

# Homeowners' Manual

Lakebridge Association No. 4

**INVER GROVE HEIGHTS, MINNESOTA 55076**

January 1, 2012

Revised

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3500 67th Street East  
Lakebridge Association No. 4  
Inver Grove Heights, MN 55076  
[www.lakebridge4.org](http://www.lakebridge4.org)  
[lakebridge4@yahoo.com](mailto:lakebridge4@yahoo.com)

## **Lakebridge Townhouse Association**

Lakebridge Association No. 4 (the Association) is comprised of 66 units located in 17 buildings. The Association's legal name is Lakebridge Patio Homes Third Addition. The owners of each unit compose the membership of the Association. The Association owns the driveways and all the land outside individual fenced-in yards which is often referred to as the common area. The Association is managed by a Board of Directors (the Board) elected by the homeowners at its annual meeting.

It is the responsibility of the Board of Directors to:

- establish a budget
- provide and maintain adequate reserves for future maintenance
- level and collect association fees
- obtain and maintain liability insurance covering the common grounds and Association officers and members of the Board
- collect special assessments (see page 5)
- maintain association grounds by providing for lawn care and snow removal
- provide for garbage removal
- provide necessary legal documents when a property is being sold (The Association may assess a fee for this service.)
- maintain and repair building exteriors
- hold monthly board meetings and an annual meeting
- convene special meetings as needed

## **The Property Owners' Association**

The Lakebridge Property Owners' Association is an umbrella association composed of Lakebridge Association No. 4 plus Lakebridge Condominium Associations I, II, and III. The Property Owners' Association owns the arterial streets (ring road) and the outlots.

It is the responsibility of Lakebridge Property Owners' Association to:

- maintain and repair the ring road and the outlots
- establish rules and regulations governing the use of the above
- provide insurance covering the areas above
- pay taxes on the above real estate
- establish and collect monthly fees and/or special assessments (paid as part of Association No. 4 monthly fees)

## The Homeowner

As a homeowner you own the walls, roof, and land beneath your home and garage and the area within the fence. While not owned by the homeowner, there are some areas that have been set aside for the exclusive use of the homeowner. These areas are the portion of the driveway immediately in front of the garage and sidewalk to provide not more than **two (2)** parking spaces and the area reserved for the placement of an exterior air conditioner unit.

Noise is more of an issue in a building with common walls than in a single family dwelling. Please be a good neighbor by not placing TVs, stereos, etc. on common walls. Be considerate and keep noise levels low especially at night. If loud noise is an ongoing problem, call the police at 911. (All police contacts in Dakota County go through 911 whether emergency or not.)

It is the responsibility of the homeowner to:

- pay the monthly association fee in a timely manner
- obtain and maintain full replacement insurance coverage on unit structure
- provide proof of that insurance to the Association annually on or before the policy renewal date
- allow the Association access to the patio area and/or the unit in order to make repairs
- abide by the Association rules and regulations
- insure that guests are in compliance of Association rules and regulations
- repair, replace, or pay the cost of repairs for any damage to the common area or building exteriors caused by you, your renters, or your guests
- notify the Association when your property is being sold (see Selling Your Home, page 13)
- report violations of Association rules using the form at the end of this manual

If you choose to rent your unit all lease agreements entered between a homeowner and a tenant are subject to the Declaration of Covenants, Conditions and Restrictions and By-Laws for Lakebridge Association No. 4 and this homeowners' manual. Additionally, you are responsible for:

- notifying your tenants of all association rules
- violation of said rules on the part of your tenant
- notifying the Association Board of your mailing address

## Common Area

"Common Area" shall mean all real property owned by the association. Generally, the common area includes all area outside the fences, including the driveways. Residents and guests may use any common areas, not just those areas adjacent to their homes. (See pages 10-11 for specifics on parking.) All personal property must be removed from the common area when not in use. No personal property may remain on the common grounds overnight without the prior approval of the ACC. The Association maintains these areas for the enjoyment of all residents. Some homeowners have added trees, shrubs, and flowers with ACC permission. Please be respectful when using the common area.

