

# **LAKE FOREST II MASTER HOMEOWNERS ASSOCIATION**



## **MASTER ARCHITECTURAL COMMITTEE (MAC)**

# **ARCHITECTURAL GUIDELINES**

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# THE MASTER ARCHITECTURAL COMMITTEE (MAC) ARCHITECTURAL GUIDELINES

## **SECTION 1.** **INTRODUCTION**

### **1.1 PURPOSE**

This pamphlet is written to provide you, the homeowner, and a concise guide when planning improvements to the exterior of your home. The guidelines have been developed by the Master Architectural Committee (MAC COMMITTEE) as a means to protect your investment. Some of the guidelines are paraphrased from the Covenants, Conditions, and Restrictions (CC&Rs) of the Lake Forest II Master Homeowners Association. The applicable article, section and chapter of the CC&Rs are noted in parentheses.

### **1.2 THE MASTER ARCHITECTURAL MAC COMMITTEE**

The MAC COMMITTEE is formed under the directives set forth in the CC&Rs of the Lake Forest II Master Homeowners Association (Article IV, Section 4.01). The MAC Committee is composed of homeowners like you who reside in Lake Forest II and who voluntarily offer their time and efforts to serve you on this MAC Committee without reimbursement. They review applications submitted by homeowners planning to make improvements to their property to assure the proposed changes maintain the quality of Lake Forest II. The MAC COMMITTEE meets regularly and meeting notices are published in the Mainsheet Calendar.

### **1.3 IMPROVEMENTS DEFINED**

The term improvement shall mean construction, modification or change made to or on buildings, garages, carports, roads, driveways, parking areas, screen walls, fences, stairs, decks, hedges, windbreaks, lawns and ground cover, planted trees and shrubs, pools and spas, docks, signs, central air conditioning equipment, water softener fixtures and other structures or landscaping on residential properties visible from or affecting adjoining or common area property.

## **SECTION 2.** **ARCHITECTURAL APPLICATION PROCESS AND PROCEDURES**

### **2.1 FILING A MAC APPLICATION**

Any homeowner proposing to make an improvement, or excavation, which alters the exterior appearance of any property, must file an MAC Application. (3.02 (D) & 3.03 (D))

An application must be filed before improvements are made to the exterior of your home or property that are visible from, or affect, your neighbors or the community (3.02 (D)). **Please make sure to file the application and obtain MAC COMMITTEE approval prior to making a commitment to a contractor or commencement of any work.**

**MAC application forms are available on our website [www.lf2.org](http://www.lf2.org), the Sun and Sail Clubhouse Community Services office or the front desk. Submit the completed form, a project schedule indicating the proposed starting and completion dates, and duplicate plans to the Community Services office.**

It is the homeowner's responsibility to submit plans for and prior to beginning of the project. It is recommended that the homeowner submit the application in person. The application can be reviewed for content and completeness immediately, and any omissions can be brought to the homeowner's attention. A homeowner wishing to appear before the MAC COMMITTEE may do so by calling the Community Services office at (949) 586-0860 for an appointment.

Plans shall include the following as a minimum [3.03 (A)]:

- A. A plot plan (view from above) showing the location of the residence and the proposed improvement(s), as well as all dimensions, including dimensions from the property (lot) lines. (A sample plot plan is included in this pamphlet as Exhibit "A") All affected neighbor awareness signatures are required on building plans and blueprints.
- B. All elevations (side views) of the proposed improvement with dimensions. (A sample elevation is included with this pamphlet as Exhibit "B")

Exceptions (Plot plans or Elevations are not required for the following projects):

- Re-roof
  - Re-paint
  - Garage door replacement
- C. Floor plans of the improvement. (**External Only**)
- D. A description of all exterior materials to be used, including the following:
- Sizes.
  - Commercial or trade names.
  - Color and finish samples.
  - Picture or brochure of door, window, garage door, roofing material, etc., MUST accompany the plans.
- E. A proposed project construction schedule.
- F. All drawings must be to scale. Minimum scale is 1/8 inch to 1 foot.
- G. At least two Neighbor Awareness signatures. (This is not an approval, just awareness of work to be completed. The most affected neighbors must sign the MAC application).
- H. Approval from Sub-Association if applicable before submission to the MAC Committee. (Sub-Associations Homeowners who live in Lake Forest Keys, Villas del Lago, Lakeside Park, Serrano Woods, and the Oaks).

## **2.2 GENERAL CONDITIONS AND USEFUL HINTS**

The following section lists general guidelines applicable to a broad range of projects. Requirements dealing with more specific projects can be found following sections.

The Applicant shall have the responsibility to ensure that these conditions of the approval are met by and enforced upon all persons or firms engaged by the Applicant to construct and/or install the improvements.

Rubbish, debris and unsightly material or objects shall not be stored or permitted to accumulate on streets, sidewalks, common areas, or on property owned and/or maintained by the Association. At the end of each day, the construction site shall be cleaned and loose items secured from wind. Each week, all rubbish, debris and unsightly material or objects shall be removed from the unit or lot. If a dumpster or POD is needed for your project, you must obtain a POD/Dumpster Permit at the Clubhouse, (no charge).

The property owner shall be financially responsible for any trash cleanup work the Association deems necessary in connection with any construction.

Proper drainage is required. The applicant is responsible to ensure the original course of surface water flow is not disturbed or altered to adversely affect neighboring property. Unless adequate alternative provisions are made for drainage, the original drainage system on the applicant's property shall be left undisturbed. This includes gutters, downspouts, underground drains, and swales.

Additionally, approval by the Master Architectural MAC Committee is not a determination of the side yard easement rights between properties, including drainage, or the effect of the proposed improvements on such rights and drainage.

## **2.3 CITY COMPLIANCE**

- A. Approval of a project by the MAC COMMITTEE does not constitute waiver of any requirements of applicable governing agencies. (3.03(B)(4))
- B. Building permits from the appropriate governing agency are required on many improvements, and it is the responsibility of the homeowner to secure any required permits prior to starting a project. Check with the City of Lake Forest Building Department. (3.03(B)(4))
- C. Plan approval and issuance of a building permit by the City of Lake Forest Building Department does not mean automatic approval by the MAC COMMITTEE.
- D. Oversight by the MAC COMMITTEE of a rule within the CC&R's does not constitute a waiver of the rule and must be corrected upon notice.

