

REFERENCE GUIDE

Updated 2014

ARCHITECTURAL CHANGES

EXTERIOR BUILDING CHANGES

Examples of Exterior Building Changes: Air conditioners, balconies, bird feeders, decks, fireplaces, patios and privacy fences.

The Homeowner must obtain written approval (signatures and dates) from the Board of Directors Timbershore Homeowners Association **prior to construction, removal and replacement of a balcony, lower deck and/or patio.** **Appropriate** city permits shall be obtained as needed.

No structures or devices shall be hung from, attached to, or protruded from, any exterior surfaces of the buildings until the following requirements have been met:

(1)The Homeowner must furnish a copy of specifications and designs of proposed additions or changes to the Board of Directors Timbershore Homeowners Association for prior approval. (2)The plans need to be submitted prior to the monthly meeting (2nd Thurs) or allow up to two weeks for approval. (3)The proposed plans need to include dimensions and types of materials to be used.

The maximum depth of a balcony (upper deck) is eight (8) feet per city code; it cannot extend past the upper privacy wall. Lower decks and patios cannot extend beyond the lower privacy wall.

NOTE: At any future time when requested, the Homeowner will be obligated to show proof of the authorizations for additions or changes by producing

a copy of that authorization duly signed by the Board of Directors.

If a Homeowner institutes the construction or placement of additions on any exterior surface of his home without proper authorization, a suit to enjoin or remove such additions or changes shall be instituted against that Homeowner by the Association. Any cost associated with such action will be the responsibility of the Homeowner.

The Board has approved the following building additions for which **prior** Board approval is **not** needed provided all restrictions are met:

(1)Flags may be displayed in the yard or from the deck as long as the following conditions are met: (a) if the flag is put on the deck, the top of the pole cannot be more than eight (8) feet high from the base of the deck. (b)The flag must be located at the farthest end of the deck away from the privacy wall and (c) cannot extend more than five (5) feet past the rail of the deck.

(2)Screen/storm doors and storm windows may be installed if they are white, wrapped and are sliders rather than opening up or out. Maintenance of doors and windows is a Homeowner's responsibility.

(3)Attic vents and wind turbines may be installed. They must be maintained to a noiseless condition. Any leaks to the roof due to the installation or addition of the vents/turbines are the responsibility of the Homeowner.

(4)Central air conditions may be installed provided the outside unit is placed next to the steps and garage door or in the corner where the privacy wall meets the home. The Homeowner must maintain the air conditioner. Air conditioners with excessive

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rattling or noise must be repaired or replaced.

YARD CHANGES

Examples of Additions or Changes: Flower beds and flower bed fences, bushes, shrubs, trees, rocks, planters, trellis, air conditioners, privacy fences, and any structures large or small.

The Homeowner is responsible for landscaping up to six feet away from the foundation unless the Homeowner or a previous Homeowner has received approval from the Association for a change beyond six feet.

Homeowners are responsible for trimming shrubs and small trees within their area. Homeowners need landscaping in this area to facilitate rain absorption and to provide 'curb appeal'.

If a Homeowner wants to make permanent changes in this area beside their home or in the area nearby, the Homeowner must receive prior approval from the Association via the Board of Directors per the procedures outlined on the previous page for Exterior Building Changes.

PRIVACY FENCES

All gates on privacy fences and gazebos must be left unlocked for reading of meters, watering lawns or other service work. No locks are permitted even if there are not meters or faucets involved.

Maintenance of the area inside of the privacy fence as well as the fence itself is the responsibility of the Homeowner.

SATELITTE DISHES

Homeowners are liable for any damage done to their roof during installation. The placement of the dish on the building must be agreed to by the Board. Roof installation must be done by a professional. There must be no dish or cable installation attached to the fascia or siding. See complete policy.

AMENDING ARTICLES AND BY-LAWS

The By-Laws may be amended by a majority of the quorum (present or by proxy) at a special meeting. A Special meeting may be called by the President, the Board of Directors or upon written request of 25% of the voting members.

BOARD OF DIRECTORS

The affairs of the Association are managed by a Board of nine (9) Directors who are elected to three year terms. These Directors are not paid for serving on the Board. The Directors are not required to be Homeowners, but they generally have been.

Each year after the Annual Meeting, the Board elects officers and identifies responsibilities. Each Board member has specific responsibilities. These are published in the *Timberline* and minutes.

The Secretary and Treasurer need not be Directors.

DUES/CORRESPONDENCE TO THE BOARD OF DIRECTORS

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The address for dues and all Timbershore business is: **Timbershore Homeowners Association, P.O. Box 21061, Eagan, MN 55121.**

The monthly Association assessment is due on the first day of each month. If not paid by the 15th of the month, they become delinquent.

