

Lake Forest Property Owners Association, Inc.

Lake Forest Architectural Committee

Builders Information Guide

*1 Golf Terrace  
Daphne, Al 36526  
251-626-0788*

**LAKE FOREST YACHT AND COUNTRY CLUB**  
**P.O. BOX 1087, DAPHNE, AL 36526**

**REVISED STEPS TO SECURE BUILDING PERMITS, NEW STRUCTURES AND  
REMODELING**

(revised May 3, 2006)

1. Submit to Architectural Review Board two copies of blue prints with two certified plot plans from a licensed land surveyor. When plans are approved, one copy will be kept and one returned with approval stamp.
2. Pay \$250.00 permit fee.
3. Put up \$1000.00 deposit for adverse conditions to Lake Forest property caused by such construction, failure of erosion control and/or misuse of property. (New structures and major additions only).
4.
  - a. Plans must include and designate drives (concrete or asphalt, paths, fences, decks and patios).
  - b. Plans must be complete with detailed construction plans and specifications to include all exterior elevations, materials to be used and exterior colors.
  - c. Plans must include heated/cooled area calculations.
  - d. Plans must provide for a minimum of one covered parking space attached to the house.
5. Note: It is not permissible to clear a lot or to proceed with construction until such time as the Architectural Committee authorizes stamped approval and a building permit has been issued by the City of Daphne.
6. Note: Plot plans must conform to setback restrictions; it is permissible to have eaves overhang setbacks. Porches, bay windows, and fire places shall not.
7. Pick up Lake Forest building permit.
8. Present approved plans to utility company and make payments. (New structures only).
9. Take your Lake Forest building permit and approved plans to the City of Daphne building permit office and secure the City Building Permit.
10. Provide at least two (2) 55 gallon drums as trash receptacles to keep down complaints of littering.
11. Provide a portable toilet at building site until toilet facilities are working inside the residence.
12. Correct any damages to adjacent lots, soil erosion, and clear all trash.
13. Construct an exit pad.
14. Silt fencing should be erected where needed properly trenched into the ground. Type A silt fencing will only be allowed.
15. Ground cover is required on the perimeter of the property adjacent to the silt fencing. Examples of ground cover: rye grass, hay, erosion control blanket. Turf reinforcement mats required for all properties with pronounced slopes.
16. Contact the City of Daphne Inspector to make final inspection.
17. Contact the Lake Forest Architectural Department on completion of building. Inspection will be made and if house and grounds are in order, and Daphne has given Certificate of Occupancy, deposit will be returned.
18. Sod is required to be kept damp for a period of time after completion of construction to insure steady growth after construction is complete.

**LAKE FOREST ARCHITECTURAL COMMITTEE  
P.O. BOX 1087, DAPHNE, AL 36526**

**NOTICE TO ALL BUILDERS**

The time allowed for completing new structures and additions is nine (9) months, which commences on the date of the stamped approval.

All building sites in Lake Forest must be maintained in a clean and orderly manner at all times. Loose paper and other materials must be properly disposed of or stored. Building debris must be removed from time to time during the building process, and not be allowed to pile up in random fashion.

If you do not comply with our requirement regarding cleanup, we will clean up the site and charge you with the cost which will be payable from your damage deposit.

When lots are cleared Builders must keep soil from draining into street when it rains by use of hay bales or screening material.

Lake Forest Architectural Committee

(Revised Oct. 2003)

**LANDSCAPING REQUIREMENT**  
**. MAY 10, 1996**

The Lake Forest Property Owners Association, Declaration of Restrictions, Conditions, Easements, Covenants, Agreements, Liens, and Charges provide under Article IV Use and Improvement Para., 5 (B), that ' Landscaping plan to include all trees bushes and various plantings, etc."

The basic requirement under the above the above provision is that all lawns be sodded.

Sod as a minimum requirement will include the following:

- (A) The entire house front
- (B) Ten (10') feet on each house side
- (C) Ten (10') feet in the back of house

The sod to extend from the house to the property lines or the street in the case of street(s) the (10') feet requirement can be reasonably increased for reasons of erosion and sediment control.

