



RAVINES CONDOMINIUM ASSOCIATION

STANDARDS DOCUMENT

GUIDELINES FOR
BUILDING NEW HOMES
PROPERTY MAINTENANCE
ALTERING EXISTING HOMES
USE OF HOMES AND COMMON AREAS

Administered by **CLEAR:**
Committee for
Landscaping
Environmental and
Architectural
Review

RAVINES CONDOMINIUM ASSOCIATION
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PURPOSE OF THE STANDARDS HANDBOOK

This Standards Handbook has been developed to familiarize Ravines homeowners with the objectives, scope and application of design standards and guidelines in place to maintain the *aesthetic appearance* and *environmental quality* of the Ravines community.

This Standards Handbook will serve as a valuable reference source for new home builders and current homeowners. It will also assist homeowners in preparing applications for review by the Association's **Committee for Landscaping, Environmental and Architectural Review (CLEAR)**. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

The Standards Handbook details specific design standards and guidelines that have been adopted by the Board of Directors of the Ravines Condominium Association or are defined in the Ravines Condominium Association Bylaws. It also explains the application and review process that homeowners must follow when seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the Association.

The information has been prepared and adopted by the Board of Directors of The Ravines Condominium Association to supplement the Use and Occupancy Restrictions set forth in Article VII of the Condominium Bylaws and to adopt application and enforcement procedures. It does not change nor supersede the Bylaws and is intended to guide homeowners in preparing an application and the Board in carrying out its duties.

The Committee for Landscaping, Environmental and Architectural Review (CLEAR) is the same entity as the Design Agent referred to in the Bylaws.

Co-owner, homeowner, and member are synonymous terms in this document.

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for The Ravines Condominium Association contain covenants, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of design standards not only enhances the physical appearance of a community but protects and preserves property values. Homeowners, who reside in association communities that enforce design covenants, are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

Role of COMMITTEE FOR LANDSCAPING, ENVIRONMENTAL AND ARCHITECTURAL REVIEW

All homeowners at Ravines are automatically co-owners of the Ravines Condominium Association. The Association is a non-stock corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants that are applicable to property owners, including design standards and restrictions. Article VII of the Bylaws provides that responsibility for the enforcement of design standards shall be exercised through CLEAR, the members of which shall be appointed by the Board of Directors of the Association.

CLEAR shall be responsible for enforcing the Association's Design Guidelines with respect to construction of new homes and exterior modifications to existing homes and lots proposed by lot owners. The Review Board shall review, and approve or disapprove, applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The review process shall be governed by the Design Guidelines promulgated by the Association's Board of Directors.

As part of its responsibilities, CLEAR will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the Board. CLEAR will also be responsible for reviewing possible violations of the Association's Design Guidelines.

The Board of Directors wishes to draw to the attention of all members the tree removal and trimming limitations within this document. The natural environment of the Ravines Golf Course and surrounding community are its most important asset. Any unauthorized removal or trimming of trees and/or vegetation will result in a fine of **\$1000**. In addition, the member may be subject to additional requirements (such as replanting/replacing) that will be determined by the Committee for Landscape, Architectural and Review Board based on the severity of the offense.

NEW HOME CONSTRUCTION STANDARDS

The Ravines is a wooded, western Michigan golfing community. Co-owners are encouraged to design residences that enhance this environment.

BUILDING SPECIFICATIONS: *(Article VII, section 2(b) pg. 16)*

- Building Size:
 - One story above street level – 1,800 sq. ft. minimum
 - One and one half story above street level – 2,200 sq. ft. minimum
 - Two stories above street level – 2,400 sq. ft. minimum
- Building Height and Grade:
 - 35 feet or less above street level
 - Building elevation; Driveway slope is to be at least 2 percent and no more than 6 percent. (See Building Permit and Attachments)
 - Foundation wall is to be no more than 48” above the centerline of the road
 - Walk out residents must have a step foundation, thereby limiting the exposed portion of the foundation wall.
 - Lots 1 through 14, 34 through 43, 51 through 57 and 65 through 69 inclusive have minimum basement elevations set by the design engineer in the master deed.
 - Basements on these units are not to be constructed lower than the elevation approved by the engineer and the Allegan County Drain Commissioner. Ceiling height of the basement may be restricted to 8’ if necessary to meet grade limitations.
- Garage:
 - 2 car minimum, 3 car encouraged
 - Side loading is encouraged but not required
- Construction Standards:
 - Must meet BOCA building code, state and local ordinances and regulations
 - Dimensional shingles
 - Premium exterior materials are to be used, either wood or stone or high quality faux products. A minimum use of lap vinyl siding is encouraged, and no one side of the building is to have ONLY vinyl siding. The committee will be looking for architectural detail on all sides of the residence.
 - Driveways are to be of concrete, asphalt or brick
- Material Colors:
 - Are to be consistent and harmonious with our wooded, western Michigan golfing community.

- Storage Sheds/Outbuilding:
 - Only one outbuilding shall be allowed on each unit, not to exceed 120 square feet. All outbuildings shall be of similar materials and architecturally conform to the main structure located on the lot. No outbuildings shall be allowed on lots in phase III (lots 44-53) and IV (54-84) except as follows: Outbuildings not exceeding 32' by 40' will be permitted on lots 59 - 65 inclusive 72, 76 and 77, subject to CLEAR approval. No outbuildings will be permitted on the remaining units in such phases. Outbuildings will be used only for the uses authorized by CLEAR and may not be used for living facilities. The design of the outbuildings should appear to be a guest house and built in the same design as the main structure on the lot.
 - No pole buildings are permitted.

