

Lake Forest Homeowner Association
Architectural Design Guidelines

Prepared
March 2007

Reviewed and Revised July 2017

Accepted: January 29, 2018

Table of Contents

Frequently Asked Questions.....	i - ii
Alterations Not Specified	1
Animals.....	1
Awnings.....	1
Common Areas	1
Decks.....	1
Fences.....	2
Fireplaces	2
Grills	2
Home Businesses, Professional Offices	2
Hot Tubs, Jacuzzis, Whirlpools	2
Lawn Furniture	3
Lawns and Landscaping	3
Mailboxes	3
Newspapers	3
Painting and Staining.....	4
Patios	4
Permanent Exterior Lighting	4
Porches	4
Portable on Demand Storage Units.....	4
Recreation Equipment	4
Resurfacing, Reshaping or Expanding Driveways.....	5
Roof Shingles.....	5
Sheds	5
Siding	5
Signs	5
Storm Doors	5
Swimming Pools	5
Temporary Exterior Lighting and Holiday Decorations	6
Trash	6

Frequently Asked Questions

What is the Purpose of the Design Guidelines?

Under Article II, of the Declaration of Covenants, Conditions, and Restrictions (the "Covenants"), Section 2.1, Administration: Architectural Review Committee (ARC), the ARC has "... the right to establish architectural design criteria for the Community (the design guidelines) and rules and regulations pertaining to the use of the Lots, which shall be made available to all members ..." the ARC of the Board of Directors prepared this document to assist all members of the Lake Forest Community to ensure that all exterior alterations to their Lots strive to maintain the aesthetics and uniformity of the Community. This document **does not** replace the Covenants, but rather provides supplemental information to further clarify the Covenants and to establish additional criteria to assist members of the community to comply with the Covenants and help the ARC in the determination whether or not to approve a specific request for an exterior alteration. This document shall be used in conjunction with the Covenants.

What are the Covenants?

The Declaration of Covenants, conditions, and Restrictions are the legally binding documents between the Lake Forest HOA and each resident. The covenants "run with the Land" as part of your deed of ownership. The covenants are a contractual obligation between the homeowner and the HOA and every homeowner is obligated to abide by them.

Our Covenants assure owners of certain minimum standards for land usage, architectural design, and property maintenance throughout the community. You should have received the Covenants when you purchased your home. If not, you can obtain the Covenants by contacting the Management Company.

How does the architectural review process work?

Prior to making any exterior alterations or additions to a lot, homeowners must complete an "Application for Exterior Alteration". An application form is available by contacting the Management Company. The application provides instructions on the information needed to process the request. The application must be submitted to the Management Company who in turn will provide it to the ARC for review. The ARC reviews the application against the criteria set forth in the covenants and supporting Architectural Design Guidelines to approve, approve with conditions, or deny the applications. Please note, this review process is separate from County or other ordinances governing building and the Homeowner is responsible for obtaining applicable permits/approvals for their alteration (such a pool or fence permit from Carroll County). Once approved, the homeowner can proceed with their alteration, which must be built in accordance with the application. Following completion of the project, the ARC will review alteration and complete a Certificate of completion documenting the alteration has been completed in accordance with the application.

How long does it take to received approval?

Application approval is normally completed within 60 days from the time it is received by the management company, provided the application contains all the necessary information. Although the Covenants allow for 120 days for the process and review decision, every effort will be made to complete and return your application as quickly as possible.

Frequently Asked Questions

How do I determine my property lines?

It is the homeowner's responsibility to obtain a survey and permanent stakes for your property corners if they are uncertain to their property line boundaries. The homeowner is responsible to ensure the proper installation of all exterior alterations on your lot within the property line and in many cases appropriate setbacks as defined by County requirements or in these guidelines.

What about items not covered in the Covenants or Guidelines?

Any exterior alteration to the actual dwelling or within the property lines boundaries, which is not included in the Covenants or Guidelines, requires a completed application be submitted, review and approved by the ARC before construction of the alteration.

Are routine inspections completed in the community?

The Board of Directors or its designee shall make periodic inspections of the exterior of the houses and property the community. These inspections are required to help maintain the architectural integrity and property maintenance of the community. According to the Covenants that you agreed to when purchasing your home, the HOA or its agency have the legal right to entry onto your property for the reason of inspection. It cannot be deemed as trespassing or any wrongful act.

If found in violation, a notice of violation will be mailed to the homeowner. Corrective action should be made within 30 days. If you dispute the violation or if you have a legitimate reason for not being able to comply with correction of the violation within the time period, you must advise the management company in writing immediately. Please note that failure to respond or comply with correcting the violation found may result in a lien upon such lot. The Board of Directors also has the right to come onto your property and have the violation corrected at your expense.

Lake Forest HOA

Architectural Design Guidelines

ALTERATIONS NOT SPECIFIED

It is impossible to write the guidelines necessary to cover all types of exterior changes. Any structure or alternation that you are planning, requires a completed Application for Exterior Alternation which must be submitted to the Management Company for review and approval by the Architectural Review Committee (ARC) prior to beginning. All Carroll County permit requirements are applicable whether specified or not.

ANIMALS

The maintenance, keeping, boarding or raising of animals, livestock, or poultry of any kind, regardless of number, is prohibited on any lot or within any building. You may have domestic pets. Pets shall be registered, licensed and inoculated as required by law. When off the owner property, pets must be on leashes and the pet owner is responsible for removal of pet waste on public and private property in accordance with County requirements. Fences are recommended for dogs if dogs are not on a leash on the owner's property.

AWNINGS

Prior to erecting an awning, an Application for Exterior Alternation must be submitted to the management company for review and approval by the ARC. General Specifications for an awning shall be that it:

- Cannot exceed the dimensions allowable for a deck or patio on the rear of the home.
- Can only be placed only over rear main levels decks or patios
- Cannot be installed on any bedroom window
- Must be constructed of materials or fabric that are able to sustain their appearance against varying weather conditions.

COMMON AREAS

No dumping of trash, bulk items, grass clipping, weeds or gardening debris is allowed on any common area. Violators could be fined and/or responsible for the cost of removal.

DECKS

The building of all decks requires a completed Application of Exterior Alteration form submitted to the management company for review and approval by the ARC prior to construction. A county building permit is also required.

Materials:

Decks may be constructed of pressure-treated lumber, solid redwood or cedar, vinyl, synthetic wood decking materials or other materials approved by the ARC.

Finish:

All finishes are subject to ARC review and approval. Clear or semi-transparent finishes are preferred.

Placement:

Decks may not be built forward of the rear foundation wall. Stairs on the side of

Lake Forest HOA Architectural Design Guidelines

the deck may not extend past the side of the foundation wall without appropriate screening. Decks must be attached to the dwelling. Wooden patios that are installed one inch or more above the ground are considered decks and must comply with the guidelines.

Size:

Generally speaking, the resident may determine the deck size provide the deck meets all the County code restrictions for your lot. However, the ARC retains the right to limit the size of the deck based on the lot size, location, appearance or other factors as they see in the best interest of the community.

Structure:

The deck must be built to Carroll County standards and a building permit must be obtained.

FENCES

It is the homeowner's responsibility to understand where their property boundaries are and any other easement that may restrict a fence on their property. A property owner should obtain a survey of their property if they are considering a fence and they are uncertain as to where the property lines and easements exist. All fences require a completed Application of Exterior Alteration form to be submitted to the management company for review and ARC approval prior to installation of a fence. The community design standard is the black aluminum style fencing.

Fences may not extend more than five feet forward of the rear foundation wall and must be placed at least one foot inside the rear and side property lines. Vertical posts and boards must be straight, level and plumb. Fence posts must be installed in either concrete or gravel base. The homeowner is responsible to trim and maintain the fence line on both exterior and interior side of the fence.

