

## Woodside Village Architectural Vision Statement

*The residents of Woodside Village want their neighborhood to be maintained as a premiere community within Northville Township. To accomplish this, the **Architectural Control Committee (ACC)** will fairly and consistently apply guidelines and procedures to ensure an attractive neighborhood with a flow and level of continuity that enhances property values while allowing individuality.*

Any substantive change to the exterior look of your home should be submitted for approval. The Architectural Guidelines included in this document detail where an approval from the ACC is required in advance of your project. It also outlines the Approval process required of the Co-Owner, the role and responsibilities of the ACC and what conditions the Board of Directors are involved in the process.

## Architectural Control Committee (ACC)

The Architectural Control Committee (ACC) is a standing committee of volunteer co-owners have agreed to uphold the **Woodside Village Architectural Vision Statement** through their role in the **Architectural Improvement Permit Procedure**. Pursuant to the Bylaws, the ACC reports to the Board of Directors who also have a role in the Architectural Improvement Permit Procedure. The ACC uses the established **Architectural Permit Approval Criteria** to guide its recommendations.

## Architectural Improvement Permit Procedure

### Step 1 – Co-Owner Documents the Improvement Desired

Refer to the Architectural Guidelines first to see if your project requires ACC Approval. The Architectural Guidelines can be found in several places:

1. Website [www.woodsidevillageassoc.com](http://www.woodsidevillageassoc.com) contains a copy of these guidelines along with the permit form and complete procedure.
2. You can contact the Association’s **Property Management Company**, currently Herriman & Associates, Inc. for additional assistance to obtain the Co-Owner Documents necessary for your Improvement project.  
 Herriman & Associates, Inc  
 734-459-5440  
[www.herriman.net](http://www.herriman.net)

### Step 2 – The Co-owner Submits the Request to Herriman & Associates, Inc.

The submission of the Request along with all documents necessary for your improvement project (see Step 1) can be done in several ways:

1. Mail Permit and supporting documents  
 Herriman & Associates, Inc  
 41486 Wilcox Road  
 Plymouth, MI 48170-3104
2. Email Permit and supporting documents to [www.herriman.net](http://www.herriman.net).

### Step 3 – Herriman & Associates, Inc. Contacts ACC Chair

Herriman forwards the Permit request to the ACC Chair within 5 days of Herriman’s receipt of the Permit request and all documents submitted for project by the co-owner.

### Step 4 – ACC Reviews the Request

The ACC commits to an initial review of the request within 5 days of its receipt. Depending on the size and complexity of the request the ACC will prioritize and communicate the appropriate schedule to provide the fastest possible completion of the request. This will be done at the initial ACC review. The ACC uses a simple majority of its members to approve the request based on the **Architectural Permit Approval Criteria**.

Upon the Request approval the ACC Chair will contact Herriman who will contact the Co-owner. The Co-owner will receive written approval, and Herriman will update the permanent file with documentation of the approval.

If an ACC majority concludes that the Request cannot be approved based on the Approval criteria, then the ACC will provide appropriate feedback, again through Herriman, to the Co-owner. Feedback will be given to the Co-owner to describe the nature of the issues preventing

approval, what approval criteria was preventing approval and what alternatives and recommendations the ACC is suggesting. The Co-owner can then re-apply for approval.

The ACC commits to an entire review process of no more than 30 days from the receipt of the request by the ACC.

**Step 4a (Optional) – Co-owner appeals ACC Decision**

If a Co-owner Request is rejected, the Co-owner may, within 45 days, appeal the rejection to the full Board of Directors of Woodside Village. To file such a request, the Co-owner should request an appeal in writing through Herriman & Associate, Inc. using the above contact information.

The appeal should state the reasons why the Co-owner believes the ACC decision was inappropriate and inconsistent with the **Architectural Permit Approval Criteria** and **Architectural Guidelines**. The Board will review the appeal at the next regularly scheduled Board meeting or call a special meeting to review the appeal. The Board commits to hearing the appeal to expedite the entire review process taking no more than 30 days from receipt of the request by the ACC. The appeal review meeting may include the homeowner and/or the ACC members.

