



**Architectural Review Committee  
Design Guidelines – Single Family Homes  
October 26, 2006**



Architectural Review Committee  
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**Architectural Review Committee  
Design Guidelines  
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Among the stands of hardwood forest and expansive wetlands and ponds, Gardenwood is a private retreat of spectacular custom homesites. This community's setting is contrasted with views of water, marsh, dense hardwood forest and beautiful formal landscaping. Gardenwood is truly a celebration of nature with community amenities that provide a magnificent surrounding for each resident of the community.

As a unique residential community, homes must be designed with care to preserve the natural beauty intrinsic to this site. To create this harmony between design and nature it is important for all individual owners to realize and respect that their homes represent a very visual part of the overall framework that composes the image of Gardenwood.

*The objectives of these Design Guidelines are to encourage excellence in architecture, landscaping and to foster careful design so that harmony between the home, community and the environment can be achieved. The promotion of these objectives will produce community images readily identifiable with a quality development, thereby maintaining enduring values for all that live in and visit Gardenwood.*

In accordance with terms and conditions of The Declaration of Covenants for the Gardenwood single family homes, the design, review and construction of each residence will be subject to direction and approval of the Architectural Review Committee (ARC). The review and approval process along with these Design Guidelines will ensure a continuum of high quality and compatibility of design within the overall community.

These Guidelines cannot be all encompassing and are meant to encourage, rather than restrict creativity and individual expression.

The Design Guidelines are not a substitution for local building codes. All buildings and structures within Gardenwood must comply with all applicable local zoning and code requirements as well as these Design Guidelines.

These Guidelines may be revised from time to time and are implemented under the authority of The Single Family Homes at Gardenwood Owners Association. Any modification is subject to the approval of the Board of Directors of The Homeowners Association.

## I. GUIDING DESIGN PRINCIPLES

There is not one architectural style that typifies the homes in Gardenwood, however, there is a unifying design philosophy which seeks to keep the setting the dominate image with residences providing architectural elements that are harmonious with the natural setting and the surrounding homes within the community. The Committee may render subjective judgments with respect to a proposed design in relation to its location, proportion and style of the home to preserve the quality of visual appearance of the community.

The committee will not regulate any condition of the guidelines based on the cost of the home. Provided owners meet the standards of the Guidelines, owners are allowed to make individual judgments as to the determination of the cost of each owner's home.

Each home within the community should be designed with a specific statement of architectural style. Although no one architectural style is required, a design should express a certain style that is easily recognizable and generally typifies the type of home constructed. The following is a suggested list of architectural styles that owners may choose to consider when designing their home.

Cape Codd	Cottage	French Country	Salt Box
Colonial	Craftsman	New England	Tudor
Country	Early American/Farm House	Prairie	Victorian

Contemporary homes are discouraged but will be considered on a case-by-case basis provided the home is harmonious with the building site and neighboring properties.

## II. DESIGN REVIEW PROCESS

To assure every owner that the property standards of development will be maintained, the Architectural Review Committee has established a procedure of design review. Each owner shall receive from the ARC an approval of the owners plans prior to the submittal to the City of Blaine for a building permit. *Unless approved by the Committee, no work of any type may commence prior to ARC written approval of the owner's plans.*

The ARC's approval of plans and specifications shall not constitute any representation, warranty or assurance that they comply with applicable governmental codes and ordinances. Each owner is responsible for obtaining from the ARC a copy of the most recently revised Design Guidelines before commencing on any improvements to the Owner's Lot.

The design review process for homes involves the following steps:

### 2.1 Pre-design Submittal

Prior to preparing plans for any proposed building or site improvement, the Owner, the project architect and/or Owner's contractor shall submit general design concepts and site plan. This information can consist of pictures or elevations of a home or homes that are similar in style and scale to the home that would be proposed in the future by the Owner.

The site plan need not be an actual survey but can be simply a sketch of the proposed location of the home on the lot with general elevations, driveway location and improvements. This submittal will be helpful to address those design issues that can be immediately identified as not eligible for approval prior to a more comprehensive application by the Owner. This Pre-design Submittal is an important step in saving the Owner and the Owner's representative's time and expense in the process of receiving ARC approval. Each application shall include the submittal form included in these Guidelines as Appendix A.

## **2.2 Construction Document Submittal**

After Pre-design Submittal and approval, construction documents shall be submitted. These drawings will be reviewed for compliance with the previously approved submittals and all design guideline requirements. Each item submitted shall be marked with the lot number and Owners name. This submittal must include one complete set of plans and specifications (including, without limitation, full site plans, grading and drainage plans, *clearing limits*, survey, building elevations for each side of the home, roof pitches, exterior colors and materials). Each application shall include the submittal form included in these Guidelines as Appendix A.

