

**Austin Lake**  
**Architectural Change Request Information**

**To: ALHOA Architectural Control Committee:**

**Homeowner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile/Work Phone:** \_\_\_\_\_

As the owner of the property listed above, I acknowledge the following, in accordance with the covenants contained within the by-laws of the Austin Lake Homeowners Association (ALHOA):

1. No improvement of any nature whatsoever shall be constructed, installed, altered, added to, or maintained upon any part of the property unless the plans and specifications have been approved by the ALHOA Architectural Control Committee.
2. The ALHOA Architectural Control Committee has the sole discretion to determine whether plans and specifications submitted for approval are acceptable. It is entitled to require the owner to return the property to its former condition at the owner's expense if (a) improvements commence prior to receiving approval *and* (b) the request is rejected.
3. Prior to the commencement of any work regarding the architectural request, the property owner shall submit to the ALHOA Architectural Control Committee the plans and specifications for the proposed improvements, including any of the following: site development plans, architectural drawings, site utility plans, grading and drainage plans, and landscaping plans. In addition, the property owner must provide a sample of each building material and/or color swatch of the material to be used prior to the approval of any request.
4. The ALHOA Architectural Control Committee will render a decision of "approved" or "rejected" within thirty (30) calendar days of receipt of the Architectural Change Request Form. If it fails to approve or reject any plans within thirty (30) calendar days of receipt of the Architectural Change Request Form, such plans shall be deemed to have been approved as submitted and no further action by the owner is required.
5. If the ALHOA Architectural Control Committee rejects the submitted plans, it will provide reasons for rejection, will suggest revisions that will help meet ALHOA requirements, and will otherwise make reasonable efforts to aid the owner in preparing plans that will be acceptable. Any resubmission of rejected plans will be reviewed and acted upon by the ALHOA Architectural Control Committee within fifteen (15) calendar days after the resubmission.

6. Following the approval of any plans by the ALHOA Architectural Control Committee, it shall have the right to inspect the improvements while under construction to determine whether or not the approved plans have been implemented. If approved plans are not being implemented, then the ALHOA Architectural Control Committee may provide written notice to the owner and, within three (3) days after the notice, ALHOA shall be entitled to require the removal of or correction of any work in place that does not comply with approved plans.
7. The Architectural Control Committee consists of not more than three (3) members, which has all rights, powers, and privileges granted under these aforementioned provisions.
8. The Architectural Control Committee offers the following additional guidelines for architectural alterations or improvements:
  - A. All requests must be signed and submitted using the Architectural Change Request Form. All necessary drawings, sketches, etc. are to be included when submitting your request.
  - B. Completed forms should be addressed to:

#### **ALHOA Architectural Control Committee**

##### **Paul Young, Chair**

6215 Traymore Trace

[prcy00@gmail.com](mailto:prcy00@gmail.com)

404.520.4700

Alternative contact:

##### **Committee Member**

##### **Susan Roberts**

2204 Austin Lake Drive

[SusanRoberts2204@gmail.com](mailto:SusanRoberts2204@gmail.com)

404.644.7024

C. The Architectural Control Committee follows the aforementioned guidelines in rendering its decision.

#### **Austin Lake**

#### **Architectural Change Request Form**

**Directions:** Please use the area below to describe (in detail) all proposed improvements, alterations or changes to the property. **Attach sketches, drawings, pictures, catalog illustrations and/or any other information to aid the Architectural Control Committee in**

**the approval process.**

Indicate the location of the architectural change as it relates to your property, or a copy of the site plan or survey. The Architectural Committee will render a decision within **thirty (30) days** of receipt of your request (assuming all required information is provided).

**Homeowner Name:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Detailed Description of Proposed Changes:**

**Check one of the following:**

☐ Addition

☐ Replacement

☐ Alteration

☐ Other

**For Decks, Porches, and other Additions:**

Dimensions: \_\_\_\_\_

**For Shingles, Siding, Shutters, Exterior Doors or Trim:**

Existing Color: \_\_\_\_\_

New (Proposed Color): \_\_\_\_\_ (Please provide sample/swatch of new color)

**Building Materials:** \_\_\_\_\_

**Contractor Name (if applicable):** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

**I understand that all exterior property modifications must comply with all building codes, ALHOA Covenants, By-laws, and/or Architectural Control Guidelines.**

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Austin Lake**

**Architectural Control Committee Decision**

**To:** \_\_\_\_\_

**(Mark One of the Following) ☐ Request Approved ☐ Request Rejected**

**Architectural Committee Member Name:**

\_\_\_\_\_ **Architectural Committee**

**Member Signature:** \_\_\_\_\_ **Architectural Committee**

**Member Name:** \_\_\_\_\_ **Architectural Committee**

**Member Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Reason Request was Rejected (if applicable):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Notes (if applicable):** \_\_\_\_\_

\_\_\_\_\_

