

TO: Lake Forest Estates  
Architectural Control Committee  
P.O. Box 782  
Maple Valley, WA 98038

OR

Email: lfehoa.pobox782@gmail.com

## Request for Structure Improvements

Homeowner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Homeowner's Phone: \_\_\_\_\_ Homeowner's Email: \_\_\_\_\_

**INSTRUCTIONS:** Please complete the requested information including the relevant checklist and include a drawing/layout of the proposed structure and all other requested information as noted on the checklist. This information will be retained by the ACC Committee for its permanent files. If the structure is to be painted, please include a completed 'Request for Paint Approval' form. Submit this form and attachments via mail or email (see above) prior to starting your project. Incomplete requests will be rejected and returned. You will receive the ACC's response by email or phone. Please allow 14 days from the receipt of the request for ACC Committee response.

Approval by the ACC Committee does not indicate you are in compliance with City, County or State building codes and/or permit obligations, but are within the Lake Forest Estates CC&Rs. All building codes, permits, inspections, zoning requirements, etc. are the responsibility of the Homeowner. Your signature on this form indicates your understanding of the above.

### THIS REQUEST IS FOR THE FOLLOWING:

- Shed       Fence       Deck       Front Door Replacement       Garage Door Replacement
- Window Replacement       Temporary Construction Dumpster       Solar Photovoltaic System
- Landscaping Change       Tree Removal       Other: \_\_\_\_\_

### PROPOSED SCHEDULE:

Planned Start Date: \_\_\_\_\_ Planned Completion Date: \_\_\_\_\_

### VIOLATION/FINES:

A homeowner violating the HOA CCRs and/or Guidelines is subject to being fined pursuant to the Rules on Fines and/or the Association filing a lawsuit for enforcement. Installation of new structures, and/or changes to existing structures, without prior ACC or Board approval, or not in compliance with CCRs and/or Guidelines may also be required to be removed at the homeowner's expense.

**HOMEOWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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### For Architectural Control Committee Use Only:

- Approved       Conditional Approval       Disapproved by the ACC

Conditions of ACC approval or reason for disapproval:

ACC Member: \_\_\_\_\_ Date: \_\_\_\_\_

ACC Member: \_\_\_\_\_ Date: \_\_\_\_\_

# Checklists

## FOR STORAGE SHEDS:

- I have reviewed the Lake Forest Estates CCRs, specifically Article XII
- I have attached a drawing and/or layout showing what the proposed shed will look like. This includes the proposed roof line, any window locations, door and other aesthetic details.
- My drawing shows the proposed location and dimension of shed from my property lines and from my home
- My drawing/layout shows the overall shed dimensions (W X L X H)
- I have included information about the proposed materials:
  - Roofing Materials
  - Siding Materials
  - I have attached a 'Request for Paint Approval' form
- I have evaluated the impact of my shed on the views from the front of house and from the neighbor's homes
- I have spoken with my neighbors regarding my new shed

## FOR FENCES:

- I have reviewed the Lake Forest Estates CCRs, specifically Article XI, Section 4
- Attached is a drawing and/or layout showing proposed location and dimensions of the fence from property lines and from my home and showing gate locations
- My drawing/layout shows the proposed fence height
- Please check this box if you are on a corner lot
- I have included information about the proposed materials
  - Wood species
  - Stain – Please submit sample of stain color
  - Fence design – A picture or drawing showing how the completed fence will look
- I have confirmed impact on utility or other easements
- I have evaluated the impact of my fence on the views from the front of house and from the neighbor's homes
- I have spoken with my neighbors regarding my proposed fence

**FOR DECKS/PATIOS:**

- I have reviewed the Lake Forest Estates CCRs, specifically Article XII
- Attached is a drawing and/or layout showing proposed location and dimensions of the deck/patio from property lines and from my home
- My drawing/layout shows the overall deck/patio dimensions (W X L X H)
- I have included information about the proposed materials
  - Material type
  - Material color / finish
  - Deck/patio design – A picture or drawing showing how the completed deck/patio will look
- I have confirmed impact on utility or other easements and/or setback requirements
- I have evaluated the impact of my deck/patio on the views from the front of house and from the neighbor's homes
- I have spoken with my neighbors regarding the proposed deck/patio

