

## GREEN TIMBERS CONDOMINIUM ASSOCIATION (GTCA) BOARD & DESIGN REVIEW COMMITTEE (DRC) BASIC GUIDELINES AND FAQ's

The following is a list of the most frequently asked questions and items submitted to the Board and DRC for approval. Please keep in mind that our condominium rules and regulations are in addition to Eureka Charter Township rules. Condominium rules and regulations do not replace, supersede, or diminish Township rules. The following are basic guidelines and answers to FAQs only to help guide you when planning a project. Strict adherence to the GTCA By-Laws and Eureka Charter Township rules is required.

The **DRC application** needs to be filled out and submitted to the DRC before work on your project commences. You may also visit the GTCA website at [www.greentimbers.net](http://www.greentimbers.net) to download an application or find the contact information for the current Board and DRC members. You may also email us at [greentimbersgtca@gmail.com](mailto:greentimbersgtca@gmail.com) to request more information.

Some projects will require a permit issued by Eureka Charter Township or Montcalm County. Please contact the Montcalm County Building Department at 616-225-7394 after obtaining zoning approval from the Office of Zoning and Planning, Eureka Charter Township 835-4334, before starting any project. The DRC doesn't issue these building permits.

The following items are by no means the only improvements to your property that may require DRC approval or board approval; rather, these are the most common issues we are consistently asked about. Please review the GTCA by-laws or contact the Board or DRC prior to any project to make sure you are in compliance. If you do not have a GTCA By-Law handbook, please visit the GTCA website to view and/or print a copy.

### **TREES:**

Removal of trees 4 inches in diameter and smaller DOES NOT require DRC approval.

Removal of trees larger than 4 inches in diameter DOES require DRC approval. When approving or denying the removal of a tree the DRC may take the following things into consideration:

- Does the tree threaten your home?
- Is the tree dying or damaged?
- Does the removal of the tree diminish the aesthetics of the area?
- Is the tree between your home and your neighbor?
  - When a person moves into Green Timbers, they do so with the understanding that their neighbor is not allowed to remove all the trees larger than 4 inches in diameter between their home and their neighbor, thus allowing for more privacy. This does not mean the DRC will not approve the removal of a tree, but the DRC will consider the point of view of all of the parties that will be impacted by its decision.

#### • NOTE:

- Any trees cut down larger than 4 inches CANNOT be disposed of in the brush areas. It must be taken outside of the neighborhood or ground up by the tree company.
- Any trees removed larger than 4 inches need the stump ground down.

### **TRIMMING OF TREES:**

The trimming of trees on your property does not require DRC approval; however, we do ask that you notify us before doing so if it is a large amount of trimming. It is not unusual for the DRC to receive phone calls when trees are being trimmed. Your neighbor may think you are cutting down trees without approval. By notifying the DRC we are then able to assure your neighbor that the trees are being trimmed and not cut down.

### **LANDSCAPING:**

Large landscaping projects require DRC approval. Large landscaping projects include but are not limited to, retaining walls, walkways, driveways, cement pads, landscaping pods near the roads, landscaping that is considered large in nature, etc.

**FENCES:**

Fences are allowed with DRC approval only. Fences shall be no higher than 6 ft in height. Fences must be black chain link, white or natural-color vinyl, or stained or natural-color wood. The appearance of fencing must be professional with a clean exterior look and all cross beams or other structures facing the interior of the residence yard. Fencing may be placed at the rear and sides of the property only, not to extend past the front corners of the house. All fencing must be installed on the residents' property. The DRC may require a survey of the property lines in certain instances. Fences shall be of high-quality material and maintained to that standard. Fences generally need approval from Eureka Charter Township before installation, especially on corner lots. All approval and or permits are the responsibility of the resident. Failure may result in fines or required removal of the fence.

**SHEDS OR ACCESSORY BUILDINGS:**

- Sheds shall be of wood construction (no metal sheds) with painted wood or vinyl siding.
- Siding or paint color shall match the color of your home.
- Shingles shall match your home's shingles as closely as possible.
- Sheds shall be placed no closer than 10 feet to your lot lines.
- Sheds will not be allowed to be placed in the front of your home (Township ordinance). The Township considers the front of your home to be any part of your home that faces a road. For example, if you have a corner lot and your home faces a road on two sides, the township considers both of these sides to be the front of your home.
- The owner of the property should first contact Eureka Charter Township to see if a building permit is required. The DRC does not issue these building permits.
- Failure to follow these guidelines may result in removal, re-design, or relocation of the accessory building at the owner's expense.

**SWIMMING POOLS:**

Swimming pools must be approved by the DRC before installation. A plan of the proposed layout of the pool is required. A site visit is required by a DRC member to review tree removal, drainage issues, retaining walls, fences, etc. that may be required for the installation of a pool. All pools must be in-ground and enclosed properly. No permanent above-ground pools are allowed. All pools must meet Eureka Charter Township guidelines.

- As of June 28, 2018, temporary above-ground pools will be allowed from June 1st to October 1st of each year. Pools must be 20 feet or less in diameter.
- Residents are required to contact the DRC before pool placement for location approval and are responsible for carrying the liability insurance with their homeowner's policy.
- Please also note that per Eureka Township guidelines, the ladder must be removed every night. • Fines for non-compliance of set rules will be assessed.

**GARAGES, NEW HOMES, ADDITIONS, DECKS:**

These items will require the submission of detailed plans and specifications to receive DRC approval. In these instances, approval will be given on a per-case basis. For instance, although unattached garages and or additional outbuildings are allowed with DRC approval, the placement of such a building may not be allowed. In some cases, the DRC may not see any possible placement of such a building so as not to upset the aesthetics of the neighborhood. These items will also require approvals and permits by Eureka Charter Township.

**SPRINKLER SYSTEMS:**

Sprinkler systems shall be installed within your property lines. Systems are often installed on the "common elements" (i.e. next to the road and utilities right of way) to make it easier to water certain parts of the lawn. Normally installing anything on the "common elements" is prohibited. In this particular case, the DRC understands that installing your sprinkler system in this manner is often what the installer recommends. In this case, the DRC has no objection, but PLEASE understand that any damage to the system due to snow plowing, repair to electrical lines, gas lines, or drainage on the "common elements" is your responsibility and not the responsibility of Green Timbers Condo Association or the party that caused the damage that had the right to

the "common elements". Installation of sprinklers done in this manner is at your own risk!!

**PETS:**

No more than two (2) common indoor household pets are to be kept per home in the subdivision and they are to be either fenced or leashed when outside of the home and they shall have such care so as not to be obnoxious or offensive. When walking your pets, please keep them on a leash and pick up their waste material even on vacant lots as all lots bordering our roads are private property.

**NEW HOMES:**

\*One-story homes shall have a minimum of 1150 square feet and bi-level and two-story homes shall have a total livable space not less than 1500 square feet of livable floor space excluding garages, basements, porches, breezeways, or any of the dwelling of which the floor is lower than the front grade of the lot. (By definition a Bi-level has an upstairs and a downstairs - no basement, per builder/contractor. The downstairs has either daylight windows or a walk-out slider. Therefore, the term "excluding basement" does not apply to a bi-level with a total 1500 square footage minimum between the 2 floors.) No residence shall be less than one story nor more than two stories in height excluding the basement. Each residence must be completed within 12 months of commencing construction of the residence.

Homeowners must landscape and maintain their yards within 12 months upon completion of the construction of the home. The association has the right to hire a landscaping company to finish your yard and bill you directly. Vacant lots must be maintained by their owners.

No home shall be used for other than single-family residential purposes (except that person not of the same immediate family residing together may occupy a unit with the written consent of the Board, which consent shall not be unreasonably withheld). No business or commercial activity shall be conducted in the subdivision without the knowledge and consent of the Board.

**BRUSH YARDS:**

Green Timbers maintains two locations within the subdivision where residents may dispose of their yard waste, one at the northwest corner and the other at the southwest corner.

NW: The small yard is at the west end of Green Timbers Dr. where Green Timber Court begins to the left. Continue straight on the grassy area about 50 yards beyond the pavement into the woods to a clearing where leaves are piled. SW: The larger brush yard is at the west end of White Ridge Dr. where you can drive your car beyond the pavement at the end of the road into the yard and through the full circle to the left coming back to where you entered. Please look for the two signs directing you to two separate areas - one for small branches and the other for leaves and pine needles. Please do not place yard waste in the roadway making it difficult for others to come after you.

Updated 1/15/25