

ARCHITECTURAL GUIDELINES AND GENERAL RULES
THE HIDDEN OAKS 191 HOMEOWNERS ASSOCIATION

**Questions Regarding the Content of These Guidelines
Should be directed to:**

**LB PROPERTY MANAGEMENT
4730 Woodman Avenue, Suite 200
Sherman Oaks, CA 91423
(818) 981-1802**

Adopted: June 2, 2003

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Dear Homeowner:

Welcome to your new home in the HIDDEN OAKS 191 HOMEOWNERS ASSOCIATION! These Architectural Guidelines are designed with the goal of maintaining the aesthetic beauty of the community. Exterior improvements to your Lot must be approved by the Architectural Review Committee (ARC) prior to beginning any construction activity. Homeowners may not make any alteration, removal, relocation, repainting, demolition, addition, installation, modification, decoration, redecoration or reconstruction of any Improvements, including landscaping, to their Lot, until the plans and specifications showing the **nature, kind, shape, height, width, color, materials, specification brochures and location of the same shall have been submitted to the ARC and approved in writing by the ARC.**

Please review these "Guidelines" prior to completing your application form to ensure your submittal is complete. If at any time you have any questions regarding the review process, please contact your management representative at (818) 981-1802.

PURPOSE AND POLICIES

The ARC shall approve plans and specifications submitted for its approval only if it deems that the construction, alterations, or additions contemplated in the locations indicated will not be detrimental to the appearance of the surrounding area of the Community as a whole, will not unreasonably restrict or impair an Owner's use of his property, as determined solely by the ARC, or will not unreasonably interfere with an Owner's privacy, as determined solely by the ARC, that the appearance of any structure affected will be in harmony with the surrounding structures, that the construction will not detract from the beauty, wholesomeness or attractiveness of the Community Common Areas or the enjoyment by the Members, and that the upkeep and maintenance will not become a burden on the Association.

Any change not specifically addressed or outlined in these Guidelines will become a matter of reasonable discretion on the part of the ARC. In the event of a conflict between this document and the Declaration of Covenants, Conditions and Restrictions and Reservations of Easements for the Hidden Oaks 191 Homeowners Association (CC&R's), the CC&R's shall control.

✱ In the event an Owner does not comply with the provisions outlined in this document or the CC&R's, the Violation Policy will be enforced.

COMMITTEE ROLE

Scope: All exterior alterations, additions or changes to any structure or to the landscape adjacent to any lot, must be submitted to the ARC for approval **prior** to any installation or commencement of construction.

patios, balconies, antennae, gates, light fixtures, etc.

Failure: Work commenced before Architectural plan approval is subject to removal at the cost of the homeowner if subsequently deemed unacceptable by the ARC.

Deviation: If landscape or any Improvements (hereinafter collectively referred to as "Improvements") have been constructed or installed in a manner which deviates from the plans that were approved, the ARC may make recommendations for changes. Your installation could be subject to an audit by the ARC or its appointee. Any deviations from the plans submitted and approved could cause the items in question to be removed at the homeowner's expense.

SUBMISSION OF YOUR ARCHITECTURAL APPLICATION: Please mail your submittal package to the Architectural Review Committee as follows:

HIDDEN OAKS 191 HOMEOWNERS ASSOCIATION

~~c/o LB Property Management
4730 Woodman Avenue, Suite 200
Sherman Oaks, CA 91423
(818)981-1802~~

When Should I Submit My Architectural Application?

The CC&R's require the ARC to respond to all written requests within forty-five (45) days of their receipt. We therefore recommend that you submit your complete application at least seventy-five (75) days prior to scheduled commencement of construction to allow the ARC ample time to complete their review. **Submittals will be accepted after Close of Escrow only.** In no event will any application be deemed approved based on a lapse of time. All approvals must be by affirmative written action of the Committee to be effective. The ARC intends to engage the services of a licensed Landscape Architect (LA) to review all submitted plans.