**LAKE FOREST PROPERTY OWNERS ASSOCIATION, INC.**  
**PARKING REQUIREMENTS**  
ARTICLE III

- A. There shall be a minimum of two (2) automobile parkway stalls of at least eight (8) Feet by eighteen ( 18) feet each for each single family residence or dwelling unit constructed on any lot or tract.
- B. Said two (2) parking stalls shall be constructed entirely within the building setback area as defined herein, and at least one stall of same shall be sheltered.
- C. Enclosures, shelters, screens and other improvements constructed for the purpose of automobile parking and other vehicles shall be attached to and a part of the structure of the house constructed on any lot.

## POLICY TO DROP DUES ON COMBINED LOTS

10-8-92

Requests for dropping the dues on combined lots are to be submitted to the Architectural Committee. Approved request will be submitted to the Lake Forest business office to change the billing status. If the comptroller determines that the account on the lot being waived is current, then the dues status will be changed. To obtain written approval from the Architectural Committee the following procedure must be initiated:

1. Obtain approval for vacation of easements with the City of Daphne Public Service Department.
2. Obtain a permit from the Architectural Committee to build a house centered on the common property line of the two lots being combined. A minimum of 400 square feet in area of the main structure (heated and cooled living area) must be on both lots.
3. Complete construction in conformance to the approved plans of the permit obtained from the Architectural Committee.
4. Submit request with documentation that the above requirements have been satisfied to the Architectural Committee.

### **Exceptions:**

1. When a LFPOA member desires to combine an adjacent lot with a lot which has an existing house on it, there must be a minimum of 400 square feet of structure attached to the main structure. An example of this would be a 400 square foot family room attached to the main structure with a breezeway. Any combination that connects both the roof system and the floor system will work. Any construction requires a permit from the Architectural Committee. The 400 square feet shall be living area that is heated and cooled.
2. When two LFPOA members desire to subdivide a lot common to both their lots into two equal parcels, for the purpose of combining a parcel to each lot, a request must be submitted jointly by both members. The Architectural Committee will assure that the proposed change will incorporate the building set backs and utility easements that apply to the unit and lot in accordance with the covenants and restrictions. The dues paying status can not be dropped until certified plot plans of both member lots combining a parcel is submitted.

**Requirements, conditions and guidelines for new construction, exterior remodeling and pool projects - Revised November 16, 2006**

A Listed herein are revised Requirements, Conditions and Guidelines for New Construction, Exterior Remodeling and Pool Projects within the Lake Forest residential community. These requirements are in addition to the provisions specifically set forth in the Declaration of Restrictions, Conditions, Easements, Covenants, Agreements, Liens and Charges of Lake Forest as recorded in the records of the Probate Court of Baldwin County, Alabama.

1. New construction, Exterior Remodeling and Pool Projects are projects for which the total cost for materials and labor is in excess of ONE THOUSAND & 00/100 (\$1,000.00) DOLLARS.
2. Upon acquiring proper building permits in satisfaction of all applicable City of Daphne and Baldwin County, Alabama requirements, those seeking to construct or remodel within the Lake Forest residential community shall submit to Lake Forest Architectural Review Committee the following:
  - (a) Two (2) copies of blueprints with a certified plot plan from an Alabama registered and licensed land surveyor. Such plans shall include the heating and cooling area, and square footage calculations;
  - (b) A \$250.00 non-refundable permit fee shall only be assessed in connection with new house construction;
  - (c) A landscaping plan which shall include locations for all trees, bushes, planting, etc., with an emphasis that natural trees of eight inches (8") in diameter or greater shall be preserved as much as possible;
  - (d) \$1000.00 damage deposit shall be tendered by the applicant for any New Construction.

