

Ravines Homeowners Association

STANDARDS DOCUMENT

GUIDELINES FOR:

- BUILDING NEW HOMES
- ALTERATIONS OF EXISTING HOMES
- PROPERTY STANDARDS
- NEIGHBORHOOD USE AND OCCUPANCY



*Administered by CLEAR
REVISED JUNE 2012*

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PURPOSE OF THE STANDARDS HANDBOOK

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

This Standards Handbook is a valuable reference source for new homebuilders 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 also 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 CLEAR: 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 Design Guidelines promulgated by the Association's Board of Directors shall govern the review process.

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.

NEW HOME CONSTRUCTION STANDARDS

The Ravines is a wooded, western Michigan golfing community. The following standards encourage residence design to enhance this environment.

SPECIFICATIONS *(Article VII, Section 2(b))*

General

Building Permit - A building permit must be secured from CLEAR before beginning any construction or clearing of the lot.

- **Building Permit** – A building permit must be secured from CLEAR before beginning any construction or clearing of the lot.
- **Contractor** – A general contractor with a Michigan builder's license is required for homes being built for re-sale.
 - Members who are building the home for their own occupancy may serve as the general contractor; a Michigan builder's license is not required.
- **Construction Standards** – Must meet BOCA building code, state and local ordinances and regulation.

Construction Standards

- **Building Size and Type:**
 - One story above street level – 1,800 sq.ft. minimum excluding porches, screened porches, 3 season rooms and garage and 2,700 square feet of finished space.
 - One and one half story above street level – 2,200 sq. ft. minimum, excluding porches, screened porches, 3 season rooms and garage, and 2,700 sq. ft. of finished space.
 - Two stories above street level – 2,400 sq. ft. Minimum, excluding porches, screened porches, 3 season rooms and garage, and 2700 sq. ft. of finished space
 - Bi-level, tri-level, mobile homes, homes on slabs, berm homes, or homes constructed off-site and delivered to the site will not be approved.
- **Building Height:**
 - 35 feet or less above street level
 - 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.
- **Interior Ceiling Height:**

- Main floor ceiling height: Minimum 9 feet, excluding vaulted ceilings ○ Lower level ceiling height: Minimum 8 feet, subject to requirements to meet grade level requirements
- Building Elevation:
- Driveway slope must have at least 2% grade; no more than 6% above street level.
- After the garage-floor level has been set (prior to pouring the floor), a licensed surveyor must survey the height above the street, to be provided to CLEAR for elevation verification.
- Garage:
 - Must be a minimum of 768 square feet. Three-car garages are encouraged.
 - Side loading is encouraged but not required.
 - Must be attached and enclosed; an exterior entrance door is encouraged ○ Doors must be insulated, of premium construction and architecturally pleasing; simple wood or steel doors are not allowed. ○ Garage interior walls must be finished, no studs showing
- Roof:
 - Minimum pitch: 7/12 except dormers and shed roof portions ○ Premium quality, 30-year dimensional shingles
- Exterior Construction and Colors:
 - Vinyl siding (if used) must be premium quality and no one side of the residence may be entirely lap vinyl material.
 - Residences constructed of vinyl must have stone or brick (full or thin depth) on a minimum of 3 sides to enhance the architectural detail.
 - Architectural detail, including windows, trim, changes in the roof, and construction, is needed on all 4 sides of the home, as verified by CLEAR.
 - Colors must be consistent and harmonious with our wooded, western Michigan golfing community, and must be approved by CLEAR during the application process.
- Chimney: ○ Chimneys must be covered in natural or veneer stone or brick.
- Exterior Living Space:
 - 300 feet is required, including combined patios, decks, and screened porches
 - Treated-wood deck boards and hand rails are **not** allowed. ○ Exterior living space must not be visible from the street.

