



## New Sign Policies

At the April 9, 2007 meeting of the Lake Forest Board of Directors, new sign policies were approved. The use of gate signs for quick and effective communication to all residents has been standardized. New requirements for yard signs were also established.



*Sandy Stephens is the current Communications Committee Liaison. She can be reached at 972 233 9221 or by email at [smstephens@sbcglobal.net](mailto:smstephens@sbcglobal.net)*

Any other type of communication must be presented to the Board liaison for his or her approval:

1. Events or parties, not sponsored by the Social Committee, to which all residents are invited
2. Committee meetings, and
3. Safety notices

All other notices must be approved at a meeting of the Board or by email solicitation of all Board members.

### Gate Sign Policy

A locked display case will be mounted on the Lake Forest exit gates to hold informational notices or signs in accordance with this policy. The container will accommodate signs 11"X17" or 8 1/2"X14". The larger signs may be printed at a copy shop. This box is to be used only as provided in this policy.

If a resident or committee wishes to utilize the sign box for a communication, the proposed communication must be submitted to the Communications Committee liaison to the Board of Directors at least one week prior to the date the resident or committee wishes to post the information. If the Communications Committee liaison does not respond within one week of submission, residents may contact the president of the Board directly.

The following signs may be hung with notice to, but without specific approval from, the liaison or the Board:

1. Notice of homeowner meetings
2. Notices of Lake Forest Socials and deadlines for registering for Socials
3. Directory deadlines and notices, and
4. Notice of gate code changes

The Communication Liaison will notify the committee or resident of approval. Approved signs may be posted for a period not to exceed 7 days, unless otherwise approved by the Board of Directors. Each sign box will be stored at the closest gatehouse. The committee representative will leave all paper signs at the main gatehouse, located off Hillcrest road, to be inserted into the display cases. The management company will arrange to have the inserts placed in the boxes and the boxes affixed to the gates.

**Please note that the box is not for private communication or messages, or notices of lost pets. There is a bulletin board in each gatehouse and at [www.lfhoa.com](http://www.lfhoa.com) for "lost and found" items.**

**There will be a Lake Forest Town Hall Meeting on May 22nd from 7:00 to 9:00 at the Churchill Recreation Center. Information will be mailed to homeowners shortly.**

## **Yard Sign Policy**

This policy governs the placement of signage in Lake Forest. The purpose of this policy is to promote aesthetic and quality-of-life considerations and the general welfare of all Owners. Section 9.8 of the Second Amended and Restated Declaration of Covenants, Conditions, Restrictions, Easements, Charges and Liens provides that the Board of Directors may develop and implement uniform signage specifications and requirements applicable throughout Lake Forest. This policy should be interpreted in a manner consistent with all governmental codes and regulations.

## **Real Estate**

1. All signs on a Residential Lot that are utilized for the advertising and marketing of a Residential Lot (including the residence thereon) for sale, lease, or rental must utilize a standard Lake Forest sign, the format, size, and color of which have been approved by the Board of Directors. These signs are blank with respect to agent, company, and contact information. Only one sign for sale, lease, or rental is allowed per property. One “occupied” sign, not to exceed twelve square inches, may be displayed for a period not to exceed three months. Any other type of sign with respect to the advertising and marketing of the sale, lease, or rental of a Residential Lot is strictly prohibited.
2. A supply of the approved signs will be available at the gatehouses for use by residents or their agents. To obtain a blank sign the resident or agent should contact the management company, which shall coordinate the placement of the sign in the appropriate yard. Signs will be placed on Mondays and Thursdays.
3. The agent may purchase magnetic strips to match the Lake Forest signs designating agent’s name, company name, and contact information from the approved vendor. Vendor information may be obtained from the management company. The agent must remove these magnetic strips within 48 hours from the time the house is sold, leased, or taken off the market. Empty signs will be removed and stored for future use, by management. Information boxes are not allowed.
4. Builders may use their standard signs until the house is complete. Upon completion, the builder must use signs in compliance with this policy.

5. No sign is allowed that directly faces a common area (i.e., signs must face the street that is immediately adjacent to a Residential Lot). The sign must be located between the sidewalk and the residence on the Residential Lot (if there is no sidewalk on a Residential Lot, the sign must be located as far back from the front curb as the size of the Residential Lot allows).
6. One “open house” sign may be placed in the yard of the Residential Lot being offered for sale, lease, or rental during the time period the residence is being held open – not to exceed 4 hours duration on any one day. Such “open house” sign must be located within the area described in 5 above. “Open house” directional signs may be placed at the nearest cross street not more than 4 hours before and during the “open house,” and may not be located in front of the gatehouses.

**If you are a real estate agent listing homes in Lake Forest, please contact Sandy Stephens to obtain information to order your magnetic inserts for the real estate signs.**

## **Other Signs**

1. No vendor signs of any kind are allowed in Lake Forest (e.g., pool company, remodeling, painting, roofing, lighting/sound, etc.), except to the extent (and only to the extent) of notices required by the City of Dallas.
2. One security company sign no larger than 12 inches by 12 inches is allowed at the front of a residence (within three feet from the front building line of a residence), and a second security company sign no larger than such dimensions is allowed at the back of a residence.
3. No political signs may be displayed.
4. Other signs, such as “team participation,” are allowed as long as they are professionally done and are no greater than three square feet in size. These signs must be installed within three feet of the front building line of the residence; a sign of this nature is not allowed on a Residential Lot on which a residence has not been constructed.

**Don't Forget!**  
The Lake Forest Spring  
Social will be held at the pool  
Sunday, May 6 at 6:30 PM