

# **HERITAGE LAKE CONDOMINIUM ASSOCIATION**

## **LANDSCAPE & CONSTRUCTION POLICY MANUAL**

Adopted by the Owners: July 2015 Annual Meeting

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## I. PURPOSE

The Heritage Lake Landscape and Construction Policy Manual were adopted to aid property owners before starting landscaping or construction projects and the acquisition of a new site within Heritage Lake. These policies have been established to protect the property owner and neighbors to ensure the long-term property value, beauty and viability of Heritage Lake.

## II. PROCESS

Before starting a project, the property owner must submit an application and obtain a Heritage Lake building permit. Certain construction projects may also require a Town of Egg Harbor permit. All owners who plan to do a landscaping or construction project (either new or replacement of existing) must submit a detailed plan of the project that includes dimensions, materials, color and location of the project.

Landscaping projects include fences, paths, paving (driveway or sidewalks), rock work, ponds, fire pits or other large projects. Please note that landscape projects do not include plantings. Landscaping projects must be completed within 90 days from the date the permit was issued.

Construction projects include acquiring new park models, new undeveloped units, modifications to the park model, room additions, stairs, storage sheds, railings, decking, gazebo, satellites dishes or other projects that may affect the overall value and aesthetics of Heritage Lake. Construction projects must be completed within 90 days from the date the permit was issued. Room additions and construction associated with new park models must be completed within 120 days from the date the permit was issued.

### A. FEES

1. When submitting a building application for landscaping, a \$10 review fee is required before the permit will be issued. The fee covers the cost of the property manager to process the application and inspect the project before, during and after construction.
2. When submitting a building application for construction, a \$25 review fee is required before the permit will be issued. The fee covers the cost of the property manager to process the application and inspect the project before, during and after construction.

Please see Attachment A, which includes a blank building/landscape application. The Property Manager/Architectural Committee will work in a timely manner (2 weeks) to review applications. The owner must have the permit **before** the purchase of a new park model and before construction begins or the property manager will issue a STOP WORK ORDER until a permit is obtained (See Section V.A). **Please note** that unit markers **must** be identified and clearly marked by the property owner for any project requiring inspection of unit lines.

### **III. GENERAL POLICIES**

#### **A. Projects not defined**

The Board encourages the owners to work with the Architectural Committee early in the planning process to avoid any problems. If a project has elements that are not defined in the policies, the Architectural Committee may forward the application to the Board for final approval. The Architectural Committee and Board of Directors will review projects to ensure the project meets overall design & safety standards of Heritage Lake. The Board of Directors reserves the right to interpret or adjust the requirements in individual cases where issues of safety and general aesthetics are a factor in any project.

#### **B. Maintenance not defined**

It is very difficult to define every item that requires maintenance. The goal of the manual is to help owners maintain their property for the good of the resorts overall appearance. The Board has the right to work with the owner to resolve the undefined issue.

#### **C. Right to appeal**

If the Architectural Committee denies a project an owner has the right to appeal the decision to the Board of Directors.

#### **D. Hours of Work**

As a courtesy to the neighboring property owners, noise related to any type of project shall be limited between 8a.m. and 6p.m. on any day of the week. It is the owners responsibility to inform contractors of all landscape and construction policies.



## **IV. POLICIES**

### **A. Additions**

Owners may construct additions on their park model. The addition may be screen porches, glass enclosures or stick built rooms.

#### **1. Square Footage Policies**

- a. Additions may have no more than 350 square feet of raised floor area measured by the outside dimensions. Outside dimensions are measured off the un-sided walls / floor decking of the addition.
- b. The footprint for the roof addition or the total amount of new roof area that can be added shall be no more than 650 square feet.
- c. Homes without room additions may have raised decks up to 350sq. ft.
- d. The concrete pad may be larger than the addition; however it must meet the setback requirements.
- e. Elevated decks higher than six (6") inches and landings larger than 24 square feet shall be included in the total square footage calculation (the area above the 24 square feet is counted).
- f. Porch landings not exceeding 24 sq. ft. and stairs are not counted in the total square footage calculation.
- g. Stairs must be enclosed. Enclosed is defined as being built with stair risers and side skirting (lattice not compliant for skirting).
- h. Fireplace bump-outs will not be counted in the total square footage calculation. The bump-out must be limited to the size of the fireplace to be excluded from the square footage calculation. Please note that interior corner fireplace will count against the square footage.
- i. Bay windows will not be counted in the total square footage if it does not go to the inside floor level.