- Foundation:
 - All portions of the foundation and retaining walls that are above grade must be covered with stone, brick, or similar material that complements the design and construction of the residence.
 - If the residence is a walkout, a step foundation is required.
- Driveways and Walkways:
 - Driveways must be a minimum 12 feet wide and must accommodate at least 2 cars (no overnight on-street parking is allowed).
 - Driveways must be constructed of cement or asphalt, and completed before the home is occupied.
 - Walkways must be made of a solid surface; landscape gravel and other loose material are not allowed.
- Landscaping:
 - Plans must be approved by CLEAR prior to installation of siding; otherwise, a stop-work order will be issued.
 - Plans must include all 4 sides of the home, as well as materials planned to cover the foundation.
 - Lawns must be planted with sod or seed within one year from the start of construction, unless otherwise specified in the site plan approval.
 - Plans must include a professionally installed automatic irrigation system.
 - Exterior lighting is encouraged; plans must be submitted with the landscape plans.
 - Natural grasses along the roadway are not allowed.

FINISHED SPACE refers to the space between the minimum size of the residence and the required minimum square footage. All walls in this space must be covered with wallboard and primed for final painting. If any room in the finished space requires plumbing, i.e. bathrooms, kitchens, and or bar sinks, the plumbing must be roughed in.

BUILDING PERMIT Application Process

The building permit process is intended to help the Member, by eliminating the need to re-do any construction. The Committee for Landscaping, Environmental and

Architectural Review (CLEAR) will do everything 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 Members to the Association Board. The permit process assures everyone that all requirements of the Association are being adhered to by the Member.

The building permit provides for various “approvals,” which 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 being constructed. Strict adherence to these approvals will be required throughout the building process.

Please note: This permit is *in addition to* the permits and inspections required by governmental agencies.

Required documents for a building permit:

- An accurate depiction of the house, outbuildings if appropriate, and all decks within the building envelope of the property.
- The centerline elevations across the frontage of the lot and the proposed elevation of the top of the foundation.
- Elevation of the entrance of the garage to the road. Drawing is to indicate the percent of grade the garage floor is above the road.
- For walkout residences, the site plan must depict the top of the step foundation elevation in reference to the centerline of the road at the site.
- A soil boring indicating depth to the seasonal high water elevation may be needed if there is concern about building within the required driveway slope.
- An exterior elevation drawing of all four views of the residence
- Exterior materials to be used in construction
- The square size, footage and height of the residence
- The landscaping plan
- Sample and color of exterior building materials, including masonry, siding, trim, stain, garage doors and roofing materials. When possible, actual samples should be brought to the meeting. Pictures may be accepted when a sample is not possible.

After assembling all documents and materials required to secure a building permit, the Member or its representative must deliver said documents and materials to:

CLEAR
3476 Palmer Drive
Saugatuck, MI 49453

Before submitting your application, you or your representative are welcome to contact the committee at (269) 857-5151 or CLEAR@theravines.net and ask to speak with a member of CLEAR. A committee member will then contact you or your agent.

Members must provide CLEAR with a full set of construction plans showing the floor plan, foundation, elevation, and materials list. A color rendering of the house is helpful, but not required. Interior blueprints must also be submitted.

(The Committee will retain all documents for Landscaping, Environmental and Architectural Review for future reference.)

Initial meeting with CLEAR

After receiving all required documents and materials, CLEAR will schedule a meeting with the Member and its representatives.

The Member may invite any additional persons to this meeting they feel will enhance or add to the discussion that will take place. However, the meeting should be limited to the small number of individuals who 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.

Construction deadline

Once approval has been obtained from CLEAR, the owner/builder must provide a “start date” for construction. All exterior construction and the area around the site must be finished and clear of construction materials within six (6) months of the start date. All construction and exterior landscaping must be completed within twelve (12) months of the start date. *Article VII, Section 2(h).*

Construction will be considered complete only after CLEAR has verified that construction is in accordance with the plans as approved by CLEAR and a certificate of occupancy has been issued by the Saugatuck Township building authority. Both approvals are required for construction to be considered complete.

