

LFA A&D RESIDENT REQUEST AND APPROVAL FORM

THIS FORM IS SIX PAGES IN LENGTH AND REQUIRES SIGNATURES ON PAGE 6.

Applicant/Owner:	
Home/Lot Address:	
Telephone/Cell:	
E-mail:	
Type(s) of Approval Requested:	<input type="checkbox"/> CHANGES TO EXISTING HOME <input type="checkbox"/> CHANGES TO COMMON PROPERTY <input type="checkbox"/> NEW HOME CONSTRUCTION <input type="checkbox"/> OTHER: _____

- The Chair of the A&D Committee must sign off on each item submitted below before the Applicant can authorize the requested action to take place.
- For questions, please contact the Chair of the A&D Committee as listed in the Community Directory. If you do not hear from the Chair within 12 hours of your weekday call, please contact any of the other Committee Members.
- The items listed below explain the major requirements that must be met. For additional information consult Articles 5 and 20 of the Warranty Deed and Article 3 of the Warranty Deed recorded in Deed Book 4364, p. 627, and the most current version included in these appendices.
- Owners are responsible for obtaining permits based on the laws and regulations set forth by the City of Westerville and the State of Ohio.

Note: Circle the items that apply to your request, and Cross Off the items that do not apply.

DESCRIPTION of SUBMISSION REQUIRED	A&D APPROVAL	DATE
1. Site Plan (Additions or New Home Construction) The site plan (2 copies) must show the placement of the dwelling and decks on the "lot" with dimensions relative to the "lot" lines, streets, parking lots and neighboring dwellings. The site plan must also show the driveway, walkways and the location of streetlights, the mailbox, the condensing unit/heat pump, transformer, and other utility enclosures.		
2a. Additions/Changes to Landscaping (Existing Homes) The A&D Committee must approve any changes or additions to the landscaping, including mulching and plants. All materials must be approved. Such landscaping must be maintained by the homeowner. Mulch must be dark brown pine nugget or shredded hardwood (black and red types are not acceptable) or pine needles in areas with pine trees.		

<p>2b. Landscape Plan (New Homes)</p> <p>The landscape plan must show types and numbers of plants, bushes and trees by informal local nomenclature. Also show drainage, swales and culverts. Any trees that must be removed in preparing the building site and building the home must be replaced with like trees at a location approved by the A&D Committee. Mulch must be dark brown pine nugget, shredded hardwood (black and red types are not acceptable), or pine needles in areas with pine trees.</p>		
<p>3. Building Permits</p> <p>The owner or their contractor is responsible for obtaining all permits required from the City of Westerville. For example, according to city regulations, no deck may be built or significantly changed without obtaining a permit. (See https://www.westerville.org/services/planning-development/building/home-additions)</p>		
<p>4. Architectural Drawings and Elevations</p> <p>The design of homes and additions to existing homes must conform to the prevalent architectural style at Lakeside Forest. Architectural drawings and elevations must be submitted to the A&D Chair and must show the following items:</p>		
<p>a) Minimum Living Area Square Footage</p> <p>Single story homes are expected to have a minimum of 1,200 sq. ft. of living area. Two story homes must have a minimum of 1,800 sq. ft.</p> <p>Rooms for heating and cooling equipment or utility purposes and basements are excluded.</p>		
<p>b) Siding Materials</p> <p>Use Western Red Cedar for all siding and window, louver and door trim. All trim must be 6 inches wide. Siding must be applied horizontally, rough side out. Joining methods must conform to those of other homes at Lakeside Forest. Siding must be stained as specified in item 5.</p>		
<p>c) Roofing Materials</p> <p>The following roofing materials are pre-approved:</p> <ul style="list-style-type: none"> * CEDAR SHAKES — http://www.cedarbureau.org * LIFE PINE SHAKES — http://www.lifepine.com * ECO SHAKES (charcoal color only) — http://www.ecosmartinc.com/catroof1.php <p>Regardless of which product is used, the entire roof surface must be consistent. That is, the entire roof must be covered with the same product. It is understood that repairs using the same product may initially provide an inconsistent color match initially, which should remedy itself with weathering. Other roofing materials consistent with the appearance and quality to the above may be used only with the approval of the A&D Committee and if adopted by a minimum of 66% of the Owners.</p>		

