

**GROVELAND HOMEOWNER'S ASSOCIATION**  
**Architectural Control Rules and Regulations**  
**Reviewed/Approved March, 2018**

**MISSION STATEMENT of Rules and Regulations and Committee:** To provide information to current, new and prospective residents intending to do exterior repairs or remodeling of an existing dwelling or total re-development of a Groveland Homeowner's Association (GHA) lot. To establish contact with the owner(s) or prospective homeowner(s) of a GHA lot as soon as possible to review the Architectural Control (AC) Guidelines before concepts or plans evolve which are not compatible with GHA (i.e. smaller lots, closeness of dwellings, cottage/resort atmosphere). To recommend approval or disapproval of an application to the GHA Board of Directors (Board).

**I. Architectural Control Rules and Regulations**

**A. Purpose:**

1. To help ensure that structural alterations to a member's property conforms to the architectural Rules and Regulations that have been established by the GHA.
2. To help ensure that the project is carried out in accordance with the approved plan.
3. To help ensure proper maintenance of each residential unit by recommending repair or maintenance items required for health, safety, property value and general welfare of all GHA members. This will be completed via an annual walk through each spring.

**B. Authority:**

City of Woodland ordinances and Groveland Homeowner's Association By-Laws, Declarations and Covenants and other rules that are from time to time promulgated by the Board or GHA membership are the legal authority under which these Rules and Regulations are governed.

**C. Governance:**

The Architectural Control Committee (ACC):

1. Is established as a standing committee appointed by the Board.
2. Consists of not less than three or more than five members of the Corporation, of which at least one member shall be a Director of the Corporation.
3. Acts in an advisory capacity to the Board of Directors.

**D. Duties of ACC:**

1. Advise current and prospective association members of all Rules and Regulations and procedures for exterior structural alterations and construction.
2. Review any plan requiring a Building Permit for repair, replacement, alteration, rebuilding, restoration or improvement to the exterior of a residential unit, or projects that increase impervious cover.
3. Annual walk through the neighborhood performed in the spring.
4. Report to the Board any needed exterior maintenance of residential units by recommending repair or maintenance of items needed to ensure health, safety, property value and general welfare of all members of the Association. Proper maintenance includes but is not limited to, exterior appearance; siding and paint, roof, soffit and fascia, sidewalk, curbs and driveway in good repair, and a neat, orderly and well-tended yard.
5. Report to the Board with recommendations for disposition on all matters and any violations regarding the Rules and Regulations.

## II. Approval Process and Responsibilities

### A. Owner of the Residential Unit

1. Contact the City of Woodland to determine if a survey, variance, permit for non-conforming structure and/or building permits for exterior work are needed. Obtain and review a copy of the City of Woodland's Zoning Ordinances. (Ordinances can be found at [www.cityofwoodlandmn.org](http://www.cityofwoodlandmn.org))
2. Meet with the ACC to review the Rules and Regulations and approval process. Discuss basic concept and/or provide sketches of proposed alteration or construction.
3. It is recommended that homeowners or prospective homeowners work with an AIA architect who is familiar with smaller, unique community projects such as the GHA in order to design for the specific lot and its location within the community.
4. At least thirty (30) days prior to the next regularly scheduled Board meeting, submit to the ACC Chair a written application that includes:
  - a) Name and address of homeowner
  - b) A description of the proposed structural alteration that includes exterior materials, paint/stain/finish colors and measurements for height, width and depth of structure, and any required City variances.
  - c) Proposed start and completion dates. (Maximum of twelve months from start to finish.)
  - d) Plans and elevation drawings done in a professional, drawn-to-scale manner. One additional copy on 8.5x11 paper.
  - e) For structural changes, demonstrate elevation and size relationship of proposed structure by placing corner stakes and an accurate height flag on property, either on existing structure or a nearby tree or pole.
  - f) Completed Woodland Hardcover Calculation Worksheet. (Blank worksheets are available from the City of Woodland.)
  - g) Survey or other evidence of lot lines, setbacks and adjacent buildings indicating compliance with City ordinances. (Survey requirement fact sheets are available at City Hall.) All required City variances must be shown. (See II. 9. and III. H. for procedures for structural tear down or demolition of existing home.)
  - h) Evidence of ownership or Purchase Agreement for the subject property.
5. If a variance is involved, present required information to the City of Woodland Council after the application is approved by the Board.
6. Obtain a building permit from the City of Woodland prior to the construction start date.

7. Any changes made to the plans after Board approval that require either a revision to the City of Woodland building permit or that affects the exterior structural appearance or elevation of the project, irrespective of a building permit, will require review by the Board to determine if re-approval is needed. Some of the items that would trigger re-approval are:
  - a) Dimension change of greater than 1 foot
  - b) Grade elevation change of more than 2 feet
  - c) Site placement change of more than 1 foot
  - d) An increase or decrease of glazing of 10% overall OR a change of more than 10 square feet of any prior approved single opening
  - e) Addition or deletion of any entrance
  - f) Change of specified exterior wall covering type which would exceed 10% of overall exterior wall surfaces
8. The ACC must be notified in writing before work begins on any structure removal (complete teardown, removal of deck, out building, etc.) or exterior repairs that do not alter the structure but require a building permit. This includes but is not limited to replacement of roofing material, replacement of same size windows or doors, siding repairs or replacement. Compliance with II. A. 1-7 will be waived. If notification is not received before work begins, homeowner is subject to the Remedies for Violations of ACC Rules and Regulations (section IV).
9. **\*\*\*Specific to complete demolition or structure tear down\*\*\*.**  
**A survey must be submitted to the ACC showing all hardcover calculations of the existing property before any demolition of property begins. This survey will be utilized for the maximum allowable hardcover total outlined in III. H.**

## **B. Architectural Control Committee**

1. Within 3 days of receipt of an application, the ACC Chair (or ACC designate in Chair's absence) will notify all GHA homeowners of the proposed structural alteration or construction being considered by the ACC. All homeowners will be encouraged to review the plans for the alteration by contacting the ACC Chair or designate. Homeowner feedback on the proposed plan will be considered by the ACC only if the plans have been reviewed and feedback is submitted in writing or email within seven (7) days of application/notification.
2. Meet with the applicant within fourteen (14) days after the Chair receives the application to discuss feedback.
3. Present a recommendation at the next regularly scheduled Board meeting.
4. Inform the applicant of the Board's action within (2) days following the Board meeting if the applicant was not in attendance during Board vote.
5. Maintain and have available to all GHA homeowners a file of all approved applications.

