

Autumn Lake Homeowners Association, Inc.

Request for Proposed Improvement Review

Date: _____ Name: _____ Address: _____ _____ Home Phone: _____ Work Phone: _____	<p style="text-align: center;"><u>Attached Documents</u></p> Survey _____ Plot Plans _____ Plans _____ Photos _____ Specs _____ Color Samples _____ Other: _____ _____
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Please provide a brief description of the proposed modification, alteration or improvement

Contractor (if any): _____ Address: _____ Contact: _____ Phone: _____	<p>HOMEOWNERS AFFIDAVIT</p> <p><i>I have read and understand the covenants and deed restrictions of my contract and agree to abide by such covenants and deed restrictions. I understand that no work shall commence without the approval of the ACC.</i></p> Date: _____ Signed: _____
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<p>Approved Status</p> <ul style="list-style-type: none"> <input type="radio"/> Approved <input type="radio"/> Approved with Exceptions <input type="radio"/> Revise & Resubmit-Insufficient information <input type="radio"/> Rejected <p>CC: Applicant Management Agent ACC File</p>	<p>Completed forms shall be submitted to: Heritage Property Management Services, Inc. 500 Sugar Mill Rd., Atlanta, GA 30350; sjohansen@heritageproperty.com.</p> <p>To help expedite responses, please send your request to admin@autumnlakehoa.com.</p>
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If approved, this HOA approval is subject to the approval, permitting, inspections & compliance with all applicable laws from any local, state or federal agencies. Homeowner is responsible for obtaining any approval, permitting, inspections & compliance with all applicable laws from any agency.

The Autumn Lake Homeowners Association, Inc. Application Procedures for Request for Improvement Review

1. Fill out proposal form with as much detail as possible. Please submit photos, videos, plats, drawings, plans, materials to be used description and copies of contracts and any narrative descriptions that you may feel would assist the ACC (your fellow homeowners) in understanding your request. *Remember a picture is worth a thousand words ...*
2. For exterior painting, a prior written approval from the ACC is required *before* you paint your house.
3. Submit the form and supporting documents to the Association email (admin@autumnlakehoa.com) and/or the Association's Agent, Heritage Property Management Services, Inc. at their address below.
4. The ACC will consider all applications within 30 calendar days from receipt of your proposal form as provided by in the Association documents. An email submission expedites the process.
5. ***Commencement of any work is strictly prohibited prior to approval from the ACC. Please do not purchase materials, schedule contractors or in any way begin work until you receive your HOA approval in writing.***
6. If you have any questions about whether or not you need to submit a Request, please contact any member of the ACC or the Association's Agent for clarification. Or, just simply complete the Request just to be certain that you are in compliance.

Thank you for your cooperation!

**The Architectural Control Committee of
Autumn Lake Homeowners Association, Inc.**

Management Agent:
Heritage Property Management Services, Inc.
500 Sugar Mill Road
Building B, Suite 200
Atlanta, GA 30350

Phone: 770-451-8171

Fax: 770-451-3919

Email: sjohansen@heritageproperty.com