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, including all landscaping. Because this permit will remain in place for up to 12 months, be sure 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.

Construction period and orderliness

During construction it is 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. 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 Member is responsible for all damages and repairs.

Any work that is not completed within the 12-month time frame must return to CLEAR for approval. This will require the completion of a new application for a building permit. Any burning of construction materials, trees, and tree stumps is prohibited.

Builders may place **one** trade sign measuring no greater than 4 feet by 6 feet in size, and no more than 60 inches above grade, on the lot. This sign must be removed within 10 days of construction completion or the Member moving into the home.

PROPERTY STANDARDS and DESIGN GUIDELINES

The following specific Design Guidelines, as adopted by the Board of Directors, apply to new construction and existing residences.

LANDSCAPING

Modifications that *REQUIRE* approval:

- Tree Removal:
 - Trees that are indigenous to the property cannot be removed nor trimmed without approval from CLEAR (except dead trees or branches).
 - Natural areas, including those areas outside of the actual lot lines, must remain in their original, natural condition, and may be modified only with advance written permission of CLEAR.
- Replacing grass with mulch, gravel or other type of ground cover, except on limited areas such as steep slopes.
- 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 the prevention of 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.
- 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 (such as keystone) may be approved if consistent with design characteristics of the home and adjoining properties.
- 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.
- Approval is required for any shrubs or trees which are intended to form a hedge or natural screen that 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, CLEAR 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.
- Any proposed improvement of a scale or type that is potentially inconsistent with the scale and design features of the home, adjacent homes and the surrounding area.
- 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.

Modifications that ***DO NOT REQUIRE*** approval:

- Planting of annuals or perennials in existing beds.
- 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.
- 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.
- 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.
- 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 grass.
- The installation of individual trees or shrubs on the lot provided that such plantings at maturity are in scale with the home and lot.

Turf Areas:

- 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).
- 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.
- Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be removed as quickly as possible.
- 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.
- 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.
- All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.

- 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 mailboxes must be approved by CLEAR. Members are encouraged to make a selection from www.mailboxixchange.com. The company is located in Whitehall, Michigan, telephone: (800) 448.2870.

- Plastic mailboxes and posts are prohibited unless approved by CLEAR. Boxes installed without permission will be removed immediately at the Member's expense.
- Mailboxes are to be maintained in a proper working condition. If a mailbox is damaged, it is the Member's responsibility to repair or replace the box in a timely manner. If specialty mailboxes are used, the Member is expected to maintain the mailbox in the same condition as when installed.

ANTENNAS AND SATELLITE DISHES

- Satellite Dish:
 - Dishes measuring 21 inches or less in diameter are permitted.
 - All other exterior antennas, TV and MMDS (multichannel, multipoint distribution, internet services such as Hughes Network) are prohibited.
 - Location must be approved by CLEAR prior to installation.
 - To the extent possible, dishes and antennas should be screened so that they are not visible from the street, to other lot owners, or the golf course. Members are encouraged to use some type of commercially available cover on their dish. Examples of these covers are available from: Virtual Rock Company, 5470 N., Jacobson Road, Northport, MI, and (231) 271-6064. <http://vrcomposites.com/rocks.php>
 - Dishes installed without permission will be removed immediately at the member's expense.

- Internet Service:
 - Only direct installed Internet service from the telephone company is allowed.

STORAGE SHEDS/OUTBUILDINGS (*Article VII, Section 2(g)*)

- Storage Sheds/Outbuildings:
 - Only one outbuilding is allowed, not to exceed 120 square feet in size, on lots 1-14 inclusive.

