

GREEN TIMBERS CONDOMINIUM ASSOCIATION (GTCA)  
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 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 FAQ's only to help guide you when planning a project. Strict adherence to the GTCA By-Laws and Eureka Charter Township rules is required.

Attached to this document is an application that 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.info](http://www.greentimbers.info) to download an application or find the contact information for the current DRC members. You may also email us at [greentimbers@charter.net](mailto:greentimbers@charter.net) 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 Thomas Faussett, Office of Zoning and Planning, Eureka Charter Township 616-835-4334 before starting any project. The DRC does not issue these building permits.

The following items are by no means the only improvements to your property that may require DRC approval; rather these are the most common projects we are consistently asked about. Please review the GTCA By-Laws or contact the 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 of one.

**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. Fences shall be no higher than 6' in height and shall be installed on your own property. The DRC may require a survey of the property lines in certain instances. Fences shall be of high quality and appearance. Fences generally need approval from Eureka Charter Township prior to installation, especially on corner lots.

### **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:

- 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.
- Does the tree threaten your home?
- Is the tree dying or damaged?
- Does the removal of the tree diminish the aesthetics of the area?

### **TRIMMING OF TREES:**

The trimming of trees on your own 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.

### **SHEDS OR ACCESSORY BUILDINGS:**

- Sheds shall be of wood construction with vinyl, wood, or aluminum siding.
- Siding 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' to your lot lines.
- Sheds will not be allowed to be placed in the front of your home (Township ordinance). It has recently come to our attention that 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 prior to 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 above ground pools are allowed. All pools must meet Eureka Charter Township guidelines.

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

These items will require 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 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 own property lines. Systems are often installed on the “common elements” (i.e. next to the road and utilities right of way) in order 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!!

**CONTACTS:**

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