



**LAKE FOREST GLEN**  
Homeowners Association

P.O. Box 6207 • TAHOE CITY, CA • 96145-6207  
3101 LAKE FOREST ROAD  
(530) 583-2307 • FAX (530) 583-2324

Email: admin@lfghoa.com Website: lfghoa.com

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

**\*\*\*ARCHITECTURAL MODIFICATION REQUEST FORM\*\*\***

Any unit owner wishing to make an addition/alteration to the inside or outside of a unit, must complete and return this form to the Lake Forest Glen HOA Office, 3101 Lake Forest Road, Tahoe City, CA 96145

**Work may not begin until this request has been approved.**

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(Please print)

Owner's Name \_\_\_\_\_

Unit # \_\_\_\_\_ Phone (s) # \_\_\_\_\_

This request form submitted to the Lake Forest Glen Board of Directors shall include (if applicable) the following information:

- 1) Structural Plans
- 2) Building Permit
- 3) Detailed Specifications
- 4) General Purpose & Description - as defined by the Third Restated CC&R's of Lake Forest Glen, Section 11.2(e) i thru v, as follows...

**[11.2] Procedure to Obtain Architectural Approval.** The procedures to apply for approval to make exterior modifications to the Member's separate interest or to the common area as follows:

- (e) The application shall include, but is not limited to, the following information to the extent it is pertinent:
  - (i) A complete description of the proposed change; any color modification shall include a color swatch and the brand of paint to be used;
  - (ii) Any structural change shall include competent drawings that are easily understood with to-scale measurements;
  - (iii) In the event a building permit is required by the governing authority, a copy of all plans required to be submitted for the permit process;
  - (iv) Any work that requires a building permit shall be preformed only by a licensed professional or tradesman. Said professional or tradesman shall be approved by the Board of Directors or its designee(s) and shall provide proof of their license and worker's compensation and liability insurance prior to the commencement of any work;
  - (v) All building permits or copies thereof shall be presented to the Board of Directors or its designee(s) prior to the commencement of work.

**APPROVAL IS HEREBY REQUESTED FOR THE FOLLOWING:**

Please indicate below what type of change or alteration you wish to make. Be specific, indicating type of material, color, shape, style, dimensions, etc. Submit one copy of drawings, detailed sketch with to-scale measurements, where the items will be purchased and/or ordered from, etc., prior to any work starting.

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Owner's Signature \_\_\_\_\_

**(Do not write below this line)**

Recommendation of the Architectural Committee: \_\_\_\_\_

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

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

Upon completion, owner is required to call and schedule an inspection by the HOA office.

You are responsible for obtaining any necessary permits from Placer County Building & Zoning Department, and must provide a copy of permit to Management.

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