## **2.4 SCHEDULING**

- A. The MAC COMMITTEE shall take action on each application within thirty (30) days of submittal by the homeowner.
- B. Any work started before obtaining approval of the MAC COMMITTEE will be at the risk of the homeowner or applicant and if rejected by the MAC COMMITTEE, may require modification or removal at the homeowner's expense.
- C. If the project has not begun within one (1) year from the date of approval by the MAC COMMITTEE, the application becomes null and void and must be resubmitted for approval. Extensions may be

- D. granted if requested in writing to the MAC COMMITTEE. (3.03 (D))  
Improvements must be completed within six (6) months after commencement of the project. (3.03(E)).
- E. At the completion of the project, the homeowner must notify the Community Services Department of such in writing, via phone, or via email. The MAC COMMITTEE or its authorized representative may inspect the improvements. (3.03(F))
- F. If upon inspection of the improvements, the MAC COMMITTEE finds that the submitted plans have not been complied with, Owner shall remedy the noncompliance within thirty (30) days of notice of the noncompliance. (3.03(F)(2) and (3))

## **2.5 STEP-BY-STEP PROCESS AND SUBMITTAL REQUIREMENTS**

### **A. MAJOR PROJECTS (all room additions and remodels)**

#### **Step 1 (Optional Conceptual Discussion Stage)**

Prior to preparation and submittal of preliminary drawings, homeowners are encouraged, but not required, to have rough conceptual sketches and floor plans prepared for discussion with the MAC Committee and Community Services staff. There are no requirements for the format of these sketches and no approval or commitments will be granted at this conceptual discussion stage. Its purpose is to give guidance to the homeowner.

#### **Step 2 (Preliminary Submittal)**

Applicant reviews the Architectural Guidelines and has preliminary drawings prepared depicting the proposed new improvements. Such drawings must be drawn to a minimum scale of one-eighth inch equaling one (1) foot and must contain the following:

- Date drawn (or revised) on each sheet
  - Address of improvement
  - Roof plan
  - Site plan showing the exact property line, zero-lot-lines, and easements, proximity to adjacent homes, curbs, sidewalks, garden walls, fences, driveway with dimensions and a north arrow. The site plan should also include dimensions of your home to property lines.
- \*MUST INCLUDE "BEFORE" PICTURES
- Floor plan (minimum scale):
    - Indicate all walls, columns, openings, and any condition or feature that will affect the exterior design of the addition/structure, with dimensions.
  - Elevation drawings (minimum scale):
    - Provide exterior elevation drawings of all proposed addition(s)/structure(s), with dimensions, including the overall height of the new roof and the existing roof and the elevation level of each floor
    - Note all types of materials, including colors and proposed roof material.

Show how the proposed structure fits within the addition/structure envelope. Existing and proposed new floor areas.

**Inadequate information will be grounds for the MAC Committee to deny the preliminary application.**

#### **Step 3**

Applicant completes the MAC Application.

#### **Step 4**

Applicant shows the drawings to neighbors and requests their awareness signatures on the MAC Application and initials on the drawings.

#### **Step 5**

Applicant and his/her consultants sign and date the drawings to affirm that they have read the Architectural Guidelines.

#### **Step 6**

The Applicant submits the completed MAC Application, along with two (2) sets of signed drawings and for The Keys and Villa Del Lago residents, three (3) sets of signed drawings.

### **Step 7**

MAC Committee reviews the MAC Application and the drawings for completeness, consistency with the Architectural Guidelines, the ability of the lot to accommodate the increased square footage of the house, the aesthetic compatibility of the design and materials with the home and neighboring residences, and the effect of the requested modification on neighboring properties and streets, to include the conformity of the plans and specifications with the purpose and general plan of the community. MAC Committee approves or denies the submittal.

The homeowner is encouraged to obtain an advisory opinion from the Master Architectural MAC Committee prior to the preparation of construction drawings; and is responsible to obtain a City permit and to ensure all such matters of construction are in compliance with the local government requirements. However, a City permit does not alleviate the homeowner's responsibility of obtaining architectural approval from the Master Architectural MAC Committee. The review of the preliminary drawings by the MAC Committee is advisory only. Any comments, written or oral, made by the MAC Committee shall not be construed as its approval. Approval or disapproval by the Master Architectural MAC Committee is rendered only upon submission of a final MAC Application and City-stamped construction drawings.

### **Step 8 (Final Submittal)**

Applicant reviews the MAC Committee's comments regarding the preliminary drawings and has final construction drawings prepared. Such drawings must be drawn to a minimum scale of one-eighth inch equaling one (1) foot and must contain the following:

- Date drawn (or revised) on each sheet.
- Address of improvement.
- Site plan showing the exact property line and zero-lot-lines, curbs, sidewalks, garden walls, fences, driveway; with dimensions and a north arrow.
- Floor plan.
- Drawings of exterior elevations indicating the new and existing roof heights not to exceed 25'-6" and finished elevation level of each floor.
- Roof plan showing the tie-in of the new roof to the existing structure.
- Exterior door and window schedules.
- Exterior details including roof details, wall details, and door/window details.
- A material color list and samples showing proposed exterior finish colors for all walls, roofs, windows, and trim and any other finish materials contemplated for use.
- Affected Neighbor Awareness signatures required on all plans and blueprints.

Inadequate information on the above plans will be grounds for the MAC Committee to deny the application.

### **Step 9**

MAC Committee reviews the MAC Application and the final drawings for completeness and consistency with the Guidelines. It approves or denies the submittal.

### **Step 10**

If the MAC Committee has granted final approval and the Applicant understands the MAC Committee's comments, then construction must begin within ninety (90) days after approval by the MAC Committee. If commencement of construction is to be deferred for a period of more than ninety (90) days, the MAC Committee may require a new MAC Application.

### **Step 11**

Construction must proceed consistent with the approved final drawings. Any deviations or changes must be reviewed and approved by the MAC Committee. Inspections by the Association during construction will occur.

### **Step 12**

All work MUST be completed within six (6) months from the date of commencement of construction. If the scope of the project warrants more time, contact the Community Services Department.

### **Step 13**

Upon completion of the exterior work, as indicated on the "approved" copy of the drawing and its specifications, the homeowner must notify the Community Services Department to obtain a final inspection. If the Community Services Department MAC Committee chooses to inspect the job for conformance to the plans, as submitted and approved, inspection will be completed within sixty (60) days after the homeowner has notified the Community Services Department of completion.

Failure to obtain MAC Committee approval of drawings, or failure to complete the improvements in a timely manner and in accordance with the approved drawings, constitutes a violation of the CC&Rs and may require the unauthorized improvement to be removed at the property owner's expense.

## **B. MINOR PROJECTS (improvements other than room additions and remodels)**

### **Step 1**

Applicant reviews the Architectural Guidelines and may be required to have drawings or brochures depicting the proposed new improvements showing:

- Date drawn (or revised) on each sheet
- Address of improvement
- Property lines, zero-lot-lines, and easements
- Existing building and yard features affecting the proposed improvement including the location and description.

*Inadequate information will be grounds for the MAC Committee to deny the application.*

### **Step 2**

Applicant completes the MAC Application.

### **Step 3**

Applicant shows completed MAC Application to the neighbors and requests their signatures on the MAC Application and signatures on the drawings. (The signature indicates neighbor's awareness, not neighbor's approval.)

### **Step 4**

The Applicant submits the completed MAC Application to the Community Services Department.

### **Step 5**

Master Architectural MAC Committee reviews the MAC Application and submittals for completeness and consistency with the Guidelines. It approves or denies the submittal.