3. Upon receipt of the aforementioned items, plans will be reviewed and, upon approval, one (1) copy of the plans shall be maintained in the file by the Lake Forest Architectural Review Committee, and one (1) copy will be stamped "Approved" and provided to the applicant or builder. The following conditions must be followed upon approval of such project:

(a) Each project approved will have a life span of nine (9) months. Such time shall be calculated from the date the plans are approved. An additional \$250.00 non-refundable permit fee shall be payable upon expiration of the nine month time frame if the project has not commenced or completed;

*(b) During construction, the applicant shall be responsible for maintaining reasonable erosion and sediment control measures so as to prevent, to the extent reasonably necessary and/or required, erosion and sediment from leaving the lot encompassed by the construction, and such control measures shall be continuously maintained during the development, construction and completion of the building site including, but not limited to, properly installed class a silt fencing and hay bale barriers:*

*(c) The applicant shall correct any damage to adjacent lots, clear all trash and debris from the building lot and reasonably insure that drainage is not diverted so as to cause erosion problems to adjacent properties, or deposit sediment into the storm water system, before the damage deposit will be returned by the Lake Forest Architectural Review Committee;*

*(d) The damage deposit submitted by the applicant will be returned to the applicant by the Lake Forest Architectural Review Committee after Certification of Occupancy for the subject property has been issued by the City of Daphne, provided there has been no evidence of environmental damage to public and/or private property during any phase of the construction up to the date of request for reimbursement of the damage deposit;*



*(e) Should evidence of any violation(s) occur, an inspection may, at the request of the applicant, be conducted by the Lake Forest Architectural Review Committee to determine whether any violations(s) has in fact occurred during any phase of construction and, if so, the extent of the violations(s). If applicant, only after making written request for inspection to the Association is able to correct any violations(s) as provided in paragraph number three (s) herein, to the reasonable satisfaction of the Lake Forest Architectural Review Committee, the amount of remedial efforts shall be considered by Lake Forest Architectural Review Committee in determining the incremental fine imposed against applicant.*

*In the event applicant does not correct any violation(s) occurring to the adjacent properties and/or streets, roadways and/or lakes in the Lake Forest community, to the reasonable satisfaction of the Lake Forest Architectural Review Committee, then the Lake Forest Architectural Review Committee shall have the sole right to utilize amount up to the entire damage deposit to penalize the applicant for such violation(s). In the event there remains any portion of the deposit after imposition of penalty for such violation(s), the balance of the damage deposit, if any, shall be returned to applicant. If applicant does not request inspection, the Lake Forest Architectural Review Committee shall have no obligation to contact applicant to advise of such violation(s).*

*(f) In the event that the final inspection of the construction finds that the exterior of the home (ex. Paint color, roofing materials, architectural detail, landscaping, etc.) does not match the plans submitted and approved by the Architectural Committee the damage deposit will not be refunded until the exterior of the home conforms to the approved plans originally submitted by the builder and/or the property owner.*

*4. All violations may be penalized by fines in increments of \$500.00 each, with the measure of any fine(s) to be determined solely by the Lake Forest*

*Architectural Review Committee. The Committee may receive and review reports of the inspectors, viewing by Committee members, photographic documentation, and City of Daphne reports to support determination of such violations(s) by the Committee. The applicant may also submit any documentation, photographic evidence etc. for the Committee's review; however, determination by the Committee is final.*

5. Homebuilding or lot clearing shall not commence until plans are approved and returned by the Lake Forest Architectural Review Committee and a permit from the City of Daphne has been secured.

6. The builder shall provide a portable toilet at the building site until toilet facilities are established and in working order at the subject residence

7. Any violations observed by members of the Lake Forest Architectural Review Committee, or its inspectors, may also be reported to the City of Daphne Building Inspectors Office for enforcement by the City as it deems appropriate.

**Debris deposited on LFPOA property - May 17, 2002**

- A No yard debris, refuse, or rubbish shall be permitted to be dumped or stored on the golf course or any other LFPOA property. An appropriate charge shall be assessed against the property owner or other violator for Lake Forest personnel to pickup and dispose of said materials.

