

LAKE FOREST KEYS

ARCHITECTURAL GUIDELINES

JUNE 2022

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ARCHITECTURAL GUIDELINES

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The Lake Forest Keys Architectural Guidelines are divided into two main parts:

- Part One consists of an introduction, definitions, submittal requirements and timing, unauthorized improvements, general conditions relating to approvals, and conditions and requirements after approval.
 - Part Two addresses some specific design criteria.
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GENERAL INFORMATION - PART ONE

A. INTRODUCTION

1. The authority to form an Architectural Committee and to draft Architectural Guidelines is provided for in Sections 3.7.1 through 3.7.1.7 of the Tract Declaration for Lake Forest Keys, Tract 7197.
2. The Lake Architectural Committee (LAC) has thus drawn up requirements for home improvements which will maintain the aesthetic appeal of the Lake Forest Keys community.
3. These Standards may be amended or revised from time to time by the Lake Architectural Committee.
4. In reviewing applications, the Lake Architectural Committee will be guided by the above cited sections of the Tract Declaration for Tract 7197.
5. Plans submitted that are found to be incomplete or do not comply with the Lake Forest Keys Architectural Guidelines will be rejected and returned to the owner for correction.

B. WHAT IS AN IMPROVEMENT?

The term "improvement" shall include all modifications or changes to the existing exterior structure or landscaping, building, painting, and the installing or altering of fences, roofs, docks, driveways, screen walls, steps, decks, docks, spas, hot tubs, lap pools, windows and doors, vents, mailboxes, hedges, trees and shrubs, antennas, patios, patio covers, balcony, awnings, garage doors, permanent BBQ's, outside lights of all voltages, solar panels, external air conditioning equipment, and other structures or landscaping improvements whether or not listed herein.

C. WHO MUST FILE AN APPLICATION?

All homeowners proposing external improvements or changes to their property, such as house, patio, dock, deck, landscaping, and any required repairs, replacements and repainting. Those improvements in need of repair that duplicate existing approved plans also require architectural applications. An architectural application must be submitted for approval to both the Lake Forest Keys and Lake Forest II Master Architectural Committees as outlined in the Tract Declarations and the CC&R's.

D. WHEN TO FILE

The homeowner must submit an Architectural Submittal Form for improvements and receive both Lake Architectural Committee (LAC) and Master Architectural Committee (MAC) approval **PRIOR TO COMMENCEMENT OF ANY WORK** on the improvement. The homeowner should allow at least thirty (30) days for the architectural review process, and should be aware that either committee may reject the plans as submitted. This process may require resubmission and at least an additional thirty (30) days for the architectural review process.

Homeowners living in the Villas del Lago community must allow additional time for approval by the authorized representative of the Villas del Lago Board of Governors.

Changes required by the City or any other governing body need to be submitted to the LAC/MAC for review and approval.

E. UNAUTHORIZED IMPROVEMENTS

Unauthorized improvements include all alterations made before submitting an Architectural Submittal Form and receiving prior written approval from both Architectural Committees (LAC and MAC). Any construction begun before plans are completely approved is done at the homeowner's risk. Homeowners will incur fines as a result of unauthorized improvements. Unauthorized alterations may result in an order to return the property to its original condition and a fine of \$175 per month for each violation, as well as separate enforcement by the Master Association.

F. APPLICATION REQUIREMENTS

1. Applications for improvements are made on the Architectural Submittal Form. Copies may be obtained from the Lake Forest Keys office. The Architectural Submittal Form must be completed, reviewed and approved by the Lake Architectural Committee. The Master Architectural Committee will then review the submittal. **Incomplete applications will be automatically rejected.** Approval can be expedited by turning in the completed Architectural Submittal Form at the Lake Forest Keys office – not the Sun & Sail Club.
2. All the requested information in the Architectural Submittal Form must be completed. A plot plan with complete dimensions shown, photographs, specifications, material samples and other information detailing all proposed changes or improvements are required. All attachments must be completed in accordance with the Lake Architectural Guidelines in this booklet. The photographs must show the areas of the residence being improved or otherwise affected by proposed improvements and their relationship to neighboring properties. **Photographs and plans must also show the boundaries of the property and areas on bordering lots that may be impacted by the improvement.**

