

## 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 HOA 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:

ADDRESS:

NATURE OF IMPROVEMENT:  Deck  Patio  Windows  Exterior Doors  
 Garage Door  Awning  Other

CONSTRUCTION MATERIAL OR COLOR (if applicable):

***Attach a drawing/sketch with sizes and/or vendor picture***

All contractors working on your premises, must carry liability and workman's comp insurance. It is your responsibility to check for this.

**SERVICES WILL BE PROVIDED BY:**

HOMEOWNER

CONTRACTOR OR SUPPLIER:

CONTRACTOR PHONE NUMBER:

ANTICIPATED START DATE:

ANTICIPATED COMPLETION DATE:

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

Owner(s) 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 Association with copies of the same as required.

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#### **SUBMISSION OPTIONS**

Forms and drawings sent 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) with attachments uploaded to:

File Uploader: [www.smithmgmt.com](http://www.smithmgmt.com) (Homeowners & Trustees → Emailing Docs. & Forms)

If you have images that need to be submitted, please make sure they are attached with this document. Images can also be uploaded if you choose to use the File Uploader mentioned above.

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**HOMEOWNERS SIGNATURE:**

**DATE:**

**THIS REQUEST IS:**    **APPROVED**    **PRELIMINARILY APPROVED**  
(PENDING RECEIPT OF APPROVED PERMIT)  
 **DISAPPROVED**

**BY THE AUTUMN LAKES ARCHITECTURAL COMMITTEE**

**SIGNATURE:**

**DATE:**