LAWNS AND LANDSCAPING: (*Article VII, Section 2(l), pg. 17*)

A landscaping plan must be submitted to CLEAR for approval before landscaping is to begin. Lawns must be sodded or seeded within one year from start of construction unless otherwise specified in the site plan approval. In reviewing the landscaping plan particular attention will be given to the removal of any trees with particular attention being paid to lots that are adjacent to the golf course.

- An underground irrigation system is required.
- Exterior lighting is encouraged and if planned; exterior lighting information is to be submitted with the landscaping plan.

TREE REMOVAL AND TRIMMING:

Trees cannot be removed nor trimmed (except for dead trees or branches) without Design Agent's approval. Other landscaping may be done with Design Agent's approval and shall be maintained in a healthy and attractive condition by the Co-owner. Natural areas (i.e. areas of the unit outside the building envelope as specified on the individual site plans and developer's sketch plans) must remain in their original natural condition and may be modified only with advance written permission of the Design Agent, or Association, as the case may be. Green turf grass must be served by an underground sprinkler system.

CONSTRUCTION PERIOD AND ORDERLINESS:

All construction and landscaping must be completed within **12 MONTHS** of the building permit being issued. During construction it will be the responsibility of the owner, through its builder, to keep the construction site clean and presentable. This includes keeping the street clean and free of construction materials and equipment. The builder is required to use the approved refuse removal service of the Ravines Condominium Association. Dumpsters are to be kept on the construction lot and not in the street or on adjacent lots. Any damage to adjacent properties or easements during the course of construction must be immediately repaired. The homeowner will be responsible for all damages and repairs.

Any burning of construction materials, trees, and tree stumps is prohibited.

(Also see Design Guidelines: Existing and New Homes, found on page 15 of this booklet)

NEW HOME BUILDING PERMIT

APPLICATION FOR A BUILDING PERMIT:

It should be noted that it is not the intention of the building permit process to slow down or encumber the building process. Rather, the building permit process is intended to assist the home owner by eliminating any need to re-do any construction. The Committee for Landscaping, Environmental and Architectural Review will do all that is possible to sign off on all approvals as expeditiously as possible when so notified by the owner.

The primary purpose of the Building Permit is to eliminate questions from residents to the owner or the Association Board. The permit assures everyone that all requirements of the Association are being adhered to by homeowner. This permit is in addition to the permits and inspections required by governmental agencies.

The building permit will provide for various “approvals.” These approvals must be adhered to during the building process. An example of approvals is the elevation of the foundation and the landscaping plan. Various other approvals may be required based on the residence that is being constructed. Strict adherence to these approvals will be required throughout the building process.

When a co-owner has assembled all documents and materials required to secure a building permit the co-owner, or its representative, is to deliver said documents and materials to:

CLEAR
C/o Ravines Club House
3520 Palmer Drive
Saugatuck, MI 49453

Prior to delivery of the said documents the co-owner, or its representative, is welcome to contact the committee by calling the Ravines Golf Club at (269) 857-1616 and ask to speak with a member of CLEAR. A member of the committee will contact the co-owner or its agent.

INITIAL MEETING WITH CLEAR:

Once the committee has received all required documents and materials, CLEAR will schedule a meeting with the co-owner and its representatives.

The co-owner may invite any additional persons to this meeting they feel will enhance or add to the discussion that will take place. However, CLEAR intends this meeting to be limited to a small number of individuals that are responsible for the final appearance of the residence. The goal is for everyone to have a working knowledge of the exterior appearance of the residence to assure that it will be in keeping with the other residences at the Ravines.

Following approval by CLEAR a permit will be provided to begin construction. Under no circumstance is construction to begin prior to the permit being posted on the building site.

DOCUMENTS REQUIRED TO RECEIVE A BUILDING PERMIT:

(All documents will be retained by the Committee for Landscaping, Environmental and Architectural Review for future reference.)

- Site Plan:
 - Accurately depicts the existing centerline elevations across the frontage of the lot and the proposed elevation of the top of the foundation. Site plan must show that the slope of the driveway meets association guidelines (minimum of 2 percent and maximum of 6 percent) and two (2) feet above seasonal high water levels. A soil boring indicating depth to the seasonal high water elevation may be required if there is concern about building within the required driveway slope. (see attachment for an example of this site plan.)
 - If the residence is a walk out, the site plan must depict the top of the step foundation elevation in reference to the center line of the road at the site.
- The exterior elevation drawing of all four views of the residence.
- The exterior materials to be used in construction
- The square size, footage and height of the residence
- That the residence is contained within the building envelope
- The landscaping plan
- Outline drawing of the residence, outbuildings and decks in the building envelope of the property
- Sample and color of exterior building materials. Specifically masonry, siding, trim, stain, garage doors and roofing materials. When possible actual samples are to be brought to the meeting. Pictures may be accepted when a sample is not possible.

While interior blue prints may be submitted they are not required. CLEAR will require an elevation drawing of all four sides of the residence and will be looking for architectural detail on all sides of the residence. A color rendition of the residence is helpful and encouraged.

CONSTRUCTION DEADLINE:

Once approval has been obtained from CLEAR the owner/builder must provide a “start date” for construction. A Building Permit authorizing construction will be issued for a period of 12 months, at which time all construction and exterior landscaping must be completed.