3. The Lake Forest Keys staff will first review the submitted application for completeness and proper scope. If the application is in order and complete, the Lake staff will register the submittal, notify the homeowner of this action, and forward the submittal to the Lake Architectural Committee. If the submittal is not complete, and if materials are lacking, the Lake Staff is directed to automatically reject and return the application to the homeowner for revision and resubmittal.
4. Prior to the start of work on the improvement, Lake Forest Keys requires a security deposit (or bond) be posted at the Lake Forest Keys office. Failure to submit this deposit (or bond) will result in a stop work notice and possible legal action.

G. INFORMATION REQUIRED FOR ARCHITECTURAL APPROVAL

1. A plot plan must accompany all Architectural Submittal Forms showing:
 - a. Location of residence on the lot with dimensions of all improvements from all lot lines. The homeowner is responsible for accuracy. No improvements may infringe upon the restricted common areas or on neighboring properties. Scale of plot plan drawing to be a minimum of $1/8'' = 1'$
 - b. Note existing structures, trees, shrubbery and improvements as "existing."
 - c. Completely dimension proposed improvements and measurements in relationship to house and lot lines. All improvements must be noted as "new" in the submittal package. Any existing improvements to be removed must also be noted as "demo."
 - d. Adjoining neighboring lots, structures, and privacy walls within seven (7) feet of side lot lines. Adjoining window locations must be identified with dimensions (minimum twelve [12] feet) between proposed new windows in non-privacy walls and the neighbor's existing windows and entry door.

- e. Drain locations, sprinkler types and locations, mowing strips, maintenance access, easements, etc.
 - f. Place Tract 7197, Lot number, and your name and date in the corner of all drawings and attachments to the Architectural Submittal Form.
 - g. Identify the color and provide samples for all materials such as concrete, stucco, wood, roofing, wrought iron, brick, tile and any other exterior material used in the improvement.
2. Include elevation views noting the dimensions of existing structures and all improvements.
 3. Note on the drawings the size and type of material to be used, (i.e., 4" x 6" redwood posts), color scheme, name of trees, shrubs, plants and other vegetation. These details are important for timely approval of submittals.
 4. Attach three (3) copies of all drawings and sketches to the Architectural Submittal Form. As applicable, also attach three (3) sets of swatches or samples showing the color for each of the following materials: wood, roofing, wrought iron, brick, tile, concrete, stucco and any other exterior materials, to the Architectural Submittal Form.
 5. Provide the owner of each adjoining lot with the completed Architectural Submittal Form, including plans and all attachments, for review and signature in Block 6 of the Architectural Submittal Form.

The signatures indicate neighbor awareness only of the proposed improvement and do not imply agreement with the improvement. **Each submittal must bear these neighbor awareness signatures on the Application form and on all plans.** If revisions are made to the submittal after obtaining these signatures, each neighbor must re-sign to acknowledge his/her awareness of the revision.

Renters may not sign on behalf of the owner for neighbor awareness.

6. If a neighbor is not in agreement with the proposed change, this neighbor should promptly advise the Lake Forest Keys' General Manager or Assistant General Manager of their concerns regarding the proposed improvements and immediately confirm their objections in writing.
7. The Architectural Submittal Form, with plans and all attachments, must be submitted by the homeowner directly to the Lake Forest Keys office; **only completed applications will be considered by the Lake Architectural Committee. Incomplete applications will be automatically rejected.** Homeowners **MUST HAVE** each adjacent homeowner sign both the Architectural Submittal Form and the associated attachments. Acting as representatives, the Lake Forest Keys Office staff may accept applications for the Lake Architectural Committee.
8. It is the obligation of the applicant, not the Lake Forest Keys staff, to obtain the signatures of the owners of adjacent properties on the neighbor awareness portion of the architectural application and on the plans. The Lake Forest Keys office will provide the applicant with the adjacent owners' current addresses.

For residents of the Villas del Lago homes located on Arrowhead, Cayuga, and Jeronimo, the Architectural Submittal Form, with attachments, must be approved by an authorized representative of the Villas del Lago Board of Governors before being submitted to the Lake Forest Keys office.

