

## **Lake Forest-Summit Owners Association CONSTRUCTION/LANDSCAPING APPROVAL PROCESS**

The Covenants, Conditions, and Restrictions (CC&Rs) for The Summit prohibit most construction and landscaping activity without approval of the Architectural Control Committee (ACC).

***"The exterior appearance of all the initial improvements on a lot and all subsequent alterations or additions thereto shall require the prior written approval of the architectural control committee. Such improvements requiring approval include any residence, garage, fence, wall, gazebo or other accessory buildings, spa, swimming pool or other structure and any landscaping or alteration thereof (except for routine trimming, replanting and maintenance) visible from any adjacent lot or from the common area."*** (CC&R Section 4.02)

The ACC is appointed by the Board of Directors and is comprised of Summit homeowners "whose occupations, education or experience will provide the Committee with technical knowledge and expertise relevant to matters within the Committee's jurisdiction." (CC&R Section 4.01) The Committee is assisted by a professional architect and reviews all applications for approval of construction and landscaping to ensure that they comply with the CC&Rs and any architectural guidelines that have been established.

The CC&Rs allow the ACC up to 60-days to make decisions on applications from the time they are received by the Committee. However, it generally takes less than 30-days for completion of the process. If revisions are requested by the Committee, a decision on revised plans usually takes much less time.

To obtain approval, property owners are advised to follow the following steps:

1. Print, complete fully and sign the following forms: ACC Approval Request Form, Appointment of Agent Form, Change of Address Form, Contractor Agreement to Pay Fines Form and Deposit Disclosure Form and submit with plans/diagrams and deposit, as required on the ACC Approval Request form. Deliver all forms to Kocal Management Group, Inc., 1739 Creekside Dr, Ste 100, Folsom 95630, 916-985-3633.
2. Ensure that plans are consistent with the ACC Guidelines, Construction Rules and Article 4 of the Association's CC&Rs, all of which can be found on this Web site.

3. Submit all required forms along with two sets of full-size (e.g., floor plans in ¼" = 1 foot scale) and two sets of reduced sized plans (8 ½" x 11" or 8 ½" x 14" paper size). If there are any grade changes proposed, the plans must include the topography of the lot before and after the proposed construction. The plan for any grading changes must show provisions for drainage and prevention of erosion. Plans for any activity including excavation, grading, or landscaping must show the location of all native oak trees, including their drip lines. *(Please note: missing forms, plans or information, as requested here, is likely to delay approval of your request).*
4. Do not initiate construction activity until after receiving "written notification" of plan approval (email or paper) by the Association management company or a member of the ACC. Construction without approval is subject to fines of up to \$5,000, plus penalties (See "Fine Schedule").
5. Provide a written response to any notification received from the Association management company or the ACC of changes to the plans that are requested or required.
6. After submitting plan revisions, do not initiate construction activity until receiving written notification of plan approval by the Association management company or the ACC.
7. Upon receipt of a written notice of plan approval, commence construction within one-year. If construction does not commence within one-year, you must re-apply.

*Should you have any questions about the process, please call Kocal at (916) 985-3633 or ACC Chair Tom Austin at (916) 941-6666 or via email to [taustin@sierraresearch.com](mailto:taustin@sierraresearch.com).*

Plot maps may be purchased from El Dorado Land Survey at 530-677-1871.