

Pine Summit

Dear Homeowner:

The following are the updated Board Approved Rules and Regulations for the Pine Summit Single Family Homeowners Association (PSSFHOA). Please insert these Rules and Regulations into your **PSSFHOA** binder and remove the current section titled Architectural Guidelines. Please make sure to keep these Rule and Regulations for future reference. It is the Homeowners responsibility to make sure that the proper forms are submitted, and approval is received from the PSSFHOA, prior to work being done to your home/property as is described in the Rules and Regulations. New Architectural Application and Maintenance Agreement forms, with the address to our new management company, are enclosed.

Thank You,

Pine Summit Single Family Homeowners Association Board



Rules and Regulations for Pine Summit Single
Family Homeowners Association, Inc.

Cottage Grove, MN

Homeowners Association

Architectural Control

Several documents were recorded on your lot, when you bought your home. One in particular, The Declaration, specified general conditions as to the exterior appearances of your home and lot. It is also defined property rights, association membership, voting rights, assessments, and maintenance of common areas. This document also described architectural control and a committee responsible for enforcing it. Below is a copy of this document from The Declaration.

Section 8

Architectural Control

8.1 Restrictions on Alterations. The following restrictions and requirements shall apply to alteration on the property.

- a) Except as expressly provided in the Section 8, and except for alterations made by Declarant in connection with its initial sale of a Unit, no structure, building, addition, deck, patio, fence (whether of vegetation or otherwise), wall, enclosure, window, exterior door, sign, display, decoration, color change, shrubbery, material topographical or landscaping change, nor any other exterior improvements to or alteration of any Dwelling or any other part of a Unit which is visible from the exterior of the Unit (collectively referred to as "alterations"), shall be commenced, erected or maintained in a Unit, unless and until the plans and specifications showing the nature, kind, shape, height, color, materials and locations of the alterations shall have been approved in writing by the Board or a committee appointed by it. Notwithstanding the foregoing, Declarant's written consent shall also be required for alterations until Declarant no longer owns any unsold Unit and has no further rights to add Additional Real Estate to the property.
- b) The criteria for approval shall include and require, at a minimum, (i) substantial uniformity of color, size, location, type and design in relation to existing improvement and topography, (ii) comparable or better quality of materials as used in existing improvements, (iii) ease of maintenance and repair, (iv) adequate protection of the Property, the Association, Owners and Occupants from liability and liens arising out of the proposed alterations, and (v) compliance with governmental laws, codes, and regulations.
- c) The criteria set forth are guidelines to protect the harmony and beauty of the Pine Summit Single Family Homeowners sub-division. Those guidelines are meant to be flexible; meaning they can be changed by the Board of Directors at any time.

The Application Process

Before you submit your application to the Architectural Control Committee, please make sure you consult the City of Cottage Grove and the State of Minnesota have strict ordinances on exterior structures and landscaping. Things like buildings, pools, and decks may require a city permit and inspection before, during and after you build them. In addition to submitting your application with the Architectural Control Committee, please contact the City's Planning Department (651-458-2800) to get information and approval that you will need from them.

The Architectural Control Committee will not consider your application for approval unless you have paid in full all Association dues for the present year and do not owe outstanding dues from previous years. Please contact the Association's Management Company if you are not sure that you have fulfilled this obligation.

Although your neighbors do not have the authority to approve or deny your plans, the Architectural Control Committee strongly urges you to notify your immediate neighbors. While each owner has the property right to make changes to their property and home, your neighbors do have to live with the changes too.

Your application must consist of (1) an application form, (2) detailed plans and pictures in the form and content acceptable to the Board and (3) a maintenance agreement when required. Often sales brochures of the product you intend to install will help the Committee members when they review your application. If you are hiring professionals, you should include their plans and drawings as well.

After completing the application, send it and all accompanying documentation to the Architectural Control Committee at the address listed on the application. For your protection, all correspondence with the Architectural Control Committee should be via certified mail.

The Architectural Control Committee has sixty (60) days to respond to your application. If it does not, your application is deemed not approved per the homeowner documents. You may get a call from the Architectural Control Committee to schedule a visit by its members. This gives you the opportunity to show your plans to them in person and explain how your project will eventually appear.

After reviewing your application, the committee may take one of three actions: it may approve the application as is, approve the application with recommendations and conditions, or deny application.

If the committee approves your application, you will have two years to complete the project, unless the application states otherwise. **You may not proceed with changes without Architectural Committee approval.** Under the Covenants and By-law of the Association, the Association may use its legal right to remove any changes to your house or property (at homeowner's expense) that have not been approved, if required, by the Architectural Control Committee.

Some Definitions

Here are some definitions you'll need as you read this section:

- Approval required:** You must submit an application to the Architectural Control Committee for your architectural change. Contact the Association's Management Company or Board of Directors for an application.
- Covenant:** A legal restriction, condition or easement recorded on a lot in the development. All lots are bound by the covenants. Changes to the covenants require the approval of seventy-five percent (75%) of the Association membership. The rules and regulations that follow, may be changed at any time by the board with no required approval by the membership.
- Rules:** The Rules and Regulations are to help clarify the homeowner documents. The Board of Directors for the Association may change these and/or add additional Rules and Regulations. Future Boards of Directors cannot guarantee that these Rules and Regulations may not be changed and/or be revised.
- Maintenance Agreement:** An agreement stating that you will maintain the improvement. If you fail to do so the Association can maintain it and charge the costs to you.