Review Fee

In accordance with the CC&R's Article IV, Section 4.2, a check from the homeowner payable to The Hidden Oaks 191 Homeowners Association will be required with each submittal. Fees are \$100.00 per submission. In addition there is a processing fee in the amount of \$25.00 made payable to LB Property Management. If plans are resubmitted without the requested changes, there will be an additional fee of \$100.00 per incident.

Appeal:

For so long as the Declarant is entitled to appoint and remove a majority of the members of the ARC, decisions of the ARC shall be final, and there shall be no appeal to the Board of Directors. When the Declarant is no longer entitled to appoint and remove a majority of the ARC, then the Board of Directors may hear request for appeals. In the event that the ARC is no longer controlled by the Declarant, the submitting party may appeal a decision by the ARC in writing to the Board within thirty (30) days of receiving final notice from the ARC. The Board of Directors will have forty-five (45) days following receipt of the request for appeal to render its written decision.

Upon obtaining the written approval from the ARC, the Owner shall thereafter submit plans and specifications to the City/County if the proposed Improvements require the issuance of a building permit or other City/County approval. The Hidden Oaks 191 Homeowners Association will not be responsible for actions taken by governmental agencies.

How Soon Must I Install My Yard?

It shall be the responsibility of each Owner to install landscaping and irrigation within the front yard, of Owner's Lot within one hundred twenty (120) days following such Owner's escrow closing for the Residence located on the Lot. Installations for the side and rear yards need to be completed within one hundred eighty (180) days following such Owner's escrow closing. The only exception will be when the builder provides portions of yard landscaping (exempts those portions of the yard only from 120 day requirements). Original builder installations are exempt from review by the ARC.

Notice of Completion:

Within forty-five (45) days following the completion of the landscaping improvements as indicated on the "Approved" copy of the plans and specifications, the owner/applicant shall send a completed "Notice of Completion" (NOC) form to the Management Office along with pictures of the improvements.

Upon the ARC's receipt of the NOC form, the Committee shall have one hundred and twenty (120) days to inspect the improvements completed upon the Owner's property. The ARC shall notify the Owner in writing of failure to comply within thirty (45) days from the inspection, specifying the particulars of noncompliance, if any.

The Owner shall remedy such noncompliance or remove the same within a period of not more than sixty (60) days from the date that notice of the ARC ruling is given to the Owner.

If the ARC fails to notify the Owner of any noncompliance with previously submitted and approved plans within one hundred and fifty (150) days after receipt of the NOC form, the Improvements shall be deemed to be in accordance with the approved plans.

Please note, silty or discolored runoff, or illegal discharge of any fluid or refuse made into the storm drain water system could result in assessments against your property. A fine imposed by any governmental agency for illegal runoff into the storm drain water system, will be passed in full to the responsible property owner. Please note that fines from any government agency may amount anywhere from \$1,000 to over \$100,000 and are given without notice.

What Should My Plan Include:

1. Plot Plan:
 - a. Show lot lines and Lot boundaries accurately as to length, angles and amount of curve. Show all existing and proposed buildings, structures, fences, walls, sidewalks

- b. Show all dimensions on work to be considered, distances between existing and proposed work and distances between proposed work and property lines, setback lines and slopes
 - c. When proposed improvements involve changing existing grades by more than 1'-0" or changing existing drainage, show contours or spot elevations, flow lines, finish grades and proposed drainage systems. It is recommended that a registered civil engineer or licensed landscape architect prepare drawings for proposed improvements changing existing drainage.
 - d. Scale of plans shall not be smaller than 1/4" = 1 ft.
2. ✶ Landscape Plan: (may be included as part of Plot Plan)
- a. Include proposed walkways and other hardscape, planting areas including plant names, size at installation and maximum height at maturity, decks, fences and walls, stairs, trellises, arbors, gazebos, pools, spas, ponds, fountains, ornamental rocks, barbecues, play equipment, apparatus and yard lighting. Call out all easements on or over Lot (if applicable).
 - b. For proposed fences and walls, drawings shall note materials, colors and heights. Heights shall be noted in relation to the immediate ground elevations.
 - c. Sprinkler and drainage devices should also be noted on plans.
3. ✶ Exterior Elevations:
- a. Provide exterior elevations of all proposed structures including trellises, gazebos, and shade structures. When the proposed improvement(s) is attached to the existing home, show the existing elevation in relation to the proposed improvement(s). Trellises designed with less than fifty percent (50%) open area requires a variance from the Board. The ARC has no authority to approve variances. The Board of Directors will have forty-five (45) days following receipt of the request for appeal to render its written decision. The failure of the Board of Directors to render a decision within forty-five (45) days shall be deemed a decision in favor of the appellant.
 - b. Note all finish materials, colors and textures of proposed work. Note if proposed finishes and material are to match existing finishes and materials.
 - c. If the proposed finish materials or colors are to be different than those of the existing structure, a color and material board must be included clearly depicting the materials and/or color that are to differ.
 - d. Additional gutters and downspouts also require ARC review and application submission prior to installation.
4. Neighbor Awareness:
- a. Neighbor awareness forms are considered a courtesy notification of proposed improvements to directly impacted neighbors. Each owner is required to obtain

- owner would be required to obtain the left, right and rear neighbor signatures. If the plan proposes a new front and back yard, signatures are required from the left, right and rear neighbors as well as the neighbor directly across the street. If your home is located in such a manner to have more than one contiguous neighbor in the rear or across the street from your home, you will need to have all signatures included. **Neighbors do not have the ability to approve or disapprove your plans. Their signature represents that they had an opportunity to review the plans and provide comments.** Even if your neighbor does not approve of the plans, it does not mean that your plans will be denied.
- b. If you have a home next to you that is vacant, you will need to note this on the neighbor awareness form. If you turn in your application and neighbor awareness form with missing information, it will be returned as incomplete.
 - c. If any neighbor refuses to sign the neighbor awareness form, or is never home to sign it, you must then send a letter to your neighbor summarizing the improvements proposed. The letter shall be sent by regular first class mail **and** by certified mail. You will receive either a return receipt or, if the homeowner refused to sign for the letter, the original certified letter unopened back to you. A copy of the letter, along with a copy of the return receipt or unopened certified mail must be sent along with your application to prove that you attempted to obtain the signatures of your neighbor(s).
 - d. Material changes to plans, as previously approved by the ARC, must have the Neighbor Awareness form resigned prior to submitting to the ARC.

GENERAL GUIDELINES:

Hours of Operations: All operations shall be carried on between the hours of 7:00 a.m. and 5:00 p.m. on Monday through Friday and 9:00 a.m. and 4:00 p.m. on Saturdays. Work is not permitted on Sundays or holidays. In the event City/County ordinances are more restrictive, the City/County ordinances shall prevail.

Streets and Walkways: No construction debris or materials such as sand or bricks may be permitted to remain on the streets or walkways. All items of such nature must be stored on the owner's property. In the event that any materials are delivered and deposited on the streets or Community Common Areas, the owner's will be held responsible for the costs involved in cleaning and/or restoring the Community Common Areas, streets and walkways. Pursuant to Article 5, Section 5.4 and Article 7, Section 7.11 of the CC&R's, the Committee reserves the right to clean the streets and bill the responsible owner for cost.

Signs: No sign, poster, billboard pilaster, advertising device or other display of any kind shall be displayed so as to be visible from outside the Community. **Contractors performing work on the individual Lots may not post their company's sign upon the Owner's lot.** One sign of reasonable color and display qualities and having a maximum face area of four (4) square feet may be displayed on any lot advertising the sale or lease of the residence. Security signs are permitted

Window Coverings and Tinting: Curtains, drapes, shutters or blinds may be installed as window covers. No window shall be covered with aluminum foil sheets, newspapers, paint, reflective tint or other material deemed by the ARC to be inappropriate for such use. A homeowner may use plain white or other neutral colored sheets to temporarily cover windows for a period not to exceed three months (90) days after the close of escrow pending the installation of drapes, curtains, shutters, or other appropriate interior window coverings.

Glass tinting requests, subject to the caveat stated below, will be considered by the ARC. However, mirror and reflective finishes are prohibited.

WARNING: Be aware that tinting dual glazed windows may void the window manufacturer's warranty. Most failures of dual-glazed windows are due to "moisture" condensation that can be traced to the presence of tinted film on the inside or outside of the glass. The deflection caused by the tinted film creates heat build-up and consequent expansion within the airspace of the dual glazed windows, and destroys the butyl seal. Water vapor is thus admitted, and condenses between the planes. In addition, cracking of the windowpanes may occur. Owners should review their warranty information before considering installing window tinting. Neither the window manufacturer nor the homebuilder will be responsible for replacement of dual glazed windows should window tinting be applied.

Lighting: Exterior lighting must be low voltage (12v). Higher voltage lighting may be approved if it is not directed or if it is placed so that it does not create an annoyance to the neighbors as determined by the ARC.

Antennae: All exterior Antennae that are visible (fully or partially) from any Community Common Area or other lot, or that have a diameter exceeding the measurement allowed by California and federal laws, must be approved by the ARC.

Rooftop Installations: Rooftop appliances or installations are not permitted without prior written approval from the ARC. Only such installations that are sound buffered and not visible from streets, Community Common Area or neighboring lots will be considered.

No projections of any type shall be placed above the roof of any residential dwelling, except one or more chimneys and vent stacks as originally installed by the Builder or approved by the ARC.

Height Restrictions: No structure or building, including, without limitation, the Dwelling Unit, within a project shall exceed two (2) stories, or a height of thirty feet (30'), excluding certain permitted roof structures such as chimneys.

Unightly Articles: No unsightly articles (including, but not limited to, clothing or household fabrics, signs, lumber, yard clippings or plant waste, metals or scrap) shall be permitted to remain on any Lot so as to be visible from any public street or from any part of the Community Common Area. Pin Wheels are not permitted in front yards. Stickers or decals, except for one security sticker,

maintained in a weed free condition at all times.

Decorative Flags: One decorative flag is permitted. The flag may not exceed three (3) feet in width and five (5) feet in length. It must have no commercial content or objectionable message; and must be maintained continually in good repair. The flagpole holding the decorative flag must be no longer than six (6) feet in length. The pole must be removed when a flag is not displayed.

Sports Apparatus: Basketball backboards and other sport apparatus can be constructed or maintained in rear-yard setbacks only. Portable backboards and other sports apparatus are not permitted on the streets or Community Common Area. All portable basketball backboards and sport apparatus must be stored within the Owner's yard or garage so as not to be visible from any Community Common Area or adjacent Owners' property when not in use. Rear set-back garages and motor courts not directly visible from the street are exempted.

Exterior Fires: There shall be no exterior fires except barbeque fires contained within receptacles and fire pits in the enclosed yard designed in such a manner that they do not create a fire hazard, subject to ARC approval.

No Temporary Structures: No outbuilding, tent, shack, shed, trailer, trash dumpster or other temporary structure exceeding the height of the wall or fence enclosing the Lot and visible from neighboring lots or Community Common Area is permitted on the Lot, unless in connection with construction activities, and subject to written approval by the ARC.

Proposed accessory exterior structures will be stained or painted to match or be complimentary with colors used for the residential dwelling.

Drainage: There shall be no interference with the established drainage pattern over any part of the Community Common Area so as to affect any Lot inside or outside of the Community. For the purpose hereof, "established" drainage is defined as the drainage which exists at the time the overall grading of any part of the Community is completed by Declarant, which may include drainage from the Community Common Area over any Lot in the Community.

Each Owner shall maintain proper drainage over the Owner's respective Lot. Failure to maintain proper drainage could cause major problems including undermining the foundation of the residential dwelling and/or neighboring residential dwellings. The Owner shall be fully liable and responsible for any and all drainage caused by such Owner's failure to maintain proper drainage. There shall be no cross-lot drainage after installation of landscaping.

Unless expressly approved by the ARC, approval of plans and specifications for a proposed Improvement does not include authorization to change the original drainage plan by the Builder and approved by the City.

Non-Liability for Approval: No member of the ARC, nor the ARC's duly authorized representative

shall review and approve or disapprove all plans submitted to it for any proposed Improvement, alteration or addition, solely on the basis of aesthetic considerations and the overall benefit or detriment which would result to the immediate vicinity and the Community generally.

Patio Sun Shades, Arbors and Trellis Structures: Patio sun shade, arbors and trellis structures shall be of wood construction or vinyl only, with the exception of vertical supports which may be of stucco or masonry. The patio cover must be painted to match the trim of the building, white or the color of the exterior stucco. Trellis and beam construction shall be designed as to provide a minimum of fifty percent (50%) of the total trellis area to open space for the penetration of light and air to areas which it covers nor cover more than 50% of any rear yard. The trellis and beam construction must conform with setbacks with respect to building codes. The structure must be consistent and complement the existing Architectural features of the home. **Patio covers must not exceed the maximum height of eleven (11) feet as measured from the top of grade of the subject property.** No aluminum, metal, plastic, fiberglass, cloth, composition or asphalt shingles may be used. You must provide a sample of material to be used and product specifications.

Community Common Area: No Owner shall further landscape or otherwise improve any Community Common Area, owned and/or maintained by the Association. Each member shall be liable to the Association for any damage to the Community Common Area or to any of the facilities, equipment or improvements thereon which may be sustained by reason of the negligence or willful misconduct of said Member or members of his family, relatives, guest or invitees, both minor and adult.

Planter Edging: Planter edging materials must be approved by the ARC prior to installation. Wire edging and miniature picket fence may not be used.

Gutters, Downspouts and Scuppers: No gutters, downspouts or scuppers to control water shed from roofs shall be installed without prior approval of the ARC. Such improvements shall be primed and painted to match the surface color of the residential dwelling.

Pool and Spa Accessory Equipment: All pool/spa accessory equipment shall (a) be screened from the view of any adjoining Lot, Community Common Area and from the public view from any public or private street, with acceptable fence or wall material; (b) be located or sound attenuated per local codes; and (c) setbacks and all other pool/spa related items shall conform to all laws and regulations of applicable Public Agencies.

Gas Fire Heaters: Gas fire heaters shall be stackless or low profile in configuration.

Outdoor Furniture: Outdoor furniture visible from other Lots or Community Common Area shall be complementary to the exterior color scheme of the residential dwellings. Visible furniture in a state of disrepair, (i.e. torn cushions, rusting frames, faded or torn umbrellas), is prohibited.

Solar Energy Systems: Each Owner may install a solar energy system on his Lot which serves his Dwelling Unit so long as (a) the design and location of the solar energy system meets the

Water Supply or Water Softener Systems: No individual water supply or water softener system shall be permitted in any Lot unless such system is designed, located, constructed and equipped in accordance with the requirements, standards, and recommendations of any applicable water district, the City/County in which the Community is located, and all other applicable Public Agencies. Any sewage disposal system shall be installed only after the approval by the ARC and any governmental health authority having jurisdiction.

House Numbers: House Numbers shall be uniform. House numbers other than those originally installed by the Developer, or those approved for the entire association by the Board of Directors, will not be permitted.

Screen Doors: Retractable screen doors are pre-approved, requiring no submission to the ARC provided that the frame around the screen door matches the existing door frame. The retractable screen door is virtually invisible and cannot be seen from the street. When not in use, the screen retracts in its framing leaving your front door visible. Any other type of non-retractable screen door must be reviewed and approved by the ARC. Sample pictures or literature must accompany any screen door submission.

Community Walls: Community walls shall not be modified, removed or reconstructed unless due to damage or the need for maintenance repairs. Such repairs and/or reconstruction must first be approved by the ARC. Repairs and construction to such damage must conform to the original design.

Retaining Walls: Any Retaining Walls installed by the Declarant shall not be removed, reconstructed or modified (whether as to structure, finish or color) without the prior approval of the Board and any applicable governmental entity with jurisdiction thereof.

Maintenance of Improvements: All buildings and other structures or improvements upon a Lot shall at all times be maintained in good condition and repair and will and properly painted.

Air Conditioner Maintenance: Replacement air conditioners may be installed subject to prior written approval from the Architectural Review Committee. Replacement air conditioners should be of similar quality of the original unit. Location and noise factors are primary considerations of the Architectural Review Committee

Mineral Extraction: No portion of the Property shall be used in any manner to explore for or to remove any minerals, water, oil, or other hydrocarbon substance of any kind, gravel, earth or any earth substance of any kind.

