

**Leisure Lakes Property Owners Association Inc.**  
**3965 Leisure Lakes Drive, Chipley, Fl. 32428**  
**Phone (850) 773-3843 Fax (850) 773-7810**

**Procedures for Lot Improvement**

1. Applications for Lot Improvement may be obtained from gate attendant at the entrance of the development.
2. Every Property Owner submitting a plan is required to meet with the Architectural Control Committee.
3. If a structure is proposed, the Property Owner must submit siding samples, roof samples and a sample of the trim. If the improvement is to be painted, color samples of the paint is acceptable.
4. The Chairman or Co-Chairman of the Committee will contact the Property Owner submitting the plans and schedule a meeting no later than ten days from the receipt of package.
5. Follow-up will be made on a continuing basis until completion date is met.

Completed applications may be left at the gate with the gate attendant or mailed to the address above.