Please include your address and phone number on your dues check for accurate recording.

Address labels for mailing your monthly dues will be included with the annual Association Master Blanket Insurance premium notice. Contact the Secretary if you need replacement labels.

If you wish to bring an issue to the attention of the Board of Directors, you may attend a Board meeting, email a Board member or write to address above.

GARAGE & GARAGE DOORS

The Association will pay half the cost for garage door replacements. It is the responsibility of the Homeowner to maintain the hardware on the inside of the garage door. Examples are hinges, cables, rollers, tracks and springs.

Do not kick the bottom section of your garage door if it is frozen to the floor. The bottom sections can be severely damaged if kicked. Try to keep it from freezing by keeping the area under the garage door free from ice by using some ice melt compound and/or ice scraper.

Garage doors should not be left open during cold weather. Water pipes for the upstairs bathroom run through the inside corner of the garage and may freeze and burst if the garage door is left open.

It is especially important that the inside hardware be maintained and repaired promptly. You may periodically use WD-40 on the rollers.

Absentee landlords should tell their renters to notify them immediately if a problem develops with the garage door hardware. If this is impractical, the renter should be authorized to repair breaks or malfunctions of the door.

GARBAGE AND RECYCLING

Garbage and recycling containers and other refuse shall be stored inside and away from the public view with the only exception being the day normally set aside for picking up garbage or the night before. Garbage is picked up on **Mondays** by Waste Management Company (WM).

Homeowners shall contact the waste company to schedule payment and pick-up of additional refuse like sofas, appliances, mattresses, tires, carpeting, wood and dirt.

The number to arrange such pickups is 952.890.1100. You will be charged for this service. The additional refuse can only be placed outside on the scheduled day of pickup.

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If a holiday falls on Monday, WM will collect garbage on Tuesday. You will be notified of exceptions.

Place dumpsters on the lawn within 4 feet from the curb and 1 ½ feet apart.

Garbage must be placed in plastic (not paper) bags. **Dumpsters must not be over stuffed.**

Recycled items must be put in the recycling dumpster bi-weekly. Flatten the cardboard boxes and lay flat beside the dumpster.

Bring all dumpsters in by 6 a.m. the next day to avoid possible citation from the City of Eagan.

WM does not pick up yard waste. You must take it to the composting facility on Yankee Doodle Road east of Lexington. The lawn contractor will pick up twigs and sticks piled near the curb.

GENERAL USE RESTRICTIONS

All Timbershore homes and lots shall be used for single family residential purposes only. No commercial or business activity shall be conducted within the same.

No noxious or offensive activities are permitted upon any lot nor shall anything be done which may be or become an annoyance or nuisance to the neighborhood. This shall include but not be limited to excessive engine revving of autos and recreational vehicles. Any cost associated with corrective action to stop noxious or offensive activities will be the responsibility of the Homeowner.

The Board of Directors is obligated to enforce all Covenants and By Laws.

INSURANCE

The Master Blanket Insurance policy, which covers the exterior of our buildings, renews on February 1 of each year.

All Homeowners share this expense equally. Homeowners will be notified of the premium amount due the Association.

The blanket insurance coverage includes full replacement value for the buildings.

Homeowners and renters must purchase separate insurance to cover interior wall coverings (including wall tile in bathrooms), floor coverings, appliances, personal property and liability for any accidents that might occur inside their unit.

Policy deductible \$ 10,000

MEETINGS

The Board of Directors meets on the second Thursday of each month. The Annual Meeting is held the second Wednesday of February. All Homeowners and residents of Timbershore are welcome to attend these meetings.

The time and location of meetings are put on the Web Site. The minutes of each meeting are put on the website www.timbershore.com after they are approved. Hard copies of the minutes are distributed into the white tubes on a regular basis.

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The white tubes on the mailbox stands are for Timbershore communications only.

For any matters to be voted on by Homeowners, each owner(s) may cast a single vote only if the dues/obligations for that unit are current. Voting rights may not be transferred.

MISCELLANEOUS-Household

BATHROOM VENT FANS

Remove the slotted grill on your bathroom vent fan(s) periodically and clean any accumulated dust off the grill.

While the grill is off, remove accumulated dust from around the fan motor. Before cleaning the fan motor, be sure to switch the fan off and unplug it if it is plugged in to the ceiling.

DISHWASHERS

Inspect your dishwasher for leaks periodically. To check, remove the front access panel at the bottom of the dishwasher and look for moisture on the floor

FURNACE

The furnace flue pipe is exposed near the ceiling at the inside corner of the garage in some units. This flue pipe is susceptible to rusting which could cause carbon monoxide to accumulate in the garage and seep into the living quarters.