## **2.3 Landscape Plans**

Although it is recommended that the landscape plan for the home be submitted along with the construction documents, it is not required. However, it is required that prior to occupancy of the home the Owner must submit a landscape plan to the ARC for review and approval. Landscaping must be completed within the one complete growing season following the occupancy of the home.

## **2.4 Landscape and Performance Deposit**

Upon submission of construction documents for review and approval by the ARC, an application shall include a check for \$1,000 for a landscape and construction performance deposit. The ARC shall hold the deposit until such time as the home is completed in conformance with the plans approved by the ARC. Such deposit may also be applied to fines levied by the ARC as a result of noncompliance of the construction regulations or the failure of the applicant to complete the home in accordance with the conditions of the Covenants and or the Design Guidelines.

# **III. APPROVAL AND CONSTRUCTION TIME PERIODS**

## **3.1 Plan Approval**

Upon receipt of approval from the ARC, the Owner shall commence construction within one year from the date of such approval. If the Owner fails to begin within this time period, any approval given shall be deemed revoked unless the Owner requests an extension from the Committee.

## **3.2 Construction Completion**

The Owner shall, in any event, complete the construction and all exterior surfaces within twelve (12) months after commencing construction thereof, except when such completion is rendered impossible or would result in great hardship to the Owner due to strikes, fires, national emergencies, or natural calamities. If this is the case and the improvements will

not be completed within twelve (12) months, the owner's contractor and the Owner must submit a written request stating the nature of the circumstances that necessitate the need for additional time and the projected date the home will be completed. Any extension to complete construction must be approved by the ARC. If the Owner fails to comply with this paragraph, the Committee may notify the Association of such failure and the Association, at its option, shall either complete the exterior in accordance with the approved drawings or remove the improvement. The Owner shall reimburse the Association for all expenses incurred in connection therewith or the Association may exercise any other right or remedy available to it.

## **IV. DESIGN REQUIRMENTS**

### **4.1 House Façades**

House façades facing the street shall have an overall effect that is more predominant than that of the garage front façade. Although no architectural style is required, it is the intent of these Guidelines to mandate that each home façade contain appropriate detailing consistent with its style to provide significant interest in the façade and to create an easily identifiable architectural style when viewed from the street. It is imperative that houses located on homesites backing onto open public spaces or other highly visible rear orientations, such as corner lots, shall have rear and side façades incorporating the style, materials, and detail used on the front façade to maximize architectural interest and treat the home as a geometric object rather than a series of unrelated façades.

### **4.2 Roof Pitches**

Except where architectural theme dictates otherwise, the minimum roof pitch of the structures primary roof shall be 8/12. Prairie style architecture should have a roof pitch of 4/12 or 5/12, angled roof eaves and approximately 3 feet of roof overhang.

### **4.3 Decks**

The deck design will provide a pleasing contribution to the rear elevation of the home rather than an appendage of different materials and style from that expressed by the materials and detailing of the home itself. Special attention should be given to the architectural style of the decks as well. Deck posts shall be at a minimum of 6" x 6" in size. More importantly, the deck posts, railing, skirting and newels must be stained or sealed. It is recommended that the stain color match the body or the trim color of the home.

### **4.4 Detail Items**

Front Porch supports shall be at least 6" by 6" in cross section. Front windows on the visible façades should be trimmed out with materials of substance to avoid a weak "punched out" look and to add interest to the home exterior. Light fixtures shall be of a design consistent with the house style and of size consistent with the mass of the house.

### **4.5 Exterior Materials**

**Siding.** *The front of each residents shall not include any vinyl or steel siding. All front facades shall be one or a combination of; stucco, brick, stone or cement composite (Hardie board) siding.* Superior grades of maintenance-free vinyl, aluminum and steel siding are permitted on the sides and rear of the home. Maintenance-free steel soffits are permitted on all sides of the home.

**Brick and Stone.** Except on homes where a distinct architectural style would lend the use of brick or stone out of character, all homes shall have brick or stone on some portion of their street façade. The placement of brick and stone should act as an architectural element and not to simply provide a “pasted-on décor” appearance.

**Corner Wraps.** Front building materials such as brick, stone or stucco are not continued on the side of a home, the front elevation material are required to wrap around the corner to a minimum of 16 inches.