### **Step 6**

Improvements must proceed consistent with the approved drawings. Any deviations and changes must be reviewed and approved by the MAC COMMITTEE. Inspections by the Association during construction will occur.

### **Step 7**

All work must be completed within 6 months from the date of commencement of construction. If the scope of the project warrants more time, contact the Community Services Department.

### **Step 8**

Upon completion of the exterior work, as indicated on the "approved" copy of the drawing and its specifications, the homeowner must notify the Community Services Department to obtain a final inspection. If the MAC COMMITTEE chooses to inspect the job for conformance to the plans, as submitted and approved, inspection will be completed within sixty (60) days after the homeowner has notified the Association of completion. Failure to obtain MAC COMMITTEE approval of drawings, or failure to complete the improvements in a timely manner and in accordance with the approved drawings, constitutes a violation of the CC&R's and may require the unauthorized improvement to be removed at the property owner's expense.

## **2.6 APPEAL OF ARCHITECTURAL DENIALS**

In accordance with the California Civil Code, any denial of the MAC Committee may be appealed to the Association's Board of Directors for reconsideration. Any appeal of an architectural denial must be made by the affected owner within thirty (30) days of the date the denial is received. An application for appeal shall be made only by completing and submitting an "Application for Appeal of Architectural Denial" form, which may be obtained from the Community Services Department.

An Application for Appeal shall be heard at the Board Meeting following submission, so long as the Application is received at least ten (10) days prior to the date of the meeting. Otherwise, the Application shall be considered at the next following Board Meeting. In any event, the written decision of the Board of Directors in response to any Application for Appeal shall be provided within thirty (30) days after the appeal is heard before the Board.

The requesting owner is encouraged to attend the Board Meeting at which the Appeal is considered. In the event the requesting owner cannot attend the Board's Meeting, then the owner is encouraged to provide the Board with a written description of the reasons why the Request for Appeal should be granted.

## 2.7 GENERAL

- A. Improvements shall be harmonious with the original architectural character of the neighborhood. If applicant's property is subject to sub-association architectural guidelines, the MAC Committee may, at its sole discretion, refer to and/or adopt the architectural guidelines of the applicable sub-association, when considering an application.
- B. All alterations must be limited to your property. Construction or alteration of the Common Area is strictly prohibited. (3.04(A))
- C. All technical and engineering requirements are the responsibility of the homeowner.
- D. Access for equipment used during the course of a project must be through the homeowner's property only. Unless given permission of adjoining property owner. **No common area property or adjoining property can be used.** (3.04)
- E. If debris containers are used during the project, homeowner must obtain a dumpster permit at the Clubhouse and post permit on dumpster in plain view while in use.
- F. No building materials, dirt, or trash containers are to be placed on the street, sidewalk or the common area.
- G. Any improvement visible from or coming in contact with adjoining property shall require submittal of a MAC application, signed by the affected property owners in the "Neighbor Awareness" section.
- H. Noise associated with construction, repair, remodeling, or grading of any real property is permitted Monday through Saturday, 7:00 a.m. until 8:00 p.m., pursuant to Orange County Ordinance No. 2870, Section 4-6-7 Special Provisions.
- I. All work of improvement shall be performed in a manner consistent with the existing architecture and applicable Guidelines. Any work deemed by the MAC Committee as not meeting the Guidelines shall be reworked and/or rebuilt to meet those Guidelines or shall be removed and the building or common area restored to their condition prior to commencement of the work by the owner. If the owner refuses to rebuild, rework, remove and/or restore as called for above, the MAC Committee shall request the Board of Directors to cause such rework, removal, and/or restoration and the cost thereof shall be assessed against the owner as provided in the CC&R's.
- J. If your home improvement is replacing or updating an item same as existing, such as a patio cover, mailbox, or even repainting your home the same color, a MAC application is still required.
- K. All improvements must be limited to your property. It is the homeowner's responsibility to take into consideration the property lines and any easements between two residences and how these will be affected by the improvements. The Architectural Committee is not responsible for determining easements when reviewing architectural submittals except when they apply to access easements granted by Lake Forest II. It is the homeowner's responsibility to determine exact lot lines and easements and to restrict all improvements accordingly.

### **SECTION 3.** **GUIDELINES**

The following section lists the project specific guidelines established by the MAC Committee. They are included to provide assistance and guidance with the most commonly encountered projects. If your specific project is not covered, you may contact the Community Services office at (949) 586-0860 for further assistance.

#### **3.1 AIR CONDITIONING UNITS**

Central or window air conditioning units shall not be visible from the streets; or need to be totally concealed. Material used to conceal the unit must match house color.

#### **3.2 ANTENNA, VIDEO, TELEVISION AND SATELLITE DISHES**

For "dish" antennas less than 1 meter (39.37") in diameter, a MAC application shall be submitted in order to review the proposed installation. In accordance with FCC regulations, the MAC Committee may request that the antenna be moved to another location that is less visible from the street, common areas, or neighboring properties, provided that the new location does not unreasonably delay, prevent the use of, unreasonably increase the cost of, or preclude the owner from receiving or transmitting an acceptable quality signal.

For "dish" antennas greater than 1 meter, MAC approval is required prior to installation. Large dish antennas shall be mounted at grade and screened with appropriate fencing, walls or landscaping. The height of the antenna shall not exceed 6 feet and the top of the antenna shall not exceed 18 inches above the nearest adjacent fence. Setbacks of 5 feet from the property line shall be maintained where possible.

### **3.3 AWNINGS, UMBRELLAS, and PATIO FURNITURE**

A MAC Application and approval from the Master Architectural MAC Committee is required prior to commencement of construction for any new awnings.

They must be simple in design and color. The size, location, and form must be in scale with the window. The awning material must always be maintained in an aesthetic and non-faded condition.

Temporary sunshades attached to the vertical face of the house, patio cover, or gazebo--such as rolls of bamboo, fiberglass, or reed--are not permitted.

Patio umbrellas must be maintained in an aesthetically acceptable condition and must not display advertising or endorsements. They may be of straw or reed-like material, but must be maintained and kept in the original color and condition.

Furniture allowed on the exterior of the home must be manufactured and designated for exterior use.

### **3.4 BALCONIES**

A MAC Application and approval from the MAC Committee is required prior to commencement of construction for any new balconies or for alteration to existing balconies. All doors or sliding glass doors on the exterior of 2<sup>nd</sup> story must have a balcony or a deck.

The location, material, and color of new exterior balconies (covered or uncovered second-floor outdoor living areas) shall be compatible with the existing house. Front balconies are generally not appropriate; however the MAC COMMITTEE will consider and application on a case-by-case basis relative to its design, size, location, and compatibility with adjacent homes.

### **3.5 BASKETBALL HOOPS AND BACKBOARDS**

Installation of permanent and portable basketball hoops and those attached to houses are approved on an individual basis. All lots are not configured to comply with placement requirements and approval may not be granted to these lots. Playing hours must conform to the City of Lake Forest noise curfew, and is therefore restricted to use from 7:00 a.m. to 10:00 p.m.

