

Guide to Submitting Architectural & Landscape Change Application

Victor Gardens Single Family Village Homeowners Association – updated 5/2018



What is the Application for?

You may be thinking of making some alterations or improvements to the exterior of your home or perhaps your yard. If you plan on doing so, please read through the next few pages and follow the website links that relate to your project. Familiarize yourself with [Victor Gardens Residential Design Guidelines](#) then submit the required [Architectural & Landscape Change Application Form](#) to the Architectural Review Committee (ARC) for consideration.

Which projects don't require the Application?

Simple repairs, routine maintenance, and restoring your home and landscape to its formerly ARC approved state does not require approval. Examples of these include:

- Routine home maintenance.
 - Asphalt driveway sealcoating.
 - Repainting the home in the exact same, previously approved, color scheme.
 - Refinishing decking with the same, previously approved, color.
 - Refinishing exterior doors with the same, previously approved, paint color or stain.
 - Repairing a cracked sidewalk.
 - Replacing broken windows.
 - Repairing frost heave damaged patios.
 - Replacing a storm damaged roof with the exact same, previously approved, shingles.
 - Replacing air conditioning units.
- Routine landscape maintenance. Examples might include:
 - Pruning.
 - Replacing dead plants and trees with the same species in the same location.
- Planting annual plants in existing approved beds.
- Planting perennial plants in existing approved beds.
- Planting bulbs planted in existing approved beds.

Which projects do require the Application?

Many projects that require submission of [Architectural & Landscape Change Applications](#) are listed in the online document, [Selected Alterations/Improvements List](#). The list includes, but is not limited to many types of projects that homeowners might consider. For extensive projects, or projects that aren't listed, homeowners are encouraged to ask for the ARC's advice before submitting an application. The ARC can advise you on how [Victor Gardens Residential Design Guidelines](#) relate to your project, and help prevent unnecessary homeowner expense and delays. If you are uncertain whether your project needs approval, or if you have any questions about the required process please refer to the [Selected Alterations/Improvements List](#) and/or contact our Community Manager, Colleen Brown, Associa Minnesota, (763) 225-6400 , Colleen.Brown@associa.us

Why do I need to fill out the Application?

Please keep in mind as members of a Homeowners Association we all agreed to abide by the same architectural & landscaping requirements and guidelines. These benefit everyone in the association because they help preserve and increase the value of our homes as well as increase the aesthetic quality of our neighborhood.

Filling out the form:

It is essential that your application be completely filled out with as much detail as possible. The ARC requires the use of colored exhibits, attachments, photographs, etc. to assist in its review. The quality preparation of the application itself and each exhibit/attachment must be clear and legible so as not to cause delays in acceptance. If the application and exhibits are incomplete or illegible the application will be rejected.

How long does the ARC review process take?

Although the Covenants allow a much longer timeframe, most applications receive a response within two weeks, sometimes sooner. If the complexity of your application is great, you should plan accordingly (i.e., expect a longer review timeframe). If you don't submit via email, expect a longer timeframe.

How can I speed up the review process?

Ensure your application is completely filled out with as much detail as possible. Submit everything via email. Include all required descriptions, measurements, drawings, photos, manufacturer's data, surveys, color choices, material samples, etc. A complete, clear and detailed proposal will help avoid unnecessary delays.

What kind of response can I expect?

ARC will respond in writing. You may receive an Approval Letter, Denial Letter, an Approved with Conditions Letter, or a request for more information.

What are the penalties for non-compliance?

The Single Family Village Board and ARC take its responsibility to uphold established high standards very seriously. Violators will be fined. Also, violators may likely be required to remove the alterations and restore the property to its prior (approved) state. If violators do not comply, the Association may hire a contractor to remove the changes. Those expenses, plus fines, plus legal expenses will be charged back to the homeowner/violator. According to section 8 of the Master Declaration of Covenants, "... *the violator shall pay all costs in connection the resolution or correction of the violation, including without limitation any fees of attorneys or other professionals...*" Failure to pay will result in the Board placing a lien against your property.

Can I request a variance?