**Step 4b – In Case of ACC Deadlock or Conflict of Interest**

In the case where the ACC members do not reach a majority or feel that they have a personal conflict of interest related to the submitted request for improvement, then the ACC will refer the matter to the Board of Directors to complete the application approval process. The Board commits to completing the entire review process taking no more than 30 days from receipt of the request by the ACC.

**Step 5 – Co-owner obtains all other Township and governmental Permits and approvals**

Co-owners will be responsible to obtain all other Township and governmental Permits and approvals, as applicable, only after approval has been granted by the Architectural Improvement Permit process.

## Architectural Permit Approval Criteria

Consistent with the vision statement, the following criteria is used to guide the ACC in supporting an approval of the co-owner's request for architectural improvement:

- The suitability and aesthetic quality of the improvement
- The location of the improvement
- The compatibility to neighboring or adjacent residence.
- Whether it will impair the structural integrity of the residence.
- Whether it will create an annoyance or nuisance to surrounding neighbors.
- The impact on the overall standards and appearance of the development.

If the ACC recommends denying a request, the ACC will offer alternative suggestions that may be in the spirit of the initial request but serve as examples to the Co-owner of the changes necessary to put their request into compliance with **Architectural Guidelines**.

In addition to the architectural guidelines, in many cases there are Northville Township Ordinances that apply and, in some instances, permits are required. Woodside Village guidelines are to be considered in addition to the Township Ordinances and the Township should not construe approval by the ACC as approval. Similarly, Township approval means that an action is in compliance with Township Ordinances. As a Condominium Community, Woodside Village has additional requirements that must be followed. These can be found in the following **Architectural Guidelines**.

<b>Ref #</b>	<b>Guideline</b>	<b>Advanced Approval Required</b>
<b>1.1 a)</b>	<p><b>Exterior Paint Color Change</b> Approval is required any time a change is made to the exterior (<b>Paint</b>) of the residence. Submission of a color chip is required. Approval will be granted if the color blends with the overall look of the community and is complementary to the color of the brick. Consistent with the original construction, the garage door and service door should continue to be the same color as the siding.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Sample Requested</li> </ul>
<b>1.1 b)</b>	<p><b>Exterior Paint Same Color</b> Repainting with the same color of paint does not require approval.</p>	<ul style="list-style-type: none"> <li>• No Approval Required</li> </ul>
<b>2.1</b>	<p><b>Exterior Siding</b> Wood and <b>Hardy Plank</b> siding are considered acceptable. Approved siding manufacturers/styles will be maintained by the <b>ACC</b>. Siding not on the approved list can be submitted for approval. In granting approval, the committee will primarily assess whether the look and quality of the material is consistent with original construction and blends with the existing character of the community.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Sample Requested</li> </ul>
<b>2.2</b>	<p><b>Exterior Windows</b> Exterior windows must match the color of the siding. In addition, they must be consistent with other windows on the same side of the house.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Sample Requested</li> </ul>
<b>2.3 a)</b>	<p><b>Exterior Doors</b> New Doors</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Picture requested</li> </ul>
<b>2.3 b)</b>	<p><b>Exterior Door Modifications</b> Screen doors may be installed without approval if the entire door except for the frame is glass/screen and the door matches' the exterior of the home or the door that it covers.</p>	<ul style="list-style-type: none"> <li>• No Advance Approval Required</li> </ul>
<b>2.4</b>	<p><b>Structural Additions (references as embedded in the Architectural Permit process)</b> Plans are required as prepared by an architect registered in the State of Michigan. Two copies of plans should be</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Plans requested.</li> </ul>