**Free Standing, In-Ground Hoops:** Freestanding in-ground basketball hoops must be anchored in an 18-inch square by 24 inch deep footing. A weatherproof coating should be applied to the base (where the pole joins the concrete) to prevent rust or wood rot.

- a. Clear backstops are permitted and preferred over fiberglass.
- b. Backstops attached to the house must be painted to match the area to which they are attached.
- c. Basketball nets must be kept in good condition and be replaced when torn. All hoops must have a net.
- d. Freestanding in-ground hoops and portable hoops shall not obstruct driveways or neighboring properties at any time.
- e. Placement must not obstruct streets or sidewalks, as these are community or city property.
- f. Portable hoops are prohibited from being placed in the street, and must be stored in your driveway when not in use.

### **3.6 CLOTHESLINES**

No clotheslines or drying racks for air-drying clothes shall be visible from the street. Height of the clotheslines or drying racks may not exceed the height of surrounding walls or fences.

### **3.7 DECKS**

1. A MAC Application and approval from the MAC Committee is required prior to commencement of construction for any new deck.
2. Wooden decks and rails may be stained or painted so as to be compatible with the home or left natural (without finish).
3. Minimum setback from the property line(s) shall be three (3') feet on the sides and five (5') feet from the back. Local building codes may require more restrictive setbacks, in which case the Owner shall comply with the more restrictive set back.
4. If decking skirts (sides for decking) are omitted, the area beneath the deck must be maintained.

### **3.8 DOCKS**

Docks shall be maintained in safe and serviceable conditions as outlined in the Lake Forest II CC&Rs (3.02, Paragraph I) and Lake Forest Keys Rules and Architectural Guidelines.

### **3.9 DRAINAGE – THROUGH CURB DRAINS**

Drainage improvements designed to drain water off the property must not cause water to drain over the sidewalk. *(Note: Through-curb installations require building permits.)*

## THROUGH-CURB DRAIN INSTRUCTIONS

Note: If your landscaping plans include installation of a drain line on the Association Private Streets, please be aware of the following requirements and considerations:

A Master Architectural Committee (MAC) application for the through-curb drain installation must be approved prior to beginning the work. Association Architectural Guidelines (Section 3.9 Drainage and Fill) require that: "Drainage improvements designed to drain water off the property must not cause water to drain over the sidewalk (Note: Through-curb installations require building permits)." The sidewalk and street curb are Association common-area property on our Private Streets. Thus, any through-curb drain installations must not cause any damage to the sidewalk or curb. The drain line must be routed underneath the sidewalk. The outlet of the drain must be through an opening properly core-cut through the curb, with the bottom edge of the drain outlet flush with the gutter pan.

If it is necessary to cut or remove the sidewalk, or repair any damage caused by installing the drain line, an entire section from existing joint to saw-cut for the drain, must be replaced by the homeowner. Do not saw cut through the street curb. The replaced sections may not be less than 5 feet in width. The gray concrete must be 3000 psi; and must have a 6 x 6 wire mesh. The cuts must be straight, and cannot be diagonal. Specifications should meet all city codes for sidewalks, and any ADA requirements if necessary.

The MAC application needs to address the initial installation of the drain line; and/or the subsequent repair of the sidewalk and street curb. A detailed plan must be submitted that includes a photo of the area, the dimensions of the area, and the plan for the installation/repair that includes the materials that will be used.

The Association requires a bond (a check in the amount of \$500.00) prior to the beginning of work. This bond will be returned to you upon completion and inspection of the project if there is either no damage to the street curb, sidewalk, or other Association common-area property; or the damage has been repaired properly. We will provide a receipt for your bond. Your \$500.00 check will be held in our safe and not deposited unless we find at the end of the project that damage has been done to Association property. This is standard practice for projects involving Association common-area property (such as sidewalks and curbs on private streets).

### **3.10 DRIVEWAYS**

A MAC Application and approval from the MAC Committee is required prior to commencement of construction for a new driveway or an extension to your existing driveway. Driveways must not be in disrepair. All uplifting and heavily cracked driveways must be repaired or replaced after obtaining MAC approval.

**Existing Driveways:** To enhance appearance, clean-ability and hardness, existing driveways must be sealed using a clear sealer. Sealers used must be specified for exterior driveway use. They must be non-yellowing and resistant to: ultra violet light, brake fluid, gasoline, oil, power steering and transmission fluids. Hot tire marks must be removable with cleaners.

No paints are currently approved as driveway finishes. Concrete stains will be considered on a case-by-case basis. Stains must be the color of the sidewalk (standard concrete color) or darker. A manufacturer's brochure or specifications for product must be included with the MAC application.

Driveway maintenance shall be confined to cleaning, repairing, and replacing the original concrete surfaces. Paving blocks and stone surfaces such as slate may be used in repair or replacement providing the colors chosen blend with the house and the neighborhood.

**New Driveways:** The MAC Committee must approve new driveways prior to installation. New driveways may be colored by adding iron oxides or synthetic oxide pigments to the new concrete. Pigments must be ultra violet stable and resistant to alkali, fading and weather. New driveways may be stamped or imprinted to simulate natural slates, tiles, stones and bricks.

Designs chosen for inlays, colors, and the MAC Committee must approve stamping or imprinted design samples.

**Driveway Extensions:** Driveway widening on private property requires approval from the MAC Committee. A detailed plan with completed dimensions must be submitted with samples of the material to be used. Homeowners may be granted use of four (4) feet total additional width beyond the developer-constructed driveway. Any requests for more than four (4) feet will be considered on a case-by-case basis.

### **3.11 FENCES AND WALLS**

1. A MAC Application and approval from the Master Architectural MAC Committee is required prior to commencement of construction for a new fence or wall.

2. Fences shall be harmonious with the original architectural character of the neighborhood.
3. Wood fences shall be natural wood, stained to match the wood trim, stucco or siding.
4. Maximum height shall not exceed six (6') feet. Attachments of trellises, framed lattice or other vertical extensions to the fence can be approved on a case by case basis, but must not exceed more than 1/3 (33%) the height of the original fence.
5. Materials including wire chain link or wire products, and fiberglass are prohibited. Some bamboo products may be used and will be considered on a case-by-case basis.
6. Exterior Tract walls built by the Developer that are block wall with wrought iron insets, may use wood fencing in lieu of the wrought iron. No other material is allowed. The wood or the wrought iron may not exceed the height of the Developer built pilasters.
7. All perimeter walls which surround each individual tract (including entrances) must be painted 'Vista Acribond Off-White #33" paint color.

Interior property side yard/back yard walls facing public rights of way that are flush with a neighboring property wall of the same material must be painted "Vista's Acribond Off-White #33" paint color, so as to be uniform in appearance. Interior wall applications will be approved by the MAC Committee, on a case by case basis, at their discretion.