**Roofing.** Upgraded asphalt architectural composition shingles, Horizon or greater, fiberglass and cedar shake roofs are permitted. However, lighter color shades of asphalt and fiberglass shingles such as silver and off-white are prohibited. The use of identical colored shingles on adjacent structures is discouraged, but permitted if the colors and styles of the body of the houses are distinctly different.

Note: the ARC prior to installation must approve all colors and materials of siding, trim and roofing.

#### **4.5 Garage Doors/Garages**

When planning a residence within Gardenwood, the garage orientation requires careful consideration. The garage should not detract from the setting or be the main focal point of the residence. Using side, courtyard or angled entries can eliminate the negative impact of dominant garages.

Garage doors shall conform to the architectural style of the home and integrated into the design of the structure to minimize its visual impact. Overhangs or piers, which add shadow, also minimize the garage appearance. The use of flush panel doors is prohibited unless part of an architectural theme. All garages shall have a minimum of two stalls. Recreational vehicle (RV) garages are not allowed.

Breaking up the line of garage doors and reducing their visual impact is required by recessing each door, adding overhangs over the garage for shadow and using pavers, tree wells and landscaping. Garage doors must be painted the field or base color of the house or be a slightly darker shade to minimize their appearance. Carports or garages that are not completely enclosed are prohibited.

#### **4.7 Landscape**

A landscape plan is required as a part of the house plan submittal to ARC. However such plan may be submitted after the construction start of the residence but no later than the occupancy of the residence. All landscape improvements are required to be completed no longer than one full growing season following the owner’s occupancy of the home. A suitable amount of base or foundation planting along the front elevation of the home is required.

#### **4.8 Sod/Seed/Irrigation**

Sod installation is required for all yard and boulevards of all homes unless existing conditions such as steep slopes, heavy wooded areas, wetland or wetland buffer areas prohibit such improvements.

On heavily wooded lots, complete front yard sodding is not required as owners are encouraged to maintain as much natural vegetation in the front, sides and rear of the property to provide screening from neighboring residences. Heavily wooded lots are required to maintain a minimum of 6 feet of sod along the sides of the driveway and to sod the front boulevard and areas that have been cleared as a result of the development's roadway and drainage construction. In-ground irrigation is not required but encouraged especially for those areas of the home site that are not shaded or partially shaded from direct sunlight.

#### **4.9 Minimum Tree Planting Requirements**

All homes are required to plant a minimum of two (2) boulevard trees on each lot. These trees are to be no less than 2-1/2" in diameter and either maple, oak or ash in species. The location of these trees shall be planted in the right of way boulevard approximately 8 feet off the curb spaced evenly over the front of the lot. For corner lots, the three (3) boulevard trees are required one to be located on the side street boulevard of the home.

#### **4.10 Fences**

Although discouraged, fences are permitted in certain locations with the prior approval of the ARC. Fencing shall not exceed 5' feet in height. Except for dog runs, chain link fencing shall be prohibited. Proper screening is required.

#### **4.11 Dog runs**

Dog runs may be permitted with written ARC approval and may be constructed using vinyl coated (black or green) chain link fence not taller than 5'. The dog kennel may be no larger than 6' X 10' and be located immediately adjacent to the homeowners building. It is recommended that dog kennel fencing be constructed of similar material as the home itself and be constructed in such a manner as to give the appearance that it is an extension of the home itself. In the event vinyl coated chain link dog run fencing is used, homeowners shall be required to install perimeter landscaping to screen the kennel. Plant materials must be placed a maximum of 3' on center along the perimeter of the kennel and must at maturity grow to a minimum height of 4'. Dog runs must be placed in locations which minimize impact on neighboring structures.

#### **4.12 Play Structure**

Backyard play structures are allowed with the prior approval of the ARC.

#### **4.13 Accessory Buildings**

Free standing accessory or detached storage buildings are prohibited.

#### **4.14 Mailboxes**

All mailboxes within Gardenwood shall be of the same type and design as specified by the ARC. Each owner is responsible for maintaining its mailbox so that the appearance of the owner's mailbox is the same as others in the community.

#### **4.15 Square Footage Requirements**

Minimum square footage is required for plan approval. For two story homes a minimum of 2,500 square feet (excluding the garage) shall be finished above grade. Rambler or one level homes above grade shall be a minimum of 1,800 square feet finished.

#### **4.16 Driveways**

Driveways shall be paved with bituminous or better quality materials such as concrete or pavers.

#### **4.17 Pools**

Installation of pools and pool decks within Gardenwood and shall meet city standards for distance from property lines. Above ground pools are prohibited.

