

Magnolia Lakes ACB Application

**PLEASE READ ALL REQUIREMENTS LISTED ON
THE APPLICATION**

**INCOMPLETE APPLICATIONS WILL NOT BE
ACCEPTED. NO EXCEPTIONS.**

**PHOTOS AND SUPPORTING
DOCUMENTS CAN BE EMAILED TO:**

Office@magnolialakes.org

**PLEASE INCLUDE THE PROPERTY ADDRESS
AND REFERENCE ACB APPLICATION IN THE
SUBJECT LINE OF THE EMAIL**

**DO NOT START ANY WORK WITHOUT ACB
APPROVAL FROM OFFICE AND
YOU HAVE RECEIVED PINK ACB
PERMIT. (otherwise, Fines will occur)**

ADDITIONAL APPLICATION INFORMATION

ACB COMMITTEE APPROVAL

Any changes made to the property or to the outside of your home must be approved by the ACB Committee. Applications are available at the clubhouse or online and must be returned to the office on the Thursday before the next meeting, no later than 4PM. NO EXCEPTION.

The committee meets every other Monday at 11:15 AM.

REMEMBER:

ALL APPLICATIONS MUST INCLUDE PHOTO OF FULL FRONT VIEW OF HOME/BACKYARD AND WORK ON SIDES REQUIRES ADDITIONAL PHOTOS OF REAR/SIDE VIEWS MARKING WORK AREA.

Examples of when applications are needed are listed below:

- All Exterior House Painting including painting house same color
- Total Roof Replacement (If renovation requires a commercial dumpster, arrangements must be made with the office prior to it being delivered. In addition, a \$1000 security deposit must be made and will be held until after the dumpster exits the community with no common area damage. A maximum of 2 days is allowed)
- Hurricane Shutters- Contractor's proposal, and photos. – Only White is an HOA approved color. Please refer to the approved color list in the office.
- All Concrete Landscape Borders- need photo of border being used and placement on survey/ contractor's proposal.
- Pools and Bird Cages over pool-Lania Extensions – Only White Lanais are HOA approved.
- Landscaping/Tree Planting or Removal- Please refer to ACB Approved Trees and Plants.
- Landscape Lighting- Photo of lights and placement marked on photo of area.
- Front Door – Installing New Door or Painting Existing Door- Photo of new door, and contractor's proposal. – Only White is an HOA approved color. Please refer to the approved color list in the office.
- Screen Enclosures- Only White will be approved.
- Fences – Only White fences are HOA approved. Please be specific on height and type of fence. Must include a survey of your property with all fence requests.
- Permanently Installed Generators- Must include location and survey with application.
- Solar Panels- Contractor's proposal and diagram of location on home.
- Brick Patios- Survey, type of brick, size, placement, contractor's proposal.
- Driveways- Contractor's proposal, photo of paver being used. Diagram needed if increasing driveway size.
- Walkways- Photo of area indicating walkway and size. Also, contractor's proposal, photos of material and color.
- Air Conditioning Unit Replacement- Replacement of current A/C same location doesn't need ACB approval – additional A/C Units need ACB approval
- Gutters- Contractor's proposal – Only White is an approved color.

ACB APPLICATION

Homeowner's Name(s): _____ Day phone: _____

Property Address: _____

Mailing Address (if different): _____

Work To Be Done: (describe in detail the additions or modifications for which you are requesting approval ... use separate sheets if required) _____

Will the work be completed by a contractor? (Circle one) Yes/No -If yes, please submit a copy of the insurance liability certificate. Please make sure you or your contractor meets all City Permitting requirements.

ALL WORK MUST BE STARTED WITHIN 90 DAYS OF APPROVAL DATE.
HOMEOWNER MUST RETURN THE PINK ACB PERMIT TO THE OFFICE AND NOTIFY THE PROPERTY MANAGER WITHIN 10 DAYS OF COMPLETION OF APPROVED PROJECT FOR FINAL INSPECTION.

All Applications Require:

A photo of the entire frontage of your home is required for all applications.