#### **2. Construction Policies**

- a. Room additions must have exterior siding and skirting that match that of the park model.
- b. Additions may not exceed the height of the center roof peak of the park model.
- c. No part of the park model and addition may be closer than two (2') feet to an adjacent property line. In Phase IV of the resort, the park model and addition cannot be closer than five (5') feet to an adjacent property line. This setback also includes the roof overhang.
- d. The concrete pad may be larger than the addition, but concrete must meet the setback requirement and may not exceed 1296sq. ft.

### **B. Park Models / Units**

When acquiring park models, owners must get approval for both the layout on the unit and the new park model. The new park model must meet the following criteria:

1. The Park Model must be a certified new park model. Used park models are not allowed.
2. The Park Model can have a metal roof. The roof shall be earth tone in color.
3. The Park Model must be ANSI 119.5 certified.
4. Concrete pads for the Park Model and potential additions must meet all setbacks.

### **C. Deck / Patio**

Owners may construct a deck on their unit. Decks are classified as ground decks or elevated decks. Decks 6" or less in height are considered ground decks. Decks greater than 6" in height are considered elevated decks. Elevated decks and landings larger than 24 square feet will be included in the overall 350 square foot maximum requirement.

1. Decks, patios and deck railings shall be constructed out of wood, composite materials, concrete, flagstone or pavers.
2. Elevated decks shall have skirting to enclose it. Skirting shall not be lattice.
3. Stairs to the deck must be enclosed. Enclosed is defined as being built with stair risers and side skirting (lattice not compliant for skirting).
4. Ground decks may have railings, planters or benches.
5. Railings shall not exceed 36" in height and shall be designed to allow 50% visibility through the railing.
6. Ground decks may become elevated if caused by the terrain of the property. The Architectural Committee will have the discretion to determine if the final design of the deck shall be counted against the total 350 square foot restrictions.
7. No part of a deck may be closer than two (2') feet to an adjacent property line. Please note that the concrete pad may be larger than the deck, but concrete must meet the setback and square footage requirements.

#### **D. Access Ramps / ADA Access**

The Architectural Committee must approve ADA landings and ramps.

#### **E. Driveways**

Owners may improve the existing gravel driveway with black top, concrete, decorative stone, or pavers. New or expanded driveways must also be submitted for review.

1. The size of the driveway shall not be increased from its original size unless approved by the Committee.
2. New Driveways must have a plan approved before construction.

#### **F. Fences**

1. Perimeter fencing can only be split rail, containing two rails.
2. Perimeter fencing cannot be closer than 6 inches to the property line.
3. Decorative fencing may be allowed with approval from the Architectural Committee.
4. Fencing will be allowed around heating/air conditioning units: not to exceed 3ft in height and shall complement your unit.
5. Temporary fencing is allowed around trees and new plantings during the time they are susceptible to being damaged.
6. Privacy or lattice fences are not allowed.
7. Pet enclosures of any type are not allowed.

#### **G. Fire pits**

Owners may construct one (1) fire pit per unit.

1. Fire pits shall be of uniform size.
2. Fire pit ring shall not exceed four (4') feet in diameter.
3. Fire pits shall be a minimum of fifteen (15) feet from the property line.
4. Fire pits shall be twenty (20') feet away from propane tanks or propane line into the park model.
5. Owners must abide by Door County Fire Policies.
6. Owners that own two or more contiguous parcels are only permitted one (1) fire pit if the two units are treated as one parcel. This occurs if setbacks are not followed or if structures are placed over the parcel line.

## **H. Satellite dishes**

Owners may install one (1) satellite dish.

1. Satellite dishes shall be setback thirty (30') feet from the road and shall not easily be visible from the road and neighbors.
2. No trees shall be removed or trimmed to accommodate for the satellite dish.
3. The satellite dish cannot be mounted to the roof of any structure. The Committee reserves the right to work with the owner if a roof mounted dish would be in the best interest of the neighbors and resort.
4. Satellite dishes cannot be placed higher than any structure on the property.
5. A satellite dish may be installed closer than the thirty (30') feet if the dish is enclosed in a decorative rock designed for the dish.
6. The Architectural Committee reserves the right in the interest of neighbors and aesthetics to work with owners in satellite dish placement.