Architectural Submittal Forms for the balance of the homeowners in Lake Forest Keys are submitted directly to the Lake Forest Keys office. All applications must be approved by the Lake Architectural Committee before they are submitted to the Lake Forest II Master Homeowners Association's Architectural Committee (MAC) for approval.

9. Allow at least thirty (30) days for the Architectural Approval Form to be processed. The Lake Architectural Committee may reject the plans and request an extension for a thirty (30) days time period for review of major or unusual improvements. **Do not schedule your contractor for work prior to receiving the proper approvals.**

10. The required security deposit (bond) must be submitted to the Lake Forest Keys office prior to commencement of any construction or demolition activity. The deposit will be placed in a bank account and returned after final inspection and sign-off of the improvement. Because of the modest amount of the deposit, no interest is paid for the period that the deposit is held. The amount of the bond is established as follows:

a.	1 story house painting:	\$100
b.	2 story house painting:	\$200
c.	Improvements under \$5000:	10% of estimated cost Minimum of \$50
d.	Improvements over \$5000:	\$500 + 2% of estimated cost over \$5,000

H. GENERAL CONDITIONS FOR APPROVAL

1. 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 Lake Architectural Committee is not responsible for determining easements when reviewing architectural submittals except when they apply to access easements granted by Lake Forest Keys. **It is the homeowner's responsibility to determine exact lot lines and easements and to restrict all improvements accordingly. Nothing is to be attached to the neighbors' homes**

2. All technical and engineering matters are the homeowner's responsibility. The Lake Architectural Committee's function is to approve or reject submittals in keeping with the intended aesthetic value of Lake Forest Keys and conformance with these guidelines. The homeowner is, however, encouraged to enclose such documents with his/her submittal to clarify many of the details required to approve the submittal, including renderings of the proposed completed project.
3. An architect or contractor may accompany a homeowner to a Lake Architectural Committee meeting if the homeowner so desires.
4. Any Lake Architectural Committee member or Lake Forest Keys Board Member who is deemed to have a personal interest in a submission will not take any part in the decision-making process. Furthermore, any comments made by management, or a LAC or Board member outside a formal meeting, will not be construed as an approval of any application or improvement.
5. Any and all damage or debris caused by the improvement is the homeowner's responsibility.

All construction debris must be cleaned up and removed daily. Debris may not be washed down the street gutters or be disposed of in the lake or on the greenbelts or other restricted common areas. The clean up of construction debris that has blown on to neighboring properties is the responsibility of the homeowner where the debris originated.

If the homeowner or his contractor leaves debris or fails to correct damage to restricted common areas, clean up and repair will be done by Lake Forest Keys at the homeowner's expense and billed to the homeowner's account.

6. Oversight by the LAC of any sentence, paragraph or section in the Tract Declarations in approving the scope of work covered by an Architectural submittal does not constitute a waiver of any rule or requirement and must be promptly corrected by the homeowner upon written notice from Lake Forest Keys or the Lake Forest II Master Homeowners Association.

7. Approval by the Lake Architectural Committee does not constitute a waiver of any requirements of applicable governing agencies.

When applicable, building permits must be obtained from the City of Lake Forest Building Department as required by City ordinances.

8. Existing but currently nonconforming improvements do not constitute a basis for granting approval of any new nonconforming improvements.
9. Any and all equipment used during construction must be accessed through and used on your property only. No restricted common areas or adjoining properties can be used for access, staging or construction purposes.
10. Construction equipment, trash dumpsters and other containers, sand, bricks, blocks, roofing and other building materials are allowed only on the homeowner's driveway/property. Trash dumpsters must be placed in the homeowner's driveway and must give clear access to traffic. Small dumpsters or trash containers are recommended. Trash containers must be removed immediately after they are full and immediately upon construction completion. No trash, dirt or construction material can be placed on planted areas, the street or restricted common areas. Construction debris, liquid or solid, cannot be placed or allowed to run into the streets or into the catch basins at the ends of the private streets.
11. Mowing strips at least three inches wide must be installed around docks, decks, walks, steps, raised planters, walls, patio slabs or any improvement not flush with grass areas. Wood is not allowed for mowing strips. Use brick or concrete. Mowing strips must be flush with the soil.
12. The homeowner is responsible for the cost of any modifications to the irrigation system and any access for future repairs required on the common irrigation system by the Association.
13. The General Conditions on the reverse side of the Architectural Approval form also apply.