#### **4.18 Clearing**

Prior to any clearing on any lot, the approval of the ARC must be obtained. The limits of clearing and the actual type of clearing (under-brushing, specific tree removal, etc.) must be shown on the survey of the lot when submitting an application for construction document approval to the ARC.

**As with all construction activities, owners are required to comply with all City ordinances.**

### **V. COMMITTEE ADMINISTRATION**

The ARC may disapprove plans and specifications for one or more of the following reasons:

1. Non-compliance with the Declaration of Covenants, municipal ordinances or other governmental regulations;
2. Non-compliance with the Architectural Guidelines as may be modified from time to time.
3. Failure of the proposed work to be compatible with the Lot, in terms of topography, soils and existing vegetation.
4. Failure of the proposed work to be of the same standard (as determined by the Committee in its sole discretion) as other houses or other structures (as the case may be) built in the Community, in terms of style, general appearance, general size, height and width.
5. Failure of the plans and specifications to show all information necessary in the opinion of the Committee, to evaluate the foregoing characteristics.

The ARC's determinations concerning the plans and specifications shall be conclusive. If the ARC disapproves the plans and specifications, it shall endeavor to state in writing the reason(s) for such disapproval and the deficiencies, which must be cured to obtain approval. The ARC shall retain, for a period of three (3) years, all plans and specifications submitted to it and a record of all actions taken with regard to them.

#### **5.1 Amendment of Design Guidelines**

The ARC may from time to time, amend or revise any portion of these Design Guidelines. All such amendments or revisions shall be appended to and made a part of the Design Guidelines. Administrative changes may be made in like manner by the ARC.

Guideline changes of a substantial nature maybe recommended by the ARC for consideration by the Developer and/or Board of Directors of The Single Family Homes at Gardenwood Owners Association. The controlling authority, either the Developer or The Single Family Homes at Gardenwood Owners Association, must approve substantial changes.

### **5.2 Non-liability**

Neither the ARC, any member thereof, nor the Developer, shall be liable to The Single Family Homes at Gardenwood Owners Association or to any Owner or other person for any loss or damage claimed on account of the approval or disapproval of any plans, drawings and specifications and or the construction or performance of any work.

### **5.3 Enforcement**

The ARC may at any time, inspect a Lot or Improvement and, upon discovering a violation of these Design Guidelines, provide a written notice of noncompliance to the Owner and Owner's contractor, including a reasonable time limit within which to correct the violation. If an Owner fails to comply within this time period, the ARC or its authorized agents may enter the Lot and correct the violation at the expense of the Owner of the Lot. Any such expense shall be secured by a lien upon the Lot enforceable in accordance with the Declaration. The owner is responsible for his/her contractor's compliance with these guidelines.

### **5.4 Meetings**

The ARC shall hold regularly scheduled meetings as required to review the application for approvals, but shall not be required to meet more frequently than twice a month. All applications must be submitted to the ARC at least two (2) calendar days prior to a meeting at which time an application shall be considered. The Chairman of the ARC may call special meetings upon two (2) days prior written or oral notice to the other members. A quorum for each meeting shall consist of two (2) members. A designated alternate member may participate at any meeting in which there is not a quorum of regular members present, and shall have all of the authority of a regular member while so participating.

### **5.5 Decisions**

The ARC shall review all applications submitted to it and shall furnish a written decision to the applicant setting forth the reasons for its decisions. An affirmative vote of a majority of the members of the ARC shall be necessary for any decisions. In the event the ARC fails to take any action within thirty days after an application has been submitted to it, then the application shall be deemed disapproved. The ARC may disapprove any application if there is not sufficient information submitted for the ARC to exercise the judgment required by these Design Guidelines. In all cases, the ARC shall attempt to itemize the nature of its objections.

### **5.6 Variances**

The ARC has the authority to deviate from the requirements contained in these Design Guidelines in extenuating circumstances if the following requirements would create an unreasonable hardship or burden for an Owner. An affirmative vote of a majority of the members of the ARC must be gained for a variance to be granted.

### **5.7 Appeal**

Except as otherwise provided in the Declaration, any Owner aggrieved by the decision of the ARC may appeal the decision to The Single Family Homes at Gardenwood Owners Association. Such an appeal must be made within thirty (30) days after the ARC has given the decision notification. This appeal must be accompanied by the written decision of the ARC together with, if the applicant is making the appeal, copies of the application and all items submitted to the ARC and any other relevant evidence previously submitted to the ARC.