If work is for rear or sides of home, photo showing full backyard or sides, marking work area is required. Photo should be emailed to **Office@magnolialakes.org**

In addition to the above required item(s), the following is required for type of project: not all are listed:

PAINTING HOUSE- see requirements below: See paint chart in clubhouse for approved color choices. 1.

Please list the name of the color and the color of the house on either side.

Current house color: _____ House on right: _____ House on left: _____

Same as current color: _____ or Proposed new color: _____

Patio Screen Enclosures, Cement Patios and Pavers- see requirements below:

1. Architectural drawing from company including dimensions, color, materials/paver type & picture.
2. \$1000.00 security check held (not deposited) in case of damage to sidewalk or common area and photos of the sidewalk emailed to: **Office@magnolialakes.org**
3. Survey of the homeowner's property.

Windows, doors and front door area screen enclosures- see requirements below: **ONLY WHITE IS HOA**

APPROVED

1. Photo, drawing or product brochure showing the item(s) you are requesting, Specifications/sample of type, texture and color of building materials that you're proposing be used and where being placed.
2. Contractor's proposal that may assist the Committee in the evaluation of this request.

POOLS - see requirements below:

1. Homeowner's Survey and Architectural drawing showing dimensions.
2. Materials and colors with photo for project. Photo of house showing sidewalk.
3. \$2000.00 security check held (not deposited) in case of damage to sidewalk or common area and photos of the sidewalk emailed to: **Office@magnolialakes.org**

ROOFING- see requirements below:

- 1. Actual sample or photo of type and color of roofing tiles and contractor’s proposal.
- 2. \$1000.00 security check held (not deposited) in case of damage to sidewalk or common area and photos of the sidewalk emailed to: Office@magnolialakes.org

LANDSCAPING/TREE PLANTING OR REMOVAL- see requirements below:

- 1. Submit a copy of homeowner’s survey of property.
- 2. Mark on photo of home where tree removal or planting will take place. (Must follow policy on which trees are allowed in front yards)
- 3. Contractor’s proposal- (type of tree, must meet spec size and must be an approved tree.)

Fences:-Only white fences are HOA approved (Please refer to ACB guidelines for height and type of fence permitted and include on your application)

- 1. Copy of homeowner’s survey and contractor’s proposal.
- 2. Photo of the proposed fence

GENERATORS AND AIR CONDITIONERS- Only if adding an A/C:

- 3. Copy of homeowner’s survey and contractor’s Proposal.
- 4. Photo indicating placement of unit.

DUMPSTERS- for other than roof:

- 1. For commercial dumpsters, arrangements need to be made with the office prior to delivery and a \$2000.00 security check held (not deposited) until dumpster exits and with no common area damage. A maximum of 2 days is allowed, and photos of the sidewalk emailed to: Office@magnolialakes.org

HOMEOWNER AFFIDAVIT

I/we have read the covenants of my Association and agree to abide by all such covenants and restrictions. **NO WORK WILL BE COMMENCED WITHOUT THE APPROVAL OF THE ASSOCIATION, otherwise a stop order and fines will be issued.** It is understood that if the changes proposed cause any damage to the landscape on my property, that of a neighbor or the common area of the community, it is my responsibility to return them to their original condition at my expense. I will ensure that the work will be performed by an insured contractor who has received all required permits from all governmental agencies. I/we agree to hold harmless Magnolia Lakes HOA. for any default by contractors or personnel injury during this project.

Signed: _____

Date: _____ (Application will not be reviewed without Homeowners Signature and date)

SUBMIT FORM and REQUIRED INFO TO MAGNOLIA LAKES HOA OFFICE

FOR COMMITTEE USE ONLY

- Reviewed by ACB Committee Date: _____
- DENIED - Insufficient information provided by homeowner – RESUBMIT with all required documentation including: _____
- APPROVED as submitted
- NOT APPROVED. Per HOA Rule: _____

ACB COMMITTEE:

Signed: _____ Print: _____ Date: _____

Signed: _____ Print: _____ Date: _____

Signed: _____ Print: _____ Date: _____