## **I. Accessory Buildings**

Three types of accessory structures are permitted in Heritage Lake, which are: Gazebos, Detached Sunrooms and Sheds. The location and number of units owned shall impact what is permitted. In general, only two accessory structures are permitted on a unit. The combination is dependent on the location and units outlined below. In Phase I, II and III, all structures including roof overhangs must have a 2-foot setback. In Phase IV, the setback shall be 5-feet.

### **Phase I, II, and III – Single Unit**

Units with a park model are permitted a shed and gazebo. A detached sunroom is not permitted.

### **Phase I, II, and III – Two Continuous Units**

Secondary units are permitted a shed; also a sunroom or gazebo is permitted if a gazebo is not on the primary unit. A total of no more than three accessory buildings can be on both combined units.

### **Phase IV – Single Unit**

Units with a park model are permitted a shed and gazebo or sunroom.

### **Phase IV– Two Continuous Units**

The unit with the park model is permitted a shed and a gazebo or sunroom. If there is a vacant unit, secondary units are permitted a shed; also a sunroom or gazebo is permitted if a gazebo or sunroom is not on the primary unit.

With the ownership of more than two units the following is encouraged:

- a. Accessory structures shall still meet the setbacks or it may restrict the future sale of the additional unit.
- b. Please note that if the owner wants to sell the second unit, it must be brought into compliance with the building policy manual.

## **1. Gazebos / Detached Screen Rooms**

- a. A gazebo is a freestanding structure and it cannot be attached to another structure.
- b. A gazebo may not be used as a permanent living space or a guesthouse.
- c. Storage in the gazebo, which is considered a nuisance, is prohibited.



- d. Gazebos are not allowed to have water, sewer, propane service or any other fuel burning fixtures.
- e. The gazebo shall be no more than fourteen (14') feet in diameter or a maximum of 196 square feet.
- f. The gazebo shall be a height not to exceed 15'.
- g. Gazebos must be open and can have screening or large windowed sections.
- h. The roof overhang on the gazebo is limited to one foot on all sides.
- i. This setback also includes the roof overhang.
- j. The concrete pad must be the same size as the gazebo.
- k. Gazebo shall match your unit or be a natural color.

## **2. Sunrooms**

- a. A sunroom is a freestanding structure and it cannot be attached to another structure.
- b. A sunroom is not intended to be a permanent living space or a guesthouse.
- c. Storage in the sunroom, which is considered a nuisance, is prohibited.
- d. Sunrooms are not allowed to have water, sewer, propane service or any other fuel burning fixtures.
- e. The sunroom shall be no more than fourteen (14') feet in diameter or a maximum of 196 square feet.
- f. The sunroom shall be a height not to exceed 15'.
- g. Sunroom shall have three windowed walls (at least 75% open). The fourth wall can be windowed or solid.
- h. The roof overhang on the sunroom is limited to one foot on all sides except for one side which may be up to 2 feet.
- i. The concrete pad must be the same size as the sunroom.
- j. Sunroom shall match your unit or be a natural color.
- k. No cupola is permitted.

## **3. Storage Sheds**

- a. The shed shall be no more than 100 square feet in area.
- b. The footprint for the shed roof or the total amount of new roof that can be added shall be no more than 170 square feet. One (1) larger overhang is allowed not to exceed 5 feet.
- c. The shed shall not be higher than 8' 6" in height at the highest point.
- d. The concrete pad may be 5' larger on one side of the shed; however it must meet the setback requirements.
- e. Sheds must be finished with vinyl or wood siding.
- f. The color of your storage shed shall match your unit or be of a natural color.
- g. No metal, molded plastic or rubber sheds are allowed.

## V. MAINTENANCE

To maintain the quality and value of Heritage Lake Resort, it is up to all owners to properly maintain structures on their unit as well as the park model itself. This section provides consistent standards for owners to follow.

### A. Structure Maintenance (Park model, additions, gazebos, decks, sheds etc.)

1. Structures shall be maintained and not become in disrepair.
2. Structures shall be cleaned as needed to remove stains and mold.
3. Structures shall not have peeling paint.
4. Roofs shall be maintained (i.e. peeling shingles or debris is not permitted).
5. Structures shall not have materials that are clearly worn or damaged.

### B. Unit Maintenance (Both Developed and Undeveloped Units)

Both developed and undeveloped units must be maintained. An undeveloped unit is considered developed once a driveway or structure is added to the unit.

