

**Autumn Lake**  
**Homeowners Association, Inc.**  
**Request for Proposed Improvement Form**

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. Submit the form and supporting documents to the Association's Agent, Community Management Associates (CMA) at their address below, and/or to the ACC at [admin@autumnlakehoa.com](mailto:admin@autumnlakehoa.com).

3. The ACC will consider all applications within 45 calendar days from receipt of your proposal form as provided by in the Association documents.

**4. 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.**

5. If you have any questions about whether you need to submit a Request, please contact the ACC or the Association's Agent for clarification. Or 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:**

**Elysia Bonner  
Community Management Associates, Inc.  
1465 Northside Drive, Suite 128  
Atlanta, GA 30318**

**Phone: 404-835-9255**

**Fax: 404-835-9200**

**Email: [ebonner@cmacommunities.com](mailto:ebonner@cmacommunities.com)**

# Autumn Lake Homeowners Association, Inc.

## Request for Proposed Improvement

Date: _____ Name: _____ Address: _____ _____ Home Phone: _____ Work Phone: _____	<p style="text-align: center;"><b><u>Attached Documents</u></b></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.***

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Contractor (if any): _____ Address: _____ Contact: _____ Phone: _____	<p style="text-align: center;"><b><u>HOMEOWNERS AFFIDAVIT</u></b></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: _____
<p style="text-align: center;"><b><u>Approved Status</u></b></p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Revise & Resubmit-Insufficient information <input type="checkbox"/> Rejected CC:   Applicant Management Agent ACC File	<p style="text-align: center;"><b><u>Committee Comments</u></b></p>   Signed: _____ Date of Approval: _____

**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.**