It is recommended that all residents check their furnace flue pipe where it is exposed in

the garage. Repairs are the responsibility of the Homeowner.

If furnace humidifiers and/or water softener drains and overflow hoses become clogged or loose, the furnace/laundry room and downstairs living area may become flooded. Check these periodically.

POWER OUTAGES

If the power goes out in your unit, check with the other units in your building to see if their power is also out. If other units are without power, call Dakota Electric. If only your unit is without power, you may have to call an electrician.

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MISCELLANEOUS-Outside

BARBEQUE GRILLS

When possible, the grill should be moved off the balcony and away from the house. If you must have the grill on the balcony, put it as far out on the balcony as possible.

Do not leave your grill unattended. Do not use any more starter fluid than necessary. Do not let flames get out of control by using too much starter fluid. Be ready to spray burning meat fat with water to prevent flames getting out of control.

Call 911 immediately if a fire occurs...NO MATTER HOW SMALL THE FIRE!

CHILDRENS PLAY EQUIPMENT AND STRUCTURES

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Any equipment such as monkey bars, slides, or swings is not permitted in private yards or common areas of Timbershore.

Bikes, tricycles, wagons, and toys must be stored inside or in the immediate area of the home when not in use. They must be stored in an orderly manner. If placed in the garage entrance, they shall not interfere with the entering or exiting of autos from adjoining driveways.

CLOTHESLINES

Use of exterior portable or stand-up clotheslines shall be allowed between the hours of 5 a.m. and 5 p.m.

When not in use, store clotheslines inside.

COMMON AREAS

The common areas are the property of the Association and meant for the enjoyment of all living within Timbershore. The Homeowners adjacent to these areas are also allowed to use these areas.

FIRE PREVENTION

Do not leave a running vehicle unattended in your garage.

If you park a vehicle outside, park it at least ten feet from the building so that if the vehicle catches fire, there will be less chance of it spreading to the building.

Do not let clothing or other flammable materials pile up on the furnace/laundry room floor next to the water heater, furnace, or stacks.

HOSES

All garden hoses shall be stored in an orderly manner when not in use.

LAWN FURNITURE

When not in use, lawn furniture shall be kept indoors or placed neatly in the immediate area outside of your home.

LAWN WATERING

The City of Eagan has odd/even watering restrictions during the growing season.

The lawn service does not water lawns. If you water your lawn, move the sprinkler every half hour. Our soil is clay so excessive water runs off wasting water and money.

MOTOR VEHICLES

See attached parking rules.

PARKING

See attached parking rules.

PETS

Timbershore Homeowners are expected to abide by the standards of Sections 10.11, Subdivisions 2,3,10, 11 and 13 of the City Code of Eagan.

Pets are dogs (not wolf or wolf hybrid), cats or ferrets. These animals cannot be permitted to run at large. The animal must be securely leashed on the owner's premises. The animal, however, may be on

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a leash or under command of accompanying person.

Cats are considered to be at large if they are not on the Homeowner's property.

All pets over six months of age must be licensed and wear a collar with tag firmly attached. Kennel permits are required for four or more animals or combination of animals over six months of age. Dogs, cats and ferrets must have rabies shots.

Pets cannot be permitted to disturb the peace and quiet of the neighborhood by barking, howling, whining, or making any other loud or unusual noises. It is unlawful to own or keep a dog, cat, or ferret which is dangerous to persons or property.

It is unlawful for the owner of pets to fail to prevent them from defecating in or upon public property or the premises of another. Owners are responsible for cleaning up after their pets.

The owner cannot permit solid waste of a pet to accumulate on his premises for more than 24 hours.

ROOFS

Warranties require that we use reasonable care in maintaining the roofs. If an individual homeowner wants snow or ice removed from his/her roof, care must be taken to avoid damaging the roof. For this reason, only professionals should perform this service (homeowners are responsible for the removal and for any damage done to the roof).

The new roofs are guaranteed not to leak. If your roof develops a leak, call the chairman of the Roof Committee.

If you want to knock of icicles which form on the edge of your roof above the garage, a convenient way to do it is from your bedroom windows. In order to do this, it is best to remove the screens on the bedroom windows in early November before icicles have formed.

SIGNS

No signs of any kind shall be displayed to the public view except one sign not more than five square feet advertising the property for sale or rent.

SNOWMOBILES

The operation of snowmobiles is not authorized on the properties of Timbershore. An exception would be to allow access to the public streets and to snowmobile areas per the Eagan snowmobile ordinances.

UNIT OWNER RESPONSIBILITIES

In addition to the interior of their units, unit owners are responsible for certain other items including the following. This list is not intended to be all-inclusive.

Air conditioner compressor units

Balconies