- Outbuildings not exceeding 32 x 40 feet are allowed on lots 31, 32, 59, 60, 61, 62, 72, 76, and 77 subject to CLEAR approval. ○ No outbuildings shall be allowed on any other lots.
- Outbuildings may be used only for the uses authorized by CLEAR and may not be used for living facilities
- The design of the outbuilding should appear to be a guesthouse and built in the same design and materials as the main structure on the lot.
- The outbuilding shall be single story; located behind the main house on the lot; must be landscaped to enhance their appearance
- The structure may only be built within the designated setbacks
- Approval may be revoked by CLEAR for violation of these design standards and/or for structures that are not properly maintained.
- Pole buildings are not allowed.

GREENHOUSES

- A greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review.
- Greenhouses must be attached to the residence except in Phase I.
- The scale and design must be architecturally compatible with the home and surrounding homes.
- Greenhouses cannot have an adverse visual impact on adjoining properties or the golf course.
- The installation of landscape materials to provide a visual screen is encouraged and may be required.
-

DECKS AND PATIOS

ALL decks and patios must be approved by CLEAR. Members 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:

- *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.
- *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.
- *Materials* – Wood decks and screened porches shall be constructed of a material other than treated wood, which will not be approved.
- *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.
- *Under Deck Screening and Ground Covering* – Elevated decks have an underdeck 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.
- *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. Members with questions regarding the use of this area should check with CLEAR.
- *Landscaping* – Landscaping around decks, patios, and screened porches is strongly encouraged to soften corners and views from adjacent lots.

- *Privacy Screens/Walls* – These are not permitted. If the Member wishes such privacy then landscaping materials are to be used and should be included in the landscaping plan.

DOG HOUSES, DOG RUNS AND TETHERED DOGS

Doghouses, dog runs and tethered dogs are not permitted. The use of invisible fences is encouraged.

PLAY EQUIPMENT

Play equipment must be located so it has minimal visual impact as possible on the golf course and the street. If equipment is in the back yard of the residence and visible from the golf course, a natural landscaping shield must be planted around the equipment to minimize exposure to the golf course.

- Play equipment can include, but is not limited to, swing sets, trampolines, basketball backboards, sandboxes, and playhouses.
- Major equipment, such as playhouses and large swing sets must be approved.
- Moveable play equipment cannot leave the Member's 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, must be removed.

Temporary equipment:

- Equipment is considered temporary if it is rented or temporarily set up for the enjoyment of family and friends for "special occasions."
- Temporary equipment is allowed for a period not to exceed 14 days.

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 60 inches above grade and that the insert of the sign is to be no larger than 720 square inches:

- A metal or wood frame must support the sign.
- 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.*)

During construction of the home one contractor sign is allowed, up to 4 x 6 feet in size, and no more than 60 inches above grade. The sign must be removed at the end of the construction period. (12 months)

Only one real estate sign is allowed per lot unless the lot is adjacent to the golf course cart path. In this case, one additional sign may be placed on the lot so it is visible from the golf course.

- The 10-foot setback must still be followed.
- Real Estate signs are to be removed within 10 days following the closing of the sale of the advertised property.

Open House Signs, including directional signs, and garage sale signs may be displayed only during the time of the open house or sale.

No signage related to home businesses is permitted.

All signs shall adhere to these restrictions.

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.

FENCES

All fences are prohibited.

SWIMMING POOLS

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

HOT TUBS/SPAS

Exterior hot tubs or spas require approval. The incorporation of a hot tub 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 it is attached or most closely related.
- Hot tubs or spas that are recessed into decks are preferred over freestanding tubs or spas.

- Freestanding hot tubs or spas should be screened with landscaping to minimize its visibility.

ATTIC VENTILATORS

Roof ridge ventilation is encouraged on all residences. If the Member determines attic ventilation is necessary, 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. Such ventilation must be installed in such a manner as to not alter the exterior appearance of the home from the street.

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.

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 screened porches and synthetic grass used within the landscaping may be approved on a case-by-case basis only.

SKYLIGHTS

Skylights should be located where 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 that conform to the above guidelines do not require approval.

