

**Lakewood Terrace Townhouse Association
Design Review Protocol**

Design review submittals must be submitted through the management office for proper logging and distribution. Homeowners cannot deliver design review submittals directly to the Board, nor approach a Board member for verbal confirmations. There are NO rush reviews.

Design review submittals for decks, fence, add-ons (items which affect grounds) must include a current as-built; once the modification is completed, an updated as-built is required. (An updated as-built is not required if there is no change in dimensions, lay-out, etc of an existing item).

Once the submittal is received by the management office, it will be reviewed for completeness then forwarded to the Architectural Control Committee (ACC) for consideration. The committee has thirty (30) days to provide a response.

The homeowner will be provided with the ACCs response, in writing, within the deadline provided by the Declaration for the Association.

ACC decisions may be appealed by the homeowner within ten (10) days from receipt of the ACC response. The appeal request must be in writing.

The Board of Directors will provide a written determination of the appeal to the homeowner within ten (10) days of receipt of written appeal.

The Declaration for Lakewood Terrace Townhouse Association requires all homeowners to receive written authorization for all exterior modifications. Homeowners who choose to complete an exterior modification without written authorization waive their right to a hearing, thereby subjecting themselves to an automatic \$500 fine.

Design Review Submittal

OFFICE USE ONLY:
CHECK IF SPECIAL FORM
REQUIRED: _____

OFFICE USE ONLY:
ACCOUNT NUMBER: _____
SUBMITTAL TAKEN BY: _____

NAME OF ASSOCIATION: Lakewood Terrace Townhouse Association

HOMEOWNER DATA:

PROPERTY LOCATION: _____
(Street Address)

NAME: _____

OFFICE: _____ • HOME: _____ • FAX: _____ • CELL: _____

*EMAIL: _____ Preference of Contact: _____

*All correspondence will be sent via email unless otherwise noted.



PROJECT TYPE AND DESCRIPTION:

- SHED * • FENCE * • LANDSCAPE * • PAINT COLOR • SATELLITE DISH * • DECK * • OTHER **

DESCRIPTION OF PROJECT – BE SPECIFIC – LACK OF INFORMATION CAN DELAY YOUR REQUEST. LIST SIZES, HEIGHTS, MATERIAL TYPES, LOCATIONS, ETC. _____

Submit to:

Property Management Services, Inc (PMSI)
Mail: PO Box 92130, Anchorage, AK 99509-2130
In person: 6000 C Street, Anchorage, AK 99518
Email: info@pmsialaska.com

Owner Please Read and Sign:

I have read and understand the Declaration of my owners association and, to the best of my knowledge, this submittal complies with those requirements. If applicable, construction completion will be within one summer construction season, no later than _____.

Signature of Owner(s): _____ Date: _____

- * **Requires As-built**
- ** **May require As-built**