



Villages of Oscoda
Home Owners Association

ACC

GUIDELINES & STANDARDS

Purpose

Bylaws Article VI

Architectural Control & Building Restrictions

Architectural Standards

Design & Development Guidelines

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Chairperson Duty

Committee Meeting Procedures

Sample Questions for New Members

This revision supersedes all previous revisions

The ACC meets on the second and fourth Thursday of each month May thru September, and the second Thursday of each month October thru April. These meetings are open to Co-Owners, however, if a Co-Owner would like to attend, they should notify the HOA office staff ahead of time.

ACC COMMITTEE GUIDELINES & STANDARDS

- A. **Purpose:** To design, implement, maintain, and control the architectural rules, regulations, guidelines, standards and procedures to be followed by **all** Co-owners.
- B. **Common Elements:** Land (not deeded with unit), Roads, Easements, Parking Area, RV Storage Lot.
- C. **Limited Common Elements:** Party Wall, Utility Services, Garages/Driveways.

BYLAW ARTICLE VI

ARCHITECTURAL CONTROL AND BUILDING RESTRICTIONS

ARCHITECTURAL STANDARDS: Nothing shall be erected on any unit, and no construction (including staking, clearing, excavating, grading and other site work), no exterior alterations, replacement or modification of existing improvements or construction of new improvements, and no plantings or removal of plants, trees or shrubs, shall take place except in strict compliance with Article VI of the Bylaws.

ARCHITECTURAL STANDARDS

In order to preserve the overall architectural integrity and aesthetic quality of the condominium project, the following guidelines and standards are hereby established:

- 1.) All exterior paint schemes and paint colors must be approved by the ACC.
- 2.) No natural vegetation, plants, trees or other types of vegetation may be planted or removed without approval.
- 3.) No modifications to the exterior of any residence or exterior improvements on a unit may be made without approval of the ACC.
 - Only those modifications which do not impair the appearance of the project in scale and architectural design shall be approved.
 - No structure of any kind shall be higher than 700 feet above mean sea level.
- 4.) The color of all roof shingles shall be maintained in a color approved by the ACC.
- 5.) Any proposed improvements for parking areas or driveways must be approved by the ACC.
- 6.) All outdoor lighting shall be aesthetically pleasing and harmonious with the existing condominium project and must be approved by the ACC Committee.
- 7.) All fencing must meet the requirements of and be approved by the ACC.

The ACC shall prepare in writing and make available to each Co-owner the **Design & Development Guidelines** and an **ACC Application**. Copies are available in the Clubhouse and on the website.

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DESIGN & DEVELOPMENT GUIDELINES

NOTE: *These guidelines shall not change requirements of any other existing Guidelines in the Master Deed, the Condominium By-laws, or the Homeowners' Association By-laws.*

It is the Co-owner's responsibility to ensure that all required zoning and building permits are procured from the Township and the County.

1. WOOD DECKS, WOOD PORCHES, ETC., must be painted to match the existing siding or trim colors, or be stained in a wood finish. Any requests for changes to the color of the siding or trim of the Unit must conform to the overall appearance of the Condominium Project. Wood decks and wood porches must be painted or stained and if left natural, the deck must be maintained, such as power washing followed with a clear coating.

NOTE: *It is recommended that any pressure treated wood not be painted or stained for a period of at least one year after installation.*

2. PATIOS must be made of poured cement, brick or stone which will require ground remediation. An appropriate base for the finished hard surface requires that the ground be dug out and stone or other aggregate be put in place for proper drainage. Sand on top of stone base and tamped hard to make level. Cement brick or finished stone is added to finish the project according to acceptable, building standards. Must obtain a land use permit as required by the Township. Copy of the permit must be provided to the Association office.

3. ROOFING shingles may be replaced with shingles of the same color and appearance and must have the ACC approval. Any requests to change the color of the roof or the type of roof on the Unit must conform to the overall appearance of the Condominium Project and is subject to ACC approval.

4. ATTACHED GARAGES AND OTHER ADDITIONS must conform to the roof angle of the Unit and must not be higher than the existing Unit unless approved by the ACC. The color of the siding, trim, and roof shingles of any addition must match that of the existing unit.

5. GARAGES shall have a concrete floor, a driveway constructed of concrete or asphalt. and an overhead (vehicular) door to allow vehicle entry and exit, should include a service door for emergency exit and meet all Township zoning requirements.

6. CARPORTS are not allowed.

7. RAT WALLS shall be required for all detached structural additions not constructed on a preexisting concrete slab. Rat walls shall be constructed to a depth of 16" and 6" up on the structure. If the 6" up is not a solid wall, this portion of the rat wall shall have openings no larger than 1/4".

8. STORAGE SHEDS shall be located only in the rear yard in accordance with Township setback requirements. The color of the siding, trim, and roof shingles of storage sheds must be approved by the ACC. All storage sheds, regardless of size, must have a cement slab and rat wall.

