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2960 Judicial Road Suite 110
Burnsville, MN 55337
www.longacreshoa.com

Dear New Neighbor

Congratulations on the purchase of your new home. On behalf of the Longacres Homeowners Association Board, we would like to officially welcome you to the Longacres neighborhood. We are pleased that you have chosen to call the Longacres neighborhood home.

The LHOA Board of Directors is made up of Longacres residents who volunteer their time and energy to manage the Homeowners Association for the residents.

The board's charter and primary duty is to preserve the integrity and maintain the appearance of the neighborhood by managing the following:

- 1) Provide Financial Management & Neighborhood Planning
- 2) Common Area Maintenance and Repairs
- 3) Provide Architectural Change/Improvement Guidance
- 4) Oversee the Declaration of Covenants and Rules Enforcement

Included with this letter you will find a form that provides you with general information regarding the Association. The Association created this form for your benefit and it contains some helpful information that may come in handy in the future. Please take a moment to look it over and let us know if you have any questions regarding the Association. The board will be happy to answer your questions now or anytime in the future, so feel free to give us a call.

The Board utilizes an email system to help keep the Neighborhood informed of special events, updates and/or announcements. So please return your email address and contact information to [Cornerstone Management](#) at your earliest convenience so that you can be added to the distribution list and directory. And you can find other information about this great place we all call home by visiting the neighborhood web site: www.longacreshoa.com.

Again, welcome to your new home and your new community.

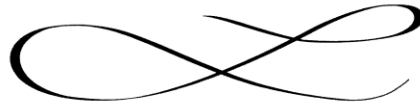
Sincerely,

The Longacres Board

Russ Simatic, Larry Stueve, Scott Wosje, Stephanie Wolf & Aaron Bloomquist

Enclosure
Board & Committee Listing
Architectural Change Application
Homeowner Background Information

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Welcome to the Longacres Homeowners Association

Moving onto property governed by a homeowners association can be a confusing and challenging ordeal, especially for those who have never before been involved with a homeowner association. Longacres Homeowners Association (LOA) would like your experience here to be a positive and enjoyable one.

To help you we have created this brief document to touch upon some key areas of interest for all new homeowners. This document is not designed to replace or substitute for the Longacres Homeowners Association governing documents. All potential homeowners were given the opportunity to read and understand the governing documents prior to moving into the Longacres Homeowners Association, and each homeowner has the responsibility to honor the provisions of those documents.

GARBAGE SERVICES

Each year, Longacres Homeowners Association works to secure a group discount for individual garbage services. The program is **voluntary** and is **not mandatory**. The 2012 program is with Allied Waste, if you are interested contact Kathy Johnson at 952-841-8026 for rates and information.

WEBSITE

The association has a website at www.longacreshoa.com which has the newsletters, covenants, Architectural Change Application, pictures of functions and many other useful items. Please visit the site regularly. Please note that all future newsletters and community information will be posted on the site and will not be mailed to homeowners.

Please send your email address to **Longacres.board@gmail.com** if you would like to be notified when updates are posted to the website.

Architectural Control

One of the benefits of a homeowners association is the ability to create and maintain a pleasing and cohesive physical appearance within the neighborhood. And, to accomplish that goal, the Longacres Architectural Review committee is charged with reviewing any permanent exterior alteration or improvements. Keep in mind that each homeowner, by accepting the Longacres Homeowners Association governing documents at closing, has agreed to abide by the terms of those documents. They were created for your protection.

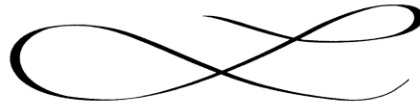
An important provision of those documents is the mechanism for ensuring that high aesthetic standards are maintained within Longacres. Please keep in mind that **Architectural Review Committee Approval is required for any alteration or improvement to the exterior of your property.**

Before you begin plans for any alteration or improvement, you should first consult your Declaration of Covenants. That document will give you a more detailed understanding of the architectural review process. For your benefit the Association has created an application for exterior alterations/improvements, please go to the website at www.longacreshoa.com to obtain a form or call Lori Dinnis at 952-401-8934 to request an application or to receive clarification or help with the process.

If you have any questions or concerns relating to the homeowner association please direct them to one of the board members or email to The Board of Directors at Longacres.board@gmail.com.

Thank you,

Longacres Homeowners Association



Architectural Review Guidelines

As a new resident, you may be thinking of making some alterations and/or improvements on the exterior of your house, or to your yard. If you are planning on doing so, right now would be the appropriate time to submit the required application, as defined by the covenants, to the Architectural Review Committee (ARC) for consideration.