## **C. Board of Directors**

1. The Board will approve, reject, or table an application at the Board meeting in which the ACC recommendation is presented.
2. The Board retains the sole authority to approve or reject applications even if some criteria or procedures are not met or the application is or is not recommended by the ACC.

### III. Architectural Rules and Regulations

- A. Approval according to these Rules and Regulations is required for all construction or improvements that:
  - 1. Require a City of Woodland building permit for exterior repairs or alterations.
  - 2. Increases impervious surface cover as defined in Zoning Ordinance 000.02. Subd. 20
- B. No residential unit owner shall do or cause to be done any work affecting his individual residential unit or of a neighboring property, which would jeopardize the architectural soundness or safety of the property, reduce the value thereof or impair any easement therein.
- C. These Rules and Regulations are intended to provide adherence to the architectural heritage of the Association. All actions shall be governed by the principal belief that all homes should be compatible with other buildings in the Association in terms of architectural style, quality of construction, principal material employed in construction and size.

In addition, in approving or denying the application, the ACC and the GHA Board must consider the "Matters Considered" found in Woodland's code 900.06, Subd. 3: These include, among other items:

- a) Whether the alteration maintains or enhances the general character and welfare of the community.
  - b) The magnitude and extent of the proposed alteration
  - c) The resulting impact on the use and enjoyment of surrounding properties and other properties in the community.
  - d) The proximity of the proposed alteration to any structure on the adjoining property
  - e) The effect on the property values of the subject property and the surrounding properties
  - f) Any other matters which may be relevant to the alteration being requested.
- D. Structures are limited to two (2) stories above grade with a maximum height of thirty (30) feet measured from the lowest point to the highest point. Structures with a walk -out basement or tuck-under garage are limited to a maximum height of thirty-five (35) feet measured from the lowest to the highest point but the uphill side must conform to the maximum two (2) story height limit.
  - E. The ACC will not recommend applications for structural alterations for these types of construction: A-frame, Dome, Earthen, Mobile Homes, Log or Concrete Block other than used as foundations.
  - F. The ACC may maintain, for referral purposes, a portfolio of designs of architectural styles as well as a portfolio of local AIA architects.
  - G. Projects must be completed within twelve months of starting date, unless an extension is granted by the Board.

H. In addition to the Architectural Rules and Regulations listed in Section III. A-G, the following structural rules apply to new construction and rebuilt structures from homes that have been approved for tear down/removal:

1. New structure total hardcover (total of home structure, decks, driveway, and any out buildings, sidewalks, stepping stones, retaining walls, and miscellaneous impervious cover) cannot exceed the following specifications: (1) the previous hardcover footprint of the home (total of home structure, decks, driveway, out buildings, sidewalks, stepping stones, retaining walls, and miscellaneous impervious cover as documented through a survey) or (2) 40% of the total impervious surface of the lot. (See III.H.2. for hardship variance rule.)
2. Due to the small size of Groveland lots, a hardship variance can be requested for an additional 5% of hardcover, up to a total of 45% hardcover.
3. Total finished hardcover including structures, decks, driveway, out buildings, sidewalks, stepping stones, retaining walls, and miscellaneous impervious cover as defined by the City of Woodland cannot exceed the previous total hardcover, as defined in the required survey. (See II. 9.)
4. Groveland Homeowners Association enforces hardcover and height restrictions for new construction as tools to prevent the building of oversized homes on undersized lots. In some cases, existing impervious coverage will be higher than the allowed 40% plus 5% conditional use permit. When rebuilding a torn down structure on a property, the previously existing property impervious allowance prior to tear down will not automatically be approved or grandfathered into the new structure and property. For those properties over 40% hardcover, the city process will be required regardless of existing conditions. If under 45%, the conditional use permit process will be used. If over 45%, the City of Woodland variance process will be used.
5. Homeowners are encouraged to position new construction towards the center of the lot. Homeowners also need to adhere to the City of Woodland rules and regulations regarding setbacks. Setbacks are important because they provide separation between homes for safety reasons, such as fire, drainage, flooding and visibility. The ACC will not support creative design that encroaches into required setback allowances.

#### **IV. Remedies for Violations of Architectural Control Rules and Regulations**

If a required application or plan has not been received and approved by the Board, or an approved plan is not followed, the Board may undertake any measures, legal or administrative, to enforce compliance and shall be entitled to recover from the homeowner causing or permitting the violation all attorney fees and costs of enforcement, whether or not legal action is started.

Such attorney's fees and costs shall be a lien against the homeowner's property and a personal obligation of the homeowner. Administrative action may include but is not limited to removal of such additions, alterations or changes that were in process or completed. The Board may also impose a fine of \$100 per day for each day after the homeowner has been notified by the Board in writing of the non-compliance until correction of non-compliance and/or deny the homeowner certain privileges such as boat slip or storage assignment, reservations for use of common facilities or other privileges as may be deemed appropriate by the Board.