DISPLAY OF PERMIT:

The building permit is to be displayed on a post in the yard of the residence no more than five (5) feet from the roadway and between 48” and 60” from the ground. This permit is to remain in place until the residence is completed to include all landscaping. Because this permit will remain in place for up to 12 months, care should be given to place the post in a protected area and in a position so as to not interfere with the construction of the home. It is permissible, and suggested, that other required permits be placed on this same post.

Once the building permit has been issued, all changes to the outside of the residence and landscaping must be re-submitted to CLEAR for approval.

ALTERATIONS TO EXISTING HOMES WHICH REQUIRE APPROVAL

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by CLEAR. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a few exceptions to this otherwise inclusive review requirement.

- Building exteriors may be repainted or re-stained provided that there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color.
- Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review and approval, homeowners should first seek clarification from CLEAR before proceeding with the improvement.

APPLICATION TO ALTER EXISTING HOME:

Application and review procedures used by the Committee for Landscaping, Environmental and Architectural Review are detailed below.

1. Applications. Applications for proposed improvements must be submitted in writing using the application form authorized by the Committee for Landscaping, Environmental and Architectural Review. A copy of this form may be obtained by contacting CLEAR or going to the Association's web site at:

www.ravineshomewonersassociation.org/existinghomealtertionapplication

Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review. Unless notified to the contrary, mail or deliver applications to:

The Ravines Condominium Association
CLEAR
3520 Palmer Drive
Saugatuck, MI 49453
Phone: (269) 857-1616

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by CLEAR, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan material and /or color samples, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.
3. Time Frame for Completion of the Review. CLEAR is required to approve or disapprove any proposed improvement within forty-five (45) days after the receipt of a properly completed application. However, the forty-five (45) day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application. It will be the intention of CLEAR to act on all applications within 14 days or less.
4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of CLEAR.
5. Appeals Procedure. A homeowner may appeal a decision of CLEAR by submitting a written request to the Board of Directors within ten (10) days after the date of an action by CLEAR. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within forty-five (45) days from the date of receipt of an appeal.

DESIGN GUIDELINES: EXISTING AND NEW HOMES

New construction and existing residents must adhere to the following specific Design Guidelines which have been adopted by the Board of Directors.

AIR CONDITIONING UNITS/HEAT PUMPS:

The Review Board will not approve applications for the installation of window or wall air conditioning units or fans. The relocation of exterior central air conditioning units and heat pumps require approval and will be considered if there is no adverse visual or noise impact upon adjoining properties. Application and approval are not required to replace a heat pump or air conditioning unit in the original location.

ANTENNAS AND SATELLITE DISHES:

Satellite dishes which are 21 inches or less in diameter are permitted. Satellite dishes which meet this limitation are subject to the guidelines below and do not require prior approval from CLEAR. Satellite dishes which are more than 21" in diameter and all other exterior antennas, television and MMDS (multichannel, multipoint distribution) antennas require approval.

1. Location - Devices are not to be installed in the front of the lot or on the front facade of a residence so long as another location exists on the lot or residence from which an acceptable quality signal can be received. They are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. If they must be installed at roof level, then they should be situated on a roof ridge that allows for minimal, visibility from the front of the home or the golf course. A member of CLEAR will gladly work with the member to approve the location.
2. Screening - To the extent possible, dishes and antennas should be screened so that they are not visible either from the street, to other lot owners, or the golf course. Residents are encouraged to hide their satellite dish with some type of commercially available cover. An example of such a cover can be seen at: <http://www.dish-rock.com>, and <http://www.satellitedishcovers.com>.
3. Color - In order to minimize any adverse visual impact, a device which is affixed to a residence should be painted to match the color of the portion of the house to which it is attached, so long as painting the device will not void the manufacturer's warranty.

ATTIC VENTILATORS:

Roof ridge ventilation is encouraged on all residences. If the homeowner desires attic ventilation other than that which is located on the roof ridge application must be made with CLEAR indicating why the roof ridge ventilation is not sufficient.

CARPETING:

Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, patios, etc.) are prohibited and will not be approved. Indoor/outdoor carpeting for decks and screened porches and synthetic grass used within the landscaping may be approved on a case by case basis only.

DECKS AND PATIOS:

ALL decks and patios must be approved by CLEAR. Homeowners are advised to consider the following:

Elevated and ground level decks and patios are an extension of the house which can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application do not need to be professionally done, but they must be to scale and show dimensions.

Any adverse drainage requirements which might result from the construction of a deck, patio, or screened porch should be considered and remedied. Approval will be denied if CLEAR determines that adjoining properties are adversely affected by changes in drainage. The use of a partially porous surface or the installations of mulch beds adjacent to a deck, patio, or porch are ways to offset drainage concerns. The following factors will be considered in the review of applications:

1. Location - Deck, patios, and screened porches should generally be located in rear yards. Side yard locations will generally not be approved, but may be evaluated on their individual merit. The privacy of adjacent homes will be considered in evaluating the location.
2. Scale and Style - Decks, patios, and screened porches, particularly elevated decks, should be of a scale which is compatible with the home to which attached, adjacent homes and the environmental surroundings.
3. Materials - Wood decks and screened porches should be constructed of high quality pressure-treated wood, (#2 southern grade yellow pine or better), Trex, or faux wood or cedar which remains stable in exterior applications. Any alternate to natural wood must be approved by CLEAR.
4. Color - Decks may be left to age naturally, treated with a transparent preservative stain or stained/painted with a color approved by CLEAR. Applicants who want to stain or paint a deck or screened porch must submit a color chip or sample as an exhibit to the design review application.