WINDOWS & WINDOW DIVIDERS

Approval is required to add new windows in walls. Application and approval is required for replacement windows that are not identical to the original windows.

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 if the replacement windows are 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.

INTERIOR SPACE

The interior space must be finished sufficient to a certificate of occupancy. Areas of the home in excess of the minimum square footage not intended as living space must be finished in wallboard, primed, and prepped for final painting. Areas intended for later use as bathrooms/kitchens or bar sinks must be roughed in for plumbing.

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.

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 results in having an adverse visual impact to adjoining neighbors or the golf course due to its 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.

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.

EXTERIOR DECORATIVE OBJECTS

Approval is 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 decorative objects 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.

CLOTHES LINES

- Clotheslines are prohibited.

FIREWOOD

Firewood stored on a lot must be neatly stacked and located in an area that avoids a adverse visual impact on adjoining properties and the golf course.

- Screening may be required in certain cases.
- For aesthetic and safety considerations, firewood should be stacked in piles not exceeding eight feet in length and four feet in height.

- Other than a limited quantity of firewood intended for immediate use, firewood cannot be stacked on patios or decks.

FLAGPOLES

Permanent, freestanding flagpoles must be approved by CLEAR. A flagpole six feet in length or under, attached at an incline to the wall or pillar of the residence does not require approval.

GRILLS AND GRILLING EQUIPMENT

When not in use, grills and grilling equipment shall be stored so as to not be visible from the street.

SECURITY BARS

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

ALTERATIONS TO EXISTING HOMES OR LOTS

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

The few exceptions to this otherwise inclusive review requirement include:

- Building exteriors may be repainted or re-stained as long as no drastic color change is made. Similarly, exterior building components may be repaired or replaced if no change is made in the type of material and color.
- Minor landscape improvements, including foundation plantings or single specimen plantings, do not require an application.
- Small-scale landscape improvements will be exempt from the design review process if they:
 - Do not materially alter the appearance of the lot.
 - Do not involve a change in topography or grade.
 - Are not of sufficient scale to constitute a natural structure.

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

APPLICATION TO ALTER EXISTING HOME

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

1. *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 through the Association web site: www.theravines.net.

Applications must be completed in full, to commence the review process. Unless notified otherwise, mail or deliver applications to:

The Ravines Condominium Association CLEAR

3476 Palmer Drive

Saugatuck, MI 49453

Phone: (269) 857-5151

2. *Supporting documentation* 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. A site plan showing the location and dimensions of the proposed improvement;
 - b. Architectural drawings or plans, as applicable;
 - c. Landscape plan material and /or color samples, etc.

The design guidelines and application form provide guidance regarding 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, including any required exhibits*. Members who are considering substantial improvements should therefore be aware of all required supporting documentation *prior to submitting a design review application*. It is the intention of CLEAR to act on all applications within 14 days or less. Members will enhance this process by submitting complete and thorough applications.
4. *Notice of approval or disapproval* will be given in writing by CLEAR to Members who have submitted design review applications.
5. *Appeals procedure.* A Member may appeal a decision of CLEAR by submitting a written request to the Board of Directors within forty-five (45) 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.

CLEAR will do everything possible to act on an application as soon as possible. A complete application will enhance the time necessary to evaluate a request.

NEIGHBORHOOD USE AND OCCUPANCY RESTRICTIONS

BOATS, TRAILERS, RVs (*Article VII, Section I (g)*)

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 a designated area as specified by the Association (if any), or inside 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.

CARS AND TRUCKS

- Members and guests should park their automobiles or light trucks in their garages or in their driveways.
- Parking on your lawn or on vacant lots is not allowed.

- Association Members who have more automobiles and light trucks than the number of garage stalls of their residence are asked consider the visual impact their vehicles have on the development in total.

