

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: _____

HOMEOWNERS 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 insure 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

The attached plans were made available to the following neighbors for review.

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
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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

(Street & Number)

(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 though the above
owner's plans and submittal package.

Signature of Owner: _____

Date: _____