1. Undeveloped units may be left in a natural state; however maintenance is still required.
2. Common nuisance plant species or known invasive species must be removed. Information on nuisance species can be found at [invasivespeciesinfo.gov](http://invasivespeciesinfo.gov).
3. Driveways and walkways must be weed and debris free.
4. Developed units can be a combination of natural, landscaped and grass areas.
  - a. Natural landscaping (or wildflower gardens) must be 2' from any structure, unit line, or common element (trees are not included).
  - b. Natural landscape areas must be defined and contained.
  - c. Landscaped areas must be maintained.
  - d. If the unit has lawn areas, the grass must be maintained and grass shall not exceed 5" in height.
5. Dead trees, branches, brush or other dead material shall be properly removed.
6. Firewood shall be split and stacked.
7. Firewood shall be used before it starts to decay / rot.
8. Firewood stack(s) shall not negatively impact the appearance of the resort.
9. Tarps may not be hung for screening. Tarps may only be used for covering firewood or temporary building materials. Tarps shall be a brown or green if used to cover firewood.
10. Leaves shall be cleared off pedestrian areas (decks, paths, driveways) but are allowed in the natural areas (i.e. wooded areas of the unit)

### C. Utility / Common Element Access

Both developed and undeveloped units must maintain clear access to the common elements of the property. Clear access shall be provided to the gas, electric, water and sewer services. Clear access means that natural vegetation or planned landscaping shall not block access within 2' of the utility.

### D. Outdoor Storage

Unit must be kept in a clean, neat and safe condition at all times. The storage of materials shall not negatively impact the appearance of the resort. An example would be: chairs, tables, construction materials, landscape materials, plastic storage containers, garbage cans, ladders, wheel barrels, etc.



## **VI. ENFORCEMENT**

### **A. STOP WORK ORDER**

Owners that start projects without approval shall be issued a "Stop Work Order". The owners may be issued a fine. The "Stop Work Order" will be in effect until the Owner has submitted an application, received approval and paid their fine. When the application is approved, a building permit will be issued.

Owners take a great risk in starting a project without prior approval. The Board reserves the right to have the owner take down and/or correct the started work. If the owner refuses to comply, the Board reserves the right to contract out the work and place a special assessment against the owner to reimburse the Association for the work.

### **B. Non-Compliance**

Properties that are not in compliance with the current Heritage Lake Landscape and Construction Policy Manual and any other Heritage Lake standard will not be issued any other permits until the property is brought into compliance as determined by the Board of Directors. There may be projects that are approved with site-specific conditions and those will be noted and kept on file. If a property is still non-compliant at the time of a sale/re-sale, the future owners will be notified and the non-compliance status will remain with the property. Ultimately, the non-compliance issue will be passed on to future owners and could affect the sale of a Unit.

### **C. FINES**

1. If a project is started without a permit, the owner must complete the application and pay double the amount of the application fee before a permit will be issued. This additional fee covers the additional work involved to process the application for the owner.
2. Non-compliance of these rules may result in other penalties as described by the Association including liens filed against the property.

## **VII. POLICY UPDATES**

The Building Policies may need to be updated or revised periodically. The Board of Directors will need to adopt any of these changes based on recommendations from the Architectural Committee. When changes are made to the Policies, the Board will notify the owners of these changes. A current copy of the Policies will always be kept in the Resort Office and the Resort Management will have copies available. It is the responsibility of the owner to follow the current policies and it is strongly encouraged that the owner works with the Architectural Committee early in the project planning process of any project to ensure their property is compliant.

# Heritage Lake

RESORT

## Building / Landscaping Application

### Step 1: Site Location and Contact Information

Lot Number: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

The undersigned hereby makes application for a building application for the premises described herein. The undersigned agrees that all shall be done in accordance of the Architectural guidelines, Heritage Lake Resort Bylaws and the approved application.

Signature: \_\_\_\_\_

### Step 2: Type of Project Requested

Type of Project: (Check all that apply)

Driveway (*Black Top / Paving*)

Storage Shed

Deck

Other: (please describe): \_\_\_\_\_

Fence

Gazebo

Patio

Fire Pit

Room Addition

Satellite Dish

### Step 3: Building Site Map

Please indicate dimensions of lot and location of all existing and proposed structures. Additional drawings can be submitted as necessary. This is to be done on page two of this application. You must include all lot line setbacks.

### Step 4: Project Description

Please provide a description of the project. Please include items such as size (including front, rear, side and height elevations), location, materials, color or other details that will help the committee understand the project. Additional pages can be submitted as necessary.