FIREPLACES

Fireplaces that were not installed by NV Homes require an Application for Exterior Alteration be sent to the management company for review and ARC approval. The new fireplace must meet all local building laws and match the existing color and materials of the home.

GRILLS

Grills are to be stored in the rear of the property or garage when not in use and storage of the grill in the driveway or front yard is prohibited.

HOME BUSINESSES, PROFESSIONAL OFFICES

All lots are for residential use only. No professional of home industry, resulting in excess car or foot traffic from non-residents, may be conducted without specific approval of the Lake Forest HOA Board of Directors.

HOT TUBS, JACUZZIS, WHIRLPOOLS (PORTABLE)

A completed application must be sent to the management company for review and ARC

Lake Forest HOA Architectural Design Guidelines

approval for installation of all hot tubs, Jacuzzis, and whirl pools. They shall be located in the rear of the home in close proximity to the rear foundation wall. They shall not protrude more than three feet from the adjacent ground or deck level. They shall be of a material that will blend with surrounding structures.

The Application for Exterior Alteration must include the following information.

- A site plan showing the location of the hot tub, Jacuzzi or whirlpool, and its relationships to existing structures, drainage, and property lines.
- Dimensions, type, and color of the proposed materials
- Proposed screening and landscaping plans. Screening will be required if the hot tub, Jacuzzi or whirlpool is visible from nearby houses or the streets.

A child proof cover must be in place at all times when not in use.

LAWN FURNITURE

Lawn furniture is permitted in the rear yards only. Lawn furniture may also be displayed on the front porch for those homes that have a covered porch. Lawn furniture is not permitted on the front lawn of any home. When lawn furniture is not in use, the homeowner must store loose items within fences in the rear of the home or on a deck or patio.

LAWNS AND LANDSCAPING

Proper lawn and landscape maintenance is expected of all homeowners. All lawns front and back, may not be allowed to grow a height of more than six inches. If an owner fails to comply with this requirement, the HOA may act to have the lawn mowed and the owner's expense. The owner must maintain a reasonable amount of grass in the front and rear yards and maintain nuisance weeds to acceptable levels. Acceptable levels for the purposes of these guidelines are the front lawn must have a neat appearance (i.e. mowed) with more grass coverage than weeds. Furthermore, landscape beds in front of the house shall be maintained in a neat appearance. Vegetable gardens shall be limited to the back yard and screened from common areas. Fencing around vegetable gardens shall be limited to 24 inches or an application for exterior alteration will need to be submitted for review and approval.

If any substantive change or upgrading of landscaping is contemplated (large trees, retaining walls, fountains, statuary, new driveways, driveway extensions, pillars, or other landscape structures), these items must be sent to the management company for reviewed and approved by the ARC.

MAILBOXES

Mailboxes shall be replaced in kind. Information on where to purchase in-kind materials or acceptable replacement can be obtained from the management company. If an in-kind mailbox is not attainable, the homeowner shall submit an application for Alteration of Exterior for review and approval by the ARC.

NEWSPAPERS

Newspapers shall be picked up daily to the extent possible and the owner shall make arrangements to have their paper picked up when going out of town or are not able to do so.

Lake Forest HOA

Architectural Design Guidelines

PAINTING AND STAINING

An application for Alteration of Exterior is required to change the color, shade, or tint of the trim, shutters, door, or foundation of any structure. Homeowners may elect to change the color of the trim and shutters of their home as long as they choose from the other colors used in the community. Please ensure that the paint you use matches to the color of the structures being painted. An application is not required if the structure is painted exactly the same color as the original structure's color.

A sample of the paint color must be submitted with the application for review by the Board of Directors even if it is similar to the existing house color. Brick and aluminum siding may not be painted or replaced with that of a different color.

PATIOS

Before building a patio, a completed Application for Exterior Alteration must be submitted to the management company for approval. You must also obtain a County building permit if required. Patios shall be built in rear yards only. Screening shall be used to obstruct views from the street of patios which extend beyond the foundation wall.