A ). ZONE R-S-2- Residential - Single Family  
*Two-Story* Square Feet

ZONE R-S-2 defined:

- L Improvements on each lot within this zone shall used exclusively for the purpose of a single family residence.
2. A residence within this zone shall be limited to a maximum of two stories in height. Wherein a second story shall be defined as any floor level which lies at an elevation of more than five (5) feet, but less than twelve (12) feet. Above any other floor level within the same residence.
  3. The *Architectural committee* has the authority to set up additional regulations as to the height and size requirements for all buildings and structures within this Zone including fence. Walls, eaves, trellises, copings and other such surfaces, projections and appendages as will visibly affect the appearance of said buildings and structures.
  4. A residence within this zone shall contain not less than the set square feet of fully enclosed floor area devoted to a living purposes. Said floor area shall be exclusive of roofed or unroofed porches, terraces, garages, carports, and other outbuildings and shall be computed from faces of exterior walls. The ground floor of said residence must contain at least the set square feet of fully enclosed floor area devoted to living purpose .
  5. Permits and/or approvals for the construction of improvements on properties shall be issued only as a result of a thorough review of a complete and detailed set of construction plans of the proposed building by the Architectural Committee (construction shall thereafter commence only upon receipt of written approval by the Architectural Committee). Plans submitted to the Architectural Committee for approval shall include the following:
    - (A) Surveyor certified plat plan showing setback site development plan. Including driveway (must be either concrete or asphalt). Paths, fences, decks, patio and all proposed improvements in connection with such buildings.
    - (B) Landscaping plan to include all trees, bushes, and various planting, etc
    - (C) Complete and detailed construction plans and Specification to include all exterior elevation's; materials to be used, and colors.
- G. The properties shall improved *only* in strict conformance with the definitions and restrictions of that zoning classification.

**B. APPROVAL TO BUILD**

Property owners wishing to construct residences in any classification must submit two (2) sets of plans as set forth above for each classification prior to and well in advance of the time they intend to commence construction, as it is not permissible to proceed with construction until such a time as written authorization and approval of such plans submitted have been received from the Architectural Committee. Plans for approval should be mailed to Architectural Committee, do Lake Forest Country Club, 1 Golf Terrace, Daphne, Alabama 36526.

**C. BUILDING SETBACK STANDARDS**

The attached cover states minimum building setback lines for each zone. In the event of any conflict between these requirements and any other later imposed by any governmental authority, such other shall govern.

**D. NUISANCES**

No noxious or offensive activity shall be carried on upon any of the development, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood.

**E. REFUSE**

No lot shall be used or maintained as a dumping ground for rubbish, refuse or garbage. Garbage or other waste shall not be kept except in sanitary containers. All incinerators or other equipment for the disposal or storage of such material shall be kept in a clean and sanitary condition, and all incinerators shall be approved by the Architectural Committee before installation or use.

**F. BOAT AND TRAILER STORAGE**

No boat, boat trailer, travel trailer, camp trailer, house trailer, or other similar property shall be stored on any of the development without prior written approval of the Architectural Committee.

**G- RADIO AND TELEVISION ANTENNAE**

No television or radio antennae or towers may be erected or maintained anywhere upon the development without prior written consent of the Architectural Committee.

**H. LAUNDRY**

All drying of wash must be done in an area approved for that purpose by the Architectural Committee except that a laundry drying rack not more than four feet in height may be placed at the rear of any lot, and shall be stored when not use.