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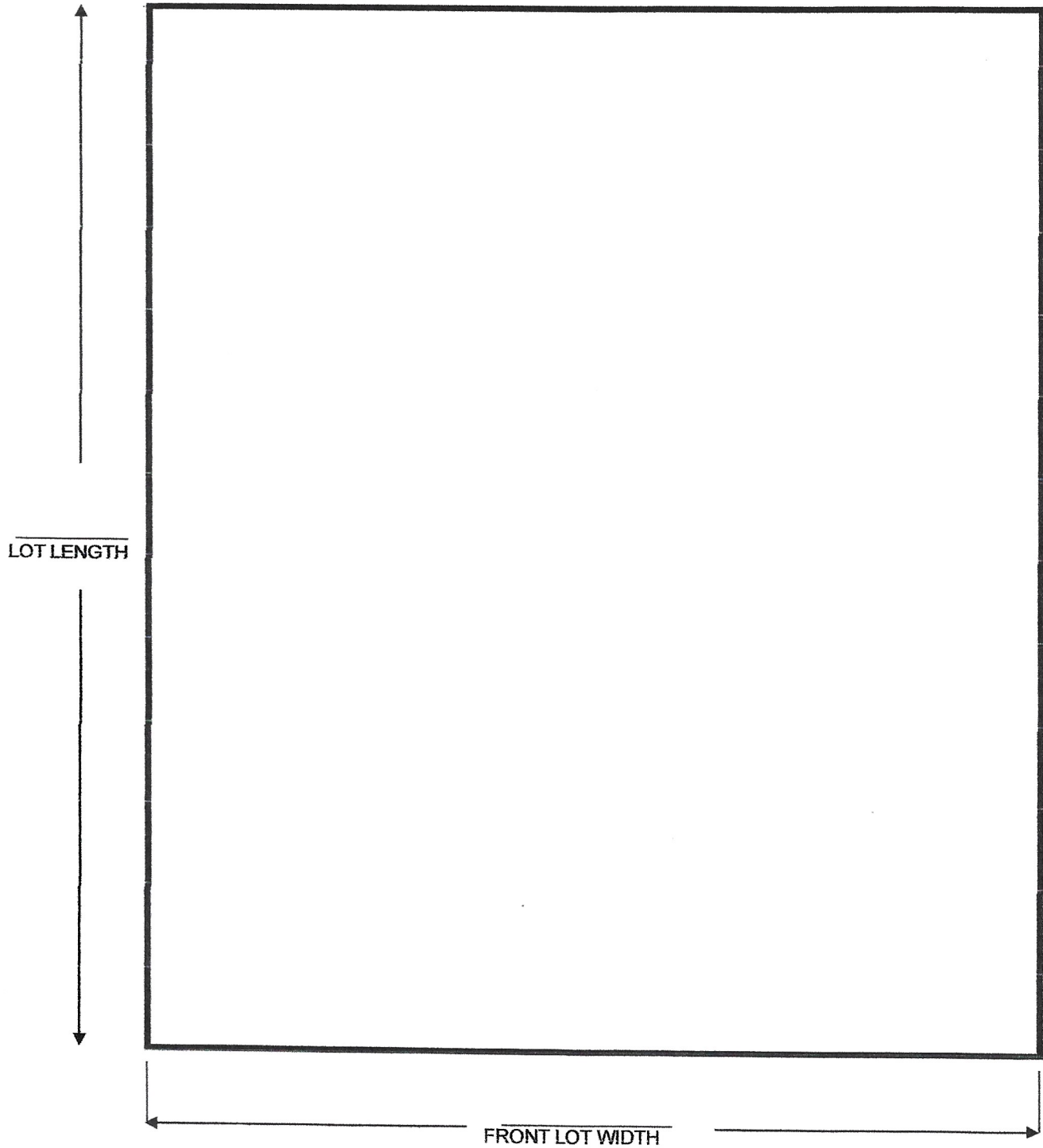
Step 5: Submit the completed application, including all drawings, to the Architectural Committee Chairperson. David Grant  
legallyspeaking@msn.com

### Committee Record

Date Application Reviewed: \_\_\_\_\_

**Step 3: Building Site Map**

1. Please complete the drawing below and list all of the appropriate dimensions and setbacks.
2. For building structures please include the outside dimension.
3. Building blueprints can be attached if available.



**NOTE TO APPLICANTS:**  
Members of the Architectural Committee may need to visit the property for visual inspection of the proposed project.