COMMON AREAS (*Article VII, Section 1(d)*),

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 (*Article VII, Section 1(e)*)

Members, 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 Members, their family, and friends when accompanied by a family member of the Member of the association.

- All fishing will be done from the shoreline of the pond.
- Special care and attention must be taken to avoid disturbance of the natural vegetation of the surrounding area.
- No wading into the water is allowed.
- No boat or floating object can be used to gain access to the surface of the water.
- NO FISHING IS ALLOWED 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 Members 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. This restriction helps keep the residence attractive to the common areas of the association.

GOLF CARTS

Privately operated golf carts are allowed on association property. If a member wishes to operate their own golf cart on the golf course, special arrangements must be made with the Ravines golf course. If the golf cart is to be maintained on the Members premises, it is to be stored out of sight of the street and golf course.

PEACE AND QUIET

Members 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 (*Article VII, Section 1(f)*)

Members are limited to no more than 4 (four) feline and canine animals in the residence at any given time. Of these, no more than 2 (two) of the 4 (four) may be canine animals.

- Pets cannot be kept or bred for any commercial purpose and must be cared for in a way that avoids obnoxious or offensive behavior, noise, odor or unsanitary conditions.
- No savage or dangerous animal shall be kept.
- Pets are not allowed to run loose in the common elements.
- 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 is allowed for the purpose of containing pets.
- No dog/pet houses, dog/pet runs or any other such area may be maintained around the residence.
- Animals cannot be tethered in the yard.
- Members are encouraged to maintain animals within their respective yards by use of underground animal fencing.
- Members must clean up pet waste.
- Members must provide care and restraint so as to contain excessive barking, odor or unsanitary conditions.

RENTAL TO OTHERS *Article VIII, Section 1*

Lease and or rentals are permitted as long as the lease/rental period is 30 days or longer. Members renting their residence are required to notify the Board of Directors and provide the name and contact information of the tenant. The Member 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 Members should inform their visitors of this requirement.

UNSIGHTLY CONDITIONS (*Article VII, Section 1(i)*)

No unsightly condition may be maintained on any balconies, porches, decks or yards.

- Only furniture and equipment consistent with ordinary balcony, porch or deck use are permitted to remain there during seasons when these areas are reasonably in use.
- Members 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.
- Members are required to use the association's approved refuse service and all curbside containers are to be returned to the residence as soon as is reasonably possible following pick-up.
- If the Member 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 (*Article VII, Section 1(a)*)

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

Home businesses are permitted if operated entirely within the dwelling, without excessive traffic and parking requirements. No signage relating to home businesses is permitted.

RULES AND REGULATIONS GOVERNING APPEAL AND ENFORCEMENT

As stated in the opening section of this document; the *Standards Handbook* has been developed to help members become familiar with the objectives, scope and application of the design standards and guidelines in place to maintain the aesthetic appearance and environmental quality of the Ravines community. Of primary concern to the board is that a harmonious environment that stimulates development and growth be present at all times in the community. The board recognizes that there may be times when a Member is in disagreement with a decision made by a committee of the association and has therefore developed the following appeal process:

APPEAL BOARD

For the purpose of resolving any issue set forth by any committee of the association the board shall put in place a Board of Appeals. The Board of Appeals shall consist of 3 members of the Board of Directors; one at large member from the Condominium Association, elected by the members at a regular or special meeting of the members and two members appointed by the Condominium Developer. The Developer shall have the right to appoint such members as long as it owns any condominium units.

All Members are encouraged to ask the Board of Appeal to review any decision made by a committee of the association. The Member shall do so, in writing, to the Secretary of the Board by mail and e-mail. The Secretary shall, within 10 days of receipt of the request, inform the Member in writing of the time and place that the Board will hear the appeal.

The Appeal Board shall hear the appeal of the Member and any evidence or witnesses that he/she wishes to offer. Following the appeal the board shall render a decision upholding the decision of the committee, reversing it or modifying it in any respect, within 10 days of the hearing. Such decision shall be delivered in writing, mailed and emailed, stating the reasoning and conclusions of the Board and shall be final.