I. CONDITIONS AND REQUIREMENTS AFTER APPROVAL

1. When the Architectural Submittal Form has been approved by both the Lake Architectural Committee and the Master Architectural Committee, the signed submittal will be returned to the homeowner by the Master Architectural Committee.
2. The homeowner's copy of the approved Architectural Submittal Form shall be posted by the homeowner on the homeowner's garage and must be clearly visible from the street during the entire construction period and until final inspection. Noncompliance may result in a fine of \$125 for each citation.
3. The approval of all improvements covered in Architectural Submittal Forms is null and void if the project has not commenced and/or if construction has not meaningfully progressed within sixty (60) days of the Master Architectural Committee's approval date unless a written extension is granted by the Lake Architectural Committee. If the approval is allowed to lapse in this manner, any approval is void, and the homeowner must resubmit plans and start the entire review and approval process again from the beginning.
4. All improvements must be completed within six (6) months of the commencement of work on the project. If work is not completed, any approval by the LAC is void, and the homeowner must submit a request for extension in writing should circumstances require a longer completion time.
5. When the improvement project is complete, the homeowner must call to advise the Lake Forest Keys office so that an inspection can be made by the Lake Architectural Committee. If the completed improvement project conforms to the approved Architectural Submittal Form's scope, the Lake Architectural Committee will officially sign it off.

If during the inspection, the improvement project is found to be incomplete, the homeowner will be so advised and must correct all deficiencies, and then request another inspection when the deficiencies are corrected.

If the inspector deems the improvement project to be complete, but not in substantial conformance with the approved Architectural Submittal package, the homeowner will be required to resubmit a revised Architectural Submittal package, marked up to show the actual as-built conditions. This re-submittal will be required to go through the entire approval process, including obtaining neighbor awareness signatures. Upon approval of the resubmitted Architectural Submittal package, the bond or a sum equal to the monetary deposit will be returned to the homeowner (less any costs for repair of damaged common area). If the unauthorized improvements are not approved by the LAC and MAC, the homeowner will be notified in writing of the disapproval and the time period within which the unauthorized improvements must be corrected.

ARCHITECTURAL GUIDELINES – PART TWO

J. DOCKS, WITH OR WITHOUT ATTACHED DECKS

1. Docks or decks may require Lake Forest City building permits.
2. Any part of a structure that extends past the quay wall (over water) is considered to be a "dock." Any structure behind a quay wall (over land) is considered "decking." Maximum dimensions of the dock shall not exceed 10' x 14'. The dock may extend no more than ten (10') feet into the lake; width along the quay wall may be no more than fourteen (14') feet. If the quay wall does not run perpendicular (angles) to the side property lines, the 10 foot dimension will be measured from the center of the dock. The maximum allowable area over the water for any dock is 140 square feet and must be a minimum of five (5) feet from extended side lot line. No portion of the dock shall extend more than three (3) feet above the normal water level 376.0 feet above mean sea level.
3. Cantilevered docks will be the only type of docks allowed for new construction.
4. No more than one dock shall be constructed for each lakefront lot per Article 2.2.2 of the Tract Declaration.
5. The quay wall cannot be used as a support member for the dock or deck. The dock shall not be supported by any member or support which is in contact with the quay wall or its foundation, or in contact with the lake bottom.
6. Fencing around docks is not allowed.