Ref #	Guideline	Advanced Approval Required
	<p>provided showing the size, nature, kind, type and color of elevations, quantity, color scheme (including, but not limited to paint and stain), materials and location. One set of the approved plan will be retained in the co-owners permanent file.</p>	
<p><b>2.5</b></p>	<p><b>Driveway Replacement</b>                      All driveways shall be constructed on six (6) inches of 21AA aggregate with two and one half (2 ½) inches of asphalt laid in 2 courses or phases, the first course being one and one half (1 ½) inch and the second course being one (1) inch.</p>	<ul style="list-style-type: none"> <li>• No Advanced Approval Required</li> </ul>
<p><b>3.1</b></p>	<p><b>Light Fixtures</b>                      Changes to exterior light fixtures require approval. Picture/dimensions of the fixture must be submitted. The fixture’s size, style and quality need to be consistent with the home and character of the community. Specifically:</p> <p align="center"><b>House and Garage Light Fixture size requirements:</b>                      Minimum 17” and Maximum 24” in height                      Minimum 12” and Maximum 16” in width                      Exception would be at locations where porch pillars will not accept these sizes</p> <p align="center"><b>Back Porch:</b>                      Minimum 7x4 and Maximum same as house and garage requirements.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Picture / Dimensions Requested</li> </ul>
<p><b>3.2</b></p>	<p><b>Lamppost</b>                      Lamppost with a photocell providing lighting during darkness shall be properly maintained. If damage or deterioration dictates the lamppost be replaced, the ACC will designate the brand and model number to maintain consistency. Specifically:</p> <p align="center"><b>Lamppost size requirements:</b>                      Minimum 32”x16”                      Maximum 34”x18”</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> </ul>
<p><b>4.1</b></p>	<p><b>Fencing</b></p>	<ul style="list-style-type: none"> <li>• Advance Approval Required if Township</li> </ul>

**ARCHITECTURAL GUIDELINES AMENDMENT – FEBRUARY 2021**

<b>Ref #</b>	<b>Guideline</b>	<b>Advanced Approval Required</b>
	With exception of underground fencing or when required by Township ordinance or governmental regulation (e.g. around a swimming pool), no fence, wall, or solid hedge may be erected or maintained.	Ordinance/Governmental Regulation
<b>5.1</b>	<b>Air Conditioning Units &amp; Generators</b> Approval is required if an air conditioning unit or generator is to be installed in a location other than at the rear of the home. Side installations will require approval of the affected neighbor and appropriate landscaping. Air Conditioning units or generator’s in the rear of the home do not require committee approval. Window or wall mounted air conditioner units are not permitted.	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> </ul>
<b>6.1</b>	<b>Antennas – Satellite Receivers</b> Approval is required to mount an antenna or satellite receiver on the exterior of the residence. Approval will be generally granted if the mounting location minimizes the visibility of the unit from the street, and the overall placement is not inconsistent with the flow of the community.	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> </ul>
<b>6.2</b>	<b>Solar Panels</b> Given that each Home has unique considerations related to its orientation with the sun, each request will be reviewed by the ACC with considerations of the placement, color, style and specifications and its impact on the community as stated in these guidelines and in the WVCA Bylaws to date.	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Drawing of Placement on Roof is Required</li> <li>• Color and Style of Panels is Required</li> <li>• Specification of Panels are required</li> </ul>
<b>7.1</b>	<b>Playground Equipment</b> Approved manufacturers/materials/styles will be maintained by the ACC. Items not on the approved list can be submitted for approval. The approved list can be made available by the ACC upon request. Placement of playground equipment should be positioned behind the home with a drawing confirming placement submitted along with the Architectural Permit Request.	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Drawing of Placement Requested</li> </ul>
<b>7.2</b>	<b>Portable Playground Equipment</b> Portable playground equipment (e.g. trampolines, soccer and hockey nets) do not require approval. Portable equipment is	<ul style="list-style-type: none"> <li>• No Approval Required</li> </ul>