ENFORCEMENT PROCEDURES – Attorney Fees and Costs

The Association shall be entitled to recover its costs and actual, reasonable attorney's fees in any action brought by the Condominium Association pursuant to the provisions of Article VII, Section 3 of the Condominium Bylaws. Failure to comply with any of the terms of the Act, the Master Deed, the Condominium Bylaws, the Articles of Incorporation, Bylaws or Rules and Regulations of the Association, shall be grounds for relief, which may include, without limitation, an action to recover sums due for such damages, injunctive relief, and any other remedy that may be appropriate to the nature of the breach.

APPLICATION FORMS

**The Ravines Community Association
New Construction
Building Permit Application**

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

TO: Ravines Condominium Association
3476 Palmer Drive
Saugatuck, MI 49453

(269) 857-5151
clear@theravines.net

Directions

The Ravines Bylaws require that approval be given by CLEAR to construct a home. Applications must be complete and include detailed information about your building plans. Applications without all required documents will be considered incomplete and will not be considered during the review period until all such documents are submitted. Additional exhibits may be requested. If you have any questions about the application process or the required documents, please consult with a CLEAR member before submitting your application.

NAME	
ADDRESS	
LOT #	
MAILING ADDRESS (if different)	
HOME PHONE	
WORK PHONE	
CELL PHONE	

ESTIMATED CONSTRUCTION START DATE	
ESTIMATED CONSTRUCTION END DATE	

Owner's Acknowledgements

I/we understand and agree: *(please initial all)*

1. ____ That approval by CLEAR shall in no way be construed as passing judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed construction.
2. ____ That approval by CLEAR shall in no way be construed as passing judgment on whether the proposed residence is in compliance with the applicable building and zoning codes of Saugatuck Township.
3. ____ That approval of any particular plans, specifications, or design shall not be construed as a waiver of the right of CLEAR to disapprove such plans or 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 I/we have received written approval from CLEAR, and that, if work is begun prior to approval, I/we may be required to return the property to its former condition at my/our 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/we 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 date of approval, otherwise the approval by CLEAR shall be deemed conclusively to have lapsed and to have been withdrawn.
8. ____ That it is my/our responsibility and obligation to obtain all required building permits; to contact *Miss Dig*; and to construct in a workmanlike manner in conformance with all applicable building and zoning codes.

9. ____ That I/we are responsible for any damage and all cost to repair green space or community property as a result of the proposed construction.
10. ____ That I/we will comply with the provisions of the Master Deed and Condominium Bylaws of The Ravines Condominiums, and the rules and regulations adopted periodically by the Board of Directors of The Ravines Condominium Association.

Member	Date
Member	Date
Builder	Date

**The Ravines Condominium Association
Application To Alter
An Existing Home Or Lot**

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

TO: Ravines Condominium Association
3476 Palmer Drive
Saugatuck, MI 49453

(269) 857-5151
clear@theravines.net

Directions

The Ravines Bylaws require that approval be given by CLEAR for all proposed exterior additions, changes, or alterations to your home or lot. Applications must be complete, with detailed information about your building plans. Applications without all required documents will be considered incomplete and will not be considered during the review period until all such documents are submitted. Additional exhibits may be requested. If you have any questions about the application process or the required documents, please consult with a CLEAR member before submitting your application.

Please print or type:

NAME	
ADDRESS	
LOT #	
MAILING ADDRESS (if different)	
HOME PHONE	
WORK PHONE	
CELL PHONE	

Description of Proposed Change

Describe all proposed improvements, alterations, or changes to your lot or home. Include plans and specifications, such as sketches, photos, catalog illustrations, etc., to show the nature, kind, shape, color, dimensions and materials proposed. CLEAR may request other exhibits to further clarify the proposed change.

