

The Jewel Architectural Control Committee (ACC)

Plan Submittal Procedures

All proposals for construction on any Lot must comply with the application procedures set forth below and be submitted at least **thirty (30) days prior to the start of the proposed action**. The application procedures include the following:

- A. Completion of the Application form attached as **Exhibit A**.
- B. Compliance with Articles 3 & 4 of the Master Association Declarations.
- C. Applicant's submission of the plans and information requested on the checklist attached as **Exhibit B**:
- D. Applicant's submission of a complete and signed Agreement for New Construction or Alterations to Existing Construction attached as **Exhibit**

C. All of the foregoing must be submitted to the Architectural Control Committee (ACC) at least thirty (30) days prior to the start of construction. Thank you in advance for your efforts in completing this submittal. Please feel free to contact us with any questions you may have!

Notice

All plans must be in compliance with the Jewel Design Guidelines, Woodland Management Plan, Lot information Statements and Sign Plan, which are available on our website; thejewelinlakecity.com

Also note that information for each neighborhood pertaining to platting, grading, engineering data for individual garage and basement floor elevations, easements, utilities, setbacks and more can be found on file with the City of Lake City.

The ACC strongly suggests applicants review all of the referenced information above with their builder, architect or project manager before completing plans and submittals. Doing so will save time, money and lead to a smoother process.

ACC approval must precede application for all city permits (e.g. Building permit, sign permit).

Property Use Restriction Guidelines

One of the goals of the Jewel HOA is to assure that the Jewel is a great place to live. To assure this goal, the community was set up with certain covenants by which all residences must abide. This document further defines use restrictions per Section 3 of the Jewel HOA Master Association Declaration. In general the following definitions will apply.

Structures: In order to preserve the aesthetic appearance and natural setting of the property, no exterior improvements shall commence unless plans and specifications have been submitted to, and approved by the HOA Architecture committee. This includes but is not limited to: Play sets, play houses, decks, patios, awnings, walls, swimming pools, tennis courts, fences, garages, utility sheds or any other out-buildings.

Minimum Square Footage: All Dwellings must have at least 1,300 square feet of living area on the first floor, excluding porches and garages, and be built with new construction materials.

Foundations: Poured Concrete or Concrete Block built on Poured Footings.

Siding: Fiber cement, wood, steel or aluminum siding and soffits. No vinyl, fiberglass or composites shall be allowed unless otherwise approved in writing by the ACC.

Roofing: The roof of any Dwelling shall be a minimum of 5/12 pitch and constructed of Architectural shingles, either composition or fiberglass, or other material approved by the Committee prior to construction. The use of sheet metal or similar material on the roof or exterior sides of any Dwelling other than as flashing is prohibited. Roof ventilation shall be accomplished with ridge vents where ever possible.

Doors: Metal clad exterior, fiberglass or natural wood.

Windows: Metal clad or natural wood. No vinyl, fiberglass or composites shall be allowed unless otherwise approved in writing by the ACC.

Window Trim: 3 ½ inch minimum width of window trim around all windows and doors unless window or door is in brick wall with standard brick molding detail.

Gutters and Downspouts: Required on home garage.

Fireplaces: Brick, stone or cultured stove veneer where exposed on exterior wall(s) including on walls that are required be built around, and enclose chimneys or flues that rise above the roof line.

Lighting: The use of exterior fixtures that are referred to as full cut off, down lighting, or Dark Sky compliant are required on all exterior applications.

Driveways and Sidewalks: Poured Concrete or approved Concrete Pavers.

Landscaping: Lawn irrigation system required in front, sides and back of home.

Mailboxes: Mailboxes should be consistent with the sub association standard. For cul de sacs, mailboxes must share a common post with no more than two posts per circle. See Lake City Postmaster for information on locations where gang boxes are utilized before installing any mailbox.

Vehicles: No trailers, boats, buses, motor homes, campers, snowmobiles or other types of recreational vehicles shall be parked on any lot or street for more than forty-eight (48) hours or less, if established by city law. The HOA may grant permits to park such vehicles for a period not to exceed fourteen days.

General Appearance: Properties should be maintained to appropriate standards. Landscaping needs to be maintained. Recycling bins, trash receptacles and other personal property shall be stored inside an approved structure appropriately meaning out of view from neighboring properties.

Signs: A Real Estate “for sale” sign is allowed for home sales. They should be the standard in-ground mounted realtor sign as illustrated.