Rules and Regulations

Landscaping and Outdoor Structures

Approval: Required for any landscaping plans altering the topography of your yard and/or adding outdoor structures (retaining walls, gazebos, ponds, fountains, etc.).

Maintenance Agreement: Required

Guidelines: Your yard must be sodded or seeded. Check with Cottage Grove's ordinances for easement areas requiring drainage, traffic and utility obstructions. Please refer to Section 7.15, 7.16, and 8.1 of the Declaration for further details.

Mailboxes

Guidelines: Initially, standard mailboxes will be provided and installed by Orrin Thompson Homes. The homeowner is responsible for the care and maintenance of mailbox and replacement, if necessary (must be replaced with the same standard mailbox). If the post should become damaged and/or need to be replaced, the Association should be notified (through their management company).

External Antennas

Guidelines: You may not install any external antenna on your house or property. Please refer to section 7.7 of the Declaration for further details.

Satellite Dishes

Guidelines: Only satellite dishes no greater than 18 inches in diameter are allowed. It must be placed on the back or side of your home and may not be seen from the street. Please refer to section 7.7 of the Declaration for further details.

Patios

Approval: Required

Guidelines: Your patio must be level and meet professional standards of quality and workmanship.

Decks

Approval: Required

Maintenance Agreement: Required

Guidelines: Must meet the City of Cottage Grove's ordinances and permitting. All decks must be painted, stained, or constructed of a maintenance free material (vinyl is acceptable).

Kennels

Approval: Required

Guidelines: Animal kennels must be adjacent to the rear portion of the home, kept clean, no more than forty (40) square feet in area, have a concrete slab and black or gray vinyl coated chain-link fence with a maximum height of six (6) feet. Landscape adjacent to kennel may be required for screening.

Play Equipment

Approval: Required

Maintenance Agreement: Required

Guidelines: Children's play equipment is allowed only in rear yards. Play Equipment must be maintained. Constructed playhouses must meet the same requirements as shed and may not be larger than 100 square feet or taller than 10 feet. Please refer to section 7.8 of the Declaration for further details.

Sports Facilities

Approval: Required

Guidelines: No sports facility whether temporary or permanent in nature, may be erected on the property. This includes, but is not limited to, rinks, courts, batting cages, etc.

Basketball Poles

Approval: Required

Maintenance Agreement: Required

As of May 31, 2012, the following is allowed: Basketball poles can be placed in front yards next to an asphalt driveway. The pole/backboard cannot be mounted to any part of the home. Poles of a permanent nature may not be placed in back yards. Temporary poles may be placed in back yards between the dates of April 1st and October 31st so long as they are on an impervious surface. Please refer to section 7.8 of the Declaration for further details. The Association reserves the right to require the homeowner to maintain pole and backboard.

Shed

Approval: Required

Maintenance Agreement: Required

Guidelines: Must meet the City of Cottage Grove's ordinances and permitting. Sheds must be no higher than twelve (12) feet and no more than one hundred sixty (160) square feet large. Sheds must be built on a concrete pad, match existing siding and shingles, and have a door no larger than six (6) feet by eight (8) feet. All sheds must be no closer than ten (10) feet to any property line and behind your home. All shed applications must be accompanied by a maintenance agreement binding the owner of the shed to maintain it and the landscaping around it. Constructed playhouses need to meet these same requirements.

The Committee may require landscaping or a landscape plan as part of your shed application. You have one year from the time you install your shed to complete the landscaping.

TEMPORARY SHEDS: plastic/resin storage sheds may be allowed if they are temporary in nature, meet city code (if any), are not visible from any street, and are minimally visible from neighboring properties. If approved, a concrete pad may not be required, and the siding and shingle requirements will be waived. Temporary sheds may not be more than fifty-five (55) square feet large, nor higher than eight (8) feet two (2) inches.

Clothesline Poles

Approval: You may not install a permanent clothesline pole. Temporary clothes lines do not need approval.

Guidelines: You may use a temporary clotheslines or clothesline pole if you take it down after each use.

Dumpsters

Approval: Dumpsters are prohibited on or about properties, including driveways, without prior approval by the Board or their designee.

Guidelines: If approved, the location and duration will be specified.

Pools

Approval: Required

Maintenance Agreement: Required

Guidelines: All pools must be no closer than ten (10) feet from all property lines, behind your hone and below grade. The City of Cottage Grove requires that all pools be enclosed by a fence that is at least four (4) feet high and not to exceed six (6) feet. Please see further restrictions in the fence section of the rules and regulations. The fence must also have a self closing and self latching gate with provisions for locking. Must also meet the approval of the City of Cottage Grove.