7. If a portion of the quay wall above the water line does not extend under the dock, a retaining board must be placed under the dock in line with the land side of the quay wall. This 2X redwood or pressure treated fir board must be backfilled with concrete to present a finished appearance and will prevent soil erosion and trash accumulation under the deck/dock.
8. The lake liner shall remain intact and shall not be modified for the construction of any improvement, whether the improvement is new construction or a repair to an existing structure. **If the lake liner is encountered while working in the area, the Lake Forest Keys office is to be immediately notified.** After inspection by an authorized representative of Lake Forest Keys, the lake liner must forthwith be protected by re-covering it with a 4 inch to 6 inch thick layer of compacted clay (this repair shall be done by a qualified contractor).
9. Materials for construction of docks and decks, such as lumber, nails, screws, cleats, and bumpers, must be compatible with a moist environment. Clear wood preservatives or a topcoat matching either the house or trim color shall be used and must be properly maintained. Acceptable materials include plastic wood-type materials such as Trex, Brock Decking, Etc.
10. Fascia boards must be installed on all sides and ends of the dock and deck to conceal support members.
11. Dock repairs or replacements must be approved by the Lake Architectural Committee and the Master Architectural Committee through an Architectural Submittal Form request.

K. PATIOS, PATIO COVERS AND AWNINGS

1. Patio covers may require City of Forest Lake building permits.
2. All patios, patio covers and awning designs will be considered by the Lake Architectural Committee on a site-in-question basis. Evaluation will consider appearance, colors, textures, materials, privacy and views.

3. Patio covers should extend no more than fourteen (14) feet from the dwelling wall. Homeowner must supply construction details for patio covers, including materials of construction, lumber sizes, and sizes of all components, shape, location, size and finish of support columns.
4. Unacceptable materials, as the primary material, for patio covers include canvas, cloth, nylons, sun-screening, bamboo, reed or straw-like materials, corrugated fiberglass or metal panels.
5. Patios may be constructed of concrete, wood decking, tiles, bricks, stone or a combination thereof.
6. Wood stains or paint may be used on wood patio decking, and patio covers. Paint and stain color must be compatible to the colors of the residence.
7. Solid sides on patios are not allowed.
8. Window-type awnings may be approved if consistent with the style of the home. Color and design must coordinate with the residence's exterior and be approved by the Lake Architectural Committee.
9. No sheds or enclosures whose primary use is to act as a storage unit are allowed outside of the residence or garage if within view of neighboring properties, the lake or the street.
10. Temporary shade structures (i.e. ez-up) are permitted only with specific approval of a request made through the Lake Forest Keys office and for the time period stated on the approved request. Standard sized patio umbrellas are exempt from this requirement. Shade structures may be erected for periods not to exceed one week in duration, and must not be used repeatedly as a substitute patio structure.
11. Gazebos will be considered on a case-by-case basis. Any approved gazebo must be located within fourteen (14) feet of the residence and shall not have walls or enclosed sides.

L. QUAY WALLS

It is the responsibility of each lakefront homeowner, including those granted easements for docks, to control the lake water erosion on his/her lot. For lakefront lots or those granted a "use easement," the homeowner has the responsibility to maintain the quay wall.

M. FENCING AND GATES

1. Homeowners with lots adjacent to restricted common areas may erect a fence not to exceed five (5) feet in height along the border of the restricted common area. Those fences on lakefront lots may have a half-circle hoop that extends past the quay wall and over the water, whose radius may not exceed half the height of the fence.
2. Homeowners whose garages face the private streets and have the long dimension of their home fronting on Jeronimo, Bake or Toledo may erect a fence not to exceed five (5) feet in height around the street side and greenbelt side of their property.

This also applies to all homeowners whose property lines are adjacent to common area. These fences must be level with the five foot (5') dimension measured from the lowest part of the terrain. Perimeter fences may be constructed of vinyl or wrought iron and may be in combination with brick, stone or stucco. All perimeter fences will require extensive landscaping, hardscape, pilasters and lighting to soften the overall look of the fence. Any perimeter fence over three (3') feet will require masonry pilasters.

3. All other fences may be constructed of vinyl or wrought iron, and may be combined with brick, stone or stucco. The height of the fence above the average level of the soil line between posts must not exceed three (3) feet, except pilasters in interior fences may extend above this level but shall not exceed forty (40) inches in height. Hedge heights cannot exceed (3) feet lakeside and (5) feet when up against common area.

