

FOREST LAKES HOMEOWNER ASSOCIATION, INC.
ARC CONSTRUCTION APPROVAL REQUEST FORM

Name: _____

Date: _____

Address: _____

Phone Number: _____

Intended Date of Construction: _____

1. Please indicate what type of construction approval you are seeking:

- Fence** – include a written description of the fence you plan to build in the box provided below – please include height, perimeter dimensions, material (wood, iron, etc.), and style (shadowbox, flat, etc.)

- Shed or other outbuilding** – include a written description of the shed you plan to build in the box provided below – please include height, external dimensions, and external materials.
 - Also, please include a drawing, picture, or construction diagram of the proposed shed or outbuilding.*

- Other** – include a written description of the proposed construction in the box provided below.

2. Description of proposed construction -

I understand that construction of a fence, outbuilding, or any other structure must comply with the guidelines detailed in the Forest Lakes Covenants and Restrictions (sections 2, 4, 6, 7, 8, 9, 10, and 14) and in the Forest Lakes ARC Guidelines document (available on the Forest Lakes Homeowner’s Association website - <http://forestlakesofchelsea.com>). I also understand that upon approval of this form I will have 60 days to commence construction unless otherwise noted/approved by ARC.

Homeowner’s Signature

Instructions: Please complete this form. Then, scan it and any required drawings and email them to board@forestlakesofchelsea.com. You should receive a confirmation of your request within 3 days of your submission. If you do not have access to a scanner, please indicate this in an email to the address listed above and we can make other arrangements.

Upon approval of this form, construction shall be completed within _____ days after commencement

Please circle one: Approved Denied Date: _____

ARC Signature: _____ Print Name: _____

Notes: _____

Disclaimer: This approval from the Forest Lakes ARC does not cover any permits that may be required by local or state municipalities. For such permits and any questions you can go online to: www.shelbycountyalabama.com/Building_Permits.htm or call (205) 620-6650. Forest Lakes HOA & ARC is not responsible for such permits or held accountable for projects being constructed without such permits.

FOREST LAKES HOMEOWNER ASSOCIATION, INC.
ARC RESUBMISSION AND APPEALS PROCESS

If the Architectural Review Committee shall deny an application, it shall, if requested, make reasonable efforts to assist and advise the applicant in order that an acceptable proposal can be prepared and submitted for approval

In accordance with Article IV, Section 2 of the Forest Lakes Homeowner Association, Inc. Bylaws, if the applicant disagrees with the final decision of the Architectural Review Committee, the following process should be followed for an appeal of that action:

File a written request for appeal to the Board within 10 days after receipt of notice of their decision. The written request must be sent to board@forestlakesofchelsea.com. The request must contain a short summary of why you feel your request should be approved. Your request shall contain a copy of your original denied request form and any documentation you feel will support your case.

The application will be reviewed at the next regular meeting of the Board. An applicant may request that the Board call a special meeting to hear an appeal prior to the next regularly scheduled meeting of the Board, when time is of the essence. The Board shall render a decision, in writing, usually within two weeks of the appeal. The Board's decision shall be final and binding on all parties.