Lots “for sale” are required to use a standard numbered sign issued through the HOA website. Political and other temporary signs may be displayed for no more than 21 days.

Note: Any advertising signage must be approved by the Committee prior to being posted.

Manufactured or mobile homes and trailers are not permitted on the Property and no old or used house may be moved onto the Property. New prefabricated or pre-built homes from another location may be moved onto the property only with the prior written approval of the Committee.

Note: The Architecture Committee shall have the right to disapprove any plans and specifications upon any grounds consistent with the objectives of the HOA Declaration.

Additional Board policies on Jewel Property use:

Properties on The Jewel will be held to a high standard of appearance.

Restrictions include but are not limited to:

- Fencing; Only decorative fencing will be approved. No chain link or property line privacy fencing is allowed. Invisible fencing is allowed.
- Accessory Structures; No play houses, play sets, swing sets, basketball hoops, storage sheds, flag poles, fountains, lawn ornaments or other out buildings are allowed unless approved by the ACC. Allowed accessory structures, play sets, play houses, storage sheds and other out buildings must use natural materials, or materials consistent with the surrounding houses, be properly screened from view from the golf course and other neighboring properties and otherwise be consistent with the aesthetics of the property.
- Prohibition of offensive activities. No offensive activity of any sort shall be permitted, nor shall anything be done on any property which may become an unreasonable annoyance or nuisance. Examples are Waterslides, Trampolines, Loud Music, Loud Behavior or any other activities not consistent with the Master Association Declarations.

Exhibit A

New Construction or Alteration to Existing Construction Application Form

The Architectural Control Committee (ACC), as provided for in the governing documents, exists to maintain high standards for design, development and maintenance of houses and lots. When an Owner wishes to construct or remodel a house, application must be made to the ACC by using this form and submitting all plans in the manner set forth on the following Checklists. **Two copies of all submissions are required. Applications must be submitted to the Committee 30 days prior to the anticipated start date.**

Lot # _____ Block # _____ Addition _____

Street Address _____

Submittal Date _____, 20_____

Anticipated Start Date _____, 20_____

Square Footage of Lot: _____

Square Feet of House; Main Floor _____ Basement _____ 2nd floor _____

One Story Two Story Walk Out Look Out 1.5 Story Other

Describe other _____

Property Owner(s) _____

Current Mailing Address: _____

City _____ State _____ Zip _____

Home Phone: _____ Business Phone _____

Architect/Designer _____ Phone _____

Contractor/Builder _____ Phone _____

Type of Submittal:

New Construction Landscaping Alterations/Remodeling

Description of Proposed Work _____

Owner Signatures (all owners must sign)

Owner _____ Date _____, 20 ____

Owner _____ Date _____, 20 ____

Owner e-mail: _____, Phone #: _____

Received by ACC: Date: _____, 20 ____ By: _____

Action taken by ACC:

Application approved. Dated _____

Application approved as noted. Dated _____

Application disapproved. Dated _____

Application incomplete. Dated _____

ACC Notes/Comments:

Exhibit B

CHECKLISTS

I. SITE DEVELOPMENT AND HOUSE PLANS – CHECKLIST

A. SITE PLAN (Include the following information)

- 1. Minimum Scale 1/8 inch = 1 foot.
- 2. Building location(s) Include garage, decks and patios.
- 3. Property lines and setbacks (distances from property lines to buildings).
- 4. Existing tree locations on lot – sizes, species, those to be removed.
- 5. Utility locations; existing TV, Phone, Water, Hydrants; Proposed Gas Meters, Electric, AC
- 6. Driveways, walks and parking, Indicate materials/finish/color.
- 7. Privacy screening, fences and walls, Indicate materials/finish/color.
- 8. Outdoor Yard Lighting
- 9. Special setbacks or easements. (Refer to information on file with City)
- 10. Construction staging and access areas.
 - Storage.
 - Dumpster.
 - Construction Shack.
 - Toilet(s).
- 11. Temporary structures locations.
- 12. Permanent outdoor furniture and accessories.

- 13. Arrow indicating North.
- 14. Mailbox (if applicable) Lake City Postmaster can assist
- 15. Show the following elevations (from subdivision information on file at the City of Lake City and list them below:
 - Front property corner – elevation at curb. _____ ft.
 - Garage slab elevation - _____ ft.
 - First floor finish elevation - _____ ft.

