



Application for Changes to Property

What to Consider

In general, any project that impacts the outside of your home or lot will need prior approval by LHA before you begin. For details:

- ✓ read the CC&Rs
- ✓ read Neighborhood Preservation's Working Definitions & Explanations (<http://lakeshorehomes.net/administration/neighborhood-preservation-committee>),
- ✓ read the Fine Schedule Policy, and
- ✓ talk to the LHA Administrator.

Some examples of changes needing prior written LHA approval:

- | | | |
|-------------------------------|--------------------------|--------------------------------|
| • Replacing windows | • Installing sport court | • An addition |
| • Moving door | • Rebuilding garage | • Change porch |
| • Changing roofline | • Adding greenhouse | • Solar panels |
| • Balcony/deck work | • Front hedge | • Retaining walls >3' |
| • Storage shed | • Handicap ramps | • Outdoor kitchen |
| • Gazebo, pergola, tree house | • Replacing garage door | • Repair, replace, build fence |

Vinyl or aluminum *windows* and metal *doors* are not compatible with exteriors as originally approved and built.

Guidelines for windows apply to all, not just street-facing, windows.

From the CC&Rs:

“4.2 Approval of Plans and Specifications. ...The Association will not approve the plans for any improvement...which is not of an architectural type compatible with existing improvements within the Property.

4.3 Quality. Construction materials used must be substantially the same or better than materials used in residences existing on the date these covenants are recorded. Exterior surfaces shall consist of materials and texture having a visual impact compatible with existing improvements within the Property.”

Lakeshore Homes Association

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How to Proceed

1. The application process takes one (1) month to complete.
 - Neighborhood Preservation Committee makes its recommendation to the Board
 - Board makes decision, usually 2 weeks later
2. Submit completed applications the Tuesday before the Neighborhood Preservation Committee meeting.
 - Include information useful to understanding the project and making a clear decision.
 - “Project Description” on page 2 of this Application suggests helpful items to include.
3. You are not required to come to that meeting; it can be helpful to answer questions and alleviate concerns. Architects and/or landscapers are welcome to join you. Applications are reviewed on a first come, first serve basis.
4. At the end of the Neighborhood Preservation Committee meeting, a determination for each application is made by the Committee, for the LHA Board:
 - Recommended as presented
 - Recommended with caveat
 - Not recommended
 - Not recommended, will reconsider with certain conditions/revisions
5. Applications recommended are then forwarded to the LHA Board of Directors for decision at their next normal meeting (usually 2 weeks later). The day after that Board meeting, the homeowner is notified of the decision. Only then can your project commence (if approved).

Please

DO NOT BEGIN YOUR PROJECT UNTIL LHA GIVES FINAL APPROVAL.

Thank you for complying with the CC&Rs of our Association. Questions? Please call the office (510-451-7160).

Application for Changes to Property – Lakeshore Homes Association

Address _____

Owner Name _____

Phone _____

Email _____

Project Description (Include architectural drawings/plans and site plan showing project's location in relation to property line as appropriate.)

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Architectural drawings | <input type="checkbox"/> Floor plans |
| <input type="checkbox"/> Photos of existing condition | <input type="checkbox"/> Cut sheets-windows, doors, fences | <input type="checkbox"/> Survey |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Photo from neighbor'(s') viewpoint | <input type="checkbox"/> Other _____ |

Description of **Materials** to be used _____

Yes No Do proposed improvements fall in close proximity (within the drip line) of any **Trees**?

Neighbors notified of this project - *Complete page 4 of this Application*

The foregoing data, if approved, shall be filed permanently with the Lakeshore Homes Association. If disapproved, I agree to resubmit said data until finally approved and accepted for filing with the Association. If not approved, I may elect to not resubmit because I am not proceeding with the project unless and until previously approved in writing by Lakeshore Homes Association.

Property Owner's Signature _____ Date _____

RESPONSE TO REQUEST *(to be completed by LHA)*

On ____/____/____, the LHA Neighborhood Preservation Committee met, discussed this Application, and recommended that permission for this project be granted / denied. Comments _____

On ____/____/____, the LHA Board of Directors met and agreed / disagreed with the Committee's recommendation. Comments _____

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Project Street Address _____

Addresses of Neighbors Impacted by Project (e.g., site line altered, construction noise/traffic, foot traffic on their lot, project is visible during and/or after construction). Was this neighbor contacted about the project?

<u>Address</u>	<u>Y/N</u>	<u>Address</u>	<u>Y/N</u>

Signature and Address of those Neighbors Agreeing or Disagreeing with Project Plan

<u>Signature</u>	<u>Address</u>	<u>Agree? Comments?</u>

The owner of the property subject to this project (who signed on page one) acknowledges that this property is subject to the Declaration of Restrictions, recorded in the Office of the Recorder of Alameda County, reference number 79-72943, pursuant to the terms and provisions of Section Four of said Restrictions, and for the purpose of complying with said Restrictions, hereby submits for consideration and approval of the Lakeshore Homes Association this Application for Changes to Property.

This Page Four is part of the Application for Changes to Property for the referenced property. The Application is incomplete until pages three and four are filled out.

Thank you for complying with the CC&Rs of our Association. Questions? Please call the office (510-451-7160).