9. CLOTHESLINES must be of the umbrella retractable type and shall be mounted so as to be removed or retracted when not in use. Clothes may be hung on the lines during daylight hours only. Daylight hours are between the times of sunrise and sunset for that specific day. T-Type clothesline poles now come with retractable lines that are not visible when not in use, is also permitted.

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10. SATELLITE DISHES and other telecommunications antennas must be installed according to Federal Communications Commission (FCC) rules.

11. CHILDREN'S WADING POOLS are limited to those with sidewalls not exceeding 18 inches in height. Wading pools shall be placed so as not to interfere with lawn mowing or other yard maintenance and shall be maintained in a sanitary condition at all times.

12. DOG RUNS are not allowed.

13. TRAMPOLINES are not allowed.

14. SNOW FENCES allowed from October 15th through April 15th, in accordance with the following guidelines:

- Fence posts may be put into the ground earlier and taken out at a later date if frozen ground dictates.
- Snow fencing shall be made of wood slats held together with wire or of plastic mesh of any color.
- Fence posts shall be metal and in sufficient number to hold the fence in an upright position without sagging.
- ACC approval is required for each year the snow fencing is erected and the owner must sign an agreement that they understand and agree to abide by this rule. Snow fencing must be maintained by the Co-owner.
- If the snow fence is not taken down by April 15, the Association will send the Co-owner one letter by regular mail as notification of non-compliance.

15. NO NATURAL VEGETATION, PLANTS, TREES OR OTHER TYPES of vegetation may be planted or removed without approval of the ACC (HOA By-laws, ARTICLE VI (1) (b)). NOTE: *A Co-owner shall have the right to maintain one or more flower gardens and other decorative plantings at his respective Unit, provided he first obtains written approval from the ACC and that such gardens and plantings are consistent with the scale and aesthetic nature of the Condominium as a whole.* The planting of annual and perennial flowers in an approved flower garden shall not require annual ACC approvals. The ACC shall have the right to require any Co-owner to remove any garden, decoration, planting or other growing or inanimate items from his unit, which are inconsistent with the Condominium's overall standards and appearance, in the sole discretion of the ACC. (HOA Bylaws, ARTICLE VI (5)).

16. TREE AND TREE STUMP REMOVAL: Live tree removals must be approved by the ACC. All stumps shall be removed or ground to below the surface at the time of tree removal. NOTE: *Removal of dead or fallen trees does require ACC approval.*

17. CO-OWNERS WHO WISH TO EXTEND THEIR LAWN into an area that is currently a primitive wooded area that is part of their surveyed and titled property, shall be required to have ACC approval prior to making such improvement and before being considered a part of the lawn maintenance contract.

18. LAWN ORNAMENTS: In accordance with HOA Bylaws ARTICLE VII, SECT 18. Additionally, they must be spaced at least 6' (72 inches) apart and placed to allow the contractor's equipment to complete 90 degree turns.

19. RESIDENTIAL FENCES: All fences are subject to ACC site plan approval. NOTE: *Property maintenance inside perimeter and privacy fences is the responsibility of the Co-owner.*

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RESIDENTIAL FENCES cont.

- A. Perimeter fences: Fences on or not more than six (6) inches inside the surveyed perimeter boundaries on at least three (3) sides of a property.
Perimeter fences shall be constructed only of cedar, painted wood, vinyl, and treated wood or composite material.
- Perimeter fences shall not exceed four (4) feet in height from ground up. Pointed fence posts and boards are not allowed.
- B. Privacy fences: Allowed only around a patio and/or deck area in the rear yard; will not exceed a height of six (6) feet from ground level and may be privacy or stockade type only.
- Distance between the patio and/or deck area and the fence will be a maximum of five (5) feet.
 - Requests for the addition or expansion of patios or decks must be approved by the ACC and installed by the homeowner prior to submitting a request for privacy fence.
- C. Chain link fences are not permitted.
- Metal fencing of any kind is not permitted including, but not limited to, vinyl coated, "Dog Run" fence, "Rabbit" fence or any other type of metal fencing which the ACC deems unfit or aesthetically displeasing.
- D. Partial fences, other than fences around a patio or deck and corner boundary marker fences require ACC approval.
- E. Living fences are permitted on a case-by-case basis with ACC approval.
- F. Lattice fences are not permitted.
- G. Invisible dog fences are not permitted.
- H. A picture or image of the fence style must be presented to the ACC Committee for approval.
- I. All fences, whether painted, wood or vinyl, must be maintained.

20. RAIN BARRELS: All rain barrels are subject to ACC site plan approval according to design, location and color (HOA By-laws, ARTICLE VII, Section 9).

21. VISQUEEN - Visqueen (Heavy Duty Plastic) may be put up around your rear porch only from October 15th through April 15th on a case-by-case basis. 10 mil is the strength the visqueen must be. Must be approved construction so that the visqueen is securely fastened.

22. WINDOW A/C UNITS: Window A/C units are allowed. The A/C unit must be securely mounted, and the A/C surround must be weatherproof and aesthetically pleasing.