<p>d) Windows and Trim</p> <p>Window sizes, shapes and materials must conform to those of existing homes. Double hung windows are not acceptable. Wood windows must be painted as specified in item 6. Window trim must be 6 inch Western Red Cedar and be stained as specified in item 6 or to be of the clad type with a similar color. Location of windows must assure the privacy of neighbors.</p>		
<p>e) Garage Doors</p> <p>Garage doors must be square panel wood and must be stained as specified in item 5.</p>		
<p>f) Exterior Entrance Doors and Storm Doors</p> <p>Use four, six or eight panel doors or glass doors similar to those presently being used at Lakeside Forest. Use solid or simulated wood (i.e., fiberglass) stained or treated in a color compatible with the siding of neighboring houses. Storm doors may be metal in a brown color closely matching the paint specified in item 6. Storm doors must be full view panel glass and/or screen.</p>		
<p>g) Gutters and Downspouts</p> <p>Gutters and downspouts must be aluminum with a dark brown color to match the stain specified in item 6. Depending on the terrain, drainage may have to be underground. All gutters should be covered with a gutter guard. Gutter guards on existing homes should be installed by the home owner when the gutters are replaced.</p>		
<p>h) Decks</p> <p>Decks must be constructed of cedar, pressure treated lumber, or composite materials such as Trex and stained as specified in item 6. The guardrail dividers for new homes must meet City of Westerville code requirements. Owners and builders must obtain A&D approval for any new deck or replacement of existing deck(s) to assure compliance with current standards. All railings and balusters, whether horizontal or vertical, must be consistent on each residence.</p>		
<p>5. Stain for Siding, Trim, Garage Doors:</p> <p>Sherwin Williams Deckscapes Semitransparent or Solid water-based stain, Color: Lakeside Riverwood</p>		
<p>6. Stain for other items: Mailbox, Post Lights, Decks, Concrete Block, Electrical Outlets, Flues, Dryer Vents, Roof Vents, Soffit Vents, Roof Flashings, Soil Stacks, Gas & Electric Meters, Wall Mounted Electric Cables, Disconnects, Telephone and Cable TV Boxes, Garage Door Openers, and Other Metallic and PVC Items Fixed to the Outside of the Home.</p> <p>Use "Sherwin Williams" Deckscapes Waterborne solid color deck stain, Lakeside Brown (See also Maintenance Rules)</p>		

<p>7. Appearance (Colors)</p> <p>No white or pastel materials or paint are permitted for any exterior use, including furniture, planters, flower pots, lighting, trim, gutters, garage doors, front doors, etc.</p>		
<p>8. House Numbers</p> <p>The LFA Maintenance Committee will mount 1 set of house numbers near the front door and/or at a location highly visible from the street. The design and materials used must be identical on all homes and mailboxes within the community.</p>		
<p>9. Mailbox</p> <p>LFA Maintenance will build and stain the mailbox using LFA specifications, and they will mount 1 set of house numbers on each side of the mailbox. The design and materials used must be identical on all homes and mailboxes within the community.</p>		
<p>10. Streetlight</p> <p>Streetlights must be built as specified in the “Lakeside Forest Community Standard Post Light Design.” Currently, LFA Maintenance is building and maintaining streetlights.</p>		
<p>11. Driveways</p> <p>Driveways must be asphalt and must meet City of Westerville Building Code requirements. Driveways that slant down to the garage must have a water drainage grate extending across the front of the garage and underground drainage away from the driveway. Driveways are currently being maintained by the LFA Maintenance Committee.</p>		
<p>12. Walkways</p> <p>Walkways may be stone, brick, or concrete pavers. Elevated walkways must be pressure treated lumber and stained as specified in item 6. Composite materials such as Trex if it matches the color requirement. Rail guards must meet the requirements under 4h (above).</p>		
<p>13. Exterior Light Fixtures</p> <p>Exterior light fixtures must be of the single globe type, 6” or 8” in diameter, with a black base of metal or plastic. Bulbs must be a maximum of 75 watts. The light fixtures must be placed on both sides of the garage door and at the appropriate locations at the front entrance and at other doors.</p>		
<p>14. Temporary Structures, Vehicles and Fences</p> <p>Temporary structures, outbuildings, and trash containers are not permitted on the property. Recreational vehicles, trucks, boats, and trailers shall not be parked or stored on the property except in designated areas. Fences must be of the vertical alternating slat design and consistent on both sides, and they may only be used on decks for privacy.</p>		

<p>15. Delivery of Building Materials</p> <p>Delivery of all building materials and access by builder's employees and subcontractors must be through the Rear Gate at Woodview Rd., north of Schrock Rd. The Front Gate may not be used due to potential damage from large delivery vehicles.</p>		
<p>16. Approval of Delivered Materials</p> <p>Materials used on the exterior of the home must be approved before they are applied. Notify the A&D Committee Chair or any Member of the time and the date of delivery of the materials for inspection and approval.</p>		
<p>17. Trash and Construction Debris</p> <p>All trash and construction debris must be collected daily and confined on the construction site. The builder must remove <i>all</i> trash. The Lakeside Forest trash/recycling bins may <i>not</i> be used.</p>		
<p>18. Damage to Existing Lakeside Forest Property</p> <p>Any damage to property, trees, plants, etc. by the builder, owner, or subcontractors, suppliers, or other agents of the builder/owner will be the responsibility of the builder/owner. The damaged area must be returned to its original state at the builder's/owner's expense.</p>		
<p>19. Items Not Covered Above</p> <p>For items not covered above, submit detailed plans for consideration by the A&D Committee.</p>		
<p>20. Applicable Code Requirements</p> <p>All of the above items must meet City of Westerville and other applicable codes. The more stringent of these codes and the standards described above will apply. It is the owner's responsibility to see that all city codes are followed, including obtaining all required permits and inspections.</p>		
<p>21. Other Lakeside Forest Association Rules & Regulations</p> <p>All other applicable Rules and Regulations by the Lakeside Forest Association must be adhered to.</p>		
<p>22. Procedure for Obtaining Rights to Common Property for the Construction of an addition to an existing home.</p> <p>See the Exhibit Section of this Handbook.</p>		
<p>23. Procedure for Back Conveying Property Not Used for the Construction of a New Dwelling to the Lakeside Forest Association.</p> <p>See the Exhibit Section of this Handbook.</p>		

Expediting the Process: To expedite the completion of the approval process, physical material samples help the most, followed by Web URLs, followed by specific information regarding manufacturer, model etc.

Please allow 30 days from the date of submission to the A&D Committee for preliminary review, and 30 days for final review. Final design approval will be exercised upon receipt of the building permits from the City of Westerville.

Certificate of Compliance: Upon completion of the construction and landscaping of the home, the A&D Committee will inspect the property to assure compliance with the approved plans. The Committee will issue a certificate indicating its approval upon completion.

Enforcement Policy: Articles 2 and 20 of the Warranty Deed and Article VII, Sections 1 and 2 of the Code of Regulations of the Lakeside Forest Association empower the Lakeside Forest Association Board of Trustees to adopt penalties, fines, suspension of rights or other sanctions for non-compliance with these standards and guidelines.

Certification by Property Owner

The undersigned herewith certifies that he/she will adhere to the standards and review/approval procedures outlined above.

Name (Please Print) Signature Date

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Certification by A&D Committee

The Committee certifies that the project was completed as requested in this application.

A&D Chair (Print) Signature Date

LFA A&D COLOR WHEEL:

These Colors and Darker Shades of These Colors Approved for Use for Deck Items
(Note: On electronic devices, set brightness setting to maximum.)

