

LAKE FOREST DRIVE ASSOCIATION
ARCHITECTURAL GUIDELINES
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LAKE FOREST DRIVE ASSOCIATION

ARCHITECTURAL STANDARDS

Living in a planned community such as Lake Forest Drive Association offers many privileges as well as imposing certain restrictions. Lake Forest Drive Association has been developed for the mutual benefit of all members. In order to preserve the value, desirability, attractiveness and architectural integrity of the Association, the Covenants, Conditions and Restrictions authorized the formation of the Architectural Committee.

This Committee is vested with the power to review and approve ALL Improvements to all residential dwellings in Lake Forest Drive Association.

Attached please find the general architectural guidelines for our community. It is to your benefit that you take the time to read this information. Please note that although these guidelines support the CC&Rs they do not cover the entirety of the document. The CC&Rs should be read carefully.

As set forth in the CC&Rs of the Association, (Article VIII, Section 8.02) the Board of Directors may delegate the duties and responsibilities of full authority of architectural and landscape control to an architectural committee that is vest with the power to review and approve all improvements to residential units and dwellings in Lake Forest Drive Association. Such improvements include, without limitation, additions, modifications and alterations to residential dwellings, signs, fences, walls, screens, patios and patio covers, and any other modification to the exterior of a dwelling or other improvement or alterations to your residential unit.

The Association does not seek to restrict individual creativity or personal preferences, but rather to help assure continuity in design which will help preserve and improve the appearance of the Community.

Prior to commencement of any addition, alteration or construction work of any type you must first file an application to the Architectural Committee. Failure to obtain the approval of the Architectural Committee may constitute a violation of the CC&Rs and shall require modification or removal of unauthorized work at your expense. In addition, a building permit may be required by the City/County or other governmental agencies prior to the commencement of any work. The Architectural Committee does not assume any responsibility for your failure to obtain such permits. Also, obtaining such permits does not waive the obligation to obtain Architectural Committee approval.

Following is the Architectural Standards including exhibit forms. Please use these forms for any submittal to the Architectural Committee. Thank you in advance for your cooperation in this matter.

**LAKE FOREST DRIVE ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE (ARC)
LAKE FOREST, CALIFORNIA**

Dear Homeowners:

This is an open letter to bring you up to date on the Architectural Review Committee (ARC).

A brief summary of the proper procedures to follow when submitting plans for approval follows:

1. Read CC&Rs Article VIII
2. Submit your architectural and landscape plans to the ARC for approval with the attached application.
3. The ARC will review and approve or disapprove plans within forty-five days.
4. The ARC will return the application to you with the appropriate comments.
5. Upon approval of your application, you are responsible for construction and legal requirements (i.e., building permits) for the approved plans.
6. When you have finished the improvement you must submit in writing to the ARC a notice of completion. ARC will then inspect and give a final written approval of the improvements.
7. Failure to follow these steps can leave you liable for alterations, changes, and/or removal of the unauthorized work (at your expense) at the discretion of the ARC and/or Board of Directors

Any questions or comments you have can be submitted to Action Property Management or a Board Member of Lake Forest Drive Association.

Thank you for your cooperation.

The Board of Directors
Lake Forest Drive Association

PURPOSE

In order to maintain the architectural character of the community, it is necessary to provide more exacting guidelines than are presented in the CC&Rs and bylaws of the Association. These guidelines have been established to protect your investment and keep Lake Forest Drive Association attractive to all residents.

PROCEDURE

The Architectural Committee will review and respond to all plan submittals within forty-five (45) days from the date of submittal. Homeowners shall present drawings of any fence structure, exterior addition or alterations, including landscape changes, along with the Home Improvement Form (Exhibit A) to the Architectural Committee for study and approval. PLEASE NOTE THAT NO WORK MAY BEGIN PRIOR TO ARCHITECTURAL APPROVAL.

