

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. **Plans must be submitted and approved prior to any work commencing.** Upon receipt of approval the Owner shall begin and complete work within one year, unless specified otherwise.

Scheduled Architectural Committee Meetings: First Tuesday of each month – see above for submission deadline. It is highly advised you attend the Architectural Meeting to assist the ACC in understanding your application by providing more details as needed.

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.

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"/> Gazebos/ Sheds/ Play Structures | <input type="checkbox"/> Fences (Approved Stain Color: |
| <input type="checkbox"/> Painting <input type="checkbox"/> Same Colors <input type="checkbox"/> New Colors | Sherwin Williams, SW3025 Caribou) |
| <input type="checkbox"/> Tree(s) | <input type="checkbox"/> Front Yard or Visible Landscaping |
| <input type="checkbox"/> 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/Paint Samples |
| <input type="checkbox"/> Item Brochure/Professional Ads | |



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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 provide paint color samples for your feature selections.** If you have questions regarding what a specific feature on your home is (i.e. what on my home is considered a pop-out?), please contact Management for assistance. When painting your home using new colors, submitting multiple scheme options (choices 1, 2, 3, etc.) will increase your likelihood of receiving an approval on your first submission.

Painting Choice #1

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

Painting Choice #2

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

Painting Choice #3

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

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

