY EASEMENTS IS DISCOURAGED AND IN MOST WILL NOT BE APPROVED BY THE ACC. BEFORE DIGGING OR EXCAVATING ANYWHERE IN YOUR YARD, CALL THE GAS, POWER, TELEPHONE AND CABLE COMPANIES FOR STAKING OF THE LOCATION OF DISTRIBUTION AND SERVICE LINES. SOME LINES ARE LOCATED IN EASEMENTS AND SOME ARE NOT.

ACC RESPONSE

ACC FORMAL RESPONSE SHOULD BE FORTHCOMING TO THE HOMEOWNER FROM THE ACC WITHIN TEN (10) WORKING DAYS; HOWEVER, THE ACC HAS A MAXIMUM OF 30 WORKING DAYS TO RESPOND TO A REQUEST. TO AVOID POSSIBLE DELAYS, FILL OUT THE ACC FORM COMPLETELY AND INCLUDE ALL REQUIRED SUBMITTALS.

7 OWNER'S ACKNOWLEDGEMENT THE UNDERSIGNED REQUESTS ARCHITECTURAL CONTROL COMMITTEE (ACC) REVIEW OF THE IMPROVEMENT(S) PROPOSED HEREIN IN ACCORDANCE WITH THE COVENANTS, CONDITIONS AND RESTRICTIONS OF THE AUTUMN LAKE PROPERTY OWNERS ASSOCIATION, INC. IT IS UNDERSTOOD THAT THE ASSOCIATION MAY REQUIRE REMOVAL OR MODIFICATION OF ANY IMPROVEMENT(S) MADE PRIOR TO ACC REVIEW. IT IS FURTHER UNDERSTOOD THAT MODIFICATIONS OR ADDITIONS TO STRUCTURES OR NEW STRUCTURES MAY REQUIRE A CITY OF PEARLAND BUILDING PERMIT FOR WHICH APPLICATION SHALL BE MADE SEPARATELY BY THE OWNER. HOMEOWNERS ARE RESPONSIBLE FOR A \$75.00 INSPECTION FEE IF THE APPROVED ARC REQUEST REQUIRES AN ON-SITE VISIT BY A LEAD ASSOCIATION MANAGEMENT INSPECTOR.

SIGNATURE OF HOMEOWNER: _____ **DATE:** _____

8 FOR ARCHITECTURAL COMMITTEE USE ONLY

REQUEST: _____ **ACCEPTED** _____ **DENIED** _____ **RETURNED FOR MORE INFORMATION**

ACC COMMENTS: _____

ACC ACKNOWLEDGEMENT (S): _____ **DATE:** _____
