

STONELAKE MASTER ASSOCIATION – HOME IMPROVEMENT REQUEST APPLICATION

All applications must be submitted with a plan to scale with all required information as one packet. All applications must be submitted to Management by 5:00 PM on the Monday one week prior to the Architectural Control Committee (ACC) meeting. Any applications received after the deadline will be reviewed at the following meeting. Please also see Section 1 of the Stonelake Master Association Architectural Guidelines Pages 1 & 2 for further details in regards to submitting the proper application. Upon receipt of approval the Owner shall begin and complete work within one year, unless specified otherwise.

NOTE: Plans must be submitted and approved prior to any work commencing.

Reconsideration: If an Architectural submittal is denied by the ACC, the applicant is entitled to reconsideration by the Board of Directors at an Open Meeting.

Scheduled Architectural Committee Meetings: First Tuesday of Each Month

**** It is highly advised you attend the Architectural Meeting to assist the ACC in understanding your application by providing more details as needed.****

PRINT NAME: _____ DATE: _____

ADDRESS: _____ EMAIL: _____

PHONE: _____ PROPOSED COMPLETION DATE: _____

TYPE OF ARCHITECTURAL AND/OR LANDSCAPING IMPROVEMENT:

State the modification: (i.e. Front Tree Removal) _____

- | | |
|--|---|
| <input type="checkbox"/> Exterior Remodeling/ Additions | <input type="checkbox"/> Solar Panels/ Spa/ Swimming Pool |
| <input type="checkbox"/> Garage Doors/ Exterior Doors | <input type="checkbox"/> Balcony/ Decks/ Patios |
| <input type="checkbox"/> Driveway/ Walkways | <input type="checkbox"/> Arbors/ Patio Covers/ Trellises |
| <input type="checkbox"/> Greenhouses/ Sun Rooms | <input type="checkbox"/> Fences (Approved Stain Color: Sherwin Williams, SW3025 Caribou) |
| <input type="checkbox"/> Gazebos/ Sheds/ Play Structures | <input type="checkbox"/> Front Yard or Visible Landscaping |
| <input type="checkbox"/> Painting <input type="checkbox"/> Same Colors <input type="checkbox"/> New Colors | |
| <input type="checkbox"/> Other | |

Please choose your desired option and fill in the color that will be used for each feature in the table below as applicable. (Required - regardless of new or same colors). Attach a photo of your home and identify materials and paint color samples for your feature selections.

Feature	Color Name/Number	Feature	Color Name/Number
House Body		Trim	
Garage Door		Front Door	
Shutters		Pop-Outs	
Gutters		Other	

Checklist of necessary attachments needed for requested modification(s):

Please include **ALL** attachments that apply to your improvement. Applications that do not contain appropriate details may be denied by the ACC. If a further description is needed, please attach additional information to the application.

- | | |
|--|--|
| <input type="checkbox"/> Scaled Building/Landscape/Site Plans | <input type="checkbox"/> Landscape List Showing Species & Size |
| <input type="checkbox"/> Show Equipment Location | <input type="checkbox"/> Materials Sample |
| <input type="checkbox"/> Item Brochure and/or Professional Ads | |

OWNER SIGNATURE: _____

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NEIGHBOR ACKNOWLEDGEMENT FORM:

Acknowledgement of no less than 2 and no more than 5 neighbors who will be affected by your alterations/improvements is required. To expedite the process of your application, please explain and show your plans to those neighbors and have them sign in the **NEIGHBOR ACKNOWLEDGEMENT** below. For the form to be properly submitted, acknowledgements are necessary.

This acknowledgement represents that communication between the two parties on this matter has occurred. **PLEASE DO NOT SIGN THIS ACKNOWLEDGEMENT UNLESS NEIGHBOR HAS BEEN SHOWN ALL THE REQUIRED INFORMATION PERTAINING TO THIS APPLICATION. ** Please note, the neighbor acknowledgment and signature does not imply approval of plans. Only the Stonelake Master Association Architectural Control Committee has the authority to approve or deny applications.****

By signing below, I (neighbor) have been informed and have reviewed the plans and all of the required information provided by the above mentioned homeowner and I am aware of all their proposed alterations, improvements, and modifications shown in the submittal package.

Impacted Neighbor	
Name _____	
Address _____	
Signature _____	Date _____

Impacted Neighbor	
Name _____	
Address _____	
Signature _____	Date _____

Common Area or Backyard – Rear of Home

Adjacent Neighbor	
Name _____	
Address _____	
Signature _____	Date _____



Your Street – Front of Home

Adjacent Neighbor	
Name _____	
Address _____	
Signature _____	Date _____

Facing Neighbor	
Name _____	
Address _____	
Signature _____	Date _____

Facing Neighbor	
Name _____	
Address _____	
Signature _____	Date _____

Facing Neighbor	
Name _____	
Address _____	
Signature _____	Date _____

RETURN OR MAIL FORMS TO:

Stonelake Clubhouse
 Attn: Assistant Manager of Property Operations: Janelle Rodriguez
 3000 Riparian Drive Elk Grove, CA. 95757
 • PH: 916-714-9511 • Email: Janelle.Rodriguez@fsresidential.com