This review is in no way intended to approve Architectural requests for structural engineering or in lieu of any required City/County permits or City/County inspections. The intent is to maintain the visual unity of Lake Forest Drive Association.

All drawings shall be prepared in accordance with requirements for clarity and completeness consistent with the requirement of the City/County Building Departments and submitted to Lake Forest Drive Association, care of Action Property Management, 2603 Main Street, Suite 500, Irvine, California, 92614.

A. REQUIRED COPIES

Present three (3) copies of the Home Improvement Form (Exhibit A), drawings, specifications and color scheme to the Architectural Committee.

1. One copy shall be retained by the committee.
2. One copy shall be returned to the owner with status of review.
3. One copy to be maintained with Association records.

B. APPLICATION FEES

The committee may require a fee to cover costs of hiring an architect or other costs of evaluating the proposed modification.

C. DRAWINGS

1. Plot Plan
 - a. Show lot lines accurately as to length, angles and curves.
 - b. Show all dimensions of work to be considered, such as distances between existing improvements and property lines.

- c. Your blueprints/drawings must show the location of the bottom of any slopes and/or the top of the slope.
- d. Drawings shall, in any case, show the nature, kind, shape, dimensions, material and location of the proposed improvements

D. GENERAL NOTES

- 1. Color samples of all paint or stain are required when they deviate from the original color scheme assigned to the existing dwelling.
- 2. When construction work requires the use of adjoining property, the applicant shall obtain written permission from the adjoining property owner. A copy of this letter shall be filed with the request for architectural approval.
- 3. All work must be performed in a manner consistent with the standards of general dwelling construction. All work considered to be of an unsightly finished nature or of lesser quality than the prevailing community standards shall be reworked to an acceptable appearance.
- 4. All construction, alteration or other work shall be performed promptly and shall be completed as designated by the Architectural committee with a NOTICE OF COMPLETION (Exhibit C) filed with the Architectural Committee.
- 5. Each homeowner is responsible for the clean-up of all construction debris as well as for any damage to the driveways, curbs and/or gutters.

E. APPEAL PROCEDURE

In the event plans and specifications submitted to the Architectural Committee are disapproved, the owner filing such application may appeal in writing to the Board of Directors. The request must be received by the Board not more than 30 days following the final decision of the Committee. Within 45 days following receipt of the request for appeal, the Board shall render its written decision. The Board may agree with the Committee and uphold the disapproval, or the Board may disagree with the Committee and approve the plans.

NOTICE OF COMPLETION

Upon completion of any work for which approval has been given, the owner shall submit written Notice of Completion, including substantiating pictures, to the Committee. Within 60 days thereafter, a representative of the Committee may inspect such Improvement. If the Committee finds that such work was not done in substantial compliance with the approved plans, it shall notify the owner in writing of such noncompliance within such 60 day period and require the owner to correct the matter.

If upon expiration of 45 days from the date of notification the owner has failed to remedy the noncompliance, the Committee shall notify the Board of Directors of the Association in writing of such failure. After affording such owner notice and hearing, the Board shall determine whether there is a noncompliance of the CC&Rs and, if so, the nature thereof. If a noncompliance exists, the homeowner shall remedy or remove the same within a period of not more than forty-five (45) days from the date announcement of the Board ruling of noncompliance. If the owner does not comply with the Board ruling within such period, the Board may levy a Compliance Assessment against such owner for the costs of removing or remedying such noncompliance.

All construction, alteration or other work shall be performed as promptly and diligently as possible and shall be completed within one hundred and eighty (180) days after the date on which the work commenced.

VARIANCE

The Committee may authorize variance from compliance with any architectural provisions contained in the CC&Rs, including, without limitation, restrictions upon height, size, floor area or placement of structures, or similar restrictions when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental consideration may require such variances. The granting of a variance must be evidenced in writing, must be signed by at least two (2) members of the Committee, and shall become effective immediately.

ARCHITECTURAL STANDARDS AND MATERIALS

The Architectural standards hereafter used are not intended to be all inclusive. These standards should be read in conjunction with the CC&Rs.

