

Date:\_\_\_\_December 1, 2021\_\_\_\_\_\_\_\_\_\_

Re: Parcel\_\_\_\_\_ Lot\_\_\_\_\_\_

Property Owner:

The Country Club of Louisiana is designed to be a unique community of homes. In order to ensure the quality of the community, a process of review, policies and procedures have been established. It is hoped that your home construction or improvement in The Country Club of Louisiana, will be a pleasant experience for you. The Design Guidelines can be found on our website’s public page, [www.cclapoa.com](http://www.cclapoa.com). To ensure that construction progresses smoothly, the following procedures are required by this office:

* Plans for new home construction and/or ALL exterior changes to your home and/or yard must be approved by the Architectural Review Committee (“ARC”) prior to beginning any construction, or gaining access through the Back Gate. A Review Fee is charged for this process and is listed below:
	+ New Home or Major Renovation $1,500
	+ Minor Addition $450
	+ Pool, Outdoor Kitchen $450
	+ Wall, Fence, Generator $150
	+ Major Landscape Plan $350
	+ Minor Landscape Plan $175
	+ Minor Improvements (roof, colors, windows, door, etc.) $150
	+ Any review for improvements subject to the Club review, additional fee $150
	+ Roof replace/no changes $50

 There is an additional fee of 50% of the original Review Charged if the plan is resubmitted or re-reviewed for the 3rd time, or there are significant changes to the original approved plan.

* A construction deposit is required. The deposit schedule is listed below:
	+ New Home or Major Renovation with a licensed contractor $5,000
	+ New Home or Major Renovation without a licensed contractor $10,000
	+ Minor Addition with a licensed contractor $2,500
	+ Pool, Outdoor Kitchen with a licensed contractor\* $1,500
	+ Wall, Fence, Generator with a licensed contractor\* $1,000
	+ Major Landscape Project with a licensed contractor\* $2,000
	+ Minor Landscape Project with a licensed contractor\* $500
	+ Minor Improvements (roof, colors, windows, door, etc.) $250

\*An addition 50% of the deposit if required for all projects using unlicensed contractors. The additional fee is also required for an owner acting as the contractor on projects.

* All general contractors must provide a copy of his/her license. The Property Owners Association may request, at anytime, proof of insurance from the contractor.
* A copy of the City/Parish permit is required by the POA prior to the final inspection.
* For new home construction, a check in the amount of $180.00 will cover the costs of your construction sign, made payable to Country Club of Louisiana/POA, is required.
* All plans for any improvements for homes or yards on lots adjacent to the golf course, are required to obtain the approval of the Country Club of Louisiana (Club). Rear property stakes on golf course lots shall not be removed as they are the out-of –bounds markers for the golf course.
* No construction, clearing or earth work will be permitted on the site until the final construction documents have been approved, the deposit is received, and the required documents are returned.
* For a new home or addition, a slab survey is required prior to proceeding with construction. The survey may be emailed to the POA office, to carol@cclapoa.com.
* During your project, the POA will periodically perform a site review or inspection in order to ensure that your project is in keeping with the approved plans. **Please be reminded that ALL changes to your plan should be submitted to the POA prior to making those changes**. **During the inspection, you will be immediately notified of any noticed deviations and your project may be stopped until the change or modification is approved. Failure to notify the ARC of any changes may result in a fine.**
* On new home construction, if you request permission to move into the home prior to the final inspection approval, an addition deposit of $10,000 is required.
* Upon completion of the construction, please notify the POA (carol@cclapoa.com) to schedule the final inspection. Upon approval of your final inspection, all construction deposits will be returned.
* The POA has General Rules for Contractors, Sub-Contractors, Vendors and Service Personnel, which are provided to the owner at the time of approval of their plan. Any noticed violation of the rules, the owner will be notified and given a time limited to correct the violation. Failure to do so will result in the POA correcting the issue and assessing the cost or fine from the construction deposit.

This letter and all applicable enclosures must be signed and returned to the POA office before any construction can begin. We hope this information is helpful to you in this process and we thank you for your cooperation.

 Very truly yours,

The Country Club of Louisiana Property Owners Association Architectural Review Committee

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Date