## Declaration of Covenants, Conditions, and Restrictions

When a townhouse association is formed, certain legal documents are drawn up that govern the operation of that association. These documents are attached to the title of the property and all homeowners, present and future, are bound by these rules for use of that property. The Declaration of Covenants, Conditions, and Restrictions (the Declaration) is one of these documents. You should have received a copy from the seller. Please contact the Board of Directors if you did not receive one.

The Declaration itemizes the obligations of the Association and what a homeowner can and cannot do on or to the property. Additionally, the Declaration specifies how the Association will be operated, voting rights, election procedures, and rules of conduct.

## By-Laws of Lakebridge Association No. 4

The By-Laws of Lakebridge Association No. 4 (the By-Laws) is another legal document governing the association. It covers meetings, elections and term of office of the Board of Directors, and selection and duties of officers. You should also have a copy of this document.

## Homeowners' Manual

This manual is compiled by the Association to inform the membership of Association rules and regulations. It is hoped that this summary will make living in Lakebridge Association No. 4 easier and more pleasant for our residents. For further details, homeowners should read the Declaration and By-Laws.

## Elections

Ownership of a townhouse includes membership and voting rights in Lakebridge Association No. 4. Each year at the annual meeting, homeowners (one vote per unit) elect by written ballot members from the Association to serve on the Board of Directors. Absentee members may designate a proxy to cast their votes.

The Association Board of Directors elects its own officers and three of its members to serve on the Board of Directors of the Property Owners' Association.

## Meetings

The annual meeting of the membership of the Association is held on the third Tuesday of October at 7:00 PM. Notice of this meeting is mailed to all homeowners. At this meeting homeowners take part in the decision making of the Association either in person or by proxy.

The Association Board of Directors meets monthly, except December. Notice of these meetings is published in the monthly newsletter. These meetings are open to all homeowners. **All homeowners are encouraged to attend and take part.** The Board may hold a closed meeting to discuss issues that involve a homeowner's right to privacy.

## Association Fees

All homeowners are assessed an annual fee collected monthly which provides for summer and winter maintenance, refuse removal, accounting, taxes, administrative costs of the Association (printing, postage, etc.), repairs, legal services, the monthly assessment to the Property Owners' Association, and an allocation to the reserve fund for future siding, roofing, driveway surfacing and replacement of garage doors, lights, and fences. A copy of the annual budget is available at the annual meeting and online. Special assessments must be voted on by the membership.

### Policies and procedures for payment

- All fees are due in advance. For example, February fees are due on February 1. Fees not **received** by the last day of the month due will be assessed a late fee. Late fees are assessed on any outstanding balance including unpaid late fees.
- If a homeowner's account remains unpaid beyond two months, the account may be referred for legal action. All legal costs incurred by the Association will become the homeowner's financial responsibility and will be charged to the homeowner's account.
- Subsequent payments received will be applied first to all legal costs, then late charges, and then to all monthly assessments outstanding, the oldest first.
- All homeowners are urged to contact an association board member or the accountant if there are difficulties with paying the association fees. The Association and the homeowner may reach a written agreement for timely repayment of delinquent accounts to avoid legal fees and additional late fees.
- If available through your financial institution, you are encouraged to set up automatic payment of your association fees.
- If you pay by mail, please send your monthly payments to the Association at 3500 67th Street East. Please note the months for which you are paying on the memo line. This will assist our accountant. Address labels are available by request.
- Do not include other correspondence with fee payments as it may delay actions on that request.

## Newsletter

The newsletter is printed monthly. It contains general information for homeowners, general reminders of Association rules and regulations, and the date and place of the next meeting. Revisions of manual policy will be reported to homeowners in the newsletter. The newsletter is delivered by email or to association paper boxes shortly before the monthly meeting. All units must have a paper box attached to the fence. Any homeowner who wants the newsletter delivered by US Mail must provide the Association with stamped, self-addressed envelopes. If you are not receiving your newsletter, please contact a board member.