The ARC may, in its sole discretion, grant variances from the requirements contained in Section 8 of the Covenants or otherwise established by the ARC, on a case by case basis; Provided that the variance sought involves unique circumstances, is reasonable, does not impose a hardship upon other Owners, and does not violate any development agreement with the City, any governmental law, ordinance, code or regulation. The granting of such a variance by the ARC shall not nullify or otherwise affect the ARC's right to require strict compliance with its requirements on any other occasion. Granting such variances does not necessarily establish precedent for future ARC submissions.

What is the ARC?

According to Victor Gardens' governing documents, the purpose of the Architectural Review Committee (ARC) "is to control, preserve and enhance the architectural and environmental character of Victor Gardens". The Committee is made up of neighborhood volunteers that review many submissions each year. In addition to informed subjective aesthetic judgments, the ARC refers to a number of source documents including City of Hugo PUD Agreement Requirements, Victor Gardens Architectural & Landscape Requirements, Victor Gardens Residential Design Guidelines (ARC Guidelines) and the neighborhood's Covenants Conditions & Restrictions as a minimum standard of architectural application. However, the Committee's goal is not to aspire to the lowest denomination of these. ARC will look to maintain the spirit of the Traditional Neighborhood streetscape by enforcing a historical architectural character.

Whom can I contact with questions?

All questions about your project, your application, or timeframe can be directed to our Association's Community Manager:

Colleen Brown, CMCA
Senior Community Manager
Associa Minnesota
7100 Northland Circle N. Suite 300
Brooklyn Park, MN 55428
Main phone: (763) 225-6400
Email: Colleen.Brown@associa.us

Architectural & Landscape Change Application Form

Victor Gardens Single Family Village Homeowners Association



This form contains many [embedded website links](#) providing helpful info.

Step 1: Read before you start:

Please read the attached [Guide to Submitting Architectural & Landscape Change Applications](#). Also, the online [Selected Improvements / Alterations List](#) can help you determine if you need ARC approval. The list's [categories](#) can help you plan your project and describes exactly what the ARC wants you to submit. For example, [Decks](#), [Landscaping](#), [Paint](#) & [Gutters](#).

Step 2: Understand the criteria by which your project will be reviewed:

Each application is reviewed on its own merits. There are no "blanket" approvals. Diversity of historical style, architectural character and integrated landscaping are important. What might be approved for one home would not likely be approved for a neighboring home. [Follow the checklist that best relates to your improvement/alteration.](#)

Step 3: Fill out this form:

Name:	Type of Alteration/Improvement:
Address:	Estimated start date:
Phone:	Estimated completion date:
Email:	Contractor's name/contact:

Step 4: Describe your proposal. Include supporting documentation:

Check all that you've included. Many are **required** for the ARC to consider your application.

- Photos of the area under consideration.
- A written description.
- An itemized materials list, including drawings, manufacturer's data, color information, plant species, etc.
- Lot Survey noting the placement of the alteration/improvement.
- Scaled and measured drawings.
- Contractor information.
- Additional supporting info. Some improvements/alterations require more detail than others.

Step 5: Submit your application and wait for response:

To speed up your approval process, the ARC strongly encourages **all** submissions be sent via email. If possible, please combine your entire submission into one single PDF file. Email all submissions and questions to the ARC's designated contact person: Colleen.Brown@associa.us If you prefer to submit via USPS mail or fax, expect a significantly longer approval timeframe. Colleen Brown, CMCA, Senior Community Manager, Associa Minnesota, 7100 Northland Circle N. Suite 300, Brooklyn Park, MN 55428 Main phone: (763) 225-6400 Email: Colleen.Brown@associa.us

IMPORTANT: You must wait for written ARC approval before commencing any work. The absence of a reply from the ARC does not constitute approval of proposed work. If you make unauthorized alterations you may be (as other homeowners have been) required to restore the property to its prior condition. Failure to do so will result in fines, the Association taking legal action against you, and the Association removing the alterations you made. According to the Covenants, you will be required to pay the Association's costs to remove the alterations, your own legal costs, and the Association's legal costs. Failure to pay fines or the Association's legal costs will result in liens placed against your property.

You, the homeowner agree to the following: A: No alterations/improvements may be commenced until written approval is received from the Architectural Review Committee. Alterations /improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval. B: The owner is responsible for obtaining any required building permits C: The owner, not the Association Board of Directors, or Review Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit. D: The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations /improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Owner's Signature:

Date: