

## **LAKE SUMMIT HOMEOWNERS ASSOCIATION ARCHITECTURAL APPROVAL PROCEDURES**

The purpose of the compliance with the Architectural Approval Procedures is to ensure the property values and overall aesthetics of our Lake Summit community, as well as the rights of the surrounding neighbors affected by the improvement or change. Your improvement should be in harmony with the surrounding structures and must not obstruct your neighbors view or be offensive in any way. The Board of Directors urges every homeowner to abide by the CC&R's and the architectural improvement procedures to achieve this goal.

Any exterior improvement, change, or addition, including but not limited to the following, require architectural approval: exterior painting, fence installation or changes, landscaping or site drainage, gutters, patio covers, garage door changes, awnings, window replacement or changes, roof replacements, sidewalks, changes to siding, trim or stucco, exterior lighting, building additions or exterior property demolitions.

### **PRIOR TO BEGINNING ANY EXTERIOR HOME OR PROPERTY IMPROVEMENTS, THE FOLLOWING PROCEDURES ARE REQUIRED TO BE FOLLOWED:**

1. Obtain and complete an "Architectural Approval Form and Agreement" from the Lake Summit Homeowners Association Architectural Chairperson or the property site management firm (TSG Independent Property Management, Inc.) The forms may be copied and downloaded from the TSG Independent web site at [www.tsgindependent.com](http://www.tsgindependent.com). Completed forms (pages 1-6 inclusive) and submittal information may be mailed to:  
Lake Summit HOA  
c/o TSG Independent Property Management  
27129 Calle Arroyo, Suite 1802  
San Juan Capistrano, Ca. 92675
2. Neighboring homeowners (both sides, behind, opposite) subjected or impacted by the proposed improvements are to be advised of the proposed work. Prior to submitting your architectural approval request, the "Neighbor Awareness Form" must be completed and signed by all your adjacent neighbors. The concerns of neighboring homeowners will be a factor the HOA Board and the Architectural Committee will consider. However, a neighbor does not have the authority to veto the proposed property improvements or changes.
3. Submit three (3) sets of plans and describe in writing the proposed changes to your property. One copy will be returned to you, one copy will be kept and utilized by the HOA Board / Architectural Committee, and one copy will be kept in the homeowner file by the property management company. The information you submit shall include any grading or property drainage changes, and must show the existing property lines in relationship to the home, any existing fences, landscaping, overhangs, paving etc... The information shall also include the complete dimensions of all improvements (height, width, length) and shall label and locate all proposed site improvements in relationship to the existing structures and property lines. Additionally, submit the proposed construction material type, product informational data and/or product specification literature for the materials to be used, as well as product hand samples and colors for evaluation and review. The plans and specifications and the information submitted must show specifically what currently exists and the proposed change(s).

(Note: There will be **NO ENCROACHMENT** of common areas permitted.)

4. The function of the HOA Board and the Architectural Committee is to review the submittal request as it relates to the aesthetic and other impacts on the Association and adjacent properties. All technical and engineering concerns are the responsibility of the homeowner. An oversight of a Covenant, Condition, Restriction, or a committee policy does not constitute a waiver of that rule, and therefore, must be corrected upon notification to the owner.
5. Any damages to the common areas caused by the property changes or improvements during construction activities are the responsibility of the homeowner. Any areas not repaired to the satisfaction of the HOA Board may be repaired by the HOA and the costs assessed to the homeowner.
6. The Board of Directors and/or Architectural Committee will review fully completed architectural change requests at the regularly scheduled Board meetings. Generally, you will receive a written response within thirty (30) days of the receipt of the plans by the Board. However, the Board of Directors and/or Architectural Committee's failure to approve or disapprove an architectural request within 30 days shall not constitute an approval. If the plans are denied, a reason for denial and/or request for alteration or additional information will be issued. The owner may request a hearing with the Board of Directors if the owner wishes to appeal the denial.
7. If prior approval from the Board of Directors / Architectural Committee is not obtained prior to the start of any property site changes, the owner may be asked to remove the improvement or site changes at the owners expense, be subject to fine, including any HOA incurred legal fees for enforcement.
8. Upon plan approval by the Board, it is the owner's responsibility to obtain and secure, as may be required, City of Anaheim building permit approvals. Approval of plans by the Board does not relieve you (the property owner) of complete adherence to all the codes and regulations of the City of Anaheim or other governing agencies. Conversely, obtaining a city permit does not waive the need for the HOA Board or Architectural Committee control approval. A property owner's failure to obtain proper permits or comply with City codes and regulations may be referred to the City for code enforcement actions.
9. The requested improvements you have submitted to the Lake Summit HOA must be commenced within (45) forty-five days from the approval date. If additional time is needed to commence the approved improvements, you are required to apply for an extension from the association. Unless an extension is granted in writing by the Association, the approval for the plan will be deemed to be withdrawn and a new application must be submitted. Any and all improvements must be completed within (90) ninety days from the commencement of construction unless an extension is granted in writing by the HOA Board or Architectural Committee.
10. It is the obligation of the homeowner to assure that all work will be performed utilizing good workmanship in a manner equal to or better than the workmanship applied to the original construction. You, the homeowner are solely responsible for all constructions, possible damages and liabilities related to your property improvements and/or changes.
11. If after the plans and specifications have been approved by the HOA Board / Architectural Committee, there shall be any variance in the actual construction and improvements, such variance shall be deemed a violation of the CC&R's. Any changes or modifications in the plans at any time must be resubmitted to the HOA Board / Architectural Committee and any neighboring homeowner prior to the implementation of the changes or modifications, and will be considered a new submittal.

# LAKE SUMMIT HOMEOWNERS ASSOCIATION ARCHITECTURAL APPROVAL FORM AND AGREEMENT

PROPERTY OWNER(S) NAME: \_\_\_\_\_ Telephone No: \_\_\_\_\_ day  
 Telephone No: \_\_\_\_\_ evening

Lake Summit Property Address: \_\_\_\_\_

Written description of proposed property modifications, property changes and/or site improvements:  
*(Attach additional sheets as needed)*

---



---



---



---



---



---

**CHECK AFFECTED PROPERTY AREAS:**

- |   |   |
|---|---|
| <input type="checkbox"/> Painting                                     | <input type="checkbox"/> Gutters                          |
| <input type="checkbox"/> Fences / Walls                               | <input type="checkbox"/> Landscaping and/or site drainage |
| <input type="checkbox"/> Siding / Trim / Stucco (other than painting) | <input type="checkbox"/> Gates                            |
| <input type="checkbox"/> Garage Door                                  | <input type="checkbox"/> Outside Lighting                 |
| <input type="checkbox"/> Window Replacement / Changes                 | <input type="checkbox"/> Patio Covers / Awnings           |
| <input type="checkbox"/> Roof Replacement / Skylights                 | <input type="checkbox"/> Sidewalks / Slabs                |
| <input type="checkbox"/> Building Additions / Demolitions             | <input type="checkbox"/> Other (describe fully above)     |

In support of the above requested changes, I / We are submitting the following documentation (3 copies) for review by the Board of Directors / Architectural Committee:

- |   |  |
|---|--|
| <input type="checkbox"/> Construction Plans – dated _____ | <input type="checkbox"/> Permits                         |
| <input type="checkbox"/> Drawings – dated _____           | <input type="checkbox"/> Product Data Sheets / Brochures |
| <input type="checkbox"/> Sketches – with dimensions       | <input type="checkbox"/> Written Specifications          |
| <input type="checkbox"/> Plot Plans                       | <input type="checkbox"/> Hand Samples                    |
| <input type="checkbox"/> Work Detail Drawing              | <input type="checkbox"/> Photographs                     |
| <input type="checkbox"/> Other _____                      | <input type="checkbox"/> Paint Color Samples             |