5. Under Deck Screening and Ground Covering - Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as informal storage space for items such as lawn equipment, firewood, and similar items. The use of lattice screening or landscaping the perimeter of this area is required if the under deck area is to be used for such storage. Lattice or vertical screening to be installed under an elevated deck will be reviewed on an individual basis. It is suggested that the area under an elevated deck where ground cover cannot be maintained should be covered with pea gravel or similar landscaping material (describe in application), or a patio should be installed.
6. Under Deck Storage - The area under elevated decks may be used for seasonal storage of such summer items as lawn furniture, grills, etc. during the winter months. This is to be considered a temporary seasonal storage area only and is not to be used as such during the spring, summer or fall months. It is also not to be used as a place to keep pets. It should generally be considered a landscaped or patio area and appealing to the eye. Residents with questions regarding the use of this area should check with CLEAR.
7. Landscaping - Landscaping around decks, patios, and screened porches is strongly encouraged to soften corners and views from adjacent lots.
8. Privacy Screens/Walls - Are not permitted. If the co-owner wishes such privacy then landscaping materials are to be used and should be included in the landscaping plan.

FOUNDATION:

The association prefers that all portions of the foundation be covered by stone or brick, or a similar faux material that complements the design and construction of the residence. The portion of the foundation that is not so covered is to be hidden from view with landscaping. If the residence is a walk out, then a step-foundation is required. (Refer to site plan for further requirements.)

EXTERIOR LIGHTING:

Lighting which is part of the original structure may not be altered without prior approval of CLEAR. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house.

No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors or the golf course due to location, wattage or other features.

EXTERIOR PAINTING:

An application is not required in order to repaint or re-stain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures

FENCES:

All fences are prohibited

GUTTERS AND DOWNSPOUTS:

All gutters and downspouts, including replacements, must conform in color and design to those installed originally. Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout, requires approval. Gutters and downspouts must be located in such a manner as to not adversely affect drainage onto neighboring properties. Black tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties. Splash blocks should be black or green plastic or unpainted concrete.

SECURITY BARS:

In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

SKYLIGHTS:

Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Skylights are not permitted on the front side of the roof ridgeline. Skylights which are constructed flush with the roof line are preferred.

SOLAR PANELS:

Solar panels and solar collectors are prohibited.

STORM/SCREEN DOORS:

Only full view storm doors, defined as doors where the glass covers at least 80 percent of the door surface, are permitted. Provided that this criterion is met, there is latitude for a number of door styles. Doors with other decorative treatment, such as grills, are not permitted. Doors must be white or painted the same color as the unit entry door. Storm doors which conform to the above guidelines do not require approval.

WINDOWS & WINDOW DIVIDERS:

Approval is required to add new windows in walls. Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated. The color of the window frame and trim must match the existing windows. Approval is not required to replace existing windows provided that replacement windows are identical to the original windows. Application and approval is required for replacement windows which are not identical to the original windows.

WINDOW DIVIDERS:

Window dividers installed in original windows must be retained and replaced with a comparable divider if damaged or missing.

PROPERTY STANDARDS

All association members will be required to maintain their property by the following standards:

BUILDING EXTERIOR:

Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must be repaired as quickly as possible.

CLOTHES LINES:

Clothes lines are prohibited

DOG HOUSES, DOG RUNS AND TETHERED DOGS:

Dog houses, dog runs and tethered dogs are not permitted. Invisible fences are encouraged.

EXTERIOR DECORATIVE OBJECTS:

Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on the neighborhood and the surrounding area. Exceptions will be granted when they are used to hide or soften the appearance of a utility box (i.e. cable or telephone). Decorative flags may be displayed and do not require approval if the flagpole complies with the Design Guidelines.

Seasonal decorations are permitted but must be removed within 60 days of the end of the holiday season.

FIREWOOD:

Firewood stored on a lot shall be kept neatly stacked and shall be located in such a manner as to avoid adverse visual impacts for adjoining properties and the golf course. Screening may be required in certain cases. Firewood should be stacked in piles which do not exceed eight feet in length and four feet in height for both aesthetic and safety considerations. Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

FLAGPOLES:

Permanent, freestanding flagpoles must be approved by CLEAR. Flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not require approval by CLEAR.

GRILLS AND GRILLING EQUIPMENT:

Are to be used and stored in such a manner that will have minimal visual impact as possible on the golf course and the street.

HOT TUBS/SPAS:

Exterior hot tubs or spas require approval. The incorporation of hot tubs as a design feature of a deck or patio is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related. Hot tubs or spas which are recessed into decks are preferred over those which are free standing. If free standing, a hot tub or spa should be screened with landscaping or privacy screening in order to minimize its visibility.

LANDSCAPING:

Modifications that DO NOT REQUIRE approval:

1. Planting of annuals or perennials in existing beds.
2. Installation of new beds less than four feet wide around the perimeter of the house foundation (and deck, patio, or fence if present) and perimeter of the rear of the lot, provided that plants installed have a mature height of less than eight feet.
3. Installation of new beds less than three feet wide adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three feet.
4. Installation of new beds less than two feet wide around a mailbox post and around transformer/utility boxes, provided that plants have a mature height of less than three feet.
5. Installation of black plastic edging or green metal edging around existing or approved beds, provided that it is installed to be below the height of the top of the glass.
6. The installation of individual trees or shrubs on the lot provided that such plantings at maturity are in scale with the home and lot.