No Machinery: No machinery or equipment of any kind shall be placed, operated or maintained upon any Lot, except such machinery or equipment as is usual and customary in connection with the use or maintenance of a private residence.

manufacturing, mercantile, storing, vending or other non-residential purposes.

Rubbish: No weeds, rubbish, debris, objects or materials of any kind shall be placed or permitted to accumulate upon the Property which shall render the Property unsanitary, unsightly or offensive or which are detrimental to any property in the vicinity thereof or to the occupants of any such property in such vicinity. **Trash, garbage, rubbish and other waste shall be kept only in sanitary containers. All service yards or service areas, sanitary containers and storage areas on any Lot shall be enclosed or fenced in such a manner that such yards, areas or containers will not be visible from any neighboring Lot or from any street.** Sanitary containers may be set out for a reasonable period of time before and after scheduled trash pick-up times.

Common Area Uses: Except as provided for elsewhere herein, the Common Area shall be used as open space, pedestrian and vehicular access and/or for recreational, landscaping and slope maintenance or other purposes authorized under this Declaration.

Landscaping: Other than such landscaping, if any, within a Lot maintained hereunder by the Association, all landscaping of every kind and character, including shrubs, trees, grass, and other plantings shall be neatly trimmed, properly cultivated and maintained continuously by the Owner thereof in a neat and orderly condition and in a manner to enhance its appearance.

Inspection: During reasonable hours and after reasonable notice, Declarant (or any agent thereof) and the Association shall have the right to enter upon and inspect any Lot and the improvements thereon for the purpose of ascertaining whether or not the provisions of this Declaration are being honored. Declarant and/or the Association shall not be liable for or deemed guilty of trespass by reason of the exercise of such power of entry and right of inspection.

No Subdivision of Lots: No Lot shall be split or subdivided into lots or parcels of a lesser size than the original size of such Lot.

No Liability

Pursuant to Section 13.4 of the CC&R's, plans and specifications submitted by the property owners are not approved for engineering design, soils suitability, drainage or set backs and by the ARC approving such plans and specifications. Neither Declarant, the Association, the ARC nor the members or designated representatives or agents thereof shall be liable in damages to anyone submitting plans or specifications to them for approval, or to any Owner of a Lot by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans and specifications, or for any defect in any structure constructed from such plans and specifications. Every person who submits plans or specifications to the ARC for approval agrees, by submission of such plans and specifications, and every Owner of any Lot agrees that he will not bring any action or suit against Declarant, the Association, the ARC or any of the Members or designated representatives or agents thereof to recover any such damages.

supplement these Architectural Guidelines. Copies of these Architectural Guidelines, together with any Rules and Regulations adopted and promulgated by the Board, shall be on file at the office of the property management representative.

end

very important that your plans be complete to avoid delays in approving your request. Plans that are incomplete will be returned if information is missing. This could delay your approval by 30 days or more. When preparing plans for review, please use the attached checklist as a guideline. **Be sure to include AS A MINIMUM:**