**PAINTING GUIDELINES:**

- The Lake Summit Homeowners Association has established pre-approved exterior housing paint colors and schemes. Material color boards are available for selection of HOA approved colors. Please contact TSG Independent Property Management to arrange a viewing of the color boards.
- The selected exterior paint color scheme may not be same as used by an adjacent neighbor.
- Painting must be completed with (90) ninety days from the date of approval.
- Wooden fences shall be painted at the same time as the residence. Wooden fences shall be painted “cottage white” only.
- Colors selected from the pre-approved exterior housing colors shall be applied to specific areas of the exterior. The color charts indicate the approved colors for stucco, trim, siding, fascia, doors etc. No variation without pre-approval is acceptable. Failure to follow the painting guidelines will require repainting at the homeowner’s expense.

6. Garage doors: Doors may be painted a single color only.  
 Existing wood doors must be white or the lightest color of the color scheme.  
 Wood garage doors shall be replaced with metal roll-up doors when replaced.  
 Metal roll up doors shall be a painted white or almond color.

**PROPOSED PAINT COLORS:**

We have reviewed the Lake Summit HOA painting guidelines, and have reviewed the available Homeowner Association color boards for the selection of pre-approved exterior paint colors and painting schemes.

***No exterior painting work may begin until approval of this application is granted.***

Proposed Pre-Approved Color Scheme # (_____)	<u>Color Name</u>	<u>Color No.</u>
• Stucco	_____	_____
• Wood Siding	_____	_____
• Wood Trim	_____	_____
• Wood Fascia	_____	_____
• Front Door / Entry Door	_____	_____
• Garage Door	_____	_____

If a custom color scheme is proposed, it is mandatory that (3) copies of the application form and color chip samples be provided for the HOA Board and Architectural Committee for review. Please be aware that only minor deviations from the existing approved HOA color boards and schemes will be considered.

***Failure to utilize approved paint colors or obtain required painting approvals from the HOA Board / Architectural Committee before the start of painting activities will subject the property owner to possible fines by the HOA and the necessary cost of repainting at the owners expense.***

**Owner's Affidavit**

I hereby certify that all the information contained in this application (pages 1-6 inclusive) is to the best of my knowledge and belief, truly and correctly represented. Furthermore, I have read and understand the application requirements. I understand and agree, once approved, to comply with all applicable rules, regulations, and architectural guidelines of the Association, and any special conditions that may be placed on the approval of the application. Failure to comply with the applicable rules, regulations, architectural guidelines and/or conditions of approval may result in enforcement actions by the Association.

Property Owner(s) Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submittal Check List:**

- Architectural Approval Procedures Form (pages 1 & 2)
- Architectural Approval Form and Agreement (pages 3, 4, & 5)
- Neighbor Awareness Form (page 6)
- Documentation, Drawings, Samples as warranted (3 copies required)

**Lake Summit Homeowners Association**  
**Architectural Approval**

Property Address: \_\_\_\_\_

Property Owner(s) Name (Printed) \_\_\_\_\_

Date Received by Board for Action: \_\_\_\_\_

The Lake Summit HOA and the Architectural Committee have reviewed the attached property owners architectural change request for the submitted changes, alteration, and/or improvements at the above listed property address. The Board has determined that the above submittal(s) dated \_\_\_\_\_ is/ are:

Approved

Approved with Conditions

Not Approved as Submitted

**HOA Board Check List:**

The property owner has submitted the following minimum documents for review:

- \_\_\_\_ Architectural Approval Procedures Form (pages 1 & 2)
- \_\_\_\_ Architectural Approval Form and Agreement (pages 3, 4, & 5)
- \_\_\_\_ Neighbor Awareness Form (page 6)
- \_\_\_\_ Documentation, Drawings, Samples as warranted (3 copies required)

Comments and/or conditions or approval or denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Lake Summit Homeowners Board of Directors**

Signatures

Title

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