Modifications that DO REQUIRE approval:

1. Removal of grass and replacement with mulch, gravel or some other type of ground cover, except in the case of the pre-approved locations above. (This will be considered for limited areas; on steep slopes, for example.)

2. Any installation of landscape timbers. Timbers should not define the individual front yards or walkways, and cannot be used on property lines. Timbers may be used to line flowerbeds, playground equipment, or to aid in preventing soil erosion. Any use of landscape timbers above one timber in height must receive prior approval by CLEAR. These timbers must be natural in color, not stained.
3. Stone or masonry landscape walls. Walls intended as a landscape feature should not exceed two feet in height. The use of natural stone is preferred. However, brick or artificial materials (i.e. - keystone) may be approved if consistent with design characteristics of the home and adjoining properties.
4. Any modifications that require construction (including retaining walls or garden structures, such as trellises, gazebos, etc.) or result in a grade change may be approved if consistent with design characteristics of the home and adjoining properties.
5. Approval is required for any shrubs or trees which are intended to form a hedge or natural screen which will be more than three feet in height. Landscape screens or barriers may be approvable in order to define private space or block undesirable views. However, the Review Board will consider any adverse impacts on adjoining lots, and golf course, including the disruption of sight lines for adjoining properties. Landscape screens or barriers are not permitted on front yard lot lines.
6. Any proposed improvement which is of such a scale or type as to be potentially inconsistent with the scale and design features of the home, adjacent homes and the surrounding area.

Turf Areas:

1. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by CLEAR). No bare earth may be exposed on a lot (except for flower beds with appropriate approvals, as required).
2. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height.
3. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be removed as quickly as possible.
4. The lot should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25 percent) of the total landscaped area.
5. No trash, trash container, or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in an unobtrusive location on the lot as possible when not in use.
6. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
7. The exterior of a home must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.

MAIL BOXES:

All mail boxes must be approved by CLEAR. Members are encouraged to make a selection from www.mailboxixchange.com. The company is located in White Hall, Michigan, telephone: (800) 448.2870.

Mail boxes are to be maintained in a proper working condition. If damaged, it is the homeowner's responsibility to repair or replace the mail box in a timely manner. If specialty mail boxes are used, the homeowner will be expected to maintain the mail box in the same state as when installed. All plastic mail boxes and posts are prohibited.

PLAY EQUIPMENT:

Play equipment is to be located so it has minimal visual impact as possible on the golf course and the street. If said equipment is in the back yard of the residence and visible from the golf course, a natural landscaping shield is to be planted around the equipment to minimize exposure to the golf course. Play equipment is to include but is not limited to such items as swing sets, trampolines, basketball backboards, sandboxes, and play houses.

Major equipment, such as playhouses and large swing sets must be approved.

Moveable play equipment cannot leave the co-owners lot; cannot be visible from the golf course, and when NOT IN USE IS TO BE STORED OUT OF SIGHT.

Equipment must be maintained in a clean and working condition and when no longer used is to be removed.

Temporary Equipment:

Temporary equipment is considered to be such equipment that is rented or temporarily set up for the enjoyment of family and friends for "special occasions" and may be allowed for a period not to exceed 14 days.

STORAGE SHEDS/OUTBUILDINGS: (*Article VII, section 2(g) page 16 of the master Deed*)

Only one outbuilding shall be allowed on each unit, not to exceed 120 square feet. All outbuildings shall be of similar materials and architecturally conform to the main structure located on the lot. No outbuildings shall be allowed on lots in phase III (lots 44-53) and IV (lots 54-84) except as follows: Outbuildings not exceeding 32' by 40' will be permitted on lots 59 - 65 inclusive 72, 76 and 77, subject to CLEAR approval. No outbuildings will be permitted on the remaining units in such phases. Outbuildings will be used only for the uses authorized by CLEAR and may not be used for living facilities. The design of the outbuildings should appear to be a guest house and built in the same design as the main structure on the lot.

No pole buildings are permitted.

GREENHOUSES:

A greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review. Only greenhouses which are attached to the dwelling unit are permitted. The scale and design must be architecturally compatible with the home and surrounding homes.

There shall be no adverse visual impacts for adjoining properties or the golf course. The installation of landscape materials to provide a visual screen is encouraged and may be required.

SWIMMING POOLS:

Above ground swimming pools are not permitted. In-ground swimming pools must be approved by CLEAR.

SIGNS:

The Ravines Condominiums Association complies with Saugatuck Township sign restrictions Section 40-188. This ordinance states in part that signs are to be positioned no closer than 10 feet from any adjoining Parcel or any Street right-of-way.

The Ravines Condominiums Association further limits the size of all signs to no more than 40 inches above grade and that the insert of the sign is to be no larger than 20” by 30.” The sign must be supported by a metal or wood frame. The insert is to be constructed of aluminum or other similar durable material and professionally painted. *(Plastic or paper signs supported by pliable metal legs are prohibited.)*

The only exception to this size restriction is the sign of a developer when displayed on the lot of a home they are constructing. The developer may place one sign on the lot that is no greater than 4 feet by 6 feet in size and no more than 40 inches above grade. Said sign is subject to the same 10 day removal restrictions as all other signs.

Only one real estate sign will be allowed per lot unless said lot is adjacent to the golf course cart path, then one additional sign may be placed on the lot so as to be visible from the golf course, provided the 10 foot set back is adhered to. Real Estate signs are to be removed within 10 days following the closing of the sale of the property so advertised.

All signs, real estate, builder, landscaping, political, etc., shall adhere to these restrictions. The 10 day removal restriction shall pertain to the closing of the property, residents moving into the house, and/or completion of the landscaping.

SECURITY SIGNS:

Two security signs, each not exceeding a total of sixty-four (64) square inches may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front door. A second sign may be posted in the rear yard.

TREE REMOVAL AND TRIMMING: *Article VII, Section 2(l), page 17*

Trees cannot be removed nor trimmed (except for dead trees or branches) without Design Agent's approval. Other landscaping may be done with Design Agent's approval and shall be maintained in a healthy and attractive condition by the co-owner. Natural areas (i.e. areas of the unit outside the building envelope as specified on the individual site plans and developer's sketch plans) must remain in their original natural condition and may be modified only with advance written permission of the Design Agent, or Association, as the case may be.

WALKWAYS:

Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, asphalt, or poured concrete). Long stretches of poured concrete should be avoided, and walkways of wood decking will generally not be approved.

USE AND OCCUPANCY RESTRICTIONS

BOATS, TRAILERS, RV's:

No house trailers, commercial vehicles, boat trailers, boats, camping vehicles, camping trailers, snowmobiles, snowmobile trailers or vehicles other than automobiles or light trucks may be parked or stored upon the premises of the Condominium, unless parked in an area specifically designated therefore by the Association (if any) or within a garage situated on a unit. An occupied camping or recreational trailer or vehicle may be parked in the driveway of a unit for a period not exceeding 7 consecutive days or 30 days total for each calendar year.

Residents and guests should park their automobiles or light trucks in their garages or in their driveways. It will not be permissible to park on your lawn or on vacant lots. Association co-owners with automobiles and light trucks in a greater number than the number of garage stalls of their residence are asked to give consideration to the visual impact their residence has on the development in total.

COMMON AREAS:

Landscaped areas, roads, parking areas and all of the common elements should not be obstructed in any way, nor should they be used for purposes other than those for which they are intended. No bicycles, chairs or benches may be left unattended on or about the common elements.

FIREARMS AND FISHING:

Co-owners, family and guests may not use firearms, air rifles, pellet guns, BB guns, bows and arrows or other similar dangerous weapons or devices anywhere on or about the Condominium Premises.

Fishing in the ponds of the golf course will be allowed for association co-owners, their family, and friends when accompanied by a family member of the co-owner of the association. All fishing will be done from the shore line of the pond, no boat/floating object will be used to gain access to the surface of the water. No wading into the water will be allowed. In gaining access to the ponds for said purpose special care and attention is to be given to not materially disturb the natural vegetation of the surrounding area. Fishing is NOT to be done from the golf course side of any pond.

GARAGE DOORS:

Garage doors must be kept closed except as may be reasonably necessary to gain access to and from the garage, when residents are working with landscaping or exterior maintenance, or when children are using the garage as a means of entering and exiting the house while playing. It is the intent of this use restriction to keep the residence attractive from the common areas of the association.

GOLF CARTS:

Privately operated golf carts will be allowed on association property so long as the golf cart is leased from the Ravines Golf Club. If the golf cart is to be maintained on the co-owners premises, it is to be stored out of sight of the street and golf course.

PEACE AND QUIET:

Residents must be considerate of neighbors by quieting loud cars, excessive barking, and loud voices (children at play excluded). Those hosting parties or gathering outdoors will abide by an 11:00 p.m. quiet hour.

PETS:

No pets are allowed outside the residence except when being walked on a leash or contained in the yard of the residence. No above ground fence shall be allowed for the purpose of containing pets. No dog/pet houses, dog/pet runs or any other such area is to be maintained around the residence. Dog/pets are not to be tethered in the yard. Co-owners are encouraged to maintain animals within their respective yards by use of underground animal fencing. Co-owners must clean up pet waste. No animal shall be kept except common indoor household pets. Co-owners must provide care and restraint so as to contain excessive barking, odor or unsanitary conditions.

RENTALS:

Lease and or rentals are permitted as long as the lease/rental period is of 30 days or longer. Co-owners renting their residence are required to notify the Board of Directors providing the name and contact information of the tenant. The co-owner is also required to file with the Board of Directors personal contact information for notification of non compliance with any association rules and regulations by the leaser.

SNOWMOBILES:

Snowmobiles are prohibited.

SPEED LIMIT:

Strict adherence to posted limits is required. All residents should inform their visitors of this requirement.

UNSIGHTLY CONDITIONS:

No unsightly condition will be maintained on any balconies, porches, decks or yards. Only furniture and equipment consistent with ordinary balcony, porch or deck use will be permitted to remain there during seasons when these areas are reasonably in use.

Residents are expected to pick up trash or other debris from their property or in areas that trash and debris has been blown from their property, including empty lots or common areas. Co-owners are required to use the association's approved refuse service and all curb-side containers are to be returned to the residence as soon as is reasonably possible following pick-up. If the resident is leaving for an extended period of time following a pick-up day they are encouraged to ask a neighbor to return their container to the house.

USAGE:

The Ravines Condominiums Development is a golfing community of single family residences only.

Home businesses are permitted if operated entirely within the dwelling and excessive traffic and parking requirements are not generated.