8. Archways or arbors, when used as an entryway through a fence, shall not exceed seven (7') feet in height, four (4') feet in width, and three (3') feet in depth.
9. Back to back fences will be reviewed on a case-by-case basis. Location, dimensions and materials will all be taken into consideration.
10. If incorporating courtyard walls in the landscape design, the setback shall be two (2') feet from the property line, sidewalk or curb (whichever is closest), for every foot of wall height.
11. Some Bamboo or reed products may be used as privacy screens. Approval of the type of bamboo or reed is required prior to installation.

### **3.12 FENCE AND WALLS (WOODS TRACTS)**

1. Fences in wooded areas shall have a minimum of fifty percent (50%) open view. Privacy fence may be approved under special conditions. Screening with trees and shrubs to maintain the "wooded" look is preferred over fencing.
2. Finish shall be earth tones; natural wood, stained or painted the color of the house trim.
3. Shadow Boxed fences are allowed. (Shadow Box fence is a fence that is 50% open when viewed from a 45 degree angle) Shadow box fences may only be constructed along the back and or between homes on the sides of homeowner's property, and which does not parallel streets, common areas or ravines.
4. Some acceptable fence materials for wooded areas are wood, stucco concrete block with wrought iron insets, or stand-alone wrought iron.

### **3.13 FENCE AND WALL EXTENSIONS**

A MAC Application and approval from the Master Architectural MAC Committee is required prior to commencement of construction for a fence and wall extensions.

### **3.14 FIRE PITS/TORCHES**

1. Fire pits shall not be installed within ten (10') feet of any structure and shall be covered by a screen mesh with openings no larger than one-half (1/2") inch.
2. No wood burning fire pits shall be installed or used in any of the tracts in The Woods. Outdoor fireplaces (if wood burning) must have an approved spark arrestor.
3. Torches shall not be installed or used in any of the tracts in The Woods.
4. *In all neighborhoods (other than The Woods)*, torches shall not be installed within ten (10) feet of any flammable material.

**NOTE:** the South Coast Air Quality Management District prohibits burning trash.

### **3.15 FISH PONDS**

Fishponds shall not be deeper than eighteen (18") inches and shall be stocked with fish suitable for mosquito abatement. Contact the County of Orange Vector Control District for the types of fish available and compatible with decorative fish.

### **3.16 FLAGS**

Seasonal flags may not exceed three (3) feet in width and five (5) feet in length. They must have a seasonal

theme with no commercial content and be maintained continually in good repair. The flagpoles holding seasonal flags must be white or natural wood in color and no longer than six (6) feet in length. The pole must be removed when a flag is not displayed. Homeowners whose seasonal flags meet these requirements need not submit a MAC Application. Holiday flags must be removed no later than 30 days after the holiday. American flags must be in good condition, not torn, frayed or faded.

### **3.17 FLAG POLES**

A MAC Application and approval from the Master Architectural MAC Committee is required prior to commencement of construction. The flag pole shall have a maximum height of 20 feet and a maximum diameter of 2 inches.

### **3.18 GARAGE DOOR REPLACEMENT**

A MAC Application and approval from the MAC Committee is required prior to installation of any new garage door(s). If multiple doors, all must match in color and design.

### **3.19 A LANDSCAPING, ARTIFICIAL TURF and DROUGHT TOLERANT LANDSCAPING**

1. Architectural approval is required prior to removing any trees greater than six (6') feet in height. Stumps shall be removed immediately, and area needs to be re-seeded or planted.
2. Landscape plans shall show the location and type of trees and shrubs to be installed.
3. Landscape improvements in the front and side yards must provide a minimum of seventy-five percent (75%) landscape coverage.
4. If incorporating courtyard walls in the landscape design, the setback shall be two (2') feet from the property line, sidewalk or curb (whichever is closest), for every foot of wall height.
5. Shrubs, trees, landscaping or other improvements must not impair sight of moving vehicles, nor encroach upon or overhang any sidewalk or other pedestrian way.
6. If re-seeding or installing sod, a MAC application is required. If just doing touch-up re-seeding, no MAC necessary.
7. Black plastic nursery pots are not acceptable décor. Plants must be planted or in decorative pots.
8. All drip system lines and sprinkler pipes must be covered at all times.
9. **ARTIFICIAL TURF** is an approved landscape material. Turf must be natural in appearance with a pile height 1 ½ inches or more. Pile weight must be at least 40 ounces per square yard. The turf must come with a minimum of an 8-year warranty and be installed with adequate drainage. The edges must be finished and have the required prepared base of 'infill'. No ripples or seams allowed. Turf has a 'nap' to it, so installation must have the 'nap' going in the same direction. If installing turf in only a portion of the total yard area, the MAC will review those applications on a case-by-case basis. A sample of the turf must accompany the application along with the turf specifications and the description of the installation.

### **3.19 B DROUGHT TOLERANT LANDSCAPING**

1. Drought tolerant landscaping improvements in the front and side yards must provide a minimum of seventy-five percent (75%) 'Landscape coverage' at maturity. *Ground covering (river rock, bark, wood chips, etc.)* cannot exceed 25% coverage. Artificial Turf is considered 'landscape coverage'.
2. When submitting plans for Architectural Committee approval, photos and names, and sizes of the plants used must be submitted for review. Photos of the entire area being landscaped are required as well.
3. Rock usage and specifications will be reviewed on a case-by-case basis.
4. White landscaping rock is not allowed.
5. Mulch is required if not using rocks, (no bare dirt permitted, with the exception of The Woods properties).
6. Weed barrier (under rock or mulch) must be used. Weed barrier must be covered at all times.
7. Pathways / Walkways must be uniform in width and have a professionally installed appearance.
8. Drought tolerant landscaping must be consistent throughout front and side yard.

### **3.20 LIGHTING**

A MAC Application and approval from the Master Architectural MAC Committee is required prior to the installation of any new exterior lighting or for alterations to existing exterior lighting.

New exterior light fixtures--such as decorative wall-mounted fixtures, Malibu lights, up lights, and light posts--must be compatible with the design of the house. They must be simple in design and color.

Overly ornate light fixtures (such as Victorian globes) or commercial light fixtures (such as contemporary light bollards with glass block) that establish an independent theme conflicting with the overall street scene are not

permitted.

All outdoor security light fixtures must be installed under the roof eaves or otherwise screened from view. When a security light cannot be installed under the eaves, the light fixture must have metal bulb covers and must be painted to match the surface to which they are attached. In addition, security light fixtures must be directed in such a way as to illuminate only the property of the homeowner installing the fixture.

Colored lenses/bulbs are not allowed, unless they are holiday lights. Use of low voltage landscape lighting bearing U.L. approval is encouraged. Revolving, flashing or neon lighting shall not be installed.

1. Holiday Lights: All lights may be installed and maintained on the exterior of homes three weeks before the Holiday, but must be removed 7 days after the holiday (ie Valentine's Day, Easter, Halloween, etc.).
2. Christmas and Winter Holiday lights and décor may be installed but not illuminated until the day after Thanksgiving, and must be removed no later than February 1<sup>st</sup>.
3. Color low voltage landscape lighting is permitted.
4. Patio lights are permitted only when they are not a nuisance to the neighboring homes. Lighting and/or supports cannot exceed a maximum height of 8 feet from the original grade level of the backyard area, (side yard lighting to be approved on a case by case basis). Lighting systems must have a professionally-installed and permanent appearance. Only white or clear lenses are to be considered patio lighting. Colored lights are not allowed (see holiday lighting).

