

Master Architectural Committee Application
Meetings are the 2nd and 4th Wednesday of each month.
(Applications must be in by 12:00 NOON the Friday preceding the meeting)
Incomplete applications or those without photos will be returned.

ARCHITECTURAL REVIEW CHECKLIST

CHECK ALL BOXES THAT APPLY. (Major remodeling projects can be broken into several smaller projects and submitted separately)

For All Projects: **A. Photos of house and all affected areas;** **B. Dimensions of project(s) on drawings and/or sketches (include copies of blueprints/plans; Keys residents must include three (3) copies of blueprints/plans);** **C. Material samples and color choice;** **D. Existing house colors must be listed on the MAC application to review color compatibility with improvement project(s).**

Repainting House

- Attach a current color photo of house.
- Identify paint brand with color name, order #, and paint chips for colors to be used for the stucco, siding, trim, and accent areas. Attach paint chips. (Paint selections must be on the Approved Paint List).

Replacing Roofs

- Attach a current color photo of house.
- Attach the manufacturer brochure showing the brand, model or style, the color, and the life of the roofing material. (Roofing material selections must be on the Approved Roofing Material List).

Replacing Windows, Doors, Garage Doors, or Rain Gutters

- Attach a current color photo of house that includes the area for the improvement(s).
- Attach the manufacturer brochure showing the brand, type, and color choice to be used for each improvement.
- If every window is being replaced, please state "ALL" and a plot plan won't be needed. If only a portion of the windows are being replaced, include a plot plan and photos that inventory the windows on each side of the house. If project is being done in stages, note on the plot plan which item will be replaced and include the timing.

Tree Removal *(Eucalyptus trees may not be pruned, trimmed or removed from April 1 through October 31 due to the City of Lake Forest Eucalyptus Moratorium. An emergency permit may be obtained from the Association via a MAC application accompanied by a letter from a certified arborist stating that the tree(s) pose a safety hazard to the homeowner. The Eucalyptus tree removal permits will be evaluated on a case-by-case basis.)*

- Attach a current color photo of house.
- Attach color photos identifying all trees in yard. Number each tree on each photo and list those trees proposed to be removed and those that will not be removed. Identify on photo the tree-affected property (i.e., damage from roots, etc.).
- Attach drawing showing tree location with distances to lot line(s).
- The MAC may require removed trees to be replaced. Attach a list of replacement trees identifying species, height, diameter and location for desired replacement trees.
- The MAC may require attachment of a letter or statement from a licensed arborist that trees to be removed are indeed dead and/or pose a safety hazard if not removed.

Landscape Improvements, Fences, Walls or Planters

- Attach a current color photo of house that includes the area for the improvement(s).
- Attach clearly defined plot plan (to applicable scale/dimensions) showing locations of existing and proposed modifications. Include description (i.e., species, height, and diameter) of trees/shrubbery.
- Fences, walls, and planters require (in addition to the above) dimensions as measured from your property line. Also include description of proposed material(s) and finish, and color(s), and attach paint samples.

Additions, Modifications, & Alterations to Dwelling, Structures, and Hardscape

(Examples: fences, walls, sidewalks, patio areas, and pools. Alterations also include air conditioners, solar panels, awnings, etc). If you are doing a large-scale project, project parts may be submitted on separate applications; such as, one application for additions, one for yard, one for painting, and one for roofing, etc. This will help speed up the review and approval process. All plans and blueprints must include neighbor awareness signatures in addition to those on the application.

- Attach a current color photo of house that includes the area for the improvement(s).
- Attach dimensioned plot plan of the affected property, showing location and size of existing structures and proposed improvements.
- Floor plans: include a drawing at $\frac{1}{4}'' = 1'$ (or applicable scale) for all proposed structural modifications or additions to original dwelling or outlying structures.
- Detailed elevations (at applicable scale) showing dimensions, roof slopes, height of walls, fences and any raised area.
- Identify types of materials with finish (i.e., smooth, textured, rough-cut) and colors; attach paint samples.

Master Architectural Committee (MAC) meetings are held on the second and fourth Wednesday of each month at 6:00 p.m. at the **Lake Forest Sun & Sail Club, 24752 Toledo Way, Lake Forest**. You are welcome to make an appointment to attend the MAC meeting, but are not required to be in attendance. (MAC members volunteer their time to process these applications for compliance within the MAC Architectural Guidelines, and they are eager to approve your request as long as the information provided is complete and the information is accurate.)

Community Services Staff at the Club can assist you with lists of approved paint colors, roofing materials, and artificial turf products Monday through Friday during the hours of 8:00 a.m. and 5:00 p.m. **Assistance before submitting an application is available during business hours, and is recommended.**

Be sure to include a plot plan drawing showing location of the house, sidewalks, shrubs, trees, driveways and patios and their location in relation to the lot lines and each other (see sample drawings). Without accurate drawings, the MAC committee may not understand the intended work and may not approve your project due to lack of information. Besides the drawing, be sure to include color photos showing all views of the elements (house, fences, walks, trees, etc.) being affected by your intended changes.

The original copy of the application and all the information submitted as attachments become a permanent record of work done on your property and will be kept on file. This information cannot be returned to the Homeowner.