RULES AND REGULATIONS GOVERNING PROCEDURAL AND ENFORCEMENT MATTERS

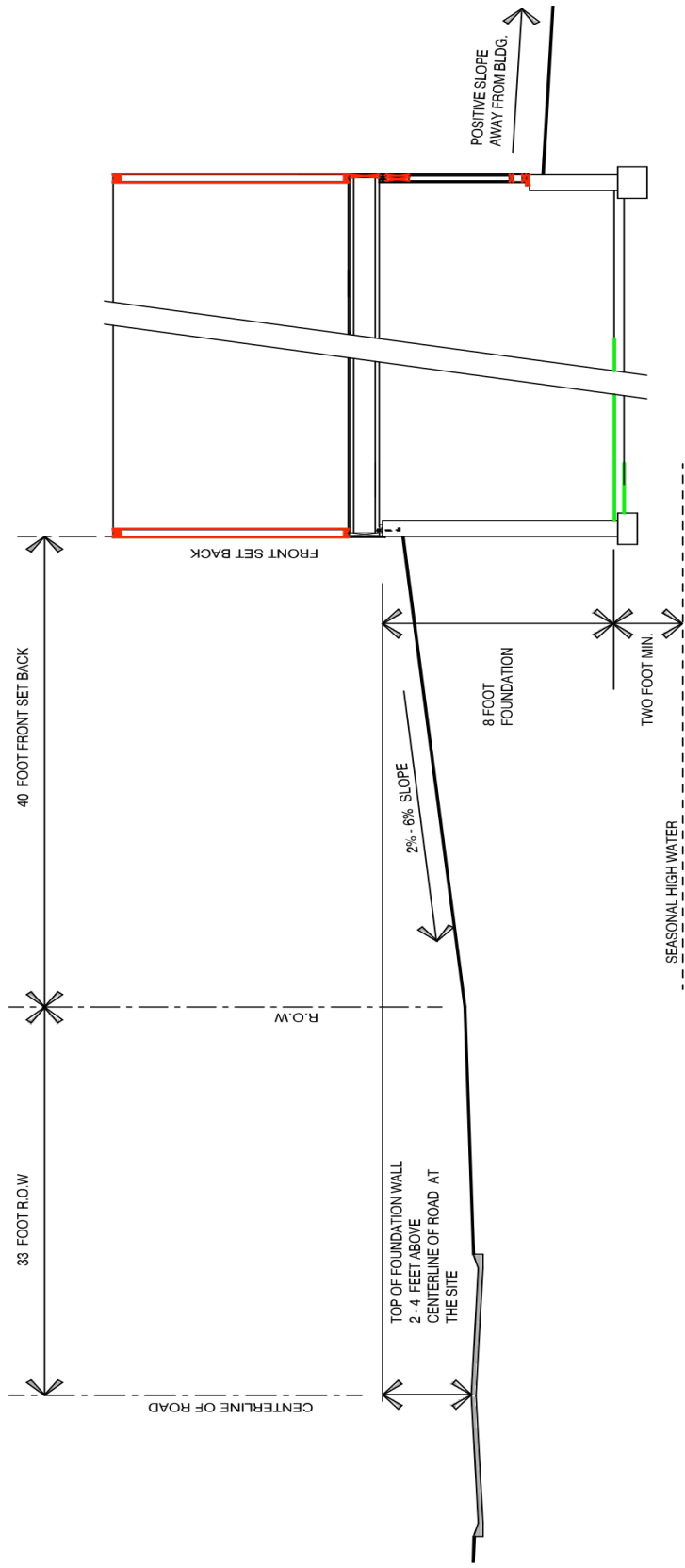
ENFORCEMENT PROCEDURES:

1. The Bylaws of the Association empower CLEAR and the Board of Directors to enforce compliance with the Association's Design Guidelines. The following enforcement procedures will be used to ensure compliance.
2. A violation may be observed and reported to CLEAR by a co-owner of the Review Board, the Board of Directors, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Ravines Condominium Association, CLEAR, 3520 Palmer Drive, Saugatuck, MI 49453. All such notification will remain in strict confidence of CLEAR and the Board of Directors of the Association.
3. The alleged violation will be confirmed by a site visit by a member of CLEAR.
4. CLEAR will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or be enhanced with the passage of time.
5. If the violation continues for thirty (30) days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty (30) days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen (15) days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to CLEAR a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen (15) day period).
6. If the violation is not abated within fifteen (15) days from the date of mailing of the certified letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and CLEAR) the Review Board will send the resident in violation a certified mailing informing the resident of the time and place of a formal hearing by CLEAR.
7. If, as a result of the hearing, the Review Board determines that the violation has either not been abated or that the resident is not making a good faith effort to abate the violation in a timely manner,
8. CLEAR shall refer the violation to the Board of Directors for enforcement of the Association's Design Guidelines in accordance with the provisions of The Association's legal documents and/or policies approved by the Board.

9. The above procedures do not preclude CLEAR or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation; provided that the resident in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the Association's legal documents. Likewise, CLEAR or the Board of Directors may establish shorter notification periods for the correction of violations of the Association's Design Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.
10. The above procedures do not apply to the failure of an owner to maintain a lot in good order and repair and free of debris, as required by Article VII of the Consolidated Master Deed of the Ravines Condominiums. All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, CLEAR may, after thirty (30) days written notice to the owner (or such shorter notice period as determined by the Board), authorize the Association to enter upon the owner's lot and to perform any required maintenance at the expense of the owner. In the case of persons who fail to mow their lawn or have trash or debris visibly stored on their lot, (other than neatly stored construction materials for an approved improvement of the lot or home) the notice period shall be ten (10) days.

