



Audubon Lake Homeowners Association

Architectural Control Committee

Mandeville, LA

PROPERTY MODIFICATION REQUEST FORM

See back of form for ACC process

REQUEST DATE: _____

PLANNED PROJECT START DATE: _____

PETITIONER'S NAME: _____

PETITIONER'S ADDRESS: _____

Please first review the ALHOA Restrictive Covenants (especially Articles VIII and IX) and ensure your request adheres to these standards. If you have questions, do not hesitate to contact the ACC.

I am requesting the following type of property modification (check all that apply):

FENCE

OUTDOOR LIVING SPACE

LANDSCAPING (NO TREE REMOVAL)

POOL OR OUTBUILDING

HOME ALTERATION

Other: _____

Please describe the desired modification(s) and the reason(s) why: _____

By signing this request form, I agree to the following items:

- I will not deviate from the plans and specifications approved by the ACC without prior written consent.
- I acknowledge I have six months to commence the work and one year to complete it. Otherwise, I must re-submit to the ACC for approval and may be subject to fines.
- I consent to the ACC making periodic inspections during the construction phase to ensure adherence to approved plans and specifications.
- I will ensure all vendors and contractors do not park on the grass; and I acknowledge I am responsible for promptly repairing any damage they or their vehicles cause to any properties in Audubon Lake.

PETITIONER'S SIGNATURE: _____ DATE: _____

Please submit 1) this completed and signed form and 2) a sketch or visual diagram (preferably using a site plot) showing the relevant dimensions or characteristics of desired modifications to the ACC at audubonlakeACC@gmail.com or P.O.Box 1361, Mandeville, LA 70470.

ARCHITECTURAL CONTROL COMMITTEE

OVERVIEW OF OUR PROCESS AND GENERAL EXPECTATIONS

Updated: July 2020

Greetings Neighbor!

Our homes in the Audubon Lake subdivision routinely sell for some of the highest prices per square foot in the area. This is largely due to the great work by homeowners like you maintaining and investing in your properties.

As outlined in our subdivision's Restrictive Covenants, the Architectural Control Committee (ACC) process is designed to keep property values high by helping homeowners adhere to covenant rules and community standards by pre-approving all modifications to our properties. The authority and responsibilities of the ACC are outlined in the Restrictive Covenants, Article VIII.

The ACC is a committee of homeowners appointed by the Audubon Lake HOA Board of Directors. We look forward to working with you to jointly maintain our home values.

Basic Process

Upon receipt of a project request form by the ACC, the members of the committee will:

1. **Review for Completeness.** The ACC will review the form and submitted sketch or plot diagram to ensure all needed information is present. If it is not, we'll ask the homeowner to resubmit with the missing information.
2. **Conduct a Site Visit:** We'll work with the homeowner to conduct an in-person visit to discuss the plans. A minimum of two ACC committee members will attend the site visit. This visit might prompt suggested changes to the request.
3. **Approve or Deny.** The ACC will vote electronically on your final submittal. Approval requires a majority vote.
4. **Respond to Homeowner.** Per the Covenants, the ACC has up to **30 days** to respond with a decision once a complete request is received. We will inform you that we either approved or denied your request. If denied, we will provide the reasons for the decision.

Process for Approving Tree Removals:

All trees must be pre-approved for removal (Covenant Article IX, Section I). Homeowners must submit a separate "Tree Removal Request Form" to the ACC for this action. A tree is defined as a plant with a trunk 8 or more inches in diameter at 2 feet above the ground.

Common Issues and Considerations:

- Lake Chinchuba. Lakefront property owners have additional restrictions due to the Lake Chinchuba Covenants. Modifications in the lake's conservancy area are strictly governed.
- Outbuildings. All structures should be in harmony with their surroundings and 'match' the existing buildings to the extent possible. This includes the roof and building materials.
- Metal. Using metal as a building or roofing material is generally discouraged. Exceptions can be made if using high-quality materials and colors match the natural surroundings.
- Driveways and Culverts. Even though you might be simply replacing an existing driveway, all driveway projects that involve replacing a culvert must be approved by the ACC to ensure proper maintenance of community drainage pathways.

Questions or Concerns? Contact the ACC at audubonlakeACC@gmail.com