MALLARD'S LAKE COMMUNITY ASSOCIATION, INC.

Email completed form and documents to: mallardslake@yahoo.com
or mail to: Mallards Lake HOA, 429 E Dupont Rd., Ft. Wayne, IN 46825
The purpose of this form to conform with the requirements of the association covenants.
All reviews are completed by no less than 3 volunteer members of the Architectural Committee and/or a member of the association board.
Review may take up to 30 calendar days.
No reviews will be completed for properties/lots that have outstanding dues or money owed to the association.

All submittals **must** include:

- Plot/Site plan showing location of what is being submitted/proposed work area. Dimensions shall be included for reference to existing structure(s) and/or property lines.
- Schedule of construction starting once approval is obtained.
- Name of installing contractor (if applicable) performing work with address and contact information.

Frequently overlooked items to keep in mind while planning your project:

- Utility lines (Indiana 811 Call Before You Dig) Requires 2 working days after calling.
- Easements/Right of Ways
- Allen County Permits (Building Department)

NEW SUBMITTAL: ☐ Yes ☐ No
REVISION TO PREVIOUS SUBMITTAL (include previous submittal): ☐ Yes
EXTENSION REQUEST TO PREVIOUS APPROVAL: ☐ Yes

Date: _____

Requested Install/Construction Start Date: _____ Work must start within 120 days of approval or resubmittal will be required.

Guaranteed Installation/Completion Date: _____

Project Extension End Date Request (for previously approved work): _____

Reason for request of project extension:

_____

_____

Homeowner

Name
Address
Contact Number
Email Address
Lot

Description of Project:

_____

_____

_____

Installing Contractor (if applicable, state homeowner if doing work yourself)

Name
Address
Contact Name
Contact Number

Please only complete the section below applicable to what you are seeking approval.

☐ **POOL (Aboveground and Portable Pools Not Allowed):**
Plot/Site Plan shall include pool, equipment location, and landscaping/concrete plan around pool area.
Basin/Liner Type: _____

☐ **FENCE:**
Plot/Site Plan showing fence location in relation to house and property lines.
Type of material (PVC, Aluminum, Wood, etc.): _____
Type of finish and/or color (paint, stain, natural): _____
Height: _____

☐ **DECK/PATIO:**
Plot/Site Plan showing deck/patio location in relation to house and property lines.
Drawing of elevation showing height of deck, railings, and profile. (Not needed for concrete patios)
Type of material: _____
Finish and/or color (paint, stain, natural, etc.): _____

☐ **ROOM ADDITION:**
Plot/Site Plan showing location in relation to rest of house and property lines.
Drawing showing minimum 2 elevation views. These views shall be 90° angle from each other.
Roof Material: _____
Siding Material: _____
Type of foundation: _____

☐ **OTHER (Swingset, basketball goal, garden, etc):**
Type item wanting to install: _____
Plot/Site Plan showing location in relation to house and property lines.
Picture, drawing, and/or elevations if possible
Type of material: _____
Manufacturer (if applicable): _____

If the homeowner fails to complete the approved work by the agreed-upon date without obtaining a written extension from the Architectural Committee, the property will be deemed in architectural non-compliance. The homeowner will be subject to a non-compliance assessment of **$25 per day** for each calendar day the project remains incomplete past the deadline, following notice and an opportunity for a hearing.
Written notice of non-compliance shall be sent to the homeowner **no less than 30 days prior** to the commencement of the daily assessments. The Association may levy **a lien** against any property if the outstanding non-compliance assessment(s) are not settled within **30 days** of written notice of the final amount owed.
The Architectural Committee and/or Board Members may waive assessments or grant extensions, provided a minimum of three (3) members vote in agreement.

Submitted By: _____ _____
Print Signature

The Architectural Committee and/or board will review your application and respond within 30 days. The response will be via email to the address provided on this form stating: Approved, Resubmit, or Rejected. Reasons will be provided for any required resubmittal or rejection.
Any appeal made on a rejection will be reviewed, within 30 days of the appeal received, by entire board. The board will then vote to grant approval or resubmittal status wherein that decision will be final.