B. FOUNDATION PLAN AND FLOOR PLAN

- 1. Scale: ¼ inch = 1 foot.
- 2. Basement Floor elevation - _____ ft.
- 3. Exterior door and window openings.
- 4. Exterior walls and partitions.
- 5. Exterior stairways.
- 6. Decks, patios, porches and terraces.

C. Elevations (Drawings of the homes' front, back and sides)

- 1. Scale (Min. ¼ inch = 1 foot), Street Elevation.
- 2. All exterior features to be shown on the plan:
 - Foundations.
 - Doors.
 - Windows (including egress windows)
 - Roof (5/12 pitch is the minimum allowed)
 - Siding

- Trim
- Railings
- Decks
- Stairways
- House numbers
- Exterior lighting locations
- Etc. (specify)_____

- 3. Finish floor line and elevation, and proposed finish grade elevation.
- 4. Indicate height of roof from finish grade (golf course lots only).

D. Building Materials (List below or note “as attached”)

- 1. Exterior siding (material/pattern/color)._____
- 2. Trim (materials/color). _____
- 3. Brick, Stone, Stucco (pattern/color). _____
- 4. Roofing - (type/material/color). _____
- 5. Exterior openings:
 - a. Doors (materials/finish/color). _____
 - b. Garage doors (materials/finish/color). _____
 - c. Windows (materials/finish) (no mirrored glass). _____
 - d. Skylights (materials, finish). _____

E. TREE PROTECTION (See the Jewel Design Guidelines)

- 1. Fencing_____

[] 2. Construction Equipment Free Zone_____

F. Landscape Plan and Exterior Structures (Show on Plans)

[] 1. Tree or plant removal proposed.

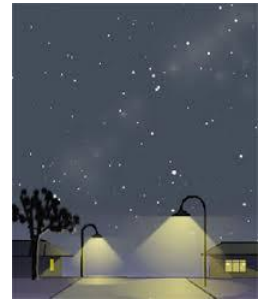
[] 2. Front, rear and side yard plantings beds.

[] 3. Irrigation – type and location.

[] 4. Fencing – type and location.

[] 5. Retaining Wall drawings.

G. Exterior Lighting Fixtures (The Jewel requires the use of exterior fixtures that are referred to as full cut off, down lighting, or Dark Sky compliant) Note that Jewel street lights, and the illustration to the right are good examples of downlights that are meant to preserve our night sky). Examples of home lighting are:



[] 1. Provide manufacture and model numbers if known.

[] 2. Show location and type on Home Elevation plan per C. above. Soffit lighting and fixtures that are considered “downlighting” are allowed.

[] 3. Yard fixtures type and location (directional spotlights are not acceptable).

[] 4. Exterior light fixtures such as motion lights, security lighting are allowed provided they follow down lighting guidelines.

Exhibit C

Agreement For New Construction or Alterations to Existing Construction

As a property owner, prospective homeowner, and/or builder, I/We have read the Jewel – A Golf Community Master Association Declarations, the applications procedure submission requirements and application forms and hereby agree as follows:

1. To submit the plans checklists and otherwise comply with the requirements of the Architectural Control Committee.
2. That any exterior changes to the approved plans must be submitted to and approved by the Committee prior to implementing the change.
3. That by signing this agreement, specific permission is granted to the Committee and/or its agents to enter the property at reasonable times to inspect for compliance.
4. That the surface of the Common Elements or Limited Common Elements must not be damaged or disturbed during construction or used for other activities relating to construction without the written permission of the Committee.
5. That mud and debris which accumulates on the street as a result of the construction must be removed promptly. If not removed promptly, the Association may have it removed and charge the cost to Me/Us.
6. That to enforce its standards, the Association may seek injunctions from a court of law and other legal remedies.
7. It is understood that upon substantial completion of the project, but before the issuance of a certificate of completion by the City of Lake City, the Owner will notify the ACC to request an inspection of the property for compliance prior to releasing funds held in escrow.
8. Proof of the ACC's acceptance of conditions will be provided to the Owner and to the City of Lake City in writing.

Owner Signatures (all owners must sign)

Owner _____ Date _____, 20__

Owner _____ Date _____, 20__

Reminder: Be sure to submit this entire document, filled out and signed, with your plans to:

The Jewel Homeowners Association

102 South Lakeshore Drive

Lake City, MN 55041

Attn; Sue Brown

Email: SueBrown_2@hotmail.com

Phone: 507-450-2456