### **3.21 MAILBOXES AND POSTS**

Mailboxes and posts must be maintained in good condition and repair by the individual homeowner(s), and be harmonious with home and neighborhood. No thematic mailboxes for any new mail box. If moving from a group mail box to a single mail box, USPS permission must be obtained by homeowner. If mail boxes have been grouped together on one post, all mail boxes must be the same in appearance (color, shape and size).

### **3.22 PAINTING**

1. The MAC COMMITTEE must approve any exterior painting or staining, even if using the same color or tone. In reviewing approved colors submitted, the Committee looks at the roof color as well as home colors of surrounding neighbors. If repainting all the trim, siding and or stucco, a MAC application is required, even if repainting the same color.
2. Paint or stain must be complimentary to the neighborhood and other homes in the area.
3. A MAC Application must include paint chips.
4. Flat paint finishes are acceptable for all exterior elements of the home. The application of semi-gloss finishes is to be limited to windows and doors only (excluding garage doors).
5. Properties shall be painted, maintained or repainted only with approved colors. Homes painted with colors from August 2010 or later palettes may be repainted with the same colors for up to eight (8) years from the original approved application. Architectural application (MAC) is required prior to painting.
6. Paint colors will be reviewed every two years. Homeowners will be notified via the Mainsheet or the website ([www.lf2.org](http://www.lf2.org)), regarding the process.
7. When painting a chimney, all must be one uniform color (partial painting is not permitted)
8. Transoms (wood paneling above the front doors) cannot be two-tone.
9. Homes where the original developer installed block walls with wrought iron can only paint the wrought iron black or white, no other colors are permitted. Pure white is not allowed on stucco or siding, nor is it allowed on stucco planter walls.
10. Only one (1) stucco color on the house is permitted.
11. If the house is to be 'sandblasted', neighbors on either side, behind and across the street must sign the 'awareness' section on the architectural application. Contractor must use protective plastic to protect neighboring properties.
12. All cable cords and conduit must be painted to match the area it is attached to.

**NOTE:** Approved color samples and schemes are available for review at the Community Services Department, Sun & Sail Clubhouse.

### **3.23 PATIO COVERS, CANOPY GAZEBOS AND SPA COVER STRUCTURES**

A MAC Application and approval from the MAC Committee is required prior to commencement of construction for any new patio cover or for alteration to existing patio cover.

1. Patio covers may be of vinyl or wood construction or extruded steel or aluminum with the appearance of

wood or wood grain pattern is allowed. Vertical supports may consist of stucco. Size and design must be compatible with the lot and the immediate neighborhood, and shall be painted or stained to match a color on the home. The existing patio covers, which are in the natural state, will be allowed to remain until the natural color deteriorates, at which time they shall conform to the Architectural Guidelines. Shades which lie on top of patio covers must be made of mesh material and match the color of the cover.

2. Patio cover setbacks allowed by the City of Lake Forest (2011): Back and side post setbacks are to be no less than five (5) feet from the property line and the lip can be 1' 6" past the post, (or the most recent, per the City).

3. Solid Patio Covers may be considered on a case by case basis, and may have a solid roof if:

- a. The pitch and the roofing material of the patio cover must be harmonious with the existing structure, and the patio cover roofing material matches the roofing material of the house.
- b. The patio cover provides adequate drainage per minimum guidelines (1/4" : 12" slope)
- c. The patio cover has architectural detail.
- d. Vinyl solid covers do not need to have matching roof tiles with the house.

4. Patio covers of corrugated metal or fiberglass are **not** permitted.

5. Roofing material for a free standing BBQ structure may be straw or reed-like material, but must be maintained and kept in the original color and condition.

6. City building permits are required for the construction of patio covers.

7. Shades which lie on top of patio covers must be made of a mesh material and match the color of the cover.

8. Canopy Gazebos must have Architectural Approval prior to installation. The height, width and depth of the Gazebo are required, including a plot plan showing the exact location in the backyard. Canopy must be kept in good condition, (no fading, rips or tears). Temporary 'Pop-Up' canopies are not allowed as a backyard gazebo. Pop-up canopies are a temporary cover that cannot stay up for more than 24-hours.

9. Spa Cover Structures will be reviewed on a case-by-case basis.

### **3.24 POOLS AND SPAS**

1. A MAC Application and approval from the MAC Committee is required prior to the installation of any new spas, swimming pools, or for alterations to existing spas, swimming pools or other water features.
2. Pools, spas and equipment must be installed in accordance with building department Guidelines and must not be visible from the street or forest.
3. The MAC application must be signed by each of your neighbors who could be affected by the installation of pool/spa equipment.

### **3.25 PRIVACY SCREENS**

1. Privacy screens shall be complimentary to the surrounding fences, walls and landscaping, and if stained or painted, shall match the finish of the house.
2. Wire, corrugated fiberglass, or sheet metal is prohibited.
3. If using bamboo or reed, it must be replaced when it is in disrepair and/or worn and faded.

### **3.26 RAIN GUTTERS AND DOWNSPOUTS**

A MAC Application and approval from the MAC Committee is required prior to the installation of any new rain gutters and downspouts or for alterations to existing rain gutters and downspouts.

The color of new gutters must match the existing fascia or existing roof color. The color of new downspouts must match the adjacent color. Copper gutters are allowed.

### **3.27 ROOF MATERIALS**

1. The MAC COMMITTEE will consider roof replacements for approval if appearance of the proposed material is consistent with the roofs in the immediate tract. A sample or brochure showing the roof materials and color must accompany the MAC Application. Metal, corrugated plastic, and fiberglass, plastic webbing, split bamboo, reed-like or straw-like materials are prohibited for roof surfaces. Wood shake or wood shingle is prohibited for roofing projects. Approved roofing material list is available at the Community Services Department or on the website, ([www.lf2.org](http://www.lf2.org)). (Sub associations may have different approved roofing lists)

### **3.28 ROOF REPAIR**

1. Roof repair in excess of one square (100 square feet) will require submittal of an MAC Application

Form and MAC COMMITTEE approval.

2. Existing roofs that no longer meet the MAC COMMITTEE guidelines and need repair in excess of one square (100 square feet) will be required to re-roof with MAC COMMITTEE approved roofing materials.

### **3.29 ROOM ADDITIONS, FIRST AND SECOND STORY ADDITIONS, HOME REBUILDS**

A. The MAC Committee will review home addition and remodel plans for adequacy of site dimensions, the aesthetic suitability of the design and materials with the home and neighboring residences, and the effect of the requested modification on neighboring properties and streets, to include the conformity of the plans and specifications with the purpose and general plan of the community. The homeowner is responsible to obtain a City Permit and to insure all such matters of construction are in compliance with the local government requirements, and any other governmental agency requirements. A City Permit or other approval from a governmental agency does not alleviate the homeowner's responsibility to obtain a MAC Committee approval. The following sections outline the steps to obtain approval for a room addition, a second story addition, or a home rebuild:

#### 1. Preliminary Review Process:

Homeowners are encouraged to obtain an advisory opinion from the MAC Committee prior to the preparation of detail drawings. Such drawings should be drawn to a minimum scale of one-eighth (1/8") inch = one (1') foot, submitted in duplicate and should contain the following:

- a. Site Plan (with before snapshot)
- b. Floor Plan: Minimum scale: Indicate all walls, columns, openings, and any condition or feature that will affect the exterior design of the addition/structure.
- c. Elevations: Minimum scale:
  - i. Provide exterior elevation of proposed addition/structure.
  - ii. Note all materials
  - iii. Show how the proposed structure fits within the addition/structure envelope.
  - iv. Note proposed roof material.

One copy of such drawings will be returned to the owner with advisory comments by the MAC Committee that may serve as a guide in the preparation of a formal MAC application. The review of the preliminary drawings by the MAC Committee is advisory only. While a preliminary review is not required, it is strongly recommended. Any comments, written or oral, made by the MAC Committee shall not be construed as its approval. Approval or disapproval by the MAC Committee is rendered only upon submission of a formal MAC application. It is also recommended that the homeowners consult with their neighbors to inform them of the proposed addition/structure and provide them with an opportunity to review the plans.

#### 2. Final Drawings for Submittal:

A completed MAC application must accompany the plans drawn to a minimum scale of one-eighth (1/8") inch = one (1') foot. The final drawings submitted must include but not be limited to the following:

- a. Site Plan
- b. Floor Plan
- c. Elevations
- d. Roof Plan
- e. Exterior door and window schedules
- f. Exterior detail sheets
- g. Provide a material color list and sample board showing proposed exterior finish colors for all walls, roofs, windows, trim and any other finish materials contemplated for use.

#### 3. Mass:

New additions or remodels must be planned to minimize mass on all elevations as to integrate more appropriately with the dwelling and other adjacent homes. Homeowners of corner lot dwellings will be required to reduce mass by incorporating architectural style and materials to reduce impact on open space and adjacent homes.

#### 4. Roof:

The MAC COMMITTEE will limit the overall height of all new additions to the maximum height of developer constructed two-story homes in the same tract. Roof pitch and design shall not deviate

from that which exists in the neighborhood. Roof materials must match existing materials on the dwelling and all proposed projections must be noted on final drawings. Any change in materials would require an MAC Application and a sample or brochure of the roof product and color, subject to approval by the MAC Committee.

5. Front Setbacks:  
Setback Guidelines on second story additions over the garage shall be consistent with developer constructed two-story homes in the tract. In no case shall the face of the second story setback be less than two (2') feet measured from the face of the garage.
6. Rear Yard Setbacks:  
Single story additions shall extend no closer than ten (10') feet from the rear of the property line. Two-story additions shall extend no closer than fifteen (15') feet from the property line.
7. Side Yard Setbacks:  
Building in side yard areas shall be restricted to non-inhabitable improvements, such as bay or garden windows. Additions may be considered if a minimum of ten (10') feet building to building is maintained and the proposed addition meets other review requirements.

B. RANCHWOOD TRACT SECOND STORY ADDITION GUIDELINES:

These guidelines are *in addition* to the current Architectural Guidelines section 3.29 "Room Additions, First and Second Story additions, Home Rebuilds":

Technical Guidelines:

1. Roof Pitch (For Ranchwood tract): Must match existing roof pitch at front of house, and no less than 4:12 nor greater than 6:12.
2. Building Footprint Site Coverage: Must remain at 60% of site area per City of Lake Forest Planning Ordinances.
3. Area Limitations: Any second story addition in the Ranchwood tract shall not exceed 40% of the originally designed livable area of the residence. Stairways will be included in this 40%. Garages are not considered "livable" space per applicable building code.
4. Exterior Aesthetics: Appropriate architectural detailing (undulation of the facades) is required, and integration/ consistency with the existing design vocabulary of the residence. All new additions must visually appear seamless and intentional (no tacked-on additions).
5. Setback Requirements (for Ranchwood Tract):
  - a. Front setbacks shall be maintained as currently required, and 15' back from face of garage.
  - b. Rear setbacks: 15' interior homes, and 20' for perimeter homes (homes abutting El Toro H.S., El Toro, Serrano, and Toledo streets).
  - c. Side setbacks: Maintain current setbacks, and no closer than 5' to property line.
  - d. Height requirements: Maintain current requirements as set forth by City Planning and CC&R's.
  - e. Cantilevered building elements: No element may encroach into the setbacks as set forth above.
6. *Privacy and Livability:* All second story additions (Ranchwood Tract) are subject to appropriate review by the MAC Committee to consider and respect (as much as reasonably possible) the "privacy and livability" of the residences directly adjacent the residence of the application.

Submission Guidelines for Ranchwood Tract:

1. All current submittal requirements must be adhered to as per MAC Committee guidelines. For new second story additions in the Ranchwood Tract, additional items are required for a complete submittal package, as follows:
  - a. Two Site cross-sections: Building sections taken through the entire site and building addition (perpendicular to each other), and showing the property line fences, and the wall and roof height of the adjacent residence.
  - b. Photographs: Purpose is to adequately describe what the new addition will "see" onto the neighboring properties, and how the addition will look from the neighboring properties.
    - i. Minimum of 6 photos taken from property line (or, if possible, the neighbor's yard) looking into the lot at the area of the proposed addition.
    - ii. Minimum 4 photos taken from proposed area of addition looking towards the neighboring

- properties.
- iii. Minimum 3 streetscape photos (looking toward the front of the house and including the fronts of adjacent homes)...Purpose: How does the addition look from the street(s)?
- c. PVC pipe mockup of the new addition (photos of this as well) so the MAC Committee can see the proposed silhouette (corners and roofline) of the addition. (Alternative methods may be considered). Purpose is to describe the massing of the proposed addition.

### **3.30 SCREEN DOORS**

Metal or wood screen doors require MAC Committee approval. They are permitted within the following guidelines:

- They must match or blend with the exterior trim color around the door opening; or must match or blend with the front door color, whichever the MAC Committee deems acceptable.
- They are not ornate or massive in design (examples: scrolls, bars, etc.).
- No hanging magnetic flimsy screens allowed to be attached to a front door or garage door.

### **3.31 SIDING**

Siding material and color are to be approved by the MAC Committee.

### **3.32 SKYLIGHTS**

A MAC Application and approval from the MAC Committee is required prior to the installation of any new skylights or for alterations to existing skylights. The approval of new skylights will be considered based upon their location and number. They must be designed to be integral parts of the roof. Their form, location, and color must be compatible with the existing roof. When locating a new skylight, every possible attempt should be made to place the skylight in a location least visible from the street. Profiles must be minimized. Skylight domes may be bronze, clear or white. The color of skylight frames and flashing must be compatible with the roof color. Silver aluminum frames are prohibited. All visible manufacturer labels shall be removed prior to installation.

### **3.33 SOLAR ENERGY SYSTEMS AND ELECTRIC VEHICLE CHARGING PORTS**

1. Solar energy systems shall be certified by the Solar Rating Certification Corporation (SRCC) or other nationally recognized certification agency. The certification shall be for the entire solar energy system and installation. If removing and replacing roof materials around solar panels, all roofing material must be same as existing. Solar electrical boxes or other equipment must be out of view from the street. All cords and conduit must be painted to match the area it is attached to.
2. Electric vehicle charging ports must be out of view from street and the charging cord must be out of view when not in use.

### **3.34 STORAGE BUILDINGS, SHEDS, PLAYHOUSES / PLAYSETS**

Playhouses, play structures, storage sheds will be approved on a case-by-case basis with respect to architectural considerations that the MAC Committee, at its discretion, will deem appropriate.

1. Uses are limited to storage buildings or playhouses. No plumbing or kitchen facilities are allowed in structure, (excludes pool and spa equipment).
2. The structure cannot exceed one hundred (100 sq. ft.) square feet (exterior measurement).
3. Use of certain shrubbery to camouflage is encouraged and in certain installations, may be required.
4. Corrugated sheet metal and corrugated fiberglass are prohibited materials.
5. Structures shall blend with the architectural characteristics of the dwelling and neighborhood in both colors and materials; i.e., roofing material, wood siding. etc.
6. No structure may be located in the front yards or side yard easements.
7. Storage Buildings and sheds must be concealed with mature natural vegetation within six (6) months. Coverage needs to be across the entire width of the structure, and cover a minimum of 50% of the height that is visible above the wall, viewed from all neighboring properties and common areas. Example: If the structure is 8 feet high X 8 feet wide and the wall is 6 feet high, the natural vegetation should cover the full 8 foot width at a height of at least 7 feet.
8. Sheds and storage buildings must have a two (2) foot setback from the property line.
9. Playsets should be positioned in such a way as to not invade on neighbors' privacy. Playsets are reviewed on a case-by-case basis.

### **3.35 SUNROOM ADDITION**

Sunrooms are deemed sunrooms with an area of two hundred fifty (250 sq. ft.) square feet overall and room additions when greater than two hundred fifty (250 sq. ft.) square feet overall. These additions will be reviewed on a case-by-case basis. When erecting a sunroom, the following shall be the guideline:

1. Non-invasive of neighboring properties.
2. Aesthetically consistent with the existing structure. (No metal-mobile home look.)
3. Roofing material shall match existing structure.
4. Painted to match existing structure.

### **3.36 TREES**

No trees over six (6) feet tall are to be removed without prior MAC Committee approval. MAC Committee may request that removed trees be replaced. If removed, all stumps must be ground all the way down, (unless on a slope). If tree is on a slope, the tree must be cut as close to the ground as possible.

When trimming back trees, 'hat racking' or 'topping' trees is not permitted. Topping or Hat Racking trees can ruin the growth pattern. The proper trimming and cultivation of trees is done by 'thinning' them out by removing excess limbs and branches. Thinning also makes the trees less susceptible to wind damage.

Per City of Lake Forest guidelines for trees that are on parkways of City owned streets, all tree branches must be trimmed back so that they are no lower than seven (7) feet high when hanging over the sidewalk and no lower than eight (8) feet when hanging over the city street.

### **3.37 TREES (EUCALYPTUS) MORATORIUM**

A moratorium exists beginning April 1 through October 31 on the cutting of any Eucalyptus trees within Lake Forest II Master Homeowners Association. Thinning and trimming must be done from November 1 through March 31. During the moratorium and for emergency situations, exceptions will be handled on a case-by-case basis. (See City Ordinance No. 22, Eucalyptus Tree Conservation Ordinance.)

A MAC Committee application must be completed and approved prior to the removal or trimming of any Eucalyptus trees during this moratorium period.

Any approval for tree removal or trimming granted by the MAC Committee during the moratorium will require the resident to follow the procedure below:

1. Subsequent to any cutting or removal of all or any part of the Eucalyptus tree, the Eucalyptus wood shall be chipped, buried, and covered with a tarp, or removed immediately. Tree stumps and debris must be removed immediately.
2. Any stored Eucalyptus wood must be tightly covered with an ultra violet light resistant clear plastic tarp at least six (6) mil thick, with the ends of the tarp either weighted or covered with dirt to control tree scent dispersal for a minimum of six (6) months before any Eucalyptus wood may be used or the tarp removed.
3. Should the resident request permission to remove trees not previously designated as dead, it will be necessary to submit a **statement from a certified arborist** that the trees to be removed are either dead or a potential hazard that require immediate removal.
4. MAC Committee may request that removed trees be replaced.

### **3.38 WATER SOFTENERS**

Water softening shall be installed so as not to be visible from the street. (The Irvine Ranch Water District does not allow the installation of regenerative type water softening systems due to the District's water recycling process.)

### **3.39 WINDOWS & DOORS**

MAC Committee approval is needed for any changes to windows and doors.

1. Windows may be tinted in all areas of Lake Forest. Reflective materials that create mirror/nuisance effects from the outside are prohibited.
2. The replacement or upgrading of windows in phases shall be done in such a manner that uniformity will be consistent at least on each side of the house, during each phase.

Exceptions:

- a. Bathroom windows with less than four (4) square feet of area (576 square inches);
- b. Bathroom windows less than sixteen (16") inches in width;
- c. Bathroom windows less than sixteen (16") inches in height;
- d. Decorative windows such as stained glass, leaded glass, etc.

3. Glass Doors such as French door or sliding doors that are visible from the street must be gridded or non-gridded to be consistent with the windows. Exception: Decorative glass doors with stained glass, leaded glass, etc.
4. Wooden French doors/bay windows must be painted to match trim, stucco or wood siding or dwelling. Metal French doors/bay windows must match existing window frame color.
5. All window and door treatment (curtains, blinds, shutters, etc.) must be in good condition with no tears, missing blinds or broken slats.
6. Only standard mini-blinds, curtains, shutters or window shades are allowed as window treatments. Bed sheets, paper, etc. are not permitted.
7. Window tinting, if deteriorating, fading or peeling, must be removed entirely and/or replaced.

### **3.40 WIND TURBINES/TURBINE VENTILATOR**

Homeowners are discouraged from installing wind turbines and are encouraged to seek other forms of ventilating the attics that are not visible from neighboring properties (fans placed in the gabled vents or additional insulation on the floor or dormers). If installed, wind turbines must be placed in an area not visible from the street and painted to match the adjacent surface. Unsightly materials shall not be used to cover the turbine.

### **3.41 WIRES and CABLES**

Wires and cables, including those installed to convey radio or television signals, shall be hidden, buried or secured flush with the side of each house (and painted to match stucco) so as to minimize their visibility.