LANDSCAPING

Landscaping can be effectively used to accent entryways, define space, create “soft” privacy screens, and reduce the visual impact of fences, etc. Since landscaping is a design element, the same consideration should be given to relationships to the applicant’s house and to adjacent houses as apply to other design elements.

If plantings are found detrimental by the Board and/or the Architectural Committee, homeowners may be required to abate the problem.

1. Formal Architectural Committee approval is necessary for general landscaping, as well as all other improvements. Such improvements must be compatible with the aesthetic plan and design of the community and must be completed in a timely manner.
2. All landscaping work, plantings and installation of permanent irrigation systems by an owner shall remain aesthetically consistent with the design and plan of the community.
3. Trees, hedges and shrubs which restrict sight lines for vehicular traffic or which obstruct the view from neighboring units shall be cut back or removed.
4. Planters will be permitted. Materials used shall conform to type, quality, character and detailing established in existing dwelling.
5. No grading, excavation, or landscape modification shall be commenced until the plans showing the nature, kind, shape, height and location of the same shall have been approved by the Architectural Committee.

PATIOS, COVERS AND AWNINGS

1. Structures shall be of wood, composite, vinyl, or other approved material, with exception of vertical supports.
2. Horizontal covers shall be constructed of wood, composite, vinyl, other approved material, or match the roof of existing dwelling.
3. Exposed surfaces shall match or harmonize with the existing colors and materials of the main dwelling.
4. Unacceptable construction materials for patio and awning structures shall be:
 - a. Metal structures
 - b. Corrugated plastic
 - c. Fiberglass
 - d. Plastic webbing
 - e. Reed or straw-like materials
5. Awnings not consistent with the overall architectural elevations will not be permitted. All awnings must be well maintained at all times.

REMODELS AND ADDITIONS

All alterations and additions shall be in keeping with the overall aesthetic nature of the community. Exteriors shall be constructed with materials that conform to type, quality, character and detailing of the existing dwelling.

1. Roof Plan
 - a. Show plan of all existing roofs with pitches and overhangs noted.
 - b. Show materials of all existing and new roofs.
2. Floor Plan
 - a. Indicate all walls, columns, openings, and any condition or feature that will affect the exterior design of the building.
 - b. Indicate exterior landscape or other details affected.
3. Elevations
 - a. Indicate all walls, columns, openings and any condition or feature that will affect the exterior design of the building.

4. DRAWINGS SHALL, IN ANY CASE, SHOW THE NATURE, KIND, SHAPE, DIMENSIONS, MATERIALS, EXTERIOR COLORS, AND LOCATION OF PROPOSED IMPROVEMENTS.

DRAINAGE

Should an owner make any modifications to the grading and improvements as installed by the builder, the Association shall be relieved of any responsibility for any damage brought upon by said modifications.

All drainage from improvements shall be constructed to return drainage to the front street. Backyard drainage may be cored through the curb only. Any coring, cutting, patching of curb and gutters of sidewalk is to be approved by the Association and the City of Lake Forest. Architectural committee approval shall be obtained prior to any alterations to any grade.

SIGNS

All signs for the purposes of selling the unit must be professionally prepared. Signs shall be of the acceptable standard "Real Estate" size and shall NOT exceed six (6) square feet and shall not be placed on any common areas. All signs must conform to the requirements of the City. The number of signs on any residential unit will not exceed one sign.

FENCES

In order to maintain the aesthetic appearance of Lake Forest Drive Homeowners Association, the Architectural Committee has established specific fencing requirements.

In addition to the Architectural approval submittal requirements outlined in these guidelines, homeowner shall conform to the fencing requirements as indicated below.