### **5.8 Written Records**

The ARC shall keep and safeguard complete written records of all applications for approvals submitted to it (including one (1) set of all preliminary sketches and all architectural plans), all actions of approval or disapproval, and all other actions taken by it under the provisions of these Design Guidelines. All such records shall be maintained in the offices of the Community Association for a minimum of three (3) years after approval or disapproval.

### **5.9 Nature of Approval**

Any approval of plans, specification or proposed construction given by the ARC shall be only for the purpose of approving compliance to these guidelines and shall not constitute compliance with county and state laws. ARC APPROVAL SHALL NOT CONSTITUTE ANY APPROVAL, RATIFICATION OR ENDORSEMENT OF THE QUALITY OR ARCHITECTURAL OR ENGINEERING SOUNDNESS OF THE PROPOSED IMPROVEMENT, AND NEITHER THE ARC, NOR ITS MEMBERS, THE BOARD, THE OFFICERS OF THE COMMUNITY ASSOCIATION, OR THE DEVELOPER OR ITS AGENTS OR REPRESENTATIVES SHALL HAVE ANY LIABILITY IN CONNECTION WITH OR RELATED TO APPROVED PLANS SPECIFICATIONS OR IMPROVEMENTS.

## VI. CONSTRUCTION REGULATIONS

The Owner shall deliver a copy of the following regulations to the Owner's contractor. Any violation by an Owner's contractor or subcontractor shall be deemed to be a violation by the Owner of the Lot. Continued violation of these policies and procedures may result in the builder and subcontractor being denied access to work within the community.

**Safety.** All applicable industry standard safety precautions are to be taken at all times. This document is not to be construed as a safety manual. The Association, ARC, Sienna Corporation, its agents or representatives are not responsible for enforcing any safety precautions or violations.

**Debris and Trash Removal.** Owners and contractors shall clean up all trash and debris on the construction site at the end of each day. A trash/debris receptacle must be on each construction site. Trash and debris shall be removed from each construction site as needed to avoid blowing materials off the construction site. Dumping, burying or burning trash or disposal of any type of chemical, cleaner, fuels, oils or any toxic or environmentally harmful materials within the community is absolutely prohibited.

**Sanitary Facilities.** The Owner's builder shall be responsible for providing adequate on-site sanitary facilities for the construction workers on that site. Portable toilets or similar temporary toilet facilities shall be located only on the site itself or in areas approved by the ARC. Facilities shall be emptied as necessary and contents removed from site.

**Vehicles and Parking Areas.** Construction crews will not park on, or otherwise use, common areas or any open space. All vehicles will be parked so as not to inhibit traffic, and to avoid damage to the natural landscape. All contractors are responsible for any damage caused by vehicles. The ARC reserves the right to designate specific parking areas in the event such action is required for the safety and well being of the community.

**Excavation of Materials.** Excess excavation materials must be removed from the site or may be placed onsite provided the ARC approves such placement.

**Restoration or Repair of Other Damage.** Damage or scarring to any area outside the home site will not be permitted. If any damage occurs the Owner of the Lot will be obligated to have it repaired and/or restored promptly at the expense of the person causing the damage or the Owner of the Lot within 60 days.

**Miscellaneous and General Practices for Contractors on Construction Sites.** All Owners and contractors will be absolutely responsible for the conduct and behavior of their agents, representatives, contractors and subcontractors within Gardenwood.

**Construction Access/Tracking.** The only approved construction access during the time a residence or other improvements are being built will be over the approved driveway for the Lot unless the ARC approves an alternative access point. Contractors shall be responsible for immediate removal of any debris or tracking on the roads as a result of their construction.

**Daily Operations.** The ARC retains the right to establish certain hours of construction operation in the event such regulations are needed. Owners are encouraged to inform their contractor to be considerate of other property owners while constructing homes within the community.



**For Architectural Committee Use Only**

Consistent with Development/Grading Plan:  Yes  No

Compatible with surrounding structures:  Yes  No

Consistent with Covenants:  Yes  No

**Approvals:**

**Rejected: Resubmittal Required** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Incorrect or incomplete survey or sketch data. Must be resubmitted and approved before Construction Document submittal or construction start.
- Incomplete Pre-Design elevations or Construction Documents plans. Must be resubmitted and approved before Construction Document submittal or construction start.
- Other:

**Conditionally Approved:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- House Plan approval only. Survey must be (re) submitted for approval before construction.
- No color selection submitted. Please submit for approval. Construction start is ok provided colors are submitted prior to installation.
- No Landscape plan submitted. Please submit for approval. Construction start is ok provided landscape plan are submitted prior to occupancy of residence.

**Approved:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By:** \_\_\_\_\_