## Maintenance and Repairs

The Association is responsible for the maintenance and repair of the common area and the exteriors of all buildings, excluding glass surfaces and screens. This includes building exteriors, roofs, garage door exteriors, fences, gates, exterior lights, lawn outside patio areas, sidewalks (excluding shoveling), and driveways.

The Property Owners' Association is responsible for maintenance and repair of all streets.

The homeowner is responsible for maintaining and repairing:

- everything within the patio area not covered above
- any plantings made by the homeowner or previous owners outside the patio fence on common grounds
- improvements or additions to units made by the homeowner or previous owners including, but not limited to: decks, yards, sidewalks, skylights, gutters, satellite dishes, fence or gate alterations, 3 and 4 season porches, additional doors and/or windows, and entryway enclosures
- any damage to buildings, drives, or common property caused by homeowners, renters, and/or guests

## Lawn Care

The Association contracts with a maintenance company to provide general summer maintenance services to all common areas. These services include mowing, trimming, weed control, fertilizing, and spring and fall clean up.

The safety of residents and maintaining the appearance of the common area are the responsibility of all. Therefore, when using the common area, care should be taken to prevent damage. All personal property must be removed when not in use. No personal property may remain on the common grounds overnight without prior approval of the ACC.

Exterior water faucets are provided on some units for the watering of the common area. The Association may designate any or all exterior faucets for watering the common area.

During the watering season, the Association may reimburse homeowners for any increase in their water bills due to watering the common grounds. Please pay your bill to the City of Inver Grove Heights in full. Mail your request along with a copy of your current bill and copies of the **two** previous bills to Lakebridge Association No. 4 at 3500 67th Street East. Your request will be discussed at the next monthly association meeting.

Water faucets inside the fences are for the exclusive use of the individual homeowner.

## Snow Removal

The Association contracts with a maintenance company to provide snow removal from all streets and driveways. This service also provides for hand shoveling in front of the overhead garage doors and the area of sidewalk outside of the gate.

Snow removal from roofs is the responsibility of the homeowner. To prevent roof or shingle damage, the Association recommends the use of a professional snow removal service. Repair of

any damage caused to the roof, or parts thereof, by attempts to remove snow or ice buildup shall be the responsibility of the homeowner. These repairs must be approved by the Association before they are begun. Heat tape or coils must not be placed on the shingles and heat tape in gutters must not touch the shingles or it voids the roof warranty.

### [Snow Removal Parking](#)

After a snowfall of 1-1/2 inches or more, and until such time as snow removal is completed, no vehicles shall be parked on any streets, driveways, or parking areas (other than in the private garage of each home.)

Homeowners who do not move vehicles before plows clear snow are responsible for removing all snow from the driveway. If vehicles block removal from neighboring driveways, owners of vehicles are responsible for clearing that driveway too.

After 67th Street and Cloman Way have been cleared, cars may be parked on the outer sides of Cloman Way and 67th Street while driveways are being cleared. Once driveways have been cleared, vehicles on the street must be moved immediately.

### [Rubbish Removal](#)

Rubbish is removed weekly. If there is a legal holiday during the work week, garbage will be picked up the day after our regular pick up day.

All trash must be in tied plastic bags or covered garbage cans. Recycling should be in appropriate containers and separate from the garbage. Both should be placed at the end of one side of each driveway **no earlier than 5:00 PM the evening prior to pick up**. Residents are responsible for cleaning up any mess resulting from animals tearing up their garbage.

Special arrangements must be made with the rubbish contractor prior to pick up for removal of large items, (i.e. furniture, water heaters, appliances, carpets, other remodeling debris, etc.) or lawn refuse and Christmas trees. The homeowner will be billed **directly** by the rubbish contractor for this additional service.

### [Landscaping](#)

When funds allow, the Association budgets money for landscaping to improve the aesthetic value of the property.

Homeowners have been allowed to plant gardens, trees, or shrubs outside their patio fences, with ACC approval, as long as they, and subsequent owners, care for the plantings. If not taken care of, the plantings will be removed and the grounds restored at the homeowner's expense.

### [Repairs](#)

The Association is responsible for the repair of the exteriors of all buildings, excluding glass surfaces and screens, and the common area.

The homeowner is responsible for maintaining and/or repairing:

- gas, electric, and water meters
- all internal installations of the unit such as plumbing, light, gas, sewer and power facilities, telephones, air conditioning, sanitary installations, glass surfaces and screens, doors, light fixtures, appliances and all other accessories belonging to the unit
- the fireplace, chimney, dryer vents, and bathroom fans (provide regular cleaning to keep them in safe operating condition)
- everything within the patio area not covered by the Association (see page 6)
- the interior of the garage, including the garage door opener
- all alterations or additions made by current or previous homeowners

The homeowner must:

- make prompt repairs which, if not done, would adversely affect any or all units in the building
- allow access to the unit for making repairs provided requests for entry are made in advance
- cover the cost of repair for any damages to the common area caused by the homeowner, **renters** and/or guests (These repairs must be approved by the Association before they are begun)

Keeping the Association in good repair depends on everyone reporting problems as they arise. Failure to submit your request when the problem first arises may result in increased repair costs. A repair request form is attached to the back of this manual for your convenience. Do not include this form with your association fee payment because it may delay action on your request.

Submit request for repairs to: Lakebridge Association No. 4  
Repairs  
3500 67th Street East  
Inver Grove Heights, MN 55076

or email the Association at [lakebridge4@yahoo.com](mailto:lakebridge4@yahoo.com) subject line "repairs." Include your name, unit address, phone number, and a description of the problem.

## Architectural Control Committee

One major area of responsibility of the Association is to maintain architectural harmony within the development. This is necessary to assure the aesthetic and economic value of all units, as well as the structural soundness and safety of the buildings and common grounds. An Architectural Control Committee (ACC) has been established (by requirement of the Declaration) to administer these responsibilities as well as to establish and enforce other restrictions.

Do not make any changes or additions to the exterior of your home, no matter how minor, until you have received written approval of the ACC.

Requests for changes or additions may be made on forms provided by the ACC. Once a request has been submitted, the ACC has thirty (30) days to either accept or reject the request. A request is not considered submitted until it is acknowledged in writing. If no action is taken within thirty (30) days of the date of acknowledgment, implied consent allows you to make the

requested change. An ACC request form is attached to the back of this manual. Do not include this form with your association fee payment because it may delay action on your request.

Your request should include a complete description of the project including dimensions, location, color, etc. At times it may be necessary to include the manufacturer's specifications and/or brochures. In addition to ACC approval, some changes may require filing certain legal documents at the homeowner's expense. Requests involving a cost to the Association will require a nonrefundable application fee of up to \$50.00.

Submit request to: Lakebridge Association No. 4  
Architectural Control Committee  
3500 67th Street East  
Inver Grove Heights, MN 55076  
or email the Association at [lakebridge4@yahoo.com](mailto:lakebridge4@yahoo.com) subject line "ACC."

**Be sure to request permission before you begin the work. The Association has the legal right to have any unapproved changes removed, the building and or grounds put back in the original condition, and assess the cost of doing such work to the offending homeowner.**

The ACC recognizes the appreciation in value of the property and the attractiveness to the development that many changes make, and is eager to cooperate with the homeowners in making improvements. Strict enforcement of the rules is necessary, however, to protect the harmony of design, the structural soundness, and safety of the development.

### Alterations or Additions

Homeowners are responsible for repair of any damages to the house, garage, or fence caused by alterations to the structure even if approved by the ACC. No cost of these repairs shall be incurred by the Association.

