

# Northlake

## Homeowners Association

### Architectural Committee Requirements and Standards

#### Submittal Procedures

PRIOR TO BEGINNING WORK on any architectural or landscape change, including remodeling, exterior, adding or extending fences, adding or subtracting walks, garden walls, planters, trees, shrub areas or changing the type of ground cover, the homeowner must obtain approval of the work to be done from the Architectural Committee. Routine maintenance can be done without specific approval, but actions that change the appearance of the residence or existing grounds must be submitted for approval. All paint colors must be approved before being applied. Please refer to the Architectural Standards, Artificial Turf Guidelines and Architectural Color Rules and Guidelines for specific information about policies regarding your project.

The procedure for obtaining written approval is as follows:

1. Obtain from the Management Office a Home Improvement Form (attached to this document) and Neighbor Acknowledgement form. Fill out the form completely indicating all the materials to be used.
2. Attach drawings and samples sufficient to describe the proposed work per the following schedule:
  - a. Where drawings are required, the scale should be 1/4"=1'-0" or 1/8"=1'-0"
  - b. No architectural drawings are required for paint applications, but digital renderings of proposed paint colors are to be included.
  - c. Plant Materials: For planting in the front or trees in the rear yard, attach one plot plan drawing, including the footprint (outline on the ground) of the house or the portion of it adjacent to the proposed work. Note existing plant materials, and proposed changes. Generally, note types of low growing ground cover or low shrubs. Be specific with trees (or plants/shrubs that will grow higher than five feet), as they have specific growth patterns which determine their appropriateness for any location. Submit photos of proposed plants.
  - d. Architectural Changes: For residence or detached structures attach all of the following:
    - i. Plot Plan
    - ii. Floorplan(s)
    - iii. Elevation(s)
    - iv. Photographs to show relationship of the proposed work to surrounding property.
  - e. Exterior Hardscape: For all walks, patios, overhangs, garden walls, planters, mailboxes, waterfalls, etc. in the front yard or anything extending above the fence line in the rear yard, attach the following:
    - i. Plot Plan

- ii. Elevations(s)
- iii. Section through site, including neighboring structures. Photographs may be used instead to show relationship of the proposed work to surrounding property.

NOTE: All drawings should be complete. They should fully describe the form and dimensions of all proposed work. They type and size and materials to be used must be noted (e.g. 2: x 6" Douglas fir fascia painted to match existing house).

- 3. It is not mandatory, but will expedite the processing, if you attach photograph(s) of the residence taken from across the street so that adjacent homes can be seen. If the proposed work is to be in the rear yard, a photograph(s) of the rear yard showing adjacent homes is requested.
- 4. Submit request form along with photos and drawings to the property management Company at Ross Morgan & Co. ATTN: Monica Trautman 15315 Magnolia Blvd., Suite 212, Sherman Oaks, CA 91403.

Questions regarding the application process or submissions can be directed to Monica Trautman at Ross Morgan Management company at 818-907-6622 ext. 317.

### **Homeowners Association Response**

The management company will acknowledge receipt of all applications within ten days of receipt. Within sixty days of the management company's receipt of submission, homeowners will receive a written response to their request with an approval or denial and an explanation of the problem. An incomplete submission will be returned, with a list of the materials needed to complete the submission.

If a homeowner has not received a written response to their request, they should proceed with the work only after obtaining a written statement from the management firm that the Committee failed to respond within the time frame allowed.

# Northlake Home Improvement Form

ALL ORIGINAL FORMS MUST COME FROM THE HOMEOWNER.  
FORMS RECEIVED FROM A VENDOR WILL BE RETURNED.

Homeowner Name: \_\_\_\_\_

Main Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_

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

**PAINT SCHEME: Please answer all questions prior to submitting your application**

1. Does the color scheme match what already exists on the home?  Yes  No
2. Does your proposed paint scheme match or is it similar the neighbors on either side, across the street or on the diagonal of your home?  Yes  No
3. Please identify all paint names and codes applicable to the scheme you are requesting under the section "Other" on this form.

**\*\*Please contact Dunn Edwards to provide a color rendering of your home reflecting the proposed scheme to be included with your application.**

**SUBMITTAL CHECKLIST: (attach additional pages to this document as needed)**

- Completed Home Improvement Form and Neighbor Acknowledgement Form (a copy of your plans should be submitted to each of your neighbors)
- Two (2) sets of all forms and drawings – **Failure to submit two copies will result in your application being returned incomplete.**
- Please include details of size, design, color and materials; Location of drains; Number, type, size and locations of all trees and shrubs must be included on drawings and images, as applicable. Names of plants should include the common name. All relative to the type of proposed project.
- Color rendering of your home from Dunn Edwards reflecting the proposed scheme, if painting.**

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**PROJECTS BEING SUBMITTED: (Check all applicable items, describe below and on additional pages)**

Architectural

- Awnings
- Deck
- Gazebo
- Green House
- Patio Cover
- Patio Slab
- Painting
- Rain Gutters
- Addition/Remodel

Landscape/Hardscape/Equipment

- Landscape
  - Front
  - Rear
- Trees
- Hardscape
  - Front
  - Rear
- Fence(s)/Wall
  - Front
  - Side
  - Rear
  - Retaining Wall
- Air Conditioner
- Built-in Barbecue
- Lighting
- Pool & Equipment
- Spa & Equipment
- Swing Set/Playhouse
- Waterfall/Fountain
- Drains

Other/Additional information:

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**You may MAIL original forms to Ross Morgan & Co, ATTN: Monica Trautman, 15315 Magnolia Blvd., Suite 212, Sherman Oaks, CA 91403 or EMAIL them to Monica Trautman at [monicat@rossmorganco.com](mailto:monicat@rossmorganco.com).**

## Northlake Neighbor Acknowledgement Form

The purpose of this form is to ensure that all impacted neighbors have been informed of the type of improvements you are proposing to your residence. You are responsible for providing your next-door neighbors on either side, as well as the neighbor across from you, with a copy of your plans and obtaining their signature on this form. **Their signatures are to acknowledge receipt of plans only.** Neighbors may contact the property manager at Ross Morgan & Co. ATTN: Monica Trautman 15315 Magnolia Blvd., Suite 212, Sherman Oaks, CA 91403 or by calling (818) 907-6622 ext. 317 if they have specific concerns about the improvements. If a neighbor refuses to sign, please contact the property manager for alternate.

Your signature below indicates that you have presented your improvement plans to your neighbors. Home Owner

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

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Your signature indicates you have been informed about the proposed home improvement plans on your neighbor's property. **Your signature does not imply approval or consent.** You have 10 days to contact the Architectural Committee through the management company if you have concerns.

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

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

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

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Your signature indicates you have been informed about the proposed home improvement plans on your neighbor's property. **Your signature does not imply approval or consent.** You have 10 days to contact the Architectural Committee through the management company if you have concerns.

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

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

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

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Your signature indicates you have been informed about the proposed home improvement plans on your neighbor's property. **Your signature does not imply approval or consent.** You have 10 days to contact the Architectural Committee through the management company if you have concerns.

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

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

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

**NORTHLAKE HOMEOWNERS ASSOCIATION**  
**Notice of Completion of Improvements**

Homeowners Name(s) \_\_\_\_\_

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

Description of Improvement or Alteration:

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Notice is hereby given that the improvements or alterations listed above were fully completed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in accordance with the Architectural Committee's written approval of the Owners plans and application.

Signature of Owner(s) \_\_\_\_\_

Date \_\_\_\_\_

**Upon completion of your architectural improvements return this complete form along with photos reflecting the work done to:**

Ross Morgan & Co.  
ATTN: Monica Trautman, Property Manager Northlake  
15315 Magnolia Blvd., Suite 212,  
Sherman Oaks, CA 91403

For Office Use ONLY:

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