Please print or type:

Purpose/Type of Improvement	
Estimated Construction Start Date	
Estimated Construction End Date	

Neighbors' Acknowledgements (*Only if requested by CLEAR*)

NAME	ADDRESS
LOT	SIGNATURE

NAME	ADDRESS
LOT	SIGNATURE

Owner's Acknowledgements

I/we understand and agree that: *(please initial all)*

1. ____ Approval by CLEAR shall in no way be construed as passing 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 under review.
2. ____ Approval by CLEAR shall in no way be construed as passing judgment on whether the proposed change is in compliance with the applicable building and zoning codes of Saugatuck Township.
3. ____ Approval of any particular plans, specifications, or design shall not be construed as a waiver of the right of CLEAR to disapprove such plans or specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. ____ No work on the proposed change shall begin until I/we have received written approval from CLEAR, and that, if work is begun prior to approval, I/we may be required to return the property to its former condition at my/our own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. ____ 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. ____ I/we authorize members of CLEAR to enter upon my Property to make one or more routine inspection(s).
7. ____ Construction in accordance with the approved plans and specifications must be completed within 12 months of the date of approval, otherwise the approval by CLEAR shall be deemed conclusively to have lapsed and to have been withdrawn.
8. ____ It is my/our responsibility and obligation to obtain all required building permits; to contact *Miss Dig*; and to construct in a workmanlike manner in conformance with all applicable building and zoning codes.
9. ____ I/we are responsible for any damage and all cost to repair green space or community property as a result of the proposed modification.
10. ____ I/we will comply with the provisions of the Master Deed and Condominium Bylaws of The Ravines Condominiums, and the rules and regulations adopted periodically by the Board of Directors of The Ravines Condominium Association.

Member	Date
Member	Date
Builder (<i>if applicable</i>)	Date

The Ravines Condominium Association Certificate of Compliance

For new construction AND modifications to existing residences

It is the responsibility of the Committee for Landscape, Environmental, and Architectural Review (CLEAR) to assure all members of the association that all new home construction meets the building guidelines as set forth in the Master Deed and as outlined in the Ravines Condominium Association Standards Document.

The members of CLEAR are not builders or architects and, as such, are not versed in reading blueprints. We therefore ask assurance that the architect, builder and association member responsible for the construction of the home so state that they have read these documents and that they are abiding by them in the construction of the home.

I have read the Ravines Condominium Associations Standards Document and by signing our names below and agreeing to the issuance of the Building Permit, we agree to all requirements contained in these documents. We further understand and agree that any violation discovered during the construction process will be corrected immediately at our expense.

Executed on: _____

(Date)

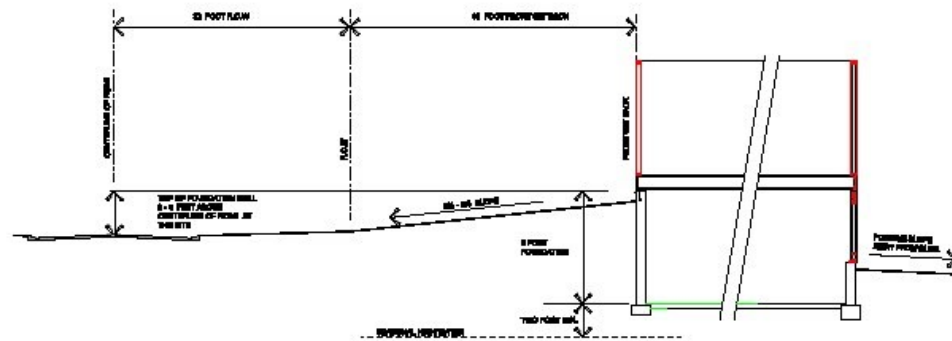
Member

Member

Architect

Builder

FOUNDATION ELEVATION DRAWING



IDEAL HOME PLACEMENT