



Real Estate Sign Procedures

The Board of Directors of the Lake Forest Community Association, Inc. (the "Association") is pleased to announce a new real estate sign policy. The policy was approved at the 2007 April meeting to further enhance the upscale environment and aesthetics of the community.

Lake Forest homeowners and real estate agents are asked to adhere to the following procedures:

1. All real estate signs representing properties for sale or for lease must be the "Standard" Lake Forest Sign. The Association will provide these signs for all Lake Forest Residents to use. A \$200 refundable deposit from the homeowner or realtor will be made to Guardian Association Management LLC. All forms for the real estate signs can be downloaded from the Lake Forest website at: <http://www.lakeforestdallas.org>
2. The signs are blank with respect to agent, company and contact information. Each agent is responsible for purchasing a "magnetic strip", which indicates his or her company, name and contact information. Examples of the signs are shown in a separate document.
3. Only magnetic strips may be added to the Lake Forest sign. Additional "agent riders", "plastic informational tubes" or any other "add-ons" are **NOT** permitted.
4. The only magnetic strips, which may be used, are those of the size and color approved by the Lake Forest Board and available for purchase from the approved sign vendor. The vendor's order form is available on the Lake Forest website.
5. All magnetic strips must be placed below the horizontal line on the sign. The placement of magnetic strips is demonstrated with examples posted on the Lake Forest website.
6. The placement and removal of real estate signs on properties will occur on Mondays and Thursdays only and will be coordinated through the Association's management company, Guardian Association Management LLC. The homeowner must submit the For Sale Sign Request Form, along with deposit to Guardian Association Management LLC.
7. Only one real estate for sale sign per property is allowed.
8. The sign must be located between the sidewalk and the residence. If there is no sidewalk, the sign may be located no closer than three (3) feet from the front curb.
9. The sign is to be perpendicular to the street, unless it cannot otherwise be clearly seen, as in a cul-de-sac.

10. Builders must adhere to the sign policy after the home is completed and available to be purchased. Prior to completion, builders may display their standard sign.

Questions:

Questions regarding the Lake Forest sign policies may be directed to Guardian Association Management LLC.

A. Obtaining a Lake Forest Real Estate Sign

1. The homeowner, or real estate listing agent, must fill out a Lake Forest "For Sale" Sign Request Form and submit the form to Guardian Association Management with the \$200 deposit to coordinate the pickup of the sign. The contact is:

Rebekah Small
Guardian Association Management LLC
972.458.2200
Fax: 972.458.2203
Rebekah@guardianllc.net

2. Please notify Rebekah at least two weeks in advance of the requested display date for a sign.

3. The For-Sale sign can be picked up from Swan Lake Parkway, Gate 3 (Pool), at 7200 Hill Forest Drive.

4. It will be the agent's responsibility to place their magnetic name strip on the For-Sale sign, after it has been placed on the property. It takes approximately 7 days to make the magnetic strips.

B. Removing a Lake Forest Real Estate Sign

1. When finished, the sign must be taken back to the Association management company. The request for removal of the real estate sign form is to be made to the Association's management company. The request may be made by the homeowner or the real estate listing agent. "Sold" signs can only be up for 24 hours the day of closing. The deposit will be returned after the sign is picked up by the management company.

C. Magnetic Strips

1. Agents may order magnetic strips through the following Dallas vendor (this is the only authorized source of magnetic strips for the Lake Forest sign):

A form has been prepared for you to order magnetic strips. It can be found on the website and downloaded as a PDF file and then faxed or emailed to Fast Signs.

2. The strips are 4" x 16" and are priced in pairs – (1 front and 1 back):

1 Set:
\$35.00
2 Sets:
\$42.00
3 Sets:
\$48.00

3. The following text is permitted to be printed on magnetic strips (examples on website):

- a) Agent name & phone number, company name & phone number.
 - b) Brief description of the property; such as: "3 BR, Study, Media Room".
 - c) "Pending" and "Sold", but not more than 3 magnetic strips allowed per sign.
 - d) All magnetic strips must be placed in a horizontal position on the sign.
4. Magnetic strips must be removed from the sign by the agent or homeowner within 48 hours of the property being sold, leased or taken off the market.

D. Open House Signs

- 1. An agent's "open house" sign may be placed in the yard of the property represented during the time the residence is being held open – not to exceed 4 hours duration on any one day.
- 2. "Open house" **directional** signs may be placed at the nearest cross street not more than 4 hours before and during the "open house". **Directional** signs may **not** be located in front of the gatehouses.

E. Builder Signs

Builders may use their standard signs until the house is complete. Upon completion, the builder must use the Lake Forest sign and purchase magnetic strips for their contact information.