

SOUTHERN LAKES HOMEOWNERS ASSOCIATION

Architectural Review Process

- The Declaration of Covenants, Conditions, Easements and Restrictions states that before any modification can be made to the exterior of any residence or any lot, Architectural Control Committee (ACC) approval is required.
- The Architectural Control Committee is composed of Association members and one member of the Southern Lakes Homeowners Association (SLHA) Board of Directors (BOD).
- The purpose of the review process is to maintain the integrity of conservation easements, preserve property values, and to assure consistent adherence to the covenants and any SLHA guidelines adopted by the BOD.

Request for Approval of Post-Sale Modification

Should you wish to make any exterior modification to your residence or to your lot, please review the governing documents and follow these procedures:

1. Complete the attached form. You must include a plat map showing your house, lot lines and conservation easement area. Also show distances from the proposed modification to your house, lot lines and conservation easement areas. Incomplete or omitted information will cause unnecessary delays in processing or possible rejection of the proposed modification.
2. Submit your modification plans and application, at least 60 days before the anticipated start of the work, to:

Southern Lakes Homeowners Association
C/O Durand & Associates Property Management, Inc.
222 Grand Avenue west
South St. Paul, MN 55075
Fax: (651) 450-4871
Phone: (651) 450-2300

3. Upon receipt of the completed request, the ACC will make a determination within 30 days. You will be informed in writing of their decision. The 30-day time limit will begin when all of the required information is received by the ACC.
4. The guidelines and covenants severely restrict modifications in the conservation easement areas of Southern Lakes. Read your governing documents or call Durand and Associates at (651) 450-2300 if you have any questions.
5. No work may begin without written approval of the ACC or BOD.

SOUTHERN LAKES HOMEOWNERS ASSOCIATION
Post-Sale Modification Request Form

To: Southern Lakes Homeowners Association,
Architectural Control Committee
C/O Durand & Associates Property Management, Inc.
222 Grand Avenue West
South St. Paul, MN 55075

From: _____
Name of Homeowner (Please print legibly)

Southern Lakes Street address

Mailing Address, if different from above

Day Phone: _____ Evening Phone: _____

It is requested that the Architectural Control Committee (ACC) approve plans and specifications for modifications as described below.

Provide a general description, including nature, kind, shape, height, materials and location of the proposed modification. Describe specifically any work involving electrical, plumbing, heating, or other utilities. Please attach a plat map and drawing of the proposed modification including distances from lot lines, conservation easements, and your residence. You may use the grid provided at the end of this form to provide these details, if you do not have a separate drawing.

LOT or RESIDENCE MODIFICATION- REQUIRED PLANS AND SPECIFICATIONS

Provide any and all applicable information from the following:

1. Floor plan of proposed modification;
2. Site and grading plan indicating setbacks, topography, driveways, swimming pools and other amenities (and showing all aspects of the improvements to be constructed thereon including decks, porches, terraces, and patios);
3. Elevations including all four directional views, proposed exterior fixtures (including lights), window placement and type, roof pitch, front entry design, and specification of height above street grade;
4. Exterior finishing materials (including without limitation, siding material and color, trim material and color, roofing material and color, front door style, and garage door style) specifying type or kind, with sample color chips of material specified;
5. Exterior lighting plan, if any;
6. Landscape plan, including all plantings, lighting, shrubbery, fencing, sidewalks, decks, patios, and terraces; provided, however, that Box Elder, Buckthorn, Shedding Poplars or other objectionable trees or shrubbery will generally not be approved.

Please note: Your submission may be delayed or rejected if the requested information is omitted or illegible.

SOUTHERN LAKES HOMEOWNERS ASSOCIATION
Post-Sale Modification Request Form

PROPOSED WORK DATES

Start Date: _____ Completion Date: _____

Projects which remain uncompleted for long periods of time and that are visually objectionable can be a nuisance and a safety hazard for neighbors and the community. If the proposed time period is considered unreasonable, the ACC may not approve the request for modification.