Examples of improvements that need approval are:

- Fences
- Decks
- Retaining Walls
- Patios
- Exterior Painting (only if you are changing colors)

Please note if you are on a tree preserve or have easements to contact the City of Chanhassen prior to cutting down any trees or building on an easement – the city monitors this and imposes financial penalties and has made homeowners remove the improvements.

Obtaining Architectural Change Approval

Pursuant to the Declaration of Covenants, Article II. **Before anyone else performs any of the following work on any Lot, the plans and specifications for the work must be reviewed and approved in writing by the Committee:**

- Clearing of one or more trees from the Lot;
- Grading the Lot;
- Constructing, erecting or installing any structure on the Lot, including (without limitation) the following structures: any house, garage, shed or other building; any porch, deck or balcony; any fence, wall or gate; any mailbox, newspaper box, or light post; any exterior antenna (subject to Article II, Section 7); any retaining wall, terrace or other landscaping structure; any patio, driveway or parking area; any tennis or other sport court; and any swimming pool (whether above ground or below ground); or
- Changing the exterior color, style or materials of any structure on the Lot.
- The owner is responsible for obtaining any required building permits.
- 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.
- **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.**

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Obtaining approval from the Architectural Review Committee shall require the following:

1. An Architectural Change Application must be completed and it and **all** requested attachments must be delivered (by mail or fax) to the address listed at the bottom of the application. The application is on the website at www.longacreshoa.com or can be obtained by contacting either Lisa Hokkanen at 952-470-6610 or Lori Dinnis at 952-401-8934.
2. The Committee will meet to review the application and come to a decision based on the Declaration of Covenants, this Resolution, state and local ordinances, and basic design principles. The Committee will respond in writing to the applicant within fourteen days.
3. If the Application is approved, the Homeowner may proceed with the planned change or improvement as it is approved. Any variation from the Approved plan will be considered Not Approved. Additions to, or changes to the originally submitted and approved plan must be re-submitted for approval.
4. If the Application is Denied, pursuant to the Declaration of Covenants, "the Committee's determinations concerning the builder and plans and specifications shall be conclusive..."

The Architectural Review Committee (ARC) reserves the right to approve applications that vary from this guideline. This guideline is meant to be used as an aid, and expands on the Declaration of Covenants. This is not intended to facilitate self approval of a Residential Improvement.

Additions to Homes: Any additions to existing homes that will alter the outside appearance will be considered with the following conditions:

1. The addition must be of the same quality and design as the existing structure.
2. It must conform to the design principles listed above, and be in compliance with the Declaration of Covenants, city, and other ordinances and setbacks.
3. It must not exceed the height restriction of no more than two stories from grade.
4. If the addition is a garage, it must be an attached garage, not a carport or detached garage, and from the street it must look like there are only spaces in the garage(s) for no more than three vehicles.
5. It must be completed in the allotted time frame stated in the Declaration of Covenants. (nine months after commencement of construction)

Antenna: All applications for antennas or dishes will be considered in accordance with the FCC rules and regulations. The dish must be placed discreetly as to not be seen from the street.

Cars, Boats & Trailers: *Other vehicles shall be kept, stored or parked only in enclosed garages. To summarize the article in the covenant there is NO parking or storing of boats, snowmobiles, trailers or unused vehicles outside of an enclosed garage (so not in the driveway) in the Longacres neighborhood.*

Decks, Porches and Patios: Any decks, porches or patios will be considered with the following conditions:

1. Any deck that is screened in must have a permanent roof with shingles matching the existing home. If there is siding, it too must match the existing home.
2. If the deck is enclosed, the roof line must match that of the existing house.
3. All deck colors should complement the house color.
4. Any part of the deck, porch or patio must not be higher than the roof line of the existing house.

Decorations in Yard, On Structures: In accordance with the Declaration of Covenants, lawn ornaments (such as statuettes, birdbaths, windmills and whirly-gigs') and lawn art (such as sculpture and statues) are prohibited from front and side yards.

Exterior Color: Any changes to the exterior color of a structure on the Lot must be compatible with the existing colors of the Longacres development.

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Fencing: No chain link fencing of any kind will be permitted in the Longacres development. Decorative wrought iron will be considered based on the following:

1. Wrought iron style fencing must be black, and shall be no more than 6 feet in height.
2. The posts on a wrought iron style fence may be either decorative wrought iron, or brick.
3. Wood fences will be permitted based on style and color.
4. Wood fences shall be no more than 6 feet in height.

Landscaping and Gardening: Any landscaping that changes the grade of the Lot or includes a retaining wall will be considered based on the design principles set forth in this resolution. The landscaping or gardening must be compatible with the Lot, and not pose any problems of erosion, lack of privacy, nuisance to neighbors, drainage, etc.

Play Structures: Play Structures will be considered based on location, style, material and color of structure. All play structures shall be installed in the rear or side yard, not visible from the street, and shall be no closer than fifteen feet to an adjacent lot. The height of the structure must be no higher than the lowest roof line on the existing house/garage.

Storage: Any storage structure will be considered based on location, and shall be of the same color as the house on the Lot. No storage structures of any kind may be in the front or side yards visible from the street and landscaping or plantings to block the view must be planted along at least two sides of the structure. Storage structures may not exceed 120 square feet in floor area.

Signs: In accordance with the Declaration of Covenants, "no sign of any kind shall be displayed to the public view on any Lot, except: (a) signs that comply with municipal ordinances advertising Lots and/or homes for sale; (b) political signs for impending elections, referenda, etc.

Swimming Pools, Spas and Hot Tubs: Swimming pools and hot tubs will be considered based on their size, location, and compatibility with the Lot. Any pump, filter or mechanical devices must be away from any property lines, and must be camouflaged with landscaping, plantings, or approved structure. The mechanical components may not interfere with the neighbor's quiet enjoyment, nor be visible from the street.

Tennis and Sport Courts: Tennis and sport courts will be considered based on location and with the following conditions:

1. The court is set back from all lot lines to comply with city and any governmental ordinances, and the Declaration of Covenants.
2. The court is in an area that will not interfere—within reason—with the quiet enjoyment of neighboring homes.
3. The court is professionally installed, and maintained.
4. There are no pole or flood lights installed for the intent of lighting the court at night.

Winter Summary:

Clearing your driveway

Do not shovel, plow or blow snow into the street. This is against state statute. Individuals who throw their snow into the street make it more difficult to clear the street, particularly cul-de-sacs. It also creates ice hazards as other vehicles drive over the snow and compact it. You may want to wait to shovel the end of your driveway and mailbox until after the plow has cleared the street curb to curb. The plow will typically come through several times before completion and this will save you from repeating the shoveling process.

Sidewalks

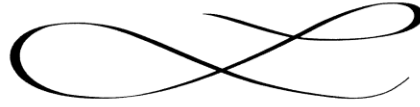
Snow removal and ice control on residential sidewalks is the responsibility of the property owners residing or controlling the properties adjacent to these sidewalks as follows:

- Residents living in single-family homes or duplexes are to remove snow and ice from sidewalks within 24 hours.
- Apartment and commercial building owners are to clear sidewalks within four daytime hours after a storm ends.
- Pile snow into yards and boulevards. Do not shovel snow into streets. This is against state statute.

Hydrants

Residents can help to keep hydrants clear of snow to assist the fire department with immediate emergency response. It is not necessary to clear all the way to the edge of the street, but it is important to shovel about a 3 to 4-foot distance all the way around the hydrant down to the area where the fire hoses are connected.

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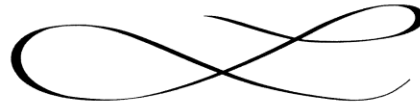
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Additional information regarding city plowing:

Crews are dispatched immediately to sand and/or plow whenever ice or slippery conditions develop (as determined by city maintenance). Crews typically begin plowing at 2 a.m. to open the streets and cul-de-sacs with a single pass to provide residents with access to streets and highways as soon as possible. After all routes are open, second and third passes are made to widen roadways curb to curb and plow cul-de-sacs completely.

Mailboxes: *In 2012, LHOA mailbox standards were upgraded. All new LHOA mailboxes must follow the approved design with 6" cedar post which includes 8" rural mailbox, chamfering on post top, two - ¾"x ¾" finials, cross beam and gold reflective 1" numbers. With updated standard, there are now groupings available of multiple mailboxes. Post must be kept natural color using no stain, clear stain or cedar-colored stain. They can be purchased via this from [LHOA Mailbox Order Form](#). For more information about the mailboxes click [LHOA Mailbox Replacement Details](#).*

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Board of Directors & Volunteers Listing:

Note this may not be an all inclusive list of volunteers

2011 Board of Directors:

Name	Position	Term Expires	Address	Phone	
Russ Simatic	President	12/2014	2320 Longacres Dr.	952-401-0256 H	russ.simatic@ymaxinc.com
Stephanie Wolf	Secretary	12/2013	2589 Longacres Dr	952-906-9665 H	wolfbur@aol.com
Aaron Bloomquist	VP	12/2014	2448 Hunter Drive	952-470-4448 H	akbloomquist@yahoo.com
Larry Stueve	Treasurer	12/2012	7324 Fawn Hill Rd		ystueve@mchsi.com
Scott Wosje	VP	12/2013	7125 Northwood Ct	952-380-9910 H	scott.wosje@gmail.com

Management Company:

Cornerstone Management Group	2960 Judicial Road # 110 Burnsville, MN 55337	888-278-1701	service@us-cornerstone.com
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Architecture Review/Compliance Committee:

Lori Dinnis	2362 Hunter Drive	952-401-8934	ldinnis01@mchsi.com
Lisa Hokkanen	2456 Hunter Drive	952-470-6610	LisaHokkanen@edinarealty.com
Jeff Tritch	2313 Hunter Drive	952-470-1695	jtritch@mchsi.com
Tom Bell	7381 Fawn Hill Road	952-470-0544	bell0544@mediacombb.net

Activities/Communication Committee (Garage Sale, Fall Party, Newsletter):

Lori Dinnis	2362 Hunter Drive	952-401-8934	ldinnis01@mchsi.com
Lisa Hokkanen	2456 Hunter Drive	952-470-6610	LisaHokkanen@edinarealty.com
Greer Hussey	2235 Longacres Drive	952-474-1098	Greer@GreerHussey.com

Neighborhood Welcome Committee:

Kathy Wosje	7125 Northwood Court	952-380-9910	kwosje@yahoo.com
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Landscape Committee:

Bill Borrell			
Val MacLeod	2710 Longacres Drive	952-470-1093	vcmac4@yahoo.com
Open			

3-5 volunteers needed to manage Landscape contractors. Additionally, develop proposals for capital repairs & improvements (i.e. winter kill, Entrance Bushes/Summer Flowers) and bring proposals to the Board for approval. Contact Russ Simatic to volunteer. (see above for contact info)

Website Committee:

Lori Dinnis	2362 Hunter Drive	952-401-8934	ldinnis01@mchsi.com
Stephanie Wolf	2589 Longacres Dr	952-906-9665 H	wolfbur@aol.com

XMAS Lights/Decorations Committee:

Lori Dinnis	2362 Hunter Drive	952-401-8934	ldinnis01@mchsi.com
Lisa Hokkanen	2456 Hunter Drive	952-470-6610	LisaHokkanen@edinarealty.com
Val MacLeod	2710 Longacres Drive	952-470-1093	vcmac4@yahoo.com

2-3 volunteers needed to upgrade entrance decorations at XMAS time.

Please contact Lisa Hokkanen to volunteer. (see above for contact info) LisaHokkanen@edinarealty.com

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Directory Update Information

To update your information for the Longacres Directory.

Please fill out this application and mail to :

Longacres Homeowners Association at

2960 Judicial Road, Suite 110

Burnsville, MN 55337

Or you can email the information to: **Longacres.board@gmail.com**

Name: _____ **Phone #:** _____

Address: _____ **City:** **Chanhassen**

Email Address: _____ **Zip Code:** **55317**

LONGACRES ARCHITECTURAL CHANGE APPLICATION

Step 1. Review the Architectural guidelines defined in the Declaration of Covenants.

Step 2. Fill out this application:

Name: _____ Phone # _____
Address: _____ City: Chanhassen _____
Email Address: _____ Zip Code: 55317 _____
Est. Start Date: _____ Est. Completion Date: _____
Contractor's Name: _____ Phone #: _____
Type of Alteration/Improvement: _____

Include the following attachments with the application:

- Attach a copy of your original lot survey with placement of improvement/alteration noted (i.e. if building a deck, draw placement of deck on survey).
- Attach a drawing of the alteration/improvement, preferably a professional drawing from your contractor. If that is not available a hand drawing is acceptable.
- Attach a written description or picture (if same as your proposed improvement) of the alteration/improvement. Include a list of materials that will be used (for a deck you would include the following: types of wood, paint colors, stain colors etc....)
- If a paint color change is being made, you must attach a sample of the paint to this form and have a 2'x 4' board or similar material painted of the new color so the architectural approval committee can come by and approve it. Please note location: _____.. Brand & Color Number of Paint _____

When painting is completed please contact the ARC committee at the phone number or email address below for a final review. This ensures that your painter uses the proper primers etc. to deliver the product that you requested.

The homeowner agrees 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.

Signature: _____ Date: _____

Step 3. Submit the application and required attachments to: Lisa Hokkanen / 2456 Hunter Dr / lisaHokkanen@edinarealty.com (remember the attachments). NOTE: THE ARC REQUIRES A MINIMUM OF 14 DAYS TO REVIEW EACH APPLICATION. PLEASE PLAN ACCORDINGLY.

Step 4. Wait for a response from the Architectural Review Committee. The response will be mailed to you. Note: In accordance with the Declaration of Covenants your contractors are not allowed to put advertising signs on your property. If you have any questions or concerns about this process please contact the Lisa Hokkanen at 952-470-6610 or Lori Dinnis at 952-401-8934.