
LAKE FOREST DRIVE HOMEOWNERS ASSOCIATION

TO: All Lake Forest Drive Homeowners
FROM: Community Manager
REF: Summary of Architectural Control Procedures

Dear Association Member:

The California Civil Code requires the Association to publish a notice annually that describes the types of architectural changes that require Association approval. This Summary of Architectural Control Procedures has been prepared for that purpose. This is only a summary and owners are therefore requested to refer to the CC&Rs and to the Association's [Rules and Regulations/Architectural Guidelines/other appropriate document(s)] for additional architectural improvement related information. If you have questions about whether there are any standard guidelines or requirements for the type of improvement you would like to make, please contact management *before* you start work.

A. No Exterior Additions and Changes without Prior Approval. No construction, alteration, removal, relocation, repainting, demolishing, addition, installation, modification, decoration, redecoration, or reconstruction of an Improvement, including landscaping, in the Properties shall be commenced or maintained, until the plans and specifications therefore showing the nature, kind, shape, height, width, color, materials, and location of the same shall have been submitted to the ARC and approved in writing by the ARC; provided, however, that any improvement may be repainted without ARC approval so long as the Improvement is repainted the identical color which it was last painted. Without limiting the generality of the foregoing, the provisions of this Article VIII shall apply to the construction, installation, alteration and modification of solar energy equipment subject to the provisions of California Civil Code Section 714. The owner submitting such plans and specifications ("Applicant") shall obtain a written receipt therefore from an authorized agent of the ARC...(CC&R's Article VIII, Section 8.02).

B. Submission Procedures/Plan Requirements. The ARC may also issue rules or guidelines setting forth procedures for the submission of plans for approval, requiring a fee payable to the Association to accompany each application for approval, or stating additional factors which it will take into consideration in reviewing submissions. The ARC may provide that the amount of such fee shall be uniform, or that it be determined in any other reasonable manner, such as by the reasonable cost of the construction, alterations or additions contemplated. The ARC may require such detail in plans and specifications submitted for its review as it deems proper, including, without limitation, landscape plans, floor plans, site plans, drainage plans, elevation drawings and description or samples of exterior material and colors.

C. Approval Criteria. The ARC shall approve plans and specifications submitted for its approval only if it deems that the installation, construction, alterations or additions contemplated thereby in the locations indicated will not be detrimental to the appearance of the surrounding area of the Properties as a whole, that the appearance of any structure affected thereby will be in harmony with the surrounding structures, and that the installation or construction thereof will not detract from the beauty, wholesomeness and attractiveness of the Common Area and the enjoyment thereof by the Members, and that the upkeep and

maintenance thereof will not become a burden on the Association.. Declarant need not seek or obtain ARC approval of any improvement constructed or placed on any portion of the Property by the Declarant.

The ARC may condition its approval of proposals or plans and specifications for any Improvement (1) upon the Applicant's furnishing the Association with security acceptable to the Association against any mechanic's lien or other encumbrance which may be recorded against the Properties as a result of such work, (2) on such changes therein as it deems appropriate (3) upon the Applicant's agreement to grant appropriate easements to the Association for the maintenance of the Improvements, (4) upon the Applicant's agreement to install (at its sole cost) water, gas, or electrical meters to measure any increased consumption, (5) upon the Applicant's agreement to reimburse the Association for cost of such maintenance, or (6) upon the Applicant's agreement to complete the proposed work within a stated period of time, or all of the above, and may require submission of additional plans and specifications or other information prior to approving or disapproving...(CC&R's Article VIII, Section 8.02).

D. Decision Timing. Decisions of the ARC and the reasons therefore shall be transmitted by the ARC to the applicant at the address set forth in the application for approval, within forty-five (45) days after receipt by the ARC of all materials required by the ARC> Any application submitted pursuant to this Section 8.02 shall be deemed approved, unless written disapproval or a request for additional information or materials by the ARC shall have been transmitted to the applicant within forty-five (45) days after the date of receipt by the ARC of such application or additional information...(CC&R's Article VIII, Section 8.02).

E. Disapproval/Request for Reconsideration. If plans and specifications submitted to the Architectural Committee are disapproved, the applicant shall be advised in writing of the reason(s) for the denial and of the application's ability to request reconsideration by the Board of Directors. The applicant may submit a request to the Board of Directors to reconsider the Architectural Committee's denial at an open meeting, or the applicant may request the matter to be heard in an executive session meeting of the Board of Directors. The request for reconsideration shall be in writing, shall be addressed to the Board of Directors of the Association, shall be delivered to the Association's managing agent, Action Property Management, Inc., and must be received by the Association's managing agent not more than fifteen (15) days following delivery to the applicant of the Architectural Committee's notice of disapproval. The term "delivery" as used herein is defined in Civil Code Section 1350.7.

F. Board Decision on Request for Reconsideration. Notice of the date, time, and location of the Board of Directors meeting at which the applicant's request for reconsideration shall be heard shall be delivered to the applicant at least ten (10) days prior to the meeting. The Board of Directors shall render its decision on the request for reconsideration within forty-five (45) days following the Association's managing agent's receipt of the request for reconsideration, and the Board shall transmit its decision to the Owner within fifteen (15) days after its decision; provided, however, if no written decision is provided to the Owner within fifteen (15) days after the hearing, the request for reconsideration shall be deemed denied and the Architectural Committee's decision shall be deemed affirmed. In no event will a request for reconsideration be deemed approved based upon the passage or lapse of time; any approval must be by affirmative written action of the Board of Directors to be effective. The Board of Directors shall uphold the Architectural Committee's disapproval if the Board of Directors determines that the Architectural Committee acted within its authority under the Declaration and the Architectural Guidelines and otherwise acted in a manner the Board believes to be in the best interests of the community.

APPROVED BY THE BOARD OF DIRECTORS 1/27/10