1. To protect our investment, no holes of any kind may be made in steel siding without prior written approval of the ACC.
2. Changes in basic fence or gate structure require prior approval of the ACC.
3. Each unit should have a newspaper box attached to the outside of the fence for delivery of the Association newsletter. No prior approval is required for this box as long as it is a standard black box.
4. Painting or staining of the patio fence by the individual homeowner is not permitted.
5. Entry doors may be wood colored stain or the color of the siding or trim. Minor touchups to the doors are permitted providing the same paint or stain as the original is used.
6. Patio enclosures (sun porches, three season porches, etc.) are allowed as approved by the Board. The homeowner is responsible for any changes to the original structure, any damage to the original unit caused by the addition, and all maintenance and repairs of the enclosure.
7. Any removal or changes to the sidewalk releases the Association from any future maintenance of the changed sidewalk.
8. Patio decks, or like structures, shall not be attached to or supported from the exterior of the home and garage or the patio fence. No part of any deck or like structure shall be visible above the patio fence

9. With ACC approval rain gutters and down spouts may be added as long as they conform to the profile of the building and match the trim of the house. Temporary extensions to prevent ice buildup on sidewalks are allowed only during snow season. Homeowners are responsible for any damage to the building exterior and/or roof caused by gutters. Use of heat tape in gutters is allowed at the homeowner's discretion to prevent ice buildup. Heat tape must not touch any shingles or it will void the roof warranty. The Association does not maintain or clean gutters.
10. No change to existing fixtures or additional permanent lighting is permitted unless approved by the ACC. **Prompt** light bulb replacement of exterior garage lights is the owner's responsibility.
11. Homeowner wishing to replace their windows need ACC approval before the work begins.
12. Screen and/or storm doors and storm windows are permitted with ACC approval, but color and style must match the color and design of house. All maintenance of said doors and windows is the homeowner's responsibility.
13. Nothing shall be attached to the exterior of the home or garage. American flags, addresses, and small permanent signs may be attached to the fence but not the house or garage.
14. Satellite dishes and antennas are allowed. Homeowners are reminded that any damage to the roof or siding from said installation is the responsibility of the homeowner. Wires from cable, satellite dishes, etc. should not be visible on the outside of the siding. Wires should be dropped internally for safety and aesthetic reasons. The installers will do this, if you insist.
15. Shade umbrellas, shades, awnings, tents, and screen houses shall not be attached to the exterior of the home, garage, or patio fence. Sun umbrellas when contained within the patio area must be removable and, if stored in this area, not visible above the patio fence.
16. Items such as playgrounds, play bars, basketball backboards, nets, doghouses or other pet containers or enclosures may not be attached to the house, garage, or patio fence nor be visible above the patio fence.
17. Fire rings are not allowed by city ordinance due to the fact that they must be 25 feet from any structure.
18. Because the city requires grill use to be 15 feet from structures, grills are allowed on common ground but only while in use. They must be attended at all times and removed after use. No other outside fires are allowed.
19. Birdhouses and bird feeders shall not be attached to the house or garage. Those which are visible above the patio fence must be of harmonizing color and material.
20. Clotheslines shall not be attached to the exterior of the home or garage. Clotheslines may not be visible above the patio fence.
21. One professional sign of not more than one (1) square foot is allowed on the fence.
22. Mailboxes are the property of the United States Postal Service and no additions and alterations to them are permitted.
23. All exterior improvements require prior permission of the ACC before work commences. The repair and maintenance of such is the sole responsibility of the homeowner and subsequent homeowners of that property.

### [Motor Vehicle Use and Parking](#)

Streets, driveways, exterior parking spaces, and all other paved surfaces within the Lakebridge Development are the property of, and subject to, the rules of the Association.

The speed limit on all Association streets is **15 MPH**. This applies to all motorized vehicles.