4. All fences must have a three (3) foot wide gate which is to be unlocked and unobstructed to provide level access when landscape maintenance is performed. Landscape maintenance access must be provided across level areas between neighboring lots.
5. Although wrought iron or vinyl is the preferred materials of construction, wood may be used to replace wood on street-side gates installed by the original developer.
6. Interior fences or gate posts may not be attached to an adjacent house. All fences and gates require architectural approval.
7. Submittals must include dimensions and elevation drawings for proposed fences and gates, including the design pattern, color, material and type of finish.

N. SPAS, HOT TUBS AND LAP POOLS

1. All out-of-door installations, whether labeled "portable" by the manufacturer or not, must be approved by the Architectural Committees. In-ground spas are preferred and encouraged.
2. All equipment should meet applicable Federal, State, County, City or local EPA requirements for noise, safety, etc., and copies of necessary permits must be filed with the Lake Forest Keys office before any construction can be initiated. Heating, circulating, chlorinating and filtering equipment and exhaust vent locations must conform to City set back requirements and must not be visible from the neighboring property, street, or lake.
3. **Safety enclosures shall be consistent with the City building codes.**
4. No gas lines, electrical lines or any portion of any spa, hot tub or lap pool may extend on or over the Common Area or Restricted Common Area.

O. FIRE PITS

1. All fire pits must be gas fired.
2. Fire pit installations cannot contain wood or other combustible materials and wood cannot be burned in them.
3. Fire pits cannot be placed under or near patio covers or lot lines. Fire pits cannot be used as barbecues.
4. Fire pit installation must follow all city codes with permits pulled prior to construction.

P. OUTDOOR LIGHTING

1. Low voltage lighting systems, bearing the U.L. approval label, rather than 120 A.C. lighting, are recommended.
2. For low voltage installations, transformers must be concealed where possible, even through the running of extra cable is required. Low voltage cable must be buried except in the immediate vicinity of the fixture.
3. 110 Volt installations and buried cable must meet applicable codes.
4. Lighting should be directed so as not to shine into neighbors' windows. **Security lights may only be directed on to your own property.**

Q. SOLAR AND EXTERIOR SYSTEMS

1. Solar systems may be installed utilizing roof-mounted solar collector panels. The system and installation design must make the panels and roof-mounted accessories blend into the roof design and color, should be installed in such a way and location so as to be out of view from the street and neighboring lots as much as possible.
2. When installing any "dish antenna systems," homeowners are asked to select locations that offer maximum screening potential. Written notification of the homeowner's intent to install an antenna or dish should be provided to the Association within thirty (30) days of installation.

3. Additional specific rules may apply to equipment installed on the exterior of Villas del Lago homes.

R. MAIL BOXES

1. Location, design and color of mail boxes must be submitted for approval to the Lake Architectural Committee.
2. All mail box designs must meet the Postmaster General specifications.
3. Mowing strips are required around the mail box post if the mail box post is placed in the grassy areas.

S. EXTERIOR PAINTING

1. Approved house colors for Lake Forest Keys are available for review at the Lake Forest Keys office. All exterior painting or repainting on the homeowner's property requires approval by both Architectural Committees (LAC and MAC) prior to the commencement of work.
2. If the homeowner is requesting consideration of a color NOT on the approved color lists for both Architectural Committees, he/she must attach two sets of color chips to the Architectural Submittal form and specifically advise the Committees of the name of the color, manufacturer and color number in the submittal. The Committee will also require a 4'x4' section of the house (and trim if applicable) be painted so that the area can be inspected by Lake Architectural Committee (LAC) prior to approval.
3. Approval must be obtained from the Lake Architectural Committee (LAC) and the Master Architectural Committee (MAC) **before** initiating any painting activity.
4. Rain gutters, down spouts and wall vents must be painted to match adjacent trim or surface color, unless copper is used. Roof flashing and other roofing appurtenances must be painted to match the color of the roofing material or house, whichever is most compatible.

