

Los Feliz Estates Owners Association

ARCHITECTURAL REVIEW STANDARDS

ADOPTED BY THE BOARD OF DIRECTORS

December, 1985, Updated July, 2014

The intent of this document is to familiarize you with the Covenants, Conditions and Restrictions on the property of the Los Feliz Estates as they relate to the process of "Architectural Review". Your copy of the "Declaration of Restrictive Covenants, Conditions and Restrictions on Tract(s) 27450, 29326, and 24455 (As Amended and Supplemented) (hereafter referred to as "the CC&R's") is your reference. In section 8, "Approval of Plans," you will find the terms and conditions which must be met in order to construct certain improvements upon the property defined above. As you will note in the document, the "Architectural Review" is governed by the "Architectural Committee." NOTE: As of January 1, 2000 the Board of Directors of the Los Feliz Estates Owners Association officially assumed all duties of the Architectural Review Committee.

As contained in the CC&R's, ***"No building structure, garage, wall, fence retaining wall, outbuilding, or other structure shall be constructed, erected, altered, remodeled, placed, maintained or be permitted to remain on the property or any portion thereof unless and until a complete set of plans and specifications therefor, including finished grading plans, plot plan (showing location of such improvements on the building site), floor and roof plan(s), exterior elevations, sections exterior details, color scheme and landscaping (plan) and the planting shall have been submitted to and approved in writing."***

It is therefore required by the CC&R's that any property owner desiring to make the aforementioned improvements to their property must first submit the plans specified above to the "Architectural Committee" It is also advisable for any-one anticipating filing plans with the Architectural Committee to read the CC&R's to thoroughly understand the intent and ramifications of the document. As an aid to the property owner wishing to file plans we have compiled the following checklist of required information and documents, as well as recommended practices:

1. Obtain a copy of the original "grading plans" for your parcel from the grading department, Department of Building and Safety, City of Los Angeles City Hall room 460 and submit a copy with the rest of your Plans;
2. Prepare a comprehensive, detailed and accurate set of plans for your proposed construction, if you are unfamiliar with the preparation of plans, it is advisable to seek the services of a competent professional experienced in your type of project:
 - A. Site Plan
 - B. Floor Plan(s)
 - C. Exterior elevations
 - D. Details
 - E. Landscape Plan(s) designating improvements with description from source such as the Sunset Western Garden Book.
 - F. Color board of actual Exterior Materials and Colors
 - G. Color photographs of the existing conditions
 - H. Specifications of materials and workmanship
3. Include the legal description of the property;
4. Include the address of the property;
5. Include the name and address of the owner
6. Include the name and address of the principal contact;
7. Include copies of any information that you may feel is pertinent to the review of your project (i.e. Building Permits, drawings by subcontractors, brochures, photographs etc.)
8. Excessive lighting will receive higher scrutiny due to the board's sensitivity for environmental and aesthetic reasons.
9. Include a letter with written detailed description of the proposed work to be done
10. Include a check payable to Los Feliz Estates Owners Association in the amount of \$350.

All of the information listed above should be mailed in triplicate (3 copies) to the Los Feliz Estates Owners Association. The Los Feliz Estates Owners Association will have the right to retain two of the three copies for their files returning one copy to the Owner.