In addition to garage parking, Lakebridge homeowners have only **two** exterior parking spaces. These spaces are immediately in front of the garage and patio gate of each home. Motor vehicles are to be parked in these areas in such a manner that they do not block or restrict the free movement of vehicles belonging to other homeowners and/or maintenance equipment. Any oil leaks in front of your unit should be cleaned as soon as possible. Oil stains not only affect the appearance of an asphalt drive, but they can also cause permanent damage. It may not be visible right away, but over time the oil will cause the asphalt to erode and soften and eventually may require replacement of that portion of the drive.

Parking is prohibited on any grass areas.

Boats, recreational equipment, boat and recreational trailers, commercial equipment and vehicles, or utility trailers shall not be parked on Association property but may be housed totally within the unit garage.

**No** vehicles shall be parked on the streets of the development overnight or for extended and/or repeated periods of time except in an emergency. If it is necessary for guests to park on the street temporarily, please use the outer side of the ring road so as not to impede emergency vehicles.

**No** vehicles shall be parked on the driveways, except in the two allotted parking spaces, overnight or for extended and/or repeated periods of time.

Owners of vehicles repeatedly parked in violation of Association rules will be fined and/or have their vehicles towed at the owner's expense.

Refer to Snow Removal section, pages 6-7, for parking during snow removal.

No inoperable and/or unlicensed motor vehicles or parts shall be stored, parked, or kept on any common area in the Lakebridge Development. Such vehicles must be kept in the private garage of a home and totally out of sight of neighbors and passersby.

Auto repair and/or maintenance work is not permitted outside of the owner's garage or patio.

No motor vehicle, i.e. 4 wheelers, motorcycles, etc., shall be allowed on any lawn areas maintained by the Lakebridge Association.

Use of snowmobiles and other recreational vehicles is limited to access by residents to and from public streets. These vehicles must be driven in such a manner so as not to cause damage to any person, building, the common area, or any plantings on the common area. They must also be used in such a manner so as not to present a nuisance or be a disturbance to other residents. Nonresidents are not permitted to use snowmobiles or other recreational vehicles on Lakebridge property. Operation of all recreational vehicles must be in accordance with Section 1335 of the Inver Grove Heights Code and all Association rules.

Homeowners are urged to report violations on the form at the back of this manual.

[Lake and Lake Shore](#)

While the body of water that abuts the Lakebridge property looks like a lake, and is called Lake Bohrer, it is actually a storm water holding pond for the City of Inver Grove Heights. Thus, the water is not suitable for recreational activities.

The view of the lake is for the enjoyment of all the residents. Dakota County and the City of Inver Grove Heights have restored the lakeshore with native plants. The lake should be maintained in its natural state. Please leave the blooms for all to enjoy. Construction and installation of man-made objects in the lake, in the trees, and on the surrounding grounds is prohibited. Birdhouses and feeders may be permitted on the common grounds subject to approval of the ACC.

The Association prohibits use of the lake for safety reasons and because of the poor quality of the water. **All children must be accompanied by an adult when using the common area near the lake.**

Nonresidents are not allowed access to the lake from Lakebridge property. This is private property and trespassers should be politely asked to leave or reported to the Inver Grove Heights Police Department by calling 911.

The lake supports waterfowl and wildlife. Residents are encouraged to respect them and not disturb any nests. Please do not feed the geese, coyotes, or other wild animals anywhere on association property. Any incidents of abuse should be reported to the Animal Humane Society or the Inver Grove Heights police.

## Pets

All pets and owners are subject to the Inver Grove Heights Animal Control Ordinance. Section 5-4-4-B states "... every owner shall keep his or her dog under restraint at all times." Section 5-4-4-C includes "must have in his or her immediate possession a device for picking up and disposing of dog or cat feces, and must pick up and dispose of any and all feces in a sanitary manner." Section 5-4-8-B prohibits owning or keeping an animal in the city that unreasonably causes annoyance or disturbance to another person by habitually howling, yelping, barking or crying. The animal control officer has asked that any violations be reported to 911.

## Fines

Based on a vote of the general membership of Lakebridge Association No. 4 at the October 1984 annual meeting, the Board of Directors has established the following fine policy.

Penalties for violations of rules and regulations of the Association are as follows:

First offense - written warning

Second offense - \$50 fine

Third and subsequent offenses - \$100 fine each

These fines are in addition to any necessary expenses incurred in rectifying the situation. Fines become part of the homeowner's account. (See page 5 for payment and collection procedures.)

## Insurance

The Association shall obtain and maintain public liability insurance covering the use, operation and maintenance of the common area, property insurance equal to full replacement cost of the common areas, and liability insurance insuring Association officers and members of the Board of Directors for actions taken in good faith.

The Association **does not** have a master policy covering the building structures. Each homeowner is responsible for obtaining and maintaining insurance in the amount of **full replacement** cost of his or her unit. This policy should also include personal liability and personal property coverage. Each owner is required to provide proof of this required insurance to the Association annually upon renewal of the policy. If an owner fails to secure the necessary insurance or produce the required proof of insurance, the Association has the legal right to secure an insurance policy for the unit and assess the cost to the owner.

If you sell your home, make sure you advise the realtor and the buyer of the insurance requirements.

## Selling Your Unit

The association provides, with adequate notice, one disclosure form and statement of account for closing pursuant to MN statute 515B.4-107. There is a fee for this service. Please contact the association as soon as possible before your closing date to insure receiving documents in a timely manner.

Please inform buyers that all alterations or additions to the unit or landscaping on the common property become their responsibility to maintain. If the buyers are unwilling to accept this responsibility, you must return changes to their original condition before the closing.

One "For Sale" or "For Rent" sign of not more than five (5) square feet is allowed and must be on posts smaller than ½ inch inserted into the ground. This sign must be removed as soon as the property is sold or rented. No "Sold" signs are permitted. Homeowners must request permission from the ACC to post a "For Sale" or "For Rent" sign for longer than 3 months.

"Open House" signs must be displayed only during the advertised hours of the open house. They must be on posts smaller than 1/2 inch in diameter if inserted into the ground.

**The successful operation of a townhouse association depends on the cooperation of all its members. Please become involved by attending Association meetings, following Association rules, and volunteering to serve on the Association Board. Your participation is appreciated by your neighbors.**

**VIOLATION REPORT** for Lakebridge Association No. 4

PROBLEM (include name and/or address, date, and any other pertinent information)

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Date \_\_\_\_\_

Your Name (for Board information only) \_\_\_\_\_

Submit to: Lakebridge Association No. 4  
ACC  
3500 67th Street East  
Inver Grove Heights, MN 55076

Or email [Lakebridge4@yahoo.com](mailto:Lakebridge4@yahoo.com) subject line "violation report"

**REPAIR REQUEST** for Lakebridge Association No. 4

Name \_\_\_\_\_

Unit Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Describe Problem \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submit to: Lakebridge Association No. 4  
Repairs  
3500 67th Street East  
Inver Grove Heights, MN 55076

Or email [Lakebridge4@yahoo.com](mailto:Lakebridge4@yahoo.com) subject line "repairs"

ACC REQUEST for Lakebridge Association No. 4

Please use this form to apply for permission to make changes to the exterior of your unit or the common area of the association.

Homeowner name(s) \_\_\_\_\_

Unit address \_\_\_\_\_

Project description: **(Include dimensions, location, color, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned owner, request permission for the project described above. I acknowledge that I have read and understand the regulations and restrictions set forth in the Declaration, Bylaws, and Homeowners' Manual.

A fee of up to \$50 may be charged by Lakebridge Association No. 4 to cover the cost of processing this request. If a fee is assessed, it must be paid before work commences.

Homeowner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Lakebridge Association Architectural Control Committee

Date received: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_

\*\*\*\*\*

Return this application **with plans and specifications** to:

Lakebridge Association No. 4  
ACC  
3500 67th Street East  
Inver Grove Heights, MN 55076

Or email [Lakebridge4@yahoo.com](mailto:Lakebridge4@yahoo.com) subject line "ACC Request"