Neighbor Awareness

The signatures of your neighbors are for awareness purposes only, and do not constitute "approval" of your project. It is important that neighbors who will be directly affected by your home modification are notified of the changes you would like to make to your home. This is especially true with regard to pool or spa equipment, large yard / house lights, etc. A minimum of two signatures is required for all applications. (Please work with your neighbors to reduce any negative effects from your proposed changes.) **All architectural plans and blueprints must include neighbor awareness signatures in addition to the signatures on the application.**

Be sure to sign the Master Architectural Committee Application and attach photos; drawings to include dimensions; and materials that can be identified with brochures, photo of example project, or internet data sheets, The material color(s) must also be provided. Submit the completed application to your Sub-Association for their architectural committee review and approval; or, if not applicable, directly to the Lake Forest II Master Homeowners Association office for MAC review.

The Master Architectural Committee Rules and Architectural Guidelines are available in the Community Services office, or on-line at the Association website at www.lf2.org.

Projects must be completed within six (6) months from initiation.

This application expires one (1) year after MAC approval.

Master Architectural Committee Application

LAKE FOREST II MASTER HOMEOWNERS ASSOCIATION

1. (Complete Items #1 - #7)

NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

HOME PHONE: _____ WORK/CELL: _____

E-MAIL ADDRESS: _____

Tract / Lot: _____

Date Master Received/By: _____

Date Sub-Assoc. Received/By: _____

2. MODIFICATIONS / IMPROVEMENTS: (List each project separately; attach additional sheets if necessary)

3. EXISTING COLORS: (Please complete for all projects) Brand _____

Stucco _____ Siding _____ Trim _____ Accents _____

Garage Door _____ Front Door _____ Dock/Deck _____ Patio Cover _____

4. NEW COLORS: (Must include brand, name, order number, and attach paint chips)

Brand _____ Stucco _____ # _____ Siding _____ # _____

Trim _____ # _____ Accents _____ # _____ Garage Door _____ # _____

Front Door _____ # _____ Dock / Deck _____ # _____ Patio Cover _____ # _____

5. NEW ROOF: (Attach Brochure) Brand _____ Model or Style _____

Life _____ Color _____

6. NEIGHBOR AWARENESS: *At least two* signatures are necessary from those directly affected by your project(s)

Signature	Name	Address	Location of neighbor (ie: next door)
1			
2			
3			

7. Homeowner's Signature The specified modifications/improvements to my property conform to Architectural Guidelines and CC&R's. I am aware failure to supply the above information and attachments will result in a rejection.

(Required) _____ Start Date _____ Expected Completion Date _____

<p>SUB-ASSOCIATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED</p> <p>Signature 1. _____ 2. _____ Date _____</p> <p>Reason for Rejection _____</p> <p><input type="checkbox"/> APPROVED with condition _____</p>	<p>VILLAS DEL LAGO: <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED</p> <p>Signature 1. _____ Date _____</p> <p>Reason for Rejection: _____</p> <p><input type="checkbox"/> APPROVED with condition _____</p>
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<p>MASTER ARCHITECTURAL COMMITTEE: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED with condition <input type="checkbox"/> REJECTED</p> <p>Signature _____ Date _____</p> <p>Reasons for Rejection: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> CONDITIONS: _____</p> <p>_____</p>	<p>Signature _____ Date _____</p>
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GENERAL TERMS and CONDITIONS OF APPROVAL
February, 2005

1. MAC approval does not constitute waiver of any requirement by governmental agencies.
2. Architectural approval of this plan does not constitute acceptance of any technical or engineering specifications, and the Lake Forest II Master Homeowners Association assumes no responsibility for such. The function of the Architectural Committee is to review submittal as to aesthetics. All technical and engineering matters are the responsibility of the lot owner.
3. For safety purposes, shrubs, trees and landscaping should not impair other's views.
4. Front and front/side yard require landscaping/ground cover within ninety (90) days after close of escrow per Master Board ruling of 10/26/77 (Except Lake).
5. Bamboo or reed fences will not be approved.
6. No perimeter wall may be removed, altered, or allowed to fall in disrepair.
7. An oversight of Covenants, Restrictions or a Committee policy does not constitute a waiver of that rule and, therefore, must be corrected upon notice.
8. Orange County/Lake Forest ordinance requires homeowners to maintain correct grades of lot so that water drainage does not flow onto adjoining properties or does not prevent off-flow from same.
9. Access for equipment used in construction must be through homeowners' property only. Access over common area property is prohibited. Access over adjoining property is only permitted when adjoining homeowners give a letter of consent and waiver.
10. The street may not be obstructed with objects and building material that are hazardous to pedestrians, vehicles, etc. Therefore, trash dumpsters, sand, building materials, etc., may NOT be stored on streets, sidewalks or restricted common area, but will be permitted on owner's property. Obstructions may be removed by the Association without notice and a \$20 cost per hour or labor will be assessed to the lot owner.
11. If upon inspection of the improvement, the Association finds that the approved plans have not been complied with, Section 3.03 F of the Master Declaration shall be in effect.
12. Building permits from Lake Forest Building Department are required on certain improvements. Be sure to check with the City.
13. Notice by homeowner of completion of project is required for inspection by the Architectural Committee or its authorized agent.
14. Eucalyptus trees may not be pruned, trimmed or removed from April 1 to October 31 due to the City of Lake Forest Eucalyptus Moratorium. An emergency permit may be obtained from the Association via a MAC application accompanied by a letter from a certified arborist stating that the tree(s) pose a safety hazard to the homeowner. Tree removal permits will be evaluated on a case-by-case basis.
15. This approval is null and void if the project has not commenced within one (1) year from the date of approval. An extension must be requested in writing prior to the expiration of the approval to avoid resubmitting the application.
16. Once the project has begun, it must be completed within six (6) months. A request for extension must be made in writing should circumstances require a longer completion time.
17. If a CC&R violation is on record, the homeowner has only 30 days to correct it for approval.