The Committee reserves the right to deny approval for size, location, materials and shape. Above-ground pools are not allowed except wading pools for children and certain temporary pools. Only temporary pools will be considered. Such pools may not be larger than eighteen (18) feet in diameter and no taller than forty-eight (48) inches, temporary pools, if allowed, must abide by the rules set forth in the first paragraph regarding distance from property lines and location. Additionally, they must have a cover in place when not in use; they must nor be installed before May 1st and must be completely removed by October 1st; any turf damaged by the pool must be restored if the is to be removed and not reinstalled the following season. Approval is required for any

temporary pools. The board also reserves the right to require a maintenance agreement.

Hot Tubs

Approval: Required

Maintenance Agreement: Required

Guidelines: Your hot tub must be no further than fifteen (15) feet from your home, no closer than ten (10) feet from your property lines, or located underneath a deck, covered and secured when not in use, behind your house, and must meet professional standard of quality and workmanship. Must also meet the approval of the City of Cottage Grove.

Any privacy screens/fencing must also meet the approval of the Committee. Please see the fence section of the Rules and Regulations for further restrictions.

Other: The Committee reserves the right to deny approval for size, location, materials and shape. Additional landscaping may be required and must be installed within one (1) year after hot tub has been installed.

Fences

Approval: Required

Maintenance Agreement: Required

Construction Guidelines: Your fence must have a maximum height of four (4) feet, and must be constructed of maintenance free vinyl, black aluminum, black vinyl coated chain link, or other board approved systems which are submitted for review along with neighbor approval in writing. Fences must meet professional standards of quality and workmanship. All fences must be installed by a professional contractor and cannot have privacy slats. Special conditions for fences around pools may be necessary per the City of Cottage Grove ordinance. In addition to the city's ordinances, approval must be obtained from the Association board.

Privacy Fence Guidelines: Notwithstanding the guidelines in this section, privacy fences may be allowed with board approval and must be constructed

of white maintenance free vinyl. Privacy fences height must only be six (6) feet tall.

Location Guidelines: Fences are only permitted in your rear yard. Special conditions for fences around pools may be necessary per the City of Cottage Grove ordinance.

Specific Lots: 1) Lots along 70th Street: Fences may extend out to the easement lines. Fencing for these lots shall be black vinyl coated chain link.

2) Lots on Wildflower along 65th Street: Fencing is not advised. Landscaping and shrubbery should be considered as an alternative. In any case, fencing must be inside berms and not extend above them (which makes fencing on these lots much less utile) and be black vinyl coated chain link.

3) Lots on Bluestem Lane along 65th Street: Fencing may extend to the lot line but must provide access to Association landscaping and maintenance. Fencing for these lots shall be black vinyl coated chain link.

In addition to Rules: 1) Fences should be a minimum of two (2) feet from sidewalks and walking paths. This is to provide clearance for sidewalk plows in the winter.

2) Drainage flows: It is important that any fence that crosses drainage contours be of a construction which allows free flow and is kept clean of debris or obstructions. This is to prevent any water back-up during heavy rains or spring thaw which could cause soggy area on the property or water in the basement.

3) Drainage Ponds and Ditches: No fencing is to intrude into ponds or ditches. These areas are designed for the ecology and may need access for periodic maintenance.

4) A signed Maintenance Agreement is required.

5) The committee may require landscaping or a landscape plan as part of your fence application. You have one (1) year from the time you install your fence to finish your landscape plan.

Hot Tub Screen Guidelines: In addition to yard fence guidelines, hot tub screens may be allowed with board approval. These screens can be composed of maintenance free vinyl which may include privacy or be constructed of material similar to the type and color of an existing deck to which the hot tub is located under or immediately next to.

Solar Panels

Approval: Required

Maintenance Agreement: Required

Guidelines: Solar panels and arrays of any kind are not allowed without prior architectural committee approval. In order to be approved, solar panels must meet the following criteria:

- Be stationary
- Be installed entirely within the shingled area on the rear of the home
- For homes where the rear roof slope is facing the wrong direction, solar panels may be allowed on the front or side roof slopes. In this case, lower-profile panels/framing may be required.
- Panels, wiring, and any framing must substantially match the color of the existing roof
- Must be installed at a distance from the shingles no higher than required by the manufacturer
- Must be parallel to the slope of the roof
- Structural framing and wiring must be hidden from view as much as reasonably possible.
- Must also meet the approval of the City of Cottage Grove.

RENTAL RESTRICTIONS

Unit shall maintain compliance with Cottage Grove Rental Licensing ordinance(s).

No Unit shall be leased for transient or hotel purposes, which shall be defined as (a) rental for any period less than 30 days; or (b) any rental if the occupants of the Unit are provided customary hotel services, such as room service for food and beverage, maid service, furnishing laundry and linen and bell boy services.

Before signing any lease, Tenant(s) shall be provided with the governing documents of the Association, including but not limited to Articles of Incorporation, Bylaws, Declaration, and rules.

Unit owner shall provide management with the following information:

- Complete contact information for each owner, including address, telephone, email address
- Complete contact information for each tenant, including address, telephone, email address

In addition to the foregoing, all leases must satisfy the following requirements:

- Must be in writing
- Must require tenants to comply with Association's governing documents. Must state that any violation of such documents is a "substantial breach" of the lease agreement.