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Ref #	Guideline	Advanced Approval Required
	<p>expected to be stored when not in use. Items are considered portable if they can be easily moved and stored when not in use.</p>	
<p><b>7.3</b></p>	<p><b>Basketball Backboard/Hoop</b>                      Installation of a permanent basketball backboard/hoop requires approval for location only. In general, the hoop is expected to be installed near the rear of the driveway beyond the front house line. Backboards/hoops may not be affixed anywhere on the home. Portable poles/backboards/hoops do not require approval and are governed by the same guidelines as “Portable Playground Equipment” (See 7.2).</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required for Location</li> </ul>
<p><b>8.1</b></p>	<p><b>Inground Swimming Pools</b>                      Approval is required of a plan detailing proposed layout, size, location, materials, shape, landscaping, fencing/screening, and the type of construction. In general, the pool must be proportional to the lot area and have landscaping which screens the bulk of the pool area from view. Above ground pools are not allowed. Township ordinances/governmental regulations may also apply in addition to ACC Approval.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Plans required</li> </ul>
<p><b>8.2</b></p>	<p><b>Pool Equipment &amp; Accessories</b>                      Cleaning equipment, swimming aids, accessories, etc., must be stored out of view when not in use.</p>	<ul style="list-style-type: none"> <li>• No Approval required</li> </ul>
<p><b>8.3</b></p>	<p><b>Hot Tubs</b>                      Approval is required of a plan detailing proposed layout, size, location, materials, shape, landscaping, fencing/screening, and type of construction. In general, the hot tub must be in proportion to the home/deck size and have a color consistent with the home and/or surrounding area. Fencing or locking lids are required consistent with Township ordinances.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Plans required</li> </ul>
<p><b>9.1</b></p>	<p><b>Decks &amp; Gazebos</b>                      Approval is required of a plan detailing proposed layout, size, location, materials, shape and type of construction. In general, the deck must be in proportional to the home and blend with the existing character of the community.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Plans required</li> </ul>



## ARCHITECTURAL GUIDELINES AMENDMENT – FEBRUARY 2021

Ref #	Guideline	Advanced Approval Required
	Township ordinances/governmental regulations may also apply in addition to ACC Approval.	
<b>9.2</b>	<b>Decks Maintenance</b> Decks must be properly maintained through regular cleaning and sealing.	<ul style="list-style-type: none"> <li>No Approval required</li> </ul>
<b>9.3</b>	<b>Decks Colors</b> Deck colors must be approved consistent with Exterior Painting guidelines (Section 1.1)	<ul style="list-style-type: none"> <li>Advance Approval Required</li> </ul>
<b>9.4</b>	<b>Patios</b> Approval is required of a plan detailing proposed layout, size, location, material, shape and type of construction. In general, materials that are maintenance free and durable will be approved. Township ordinances/governmental regulations may also apply in addition to ACC Approval.	<ul style="list-style-type: none"> <li>Advance Approval Required</li> </ul>
<b>10.1</b>	<b>Tree Removal</b> Tree removal for any reason and regardless of location or condition must have prior written approval of the ACC. In general, approval will only be granted when a tree is dead or when its removal improves the health of surrounding trees or for a safety reason.  It is adopted that when a tree is removed, it is desired to consider planting a tree. It does not have to be the same tree type or size. This practice will help to maintain our community vision related to our environment. (August 22, 2020)	<ul style="list-style-type: none"> <li>Advance Approval Required</li> </ul>
<b>10.2</b>	<b>Gardens</b> Vegetable, herb and natural gardens must be well maintained and in the back yard. They must be contained within the equivalent of an 8'X8' area.	<ul style="list-style-type: none"> <li>Advance Approval Required</li> </ul>
<b>10.3</b>	<b>Shrubbery</b> A landscape plan detailing placement of trees and shrubs must be submitted for approval. Trees, shrubbery, or berms to create a wall, fence or screen will generally be prohibited. Approval may be granted when a plan calls for a variety of	<ul style="list-style-type: none"> <li>Advance Approval Required</li> <li>Plan Required</li> </ul>

