

ARCHITECTURAL COMPLIANCE POLICY

The following policy is based on the obligations outlined in the CC&Rs, Article III, Section 3.03, and Article IV:

1. Owners making any changes or improvement on the outside of their houses must apply for approval from the Architectural Committee PRIOR to beginning work.

Homeowners who make modifications or changes without prior Master Architectural Committee approval will be referred to the Hearing Board for non-compliance.
2. Those owners with prior Master Architectural Committee approval are required to give written notification of completion to the Architectural Committee.
3. Within sixty (60) days after this written notification, the Inspector for the Architectural Committee may inspect such improvement to determine whether it was completed in substantial compliance with the approved plans.
4. If alterations do not comply with the approved plans, the Inspector, within the sixty (60) day period, shall notify the Architectural Committee and the owner in writing of the specific non-compliance and require the owner to remedy such non-compliance within thirty (30) days of the written notice.
5. If the owner fails to remedy the non-compliance within the thirty (30) days allowed, the Inspector shall notify Hearing Board and Architectural Committee of such failure.
6. Within thirty (30) days but no less than fifteen (15) days after receiving notice of non-compliance, the Hearing Board shall set a date for hearing. The Owner will be given no less than ten (10) days notice of the Hearing Board meeting.
7. At the hearing, the Architectural Committee, the Owner, and at the Hearing Board's discretion, any interested person, may present relevant information. The Hearing Board shall determine:
 - i. Whether non-compliance exists;
 - ii. Estimated cost of correcting or removing such non-compliance.
8. If the Hearing Board determines a non-compliance does exist, the Owner will be notified, in writing, that he has forty-five (45) days from the Hearing Board meeting to remedy or remove the non-compliance.
9. If the Owner does not comply with the Hearing Board's request to remedy or remove the non-compliance, the Hearing Board will make a recommendation to the Master Association Board of Directors to (1) remove the non-complying

improvement, (2) remedy the non-compliance or (3) refer the matter to legal counsel. Should the Master Board determine the Association will remove or remedy the non-compliance, the owner shall reimburse the Master Association, upon demand, for all expenses incurred. If such expenses are not promptly repaid by owner to the Master Association, the Board of Directors shall levy a reimbursement assessment against the owner.

10. If for any reason the Architectural Committee fails to notify the owner of any non-compliance within sixty (60) days of receipt of said written notice of completion from the Owner, the improvement shall be deemed to be in accordance with the approved plans.

SAMPLE LETTER

Date

John & Jill Doe
23887 Somewhere Lane
Lake Forest, CA 92630

Dear Mr. & Mrs. Doe:

I was in your neighborhood this week and noticed that you have replaced your original sliders in the dining room and living room and the windows in the kitchen with new vinyl replacements.

I checked our Architectural files and was unable to locate any paperwork or approval for this project. If you obtained prior approval, please contact me by (date) _____, so we may correct our files. If you did not obtain prior approval, and we have not heard from you by (date) _____, we will have no choice but to refer this to the Hearing Board for review.

I can be reached at (949) 586-0860, Extension 15, or by e-mail at _____.

Sincerely,

_____, Inspector

SAMPLE LETTER

Date

Mr. & Mrs. John Doe
23815 Somewhere
Lake Forest, CA 92630

Thank you for notifying us that your remodeling project was completed on _____.

During our inspection of your property, we discovered that the following items do not comply with the approved plans on file with the Association:

1. The roofing material is not _____ as specified on the plans.
2. A fire pit was installed by the spa but was not shown on the approved plans.
3. Two foot wide planters were installed instead of leaving a grass area around your new pool as shown on the approved plans.

You must remedy the above items which are not in compliance with your Master Architectural Committee approval within thirty (30) days of the date of this notice. If you have not remedied these items by _____ (date) , 2002, then we will have no choice but to forward this to the Hearing Board for review and recommendation to the Master Board of Directors.

Sincerely,

Marcia Pflugrath, Inspector
Master Architectural Committee, Staff Liaison