FINES AND COSTS:

Pursuant to the provisions of MCL 559.206; Article VII, Sec. 3 of the Consolidating Condominium Bylaws and Article II (f) and (i) of the Articles of Incorporation of The Ravines Condominiums Association, the Board of Directors of the Association may impose fines and reasonable attorney fees and costs of enforcement and compliance upon co-owners, following a hearing upon not less than 30 days written notice, mailed by certified mail, return receipt requested, to the co-owner's address on file with the Association. Fines may be imposed in amounts from \$100 to \$1,000 at the discretion of the Board of Directors. Such fines, fees and costs may be collected by an action at law and shall constitute a lien on the co-owner's unit pursuant to MCL 559.208.



IDEAL HOME PLACEMENT

Ravines Condominium Association BUILDING PERMIT

Owner

Name

Contact Number

Builder

Name

Contact Number

Association Approvals

Building Permit _____ Date Foundation Elevation Certification _____ Date

Landscaping _____ Date Completion _____ Date

By: _____
Chairperson, CLEAR

Lot Number: _____

Address: _____

This Permit, and all other required building permits, must be displayed in accordance with Association Guidelines. Any person failing to display or willfully destroying this permit or violating the terms under which it was obtained is subject to a fine.

THE RAVINES CONDOMINIUM ASSOCIATION
Committee for Landscaping, Environmental and Architectural Review
Building Permit Application

Please allow 30 - 45 days for the application to be processed after you have submitted all documents.

To: Ravines Condominium Association
 C/O CLEAR
 3520 Palmer Drive
 Saugatuck, MI 49453

Telephone: (269) 857-1616
 Email: Clear@ravineshomeowners.com

Name	
Address	
Lot	
Mailing Address (if different)	
Home Phone Number	
Work Phone Number	

Directions:

The Ravines Condominiums Bylaws require that you submit to CLEAR for approval to construct a home. In order to be considered by CLEAR your application must include detailed information. Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, CLEAR's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from a member of CLEAR prior to submitting your application.

Estimated Construction Start Date	
Estimated Construction End Date	

Owners' Acknowledgments:

I/we understand and agree:

1. _____ that approval by CLEAR shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by CLEAR shall in no way be construed as to pass judgment on whether the proposed residence being reviewed is in compliance with the applicable building and zoning codes of Saugatuck Township.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of CLEAR to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ that no work on the residence shall begin until written approval of CLEAR has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by CLEAR without prior written consent of CLEAR; any variation from the original application must be resubmitted for approval.
6. _____ that I authorize members of CLEAR to enter upon my Property to make one or more routine inspection(s).
7. _____ that construction in accordance with the approved plans and specifications must be completed within 12 months of the approved date, otherwise the approval by CLEAR shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Dig*, and to construction in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.
10. _____ that I will comply with the provisions of the Master Deed and Condominium Bylaws of The Ravines Condominiums and the rules and regulations adopted from time to time by the Board of Directors of The Ravines Condominiums Association.

Co- Owner	Date
Co-Owner	Date
Builder	Date

REQUIRED ATTACHMENTS

Site Plan, Driveway Slope Building Envelope
 Exterior Materials
 Landscaping Plan

Exterior drawing of all 4 views of the residence
 Square Footage and Height of residence
 Sample of Building Materials

THE RAVINES CONDOMINIUM ASSOCIATION
Committee for Landscaping, Environmental and Architectural Review
Application to Alter Existing Home

Please allow 30 - 45 days for the application to be processed after you have submitted all documents.

To: Ravines Condominium Association
 C/O CLEAR
 3520 Palmer Drive
 Saugatuck, MI 49453

Telephone: (269) 857-1616
 Email: Clear@ravineshomeowners.com

Name	
Address	
Mailing Address (if different)	
Home Phone Number	
Work Phone Number	

Directions:

The Ravines Condominiums Bylaws require that you submit to CLEAR for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by CLEAR your application must include detailed information describing the proposed change. Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, CLEAR's review period will not commence until all required submissions have been provided.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. Typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; a site plan may be necessary depending on the changes to the lot or home. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from a co-owner of CLEAR prior to submitting your application.

Purpose of Improvement	
Estimated Construction Start Date	
Estimated Construction End Date	

Neighbors' Acknowledgments:

Name: _____

Address: _____

Lot _____

Signature: _____

Name: _____

Address: _____

Lot _____

Signature: _____

Owners' Acknowledgments:

I/we understand and agree:

1. _____ that approval by CLEAR shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by CLEAR shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of Saugatuck Township.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of CLEAR to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ that no work on the proposed change shall begin until written approval of CLEAR has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by CLEAR without prior written consent of CLEAR; any variation from the original application must be resubmitted for approval.
6. _____ that I authorize co-owners of CLEAR to enter upon my Property to make one or more routine inspection(s).
7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 3 months of the approved date of this application and be completed within 6 months of the approved date, otherwise the approval by CLEAR shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Dig*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.
10. _____ that I will comply with the provisions of the Master Deed and Condominium Bylaws of The Ravines Condominiums and the rules and regulations adopted from time to time by the Board of Directors of The Ravines Condominiums Association.

Signature of Co-owner	Date
Signature of Co-owner	Date