NAME, ADDRESS, AND TELEPHONE NUMBER OF CONTRACTOR

HOMEOWNER(S) AGREE TO THE FOLLOWING CONDITIONS:

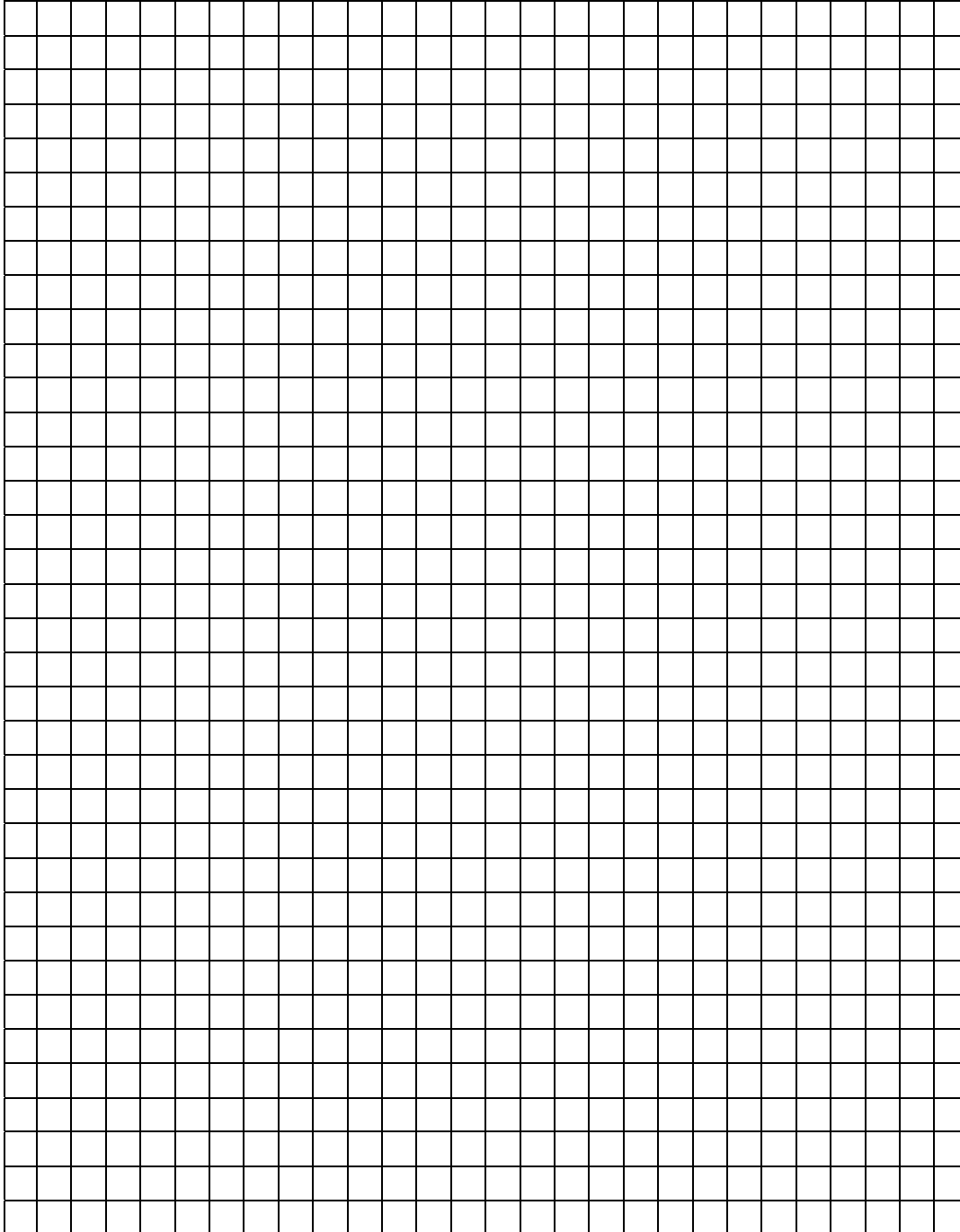
1. All modifications will comply with the Declaration of Covenants, Easements, and Restrictions of the Southern Lakes Homeowners Association and any guidelines adopted by the BOD.
2. Additional information or a site inspection, if required by the ACC, will be promptly submitted or arranged.
3. Work will be completed as represented in the Post Sale Modification Request Form.
4. All required building permits will be obtained by the homeowner, copies of which will be submitted to the ACC prior to the start of work.
5. Repair of any damage to the Association's common areas resulting from modification activities will be at the expense of the homeowner.
6. Work will be performed within the limits approved by the ACC.
7. Any assessment owed by the requesting homeowner must be paid in full before consideration for modification is given.
8. The 30-day time limit for ACC approval will not begin until all required information is received by the ACC.
9. **No work will begin until written approval is received from the ACC.**

Homeowner Signature

Date

SOUTHERN LAKES HOMEOWNERS ASSOCIATION
Post-Sale Modification Request Form

DIAGRAM GRID



- Please show distances from residence, lot lines and conservation easement area.
- Submit copies of contractor's plans.
- Include descriptions or samples of materials to be used in the proposed modification.