Acceptable material for fencing will be:

- a. Wood, acceptably colored
- b. Stucco, acceptably colored
- c. Wrought iron, acceptably colored
- d. Composite wood, subject to board approval
- e. Vinyl, subject to board approval

Unacceptable materials for fencing shall be:

- a. Aluminum or sheet metal
- b. Chicken wire
- c. Metal or plastic chain link
- d. Plastic or fiberglass panels
- e. Plastic webbing, reed or straw-like materials
- f. Wood grape stake
- g. Lattice

No wood panels may be used for sound walls.

No double fences shall be constructed.

Perimeter fencing over five (5) feet tall shall require variance approval by the Architectural Committee.

ALL FENCING ADDITIONS MUST BE APPROVED BY THE ARCHITECTURAL COMMITTEE BEFORE WORK BEGINS, AND SHALL BE DESIGNED TO MINIMIZE ANY ENCROACHMENT ON VIEW LINES OF OTHER HOMEOWNERS. An exception is made if the fence is being replaced to the exact location, material, size, and color of an existing fence.

ANTENNA POLICY

Definitions

An antenna includes:

1. Satellite dish
2. TVBS – an antenna designed to receive over-the-air television broadcasts
3. MMDS – an antenna designed to receive programming services via multi-channel, multi-point distribution services (wireless cable)
4. DBS – an antenna designed to receive direct broadcast satellite service (e.g. DirecTV or DishTV)

Acceptable quality signal does not mean the strongest possible signal. A signal strength of 80% is deemed acceptable.

Intent

It is the intent of the Lake Forest Drive Homeowners Association to allow the use of satellite dish, MMDS and DBS antennas under one meter (39.4 inches) in diameter, subject to installation guidelines detailed below. Such guidelines do not impose unreasonable expense or delay nor preclude reception of an acceptable quality signal. All antennas larger than one meter, except TVBS, are prohibited unless approved in advance by the Board of Directors or Architectural Committee. TVBS antennas are also subject to the guidelines below.

It is strongly recommended that an architectural review form be submitted for review prior to any installation. However, a homeowner may install an antenna before seeking Architectural Committee approval if the guidelines stated below are followed. If the homeowner has not established Architectural Committee approval prior to installation, and the Architectural Committee deems the installation violates the guidelines below, the homeowner may incur additional cost to relocate, screen, and/or conceal the antenna and/or wiring.

Safe installation is the responsibility of the homeowner and should follow any applicable City codes or permitting requirements. The homeowner shall accept full financial responsibility for damage caused to common property or other homes because of improper installation.

Upon sale of the home, the homeowner shall be responsible for removal of the antenna, all hardware and wiring, and restore the area of installation back to a condition that resembles pre-installation conditions.

Guidelines

1. Only one antenna will be permitted per home without written board approval.

2. All satellite dish, MMDA and DBS antennas must be less than one meter (39.4 inches) in diameter. All antennas larger than one meter, except TVBS, are prohibited unless approved in advance by the Board of Directors/Architectural Committee.
3. Antennas may be installed only on property over which the homeowner has exclusive use or control and/or a direct or indirect ownership interest.
4. The preferred mounting location is along the roofline attached to the fascia boards, or in the absence of fascia boards, to the stucco just below the roofline. The antenna must be placed, to the extent feasible, in locations that are not immediately visible, in order of importance, from: (a) the street or sidewalk; (b) common areas; and (c) home and yards of neighbors. This placement should not impair reception of an acceptable quality signal, delay installation, nor add unreasonable to the cost of installation.
5. The homeowner may not place an antenna on the roof.
6. All mounting hardware and wiring will be concealed to the extent possible.
7. Under no circumstances will wiring be visible from any location on exterior walls or over the roof. Generally, wiring should enter the attic area at the closest possible point to the installation.
8. Concealment, screening, and/or painting may be required to reduce the visual impact of the antenna.
9. Masts used to raise the height of an antenna are not permitted.
10. Every homeowner shall assure that the resident head of household on rental properties within this development receives a complete copy of these guidelines.

MISCELLANEOUS

1. Exposed Equipment: No water softener, air conditioners and such equipment shall be exposed to public view without the approval of the Architectural Committee.
2. Glass Tinting: Glass tinting requests will be considered by the Architectural Committee. However, mirror finishes will not be approved.
3. House Numbers: Board will periodically refresh the paint of the curb numbers.
4. Lighting: Yard lighting must be Low Voltage (12V). Higher voltage lighting may be approved if it is not directed or placed so that it creates an annoyance to the neighbors, as determined by the Architectural Committee.
5. Painting: Any improvements may be repainted without Architectural Committee approval, so long as the improvement is repainted with the identical color and quality which it was last painted.

6. Playground Equipment: Swings, playhouses and other equipment shall remain unobtrusive.
7. Pools: Pools, Jacuzzis and related equipment will be considered on an individual basis and require Adjacent and Impacted Neighbor Notification (Exhibit B).
8. Rooftop Appliances: Rooftop appliances will not be permitted except for solar panels as approved. Solar panels may be approved if they are mounted directly on the roof and are of a color, size, and shape consistent with the roof line. Color should be as unobtrusive as possible.
9. Solariums: solariums of an aesthetically acceptable nature will be permitted upon review by the Architectural Committee.
10. Temporary Structures: No tent or shack or other temporary building, improvement or structure shall be placed on any portion of the property unless approved by the Architectural Committee.
11. Window Covers: Windows can be covered only by drapes, shades, blinds or shutters and cannot be painted or covered by aluminum foil, cardboard, or other similar materials.

EXHIBIT A

**HOME IMPROVEMENT FORM
LAKE FOREST DRIVE**

Please complete and include this request form, along with three (3) sets of your proposed plans, to:

**LAKE FOREST DRIVE HOMEOWNERS ASSOCIATION
C/O ACTION PROPERTY MANAGEMENT
2603 MAIN STREET, SUITE 500
IRVINE, CA 92614**

Name: _____ Date: _____

Address: _____

Phone: _____

Completion date: _____

HOMEOWNER'S SIGNATURE

Plan Review Fee: An initial review fee will be required as shown below. Additional fees may be required if additional reviews are necessary. Please ensure a check is attached with this application, made out to Lake Forest Drive Association.

Plan Review Fee \$25.00

**PLEASE INCLUDE THE FOLLOWING
INFORMATION WITH YOUR REQUEST:**

1. Description of improvement.
2. Location of residence on residential unit and the dimensions from residential unit line.
3. Complete dimensions of improvement proposed.
4. Measurements of improvements in relation to home and residential unit line.
5. Description of material and color scheme.
6. Drawing showing affected elevations.

ARCHITECTURAL COMMITTEE: _____ DATE: _____

() Approved

() Disapproved

NEIGHBOR NOTIFICATION

It is the intent of the Architectural Review Committee to consult neighbors on any improvements which may impact their use and enjoyment of their property. Neighbor approval or disapproval of a particular improvement shall not be binding in any way on the Architectural Review Committee's decision.

1. Definitions:

Facing Neighbor: Means the three (3) homes directly across the street

Adjacent Neighbor: Means all homes with adjoining property lines to the Lot in question

Impacted Neighbor: Means all homes in the immediate surrounding area which would be affected by the construction of any improvement.

2. Improvements Requiring Notification:

Any exterior improvements that may impact the neighbors in the Community.

3. Statement:

Exhibit B must be provided to the Architectural Committee to verify the neighbors have been notified about the proposed improvements.

EXHIBIT B
LAKE FOREST DRIVE ASSOCIATION
FACING, ADJACENT AND IMPACTED NEIGHBOR STATEMENT

FACING NEIGHBOR:

Name	Address	Signature
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FACING NEIGHBOR:

Name	Address	Signature
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FACING NEIGHBOR:

Name	Address	Signature
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ADJACENT NEIGHBOR:

Name	Address	Signature
------	---------	-----------

ADJACENT NEIGHBOR:

Name	Address	Signature
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IMPACTED NEIGHBOR:

Name	Address	Signature
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IMPACTED NEIGHBOR:

Name	Address	Signature
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The neighbors have seen the plans I am submitting for Architectural Review Committee approval (see above verification.) I understand neighbor objections do not in themselves cause denial. However, the Architectural Review Committee will contact the neighbors to determine their objections and their appropriateness, if necessary.

SUBMITTED BY:

NAME: _____ **DATE:** _____

ADDRESS: _____

**EXHIBIT C
LAKE FOREST DRIVE ASSOCIATION
NOTICE OF COMPLETION**

Notice is hereby given that:

The undersigned is the owner(s) of the property located at

Number and Street

City

The work of improvement on the described property was COMPLETED ON THE _____
day of _____, 20_____.

In accordance with the Architectural Committee's written approval through the above
owner's plans and submitted package.

Signature of Owner:

Date

Lake Forest Drive Association / Sterling Heights Approved Color Schemes

All colors are Dunn-Edwards Paints
16191 Lake Forest Drive
Irvine, CA 92618

(Ask to see color scheme pallets at the store or at Action Property Management)

Scheme #	Stucco	Trim	Garage Door	Fences
***** EXISTING SCHEMES *****				
1	Desert Grey	P74 Cocoa	P74 Cocoa	P74 Cocoa
2	511 Oyster	0 Lost Summit	230 Pueblos	0 Lost Summit
3	19 Heather	210 Cavern	40 Ash Gray	40 Ash Gray
4	Navajo White	Stonish Beige	3 Travertine	3 Travertine
5	500 Ajo Lily	0 Copper Dust	0 Copper Dust	0 Copper Dust
6	7 Bone White	177 Hickory	177 Hickory	177 Hickory
7	511 Oyster	4 Bone China	4 Bone China	511 Oyster
8	1 Pearl White	230 Pueblos	230 Pueblos	230 Pueblos
9	500 Ajo Lily	Adobe South	2 Adobe South	Adobe South
***** FIELDSTONE HOMES ON KERRY COURT ONLY *****				
KC	French White	147 Truffle	9 Silver Taupe (Siding/Shingles)	147 Truffle
KC	3 Travertine	Mission Brown	7 Mesa Tan (Siding)	7 Mesa Tan
KC	41 Adobe	1 Pearl White	513 Sahara (Siding)	513 Sahara
KC	4 Bone China	40 Ash Grey	(Siding/Shingles)	40 Ash Grey
KC	5 Swiss Coffee	3 Beige Pebble	3 Beige Pebble	1en White (Siding)
***** NEW SCHEMES *****				
1	90 Stampede	9 Shady Forest	1 Birchwood	1 Birchwood
2	870 Granite	012 Twister	40 Ash Gray	40 Ash Gray
3	4031 Arctic	6 Rosewood	133 Sandal	133 Sandal
4	20 Quicksand	Sycamore Stand	P112 Bone	P112 Bone
5	1 Pearl White	50 High Noon	560 Cochise	50 High Noon
6	Yuma Wrangler	5 Pieces of Gold	3193 Slopes	3193 Slopes
7	98 Spearhead	7 Bone White	7 Bone White	7 Bone White
8	90 Stampede	4 Bison Beige	1 Birchwood	4 Bison Beige
9	60 Navajo	5 Swiss Coffee	5 Swiss Coffee	60 Navajo

**Board approval is not required to repaint with one of the approved schemes above.
Colors from multiple schemes cannot be mixed without prior Board approval.**

THE MATERIAL CONTAINED WITHIN THIS PACKET IS NOT INTENDED TO BE SUBSTITUTED FOR THE SERVICES OF AN ATTORNEY. THE LAW AND ITS INTERPRETATIONS ARE CONSTANTLY CHANGING.

PLEASE CONSULT YOUR PROFESSIONAL ADVISOR REGARDING YOUR INVOLVEMENT IN AN ASSOCIATION.