PERMANENT EXTERIOR LIGHTING

A completed Application for Exterior Alteration is required for any permanent exterior lighting and wiring including the following:

- A change in style, size, shape, color or positioning of any exterior light fixture
- Installation of any new additional exterior light fixture

All exterior lighting must be installed so that it will not shine on an adjacent property or common area. Bug zappers are permitted in the rear yard only. Holiday lights must be removed from the house within a reasonable timeframe (45 days from the day of the holiday).

PORCHES

Front porches and/or covered front entrances may be allowed. This will require a completed Application of Exterior Alteration form to be submitted to the management

company for review and ARC approval. The porch must be consistent with architectural style (colors and materials) as the home.

PORTABLE ON DEMAND STORAGE UNITS

Storage units parked in driveways or anywhere else on the property are strictly prohibited without prior written approval from the Board of Directors. You must submit a request to the management company which includes where the unit is to be located and how long you intend to have it there. The unit may be in the community a maximum of ten days.

RECREATION EQUIPMENT

Portable items included, but not limited to, children's wading pools, sand boxes, and playhouse are permitted in the rear yards only. All such items, including tricycles, bikes,

Lake Forest HOA Architectural Design Guidelines

cars, carriages, and other large toys must be removed from the public view or stored within the privacy of the yard each day while not in use. Swing sets made of aluminum or steel are prohibited.

Trampolines and play sets require the submission of a completed Application of Exterior Alteration to the Management Company for review and ARC approval. The trampoline or play sets should be located in the rear of the yard and to the extent possible from public view. Screening will be recommended for those lots where a play set or trampoline is visible from common areas.

RESURFACING, RESHAPING OR EXPANDING DRIVEWAYS

An application for Alteration of Exterior is required to change the shape or size of the driveway. Routine resurfacing is recommended and does not require an application.

ROOF SHINGLES

Roof shingles may be replaced, without a completed Application for Exterior Alteration form, provide they match the style and color of the existing shingle. Any variation will require the submission of a completed Application of Exterior Alteration to the Management Company for review and ARC approval.

SHEDS

Sheds are not allowed in the Lake Forest Community.

SIDING

Siding color may not be changed on any home without a completed Application of Exterior Alteration to the Management Company for review and ARC approval.

SIGNS

Exterior signs on homeowner lots are prohibited, except for temporary "for sale signs" (not to exceed four square feet in size). No signs shall be permitted on the common areas except those approved by the Board of Directors and are subject to immediate removal by the Board.

STORM DOORS

Front storm doors require a completed Application of Exterior Alteration be submitted to the Management Company for review and ARC approval.

SWIMMING POOLS

Prior to installation of a swimming pool, the homeowner must submit an Application of Exterior Alteration to the Management Company for review and ARC approval. Screening is required for elements extending beyond the foundation. The Application for Exterior Alteration must include the following information.

- A site plan showing the location of the pool, and its relationships to existing structures, drainage, and property lines.
- Dimensions, type, and color of the proposed materials
- Location of pumps and other support materials (such as a heater) for pool

Lake Forest HOA Architectural Design Guidelines

- Proposed screening and landscaping plans.

TEMPORARY EXTERIOR LIGHTING AND HOLIDAY DECORATIONS

Decorative holiday and festival lighting does not require an application. However, holiday lighting shall be operative for a reasonable period of time before and after the holiday. For Thanksgiving through New Year's Holiday period, a reasonable period is defined as November 15th to January 31st

TRASH

Trash shall be placed in trash cans and recyclables are to be placed out for pickup not earlier than 6 pm the night before the scheduled pickup. Items rejected by the trash company and remains of the collection site are to be removed by the homeowner the day of the collection. Trash or garbage containers may not be stored in public view except on trash pickup days. Trash cans or recycle bins shall be routinely brought in the same day as the trash pickup.