**ARCHITECTURAL GUIDELINES AMENDMENT – FEBRUARY 2021**

Ref #	Guideline	Advanced Approval Required
	trees and shrubs to be interspersed to provide privacy around patios, decks, door walls, pools, hot tubs, etc.	
<b>10.4 a)</b>	<p><b>New Landscape Beds</b> Plants and landscape materials (e.g. mulch, bark, stones) must be confined within a bed, which is edged using brick pavers, blocks, black diamond, or similar edging designed to distinguish and separate landscape materials from lawn, curbs and asphalt.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> </ul>
<b>10.4 b)</b>	<p><b>Existing Pre-Approved Landscape Beds</b></p>	<ul style="list-style-type: none"> <li>• No Approval required</li> </ul>
<b>10.5</b>	<p><b>Free Standing Arbors</b> Approval is required of a plan, which details the location, type of construction, and area surrounding the arbor. In general, a freestanding arbor is required to be incorporated into a broader landscape design.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required</li> <li>• Plan Required</li> </ul>
<b>10.6</b>	<p><b>Annuals &amp; Perennials</b> Flowers do not require approval.</p>	<ul style="list-style-type: none"> <li>• No Approval Required</li> </ul>
<b>11.0</b>	<p><b>Signs (Bylaw 6.27) Additional Rule/Regulation:</b> As of October 2020, Board approved the following approval process for Election Cycle signs pursuant to Bylaw 6.40 Rules and Regulations.</p> <p>The following rules will be used to determine if a sign displayed is pre-approved to allow Co-owners to place Election Cycle (i.e.: Political) signs within the Co-owners property:</p> <ul style="list-style-type: none"> <li>• Sign is professional, published by the Candidate or amendment campaign</li> <li>• Sign is no larger than thirty (30”) inches wide by twenty-four (24”) inches high in dimension</li> <li>• Sign is located on a Co-owners property no nearer than fifteen (15) feet from the front property line.</li> <li>• Sign is removed within 7 days of the Election.</li> </ul> <p>All other signs (i.e.: those other than Election and For Sale signs) will continue to require ACC approval through submission of a modification request.</p>	<ul style="list-style-type: none"> <li>• Advance Approval Required with exception of For Sale signs as stated in Bylaw 6.27 and Election signs as stated here in these guidelines.</li> </ul>

## **Enforcement Policy for Architectural and Building Specifications and Use Restriction – Confirm references in Red**

### **Board Approved on April 21, 2014**

The Woodside Village Condominium By-Laws Article VI, requires that each co-owner who wants to make changes to the exterior appearance of their individual unit must comply with the specifications and restrictions in the Article. Pursuant to Article 6.25 (B), before any change is made to the exterior of any unit in Woodside Village, the co-owner who desires to make a change must get the written approval of the Architectural Control Committee (ACC). It is important that approval is obtained before any work is started so that the ACC can properly do its job to protect the appearance and value that the Condominium By-Laws were meant to protect.

The Woodside Village Condominium Association's Board of Directors adopts and publishes the following policy to ensure even and fair application of the Condominium By-law. This policy will be followed in enforcing the ACC's review and approval process. This policy shall be effective thirty days after its passage and mailing to all co-owners.

As previously stated, a co-owner must obtain written permission pursuant to the Condominium By-laws before starting an exterior project.

In the event a project is started prior to obtaining written permission from the ACC, the offending co-owner will receive a violation notice and demand that work cease. The violation notice will give the co-owner the opportunity to appear in front of the Association's Board of Directors to explain why a violation should not be found. This is a first violation.

If work continues in contravention of the violation notice the next day shall be considered a second violation and the fine amount of \$25.00 will be assessed to the co-owner's account. Each subsequent day will be considered another violation until ACC approval is obtained. Fines will be assessed according to the fine schedule contained in Article 11.3 of the Condominium By-laws. Once the appropriate approval is obtained the fines will cease.

In the event that fines are not paid in a timely manner they will be collected pursuant to Article 11.4 of the Condominium By-laws.

The Association reserves all its rights under the Condominium Documents. Non-approved changes will be subject to the removal and abatement provision in Article X. Pursuant to the Condominium Documents the offending Co-owner will be liable for the costs expended in enforcing the bylaws.