4. When repainting your residence, all four walls of your residence, as defined in your deed, must be repainted. **This means all walls which attach to your residence, including the fourth wall (Privacy Wall) that faces your neighbor's entry.**
5. Do not paint the wall across from your entry area, which would be your neighbor's fourth wall.
6. Fascia boards, beams, columns and posts which are weather-cracked but not dry-rotted or termite damaged, and which retain their original structural integrity, may be repaired by filling in the cracks with an acceptable fill material rather than being replaced. Repaired surfaces must match surface of the original wood member. Fill material must accept stain or paint to blend undetected with the original painted or stained surface.
7. All improvements painted previously must be repainted when the residence is repainted. Dock and decks are an exception and will be considered on a lot-by-lot basis based on the condition of those areas.
8. If you have any questions on which wall or portions of a wall to paint, contact the Lake Forest Keys office before starting any work.

T. EXTERIOR BUILDING MODIFICATIONS

1. City of Lake Forest building codes must be strictly followed with respect to setbacks from property lines when extending or otherwise enlarging a residence.
2. Criteria for approval of building modifications or improvements will be based upon Architectural designs that **enhance the community and are design sensitive to the immediate neighborhood**. Any changes to an existing style should be made consistent with the entire home.
3. Any improvement which results in changes or other modifications to the exterior walls or roofline of the house or its garage must have the approval of both Architectural Committees (LAC and MAC).

4. Expanding any portion of a residence requires Architectural Committee approval. Room additions over garages should not cantilever more than eighteen (18) inches beyond the existing garage perimeter; however, turrets may extend three (3') feet. Privacy walls may be built up to the height of the highest point of the privacy wall as constructed by the original developer (two story homes). Existing single story homes desiring to add a second floor must design privacy walls that match their immediate neighborhood or development style. Maximum roof height on any home addition must not exceed twenty-six (26) feet. Maximum privacy wall heights must not exceed the existing (original developer) privacy wall height or twenty-one (21) feet, whichever is higher. The purpose of all of these restrictions is to maintain an aesthetic and balanced design in proportion to the surrounding neighborhood.
5. There shall be no addition made to any residence above a normal second floor level. Two and one-half and three story homes are not allowed.
6. The addition or replacement of windows and doors on the outside walls, or skylights in a roof is considered an external building modification requiring approval.
7. No opening windows with clear glass, doors or vents are to be installed into any privacy wall. A privacy wall is defined as the wall that separates a neighbor's entry from an adjacent home and affords said neighbor a private entry.
8. Balconies must not be constructed to compromise the reasonable expectation of privacy of rooms in adjacent residences. Proposed balconies that extend beyond the building's privacy wall are prohibited. Balconies must be constructed within the width of the house. Bay windows that balance and enhance a building's appearance are encouraged, but may not exceed eighteen (18") inches from the exterior wall.
9. Wooden frames for French doors and bay windows must be painted a compatible color to the dwelling. Metal frames for French doors or bay windows must match the color of existing window frames.

10. Windows may be tinted grey only. No reflective materials may be used that create a mirror or nuisance effect when viewed from the outside. Bathroom windows shall be as required by the City building codes.
11. All modifications to existing exterior lighting and all new exterior lighting require approval of the Lake and Master Architectural Committees. Lighting should be directed so as not to shine in neighbors' windows. See Section P.
12. Complete construction details, including photographs or professional drawings, must be provided for balcony additions, replacements or repairs.
13. Windows proposed in non-privacy walls visible from an adjacent home must be a minimum of twelve (12) feet from any window or entry door existing on the adjacent home as measured from the two nearest window-to-window or window-to-door points (inside jambs or trim edges). Windows in privacy walls are permitted only if they cannot be opened and obscure glass is used. This glass must be approved by both the LAC and MAC.
14. No self-circulating, turbine type, dome vents are permitted where visible from the street, the lake or common areas.
15. No metal, vinyl or similar sunroom type materials shall be permitted for exterior building additions. Conventional building materials are required.
16. No sunrooms.
17. These community rules and guidelines are implemented to protect the rights of all homeowners. Building code requirements that contradict these rules will in no way be a justification for waiver of these rules and will be cause for denial of an architectural application.

U. LANDSCAPING

1. All landscaping improvements must be approved **prior** to planting with the exception of planting annuals or seasonal color.
2. Landscaping plans for the open area of a single family lot will be reviewed in the context of Lake Forest Keys' landscape maintenance requirements. All plantings must be within the homeowner's lot lines and must be approved by the Lake Architectural Committee. Any common area landscape enhancement needs to be approved by the Board of Directors prior to submittal and approval by the Lake Architectural Committee.
3. Any plants installed by the current or previous homeowners within the lot lines may be deemed by the Association to be the maintenance responsibility of the homeowner. All plantings are limited to the boundaries of your lot line. Homeowners are responsible for the trees on their lots.
4. Trees, when planted, must have a minimum setback of three (3) feet from the side property lines and front property line. The distance from the quay wall for planting trees will be decided on a submittal-by-submittal basis.
5. Gardener access must be provided across fenced lot lines through three (3) foot wide gates. Gates should provide level access, preferably across soil or sod. Lake Forest Keys is not responsible for damage caused when the gardeners' access is across patios, decks, walkways or planted areas. Planting boxes, trees, or elevation changes must not be constructed and/or planted to impede gardener access across the property.
6. Lake Forest Keys is responsible for maintaining trees on restricted common areas only. It is Lake Forest Keys' policy to trim trees on restricted common areas on an as-needed basis. Should an Association-owned tree present possible damage to property or personal injury, it will be trimmed or removed as needed.

7. If a homeowner wishes to have a tree removed on their lot for safety or other reasons, approval must be requested with an Architectural Submittal form **prior to removal**. The submittal should identify the tree to be removed and the type of replacement tree. After approval from both Architectural Committees (LAC and MAC), the homeowner may remove the tree at his/her/their own expense.
8. Maintenance and repair of private driveways, sidewalks, foundations, planters, and other surfaces are the sole responsibility of the homeowner regardless of the improvement's location. Under no circumstance will the Association be responsible for individual homeowner's driveways and sidewalks located on Association property regardless of the cause of alleged damage. Homeowners are at all times responsible for monitoring the condition of their improvements and maintaining them in good condition. Tree roots causing damage to driveways and sidewalks normally take years to develop and it is the homeowner's responsibility to monitor and coordinate root pruning with the Association to avoid serious damage. The Association is not responsible for damage caused by earthquakes, expansive soils, and underground settlement.
9. Lake Forest Keys will not assume responsibility for correcting any safety defects existing when a property is sold. A new buyer's only recourse will be with the previous owner(s) for all areas of a lot, including driveways, walkways, foundations, planters or other surfaces or objects requiring repair.

V. ROOFING - Refer to MAC Guidelines

1. All jacks, vents, dormers, and flashing must be painted to blend in with the roof or house color. Exposed mortar should be colored to blend in with the roof color. Mortar should be applied in a professional manner so that excess mortar does not stain adjacent tiles.
2. No Asphalt composition roofing material is allowed in Lake Forest Keys.
3. The homeowner is responsible for the clean-up and repair of any damage done to adjacent properties, including restricted common areas.

4. Work access while re-roofing is restricted to the homeowner's lot.
5. City of Lake Forest building permits are required for all re-roofing projects.

W. SKYLIGHTS

Skylights will be considered based on location, size and number of skylights. Skylight domes may be bronze, clear or white. All metal framing and flashing must be painted to blend with the roof. All manufacturer labels must be removed. Skylights visible from the street are not encouraged. Solar tubes must have a 5 feet setback from the property line.

X. GARAGE DOORS

Replacement doors should be painted to match the color of the house or trim. Manufacturer's finishes may be accepted on a case-by-case basis only if the factory-applied color matches or is compatible with the residence color.

Y. NEW BUILDING MATERIALS AND COATINGS

New and improved building materials and coatings are continually being developed. Upon request, the Lake Architectural Committee will review new materials to determine compatibility for use in Lake Forest Keys.

Z. DRIVEWAY WIDENING

1. Driveway widening on both "Restricted Common Area" and private property requires approval from both Architectural Committees (LAC and MAC). A detailed plan with complete dimensions must be submitted with samples or description of the material to be used; i.e., brick, cement, etc. Homeowners will be granted use of four (4') feet total additional width beyond the developer constructed driveway, with a minimum setback of one (1) foot from the extended property line.
2. Any necessary changes to the common irrigation system are the responsibility of the homeowner when constructing the expansion and proposed plans must also be provided with the architectural submittal.