

## AUTUMN LAKES ARCHITECTURAL REQUEST FORM

The deed restrictions for our community require the Board of Directors or Architectural Committee to review and approve all exterior additions, alterations, or modifications to your unit. The filing and approval of applications are essential so that the character of the community will be maintained, the rights of all owners are respected, and to review that no alteration will create a hazardous condition, interfere with Association maintenance operations, or endanger the integrity of structures.

The Architectural committee reviews all plans aesthetically. Please review the Assoc vs Homeowner checklist to determine if a Maryland Heights permit is also required. A preliminary approval from the Board can be issued in this case. However, when a permit is required, final board approval will require a copy of the Maryland Heights approved permit prior to any work being done.

The standard architectural review and aesthetic approval process usually takes a week. However, if the request is new to the community, it may take more research and a board vote may be required. This may take several weeks.

HOMEOWNER: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Deck Material/Color: \_\_\_\_\_ Railing Material/Color: \_\_\_\_\_

Change in Size:

Patio Material  Change in Size:

Windows

Exterior Doors  Screen/storm Doors

Garage Door

Awning (See additional guidelines for awnings)

Other

Attach a drawing/sketch with sizes for changes in Deck/Patio Sizing and Awnings

For Windows, Doors and Garage Doors attach a vendor picture

**All contractors working on your premises, must carry liability and workman's comp insurance. It is your responsibility to check for this and to make sure a Maryland Heights permit has been applied for and completed.**

SERVICES WILL BE PROVIDED BY:

CONTRACTOR OR SUPPLIER: \_\_\_\_\_

CONTRACTOR PHONE NUMBER: \_\_\_\_\_

HOMEOWNER

ANTICIPATED START DATE: \_\_\_\_\_

ANTICIPATED COMPLETION DATE: \_\_\_\_\_

**The owner requesting to make the described addition, alteration, or modification acknowledges and agrees to comply with the following:**

Owner acknowledges and has read the Association Indenture of Trust & Restrictions By Laws, Declarations and/or the Association policy prior to submitting this application and review form. The Owner agrees to abide by the decision of the Association and **understands that no work can begin without the Board's approval and any required Maryland Heights permits.**

The applicant, and any subsequent owner, is wholly responsible for all initial and recurring costs and liability associated with the installation, maintenance or repair of the described alteration or addition. The Owner further assumes all responsibility for any damage to any common elements and/or injury that may occur because of this work and shall minimize interference and inconvenience of others.

Any approval granted by the Association shall be contingent upon all work being performed in accordance with applicable laws, codes, ordinance, and regulation of any government and/or agency and it will be the responsibility of the Owner to obtain, at Owner's cost, all necessary permits required by such agencies and to provide the Management Company with copies of such permits.

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**SUBMISSION OPTIONS**

A copy of this Request Form/Additional information (i.e. drawings, vendor pictures):

- Mailed to Smith Management Group Autumn Lakes 1630 Des Peres Road, Ste 210 St Louis, Mo 63131 or
- Emailed to [service@smithmgmt.com](mailto:service@smithmgmt.com)
- Given to an Architectural Committee Member

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HOMEOWNERS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

THIS REQUEST IS:

- APPROVED       PRELIMINARILY APPROVED (PENDING RECEIPT OF APPROVED PERMIT)
- DENIED BY THE AUTUMN LAKES ARCHITECTURAL COMMITTEE

REASON:

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ARCHITECTURAL COMMITTEE SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_