**FOR FRONT DOOR REPLACEMENT:**

- I have reviewed the Lake Forest Estates CCRs, specifically Article XII and the ACC Color Standard and Guidelines
- Attached is a drawing or image showing the proposed new front door, including any adjacent sidelights
- Provide additional information if the new front door is a different size than the existing
- I have included information about the proposed materials and finish for my new front door
  - Material type
  - Material color / finish
  - I have attached a 'Request for Paint Approval' form (if proposing a painted finish) [
  - I have attached a stain sample (if proposing a stained finish)
- I have evaluated the impact of my new front door on the aesthetics from the front of my house

**FOR GARAGE DOOR REPLACEMENT:**

- I have reviewed the Lake Forest Estates CCRs, specifically Article XII and the ACC Color Standard and Guidelines
- Attached is a drawing or image showing the proposed new garage doors
- Provide additional information if the new garage doors are a different size than the existing
- I have included information about the proposed materials and finish for my new garage doors
  - Material type
  - Material color / finish  
(NOTE: White garage doors are not allowed. Garage doors are to be either the body color of the home or the color of the trim as long as they are not white.)
  - I have attached a 'Request for Paint Approval' form
- I have evaluated the impact that my new garage doors have on the aesthetics from the front of my house

**FOR WINDOW REPLACEMENT:**

- I have reviewed the Lake Forest Estates CCRs, specifically Article XII
- Attached is a drawing or image showing the proposed new window style and locations
- Provide additional information if any of the new windows are to be a difference shape or size than the existing, or if there are to be new window locations proposed
- I have included information about the proposed materials and finish for my new windows
  - Material type
  - Material color / finish
  - I have attached a 'Request for Paint Approval' form (if proposing a painted finish)
- I have evaluated the impact of my new windows on the aesthetics from the front of my house

**FOR TEMPORARY CONSTRUCTION DUMPSTER:**

- I have reviewed the Lake Forest Estates CCRs, specifically Article XII, Section 2
- I have attached a drawing and/or layout showing where the proposed dumpster will be located
- I have provided a schedule indicating the length of time the dumpster will be present
- I have notified my contractor that the dumpster must be maintained and emptied regularly and no debris outside of the dumpster is allowed
- I understand that in the event the dumpster poses a safety risk it is to be removed immediately at the expense of the homeowner
- I have spoken with my neighbors regarding the schedule for the dumpster at my house

**FOR SOLAR PHOTOVOLTAIC (PV) SYSTEM:**

- I have reviewed the Lake Forest Estates CCRs and the Solar Panel Installation Guidelines
- I have attached all required submittal information as required in the 'Solar Panel Installation Guidelines'
- This request is for a Roof-Mounted system     This request is for a Ground-Mounted system
- The system is proposed to:
  - Heat/cool the home/building
  - Heat/pump water
  - Generation of electricity
  - Other: \_\_\_\_\_
- I have evaluated the impact of solar panel on the aesthetics from the front of my house
- I have spoken with my neighbors regarding the proposed solar panels

**FOR LANDSCAPING CHANGES:**

- I have reviewed the Lake Forest Estates CCRs, specifically Article XI, Section 13
- Attached is a drawing and/or layout showing proposed landscaping and the proximity of the changes from property lines and from my home
- I have confirmed impact on utility or other easements
- My drawing/layout shows any proposed height changes to my yard and/or to any proposed hardscaping
- Please check this box if you are on a corner lot
- I have included information about the proposed visible hardscape materials and major design elements
- I have evaluated the impact of my landscape changes on the views from the front of house and from the neighbor's homes
- I have spoken with my neighbors regarding my proposed landscape changes

**FOR TREE REMOVAL:**

- I have reviewed the Lake Forest Estates CCRs, specifically Article XI, Section 5
- Attached is a drawing and/or layout showing the location of the trees to be removed and the proximity of the trees from property lines and from my home
- I have confirmed impact on utility or other easements
- I have provided information about the tree species
- If the trees to be removed are native, I have included a plan showing location and type of replacement trees
- I have evaluated the impact of these changes on the views from the front of house and from the neighbor's homes
- I have spoken with my neighbors regarding these changes