**LAKE FOREST ARCHITECTURAL COMMITTEE, INC.**

**FENCE POLICY  
REVISED SEPTEMBER 30, 2005**

A. To comply with articles IV, V and X of the "Covenants and Restrictions" property owners desiring to erect fencing on their lot must obtain written permission from the Architectural Committee. The following guidelines should be followed to obtain approval:

1. The proposed fence must be indicated on the surveyor's plot plan and submitted with descriptive details of construction.
2. The fence must be within the building setback measured from the street. In no case will the fence be allowed to be closer to the street than parallel with the front line of the house which faces the street address side.
3. The fence shall be four inches over on your side of the common property line of adjacent lots.
4. Fence constructed of wood is preferable (Cedar, Cypress or pressure treated pine is acceptable).
5. Chain link fences will not be approved. Any chain link fence constructed prior to September 30, 2005 that was approved by the Architectural Committee will be grandfathered in. All chain link fences that did not receive architectural approval or exceed four (4) foot in height will be in violation.
6. The fence shall not exceed 6 feet in height.
7. The intent of this policy is to foster a uniform standard for fencing in the Lake Forest Development. There should be a continuous landscape along both sides of the street that is not obstructed by structures between the house and the street. Cul-de-sac and street corners complicate this situation. These yards have building setbacks adjoining streets from two sides. The harmony of the continuous landscape shall not be broken by privacy fencing.
8. Exceptions to this policy must be approved based on the mutual benefit of the neighborhood. Decorative sections of split rails spanning 6 feet between posts serving as a rose or wisteria support are examples of exceptions that could be approved because they are landscape devices.
9. A privacy fence on a lot that borders the Lake Forest subdivision, (i.e. adjacent to highway 90, etc.) will be and not exceed eight feet in height. The eight foot fence can only be located on the rear of the property (the side fences shall not exceed the six foot height requirement). A list of approved units and lots that may get approval to build an eight foot privacy fence along

the rear of the property are as follows:

- Unit 7, Lots 1-5, 112,113, 115-119
- Unit 12, Lots 11-22, 33-48, 60-62, 70-74
- Unit 15 Lots 66-74, 79-81, 83, 84, 184-189
- Unit 16 Lots 124,125, 127-132
- Unit 17 Lots 69-71, 74-85, 87, 88
- Unit 19 Lots 78-93
- Unit 20 Lots 65-70, 72, 73
- Unit 21 Lots 30-33, 35-62, 172-177
- Unit 22 Lots 160-186, 197-199, 202,205, 227-231
- Unit 23 Lots 137-139, 148-150, 154-156, 236,237
- Unit 24 Lots 90-92, 100-102, 106-118
- Unit 25 Lots 28-33, 37, 46-49, 51, 52, 54-60, 62-69, 79-85
- Unit 26 Lots 60-69, 71-86
- Unit 32 Lots 1, 36.:39, 41-44

- 10. A fence on a lot adjacent to the golf course may be approved within very strict guidelines.**
- (a) A fence on property adjoining the golf course must meet all requirements detailed previously in this section with the following exceptions.**
  - (b) A fence on property next to the golf course may be constructed of wrought iron or aluminum only and must include a gate. No wooden fences or chain link fences are allowed.**
  - © A fence on property adjacent to the golf course may be painted black only.**
  - (d) A fence on a lot adjacent to the golf course may not exceed 48" in height.**
  - (e) Detailed plans for any fence on a lot or lots adjacent to the golf course must be submitted in advance to the Architectural Committee and construction may not begin until approval has been granted.**
  - (f) Examples of acceptable designs may be examined at the front office located in the Country Club.**
  - (g) Any fence which is located on the Golf Course, previously approved or unapproved by the Architectural Committee that does not meet the specifications detailed in this section will not be allowed to be replaced when same deteriorates or has to be moved or altered in any way.**

11. Permits granted for the construction of fencing have a life of 45 days, at which time, if construction is not complete, the applicant must resubmit paperwork with a new permit fee to the Architectural Committee

# **WATER DRAINAGE POLICY-LFPOA**

## **I CITY OF DAPHNE**

Any over-flow of water from city controlled storm sewers is the City's responsibility to solve. These type problems should be reported by the affected property owner directly to the Engineer for the City of Daphne.

## **II PROPERTY OWNERS**

Responsible for any drainage problems (not covered above) to their own property. Any building plans should include drainage consideration and solutions.

## **III L.F.P.O.A.**

Responsible to provide drainage required for the benefit of the golf course and any other of its assets/owned property.