23. FIRE PIT & CAMPFIRES: The following guidelines shall apply to all fire pits, portable fire pits and campfires:

- All fire pits must be approved by the ACC. For these guidelines, chimney and outdoor fireplaces are considered the same as fire pits.
- The fire pit must be enclosed on all sides and constructed of masonry, concrete, heavy gauge metal, or other noncombustible materials.

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FIRE PIT & CAMPFIRES cont.

- The fire pit must be located on a flat, level, noncombustible base and vertically clear of any overhead combustible materials such as eaves, tree branches, utility wires, etc.
- A noncombustible spark arrestor, grill or mesh with openings no larger than ½ inch by ½ inch shall be used to cover the entire area of the fire pit.
- A noncombustible spark arrestor, grill or mesh with openings no larger than ½ inch by ½ inch shall be used to cover the entire surface area of the chimney opening of an outdoor fireplace or chimney.
- The fire pit must be located no closer than 10 feet from any combustible building, shed, fence, tree, shrub, etc.
- All fire pits must be installed and used per the manufacturer's instructions if available.
- When in use, fire pits must be continuously supervised by an adult.
- Fires are not allowed when the wind conditions exceed 20 miles per hour, when the forest service has a level of "very high" or "extreme" posted (posting is on F-41, just outside the front entrance), or there is a State burning ban issued. Fires are not allowed before 8:00 a.m. or after midnight.
- Fire pits and campfires are not allowed in any General Commons area.
- Only clean, dry wood, charcoal, or artificial logs (i.e. Duraflame ®) may be burned. Fire pits may not be utilized for the burning of substances including but not limited to; garbage, rubbish, debris, painted, stained, creosoted or treated wood, non-wooden material, packaging, containers, bottles, cans, rags, clothing, petroleum products, manure, human or animal excrement, pathological waste, tires, rubber or plastic, sewage, the whole or part of an animal carcass, straw, shrubbery, leaves, weeds, grass, roots, tree stumps, turf, vegetation, or any material that may result in the release of dense smoke or obnoxious odors.
- A means of extinguishment such as a portable fire extinguisher, pail of water, sand, or garden hose hooked to a water supply shall be readily available at the campfire site. It is also advisable to have ready access to a shovel and/or rake.
- All fires must be limited in size so that they are readily controllable. Any owner(s) having a campfire will be liable for any and all damage caused by the fire. If it is necessary to use the Forest Service, they can re-bill the owner any fire suppression costs.
- All fires must be completely extinguished before leaving the site unsupervised. Completely extinguished means the fire should be cold to the touch.
- Smoke from the campfire must not negatively impact neighboring properties with respect to their quiet enjoyment of their property.
- The inclusion of these guidelines shall not change requirements of any other existing guidelines in the Master Deed, Condominium Bylaws, or Owners' Association Bylaws.

24. VARIANCE PROCEDURE: In accordance with HOA Bylaws, ARTICLE VI, SECT 7.

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VARIANCE

ACC may authorize variances from compliance with any of its guidelines and procedures when circumstances such as hardship, or aesthetic or environmental considerations require, but only in accordance with duly adopted rules and regulation. Such variances may only be granted when unique circumstances dictate. No variance shall:

- 1.) Be effective unless in writing
- 2.) Be contrary to the restrictions
- 3.) Stop the ACC from denying a variance in other circumstances. Inability to obtain approval of any governmental agency or issuance of any permit, terms of financing or initiation of work without the required ACC approval shall not be considered hardships warranting a variance.

DISPUTES & VARIANCES

Homeowner vs VOO HOA

The following is the protocol when a dispute arises from a committee decision.

- ACC Denial, variance procedure and forms are available.
- Request a meeting with the ACC if clarification or additional information is needed. Contact the office to set the meeting up.
- All committees have a Board of Directors representative. That representative will attend all meetings and work sessions of the committee in an advisory role.
- If a homeowner reaches a stalemate with a committee, the homeowner has the option to request a meeting with the Board of Directors to discuss those issues/concerns.
- After the homeowner presents initial statements to the Board of Directors, the board member representing the committee will be excused.
- After the remaining members have finished their discussions of the issues at hand, the BOD will then vote to render a final decision to the homeowner. The final decision will be in writing to the homeowner within five (5) business days and signed by the Board president.

REVIEW PROCEDURES

The Chairperson will review the new requests, make appropriate notes and number each request. The numbering will allow for a full report of accounting for the number of requests fielded for the past year and the number approved and denied to be given at the annual meeting.

Some requests may not need a close look because the request is obvious, however, a drive by will always be performed if needed. If approved, the ACC Chairperson will have the office contact the homeowner with the approval and the project may begin.

Upon completion, it is the responsibility of the homeowner to notify the office. A drive along will be scheduled to assure all requirements have been met according to the request. The homeowner will have 12 months to contact the office after the completion of their project. If after 12 months the project is not completed, a new ACC Application form must be submitted to the office for an extension on the completion date.

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