1. **SITE PLAN:** Show your entire property with house, yard areas, fences, gates, neighbor walls, street/alley and other existing improvements.
2. **DRAINAGE PLAN:** Show the direction of surface water flow AND any proposed drains, outlets, piping, and the point where water exits your property. Remember you cannot direct water onto a neighbor's property.
3. **CONSTRUCTION LAYOUT PLAN:** Show where each feature is located, how big it is and, the material it is made of.
4. **PLANTING PLAN:** Show the botanical name of each plant and where it is located. Names such as "mixed shrubs", "tree", "bushes, and the like are not acceptable. Common names only are not acceptable since more than one plant may have the same name. For instance, "Eucalyptus" is a correct botanical name, however there are more than 50 kinds of Eucalyptus listed in Sunset Western Garden Book alone. If you are installing a tree, note how far it will be installed from any hardscape or a neighboring yard - five feet is the minimum. If you are installing a raised planter, you need to provide a plan to show that dirt will not be set up against the wood fence. The Board will approve a sheet-metal type barrier between the fence and the planter that will protect the fence.
5. **IRRIGATION PLAN:** Show a schematic diagram of head locations or hydrozones, and describe the type of system being planned. This may be omitted if you do not use automatic irrigation.
6. **LIGHTING PLAN:** Show the location of each light and type of fixture such as pathlight, uplight, downlight, etc. This may be omitted if you do not use night lighting. Note light shields to be used to prevent nuisance light from flowing into neighboring yards.
7. **STRUCTURES:** When submitting plans that include structures such as arbors, patio covers, screens, walls, and similar items for review, please include full information on size, type of material, color, finish, and photos or catalog cuts for pre-fabricated features. We need to know exactly what it looks like, how big it is, where it is located in the yard. Elevation drawings are required for anything more than three feet high.
8. **SPECIALTY ITEMS:** Includes fountains, spas, ponds, and other water features. Show sketches, catalog cut sheets, photos, and location in yard and size (including height).

Why is all this necessary? While this is a common question the answer is more complex than you might imagine. Nearly everything we put in our yard has an effect on our neighbors or someone else nearby. Consider this:

Our small tree grows into a 50 foot canopy that shades out our neighbor's sun-loving flower garden; its root system invades our sewer system; leaves, seeds, and spent flowers litter our neighbor's yard and common area; limbs overhang the sidewalk and obstruct the driver's view just as a child steps into the street, night lighting illuminates the tree (and the neighbor's bedroom) beautifully; the dog pen and its odors located next to the neighbor's kitchen make outdoor use impossible; rainwater ponds at your door and then spills into the neighbor's yard; your neighbor has replaced his porch with Greek columns and trimmed his shrubs into fish, poodles, and donkeys. And the list goes on...

The point is this. When you think about it, the Architectural Review Committee is trying to make sure the community is what we believed it to be when we bought our homes. The Developers took great care to design our neighborhood. We want to be sure our personal outdoor preferences are in harmony with this wonderful environment and have a positive impact on our neighbors. Thanks for your help!

Address:	Daytime Phone:
Proposed Start Date:	Proposed Completion Date:
NOTE: It is recommended application to the ARC be accomplished at least forty-five (45) days prior to scheduling your construction. Questions should be directed to Management at (818) 981-1802	

The following items are to be included in your architectural application submittal packet. Please check those items that are applicable to your plan.

Three (3) sets of plans no less than 8 1/2 x 11 in size
Three (3) sets of this application form
Completed Neighbor Awareness Statement
Check for submittal fee in the amount of \$100.00 made payable to the Name of Association. Check for processing fee in the amount of \$25.00 made payable to LB Property Management per management agreement.
Patio Structure, Sunshades, Trellises, Gazebos & Arbors a. Dimensions, include maximum height b. Material and Color
Sprinkler and Drainage Detail - Plotted Locations
Pools, Spas and Hot Tubs a. Accessory equipment location and screening method b. Location of Solar Panels if Proposed c. Dimensions and Set-Back

NOTE: No construction of any kind is permitted until written approval from the ARC is received.

I UNDERSTAND AND AGREE THAT, no work on this request shall commence until written approval has been granted by the ARC. I agree to complete all improvements and maintain my Lot in accordance with my approved plans and the Declaration for the Association. I understand construction of approved improvements shall be completed no more than one hundred twenty (120) days after receipt of approval from the ARC.

Owner Signature

Owner Signature

Date

Date

The following portion is for ARC use only:

Approved - Hardscape - Landscape (Circle One)
Incomplete, Further Information Required, Letter Attached.
Disapproved, Proposed Improvement Violates Declaration.
Other:

This application was reviewed this _____ day of _____, 19____ by:

Name/Signature

Name/Signature

Name/Signature

Homeowner Name:	Tract/Lot #:
Address:	Daytime Phone:
Date Construction Completed:	Evening Phone:

PLACE PHOTO HERE

THIS SECTION FOR ARC USE ONLY:

Date Rec'd.:	Date Inspection Performed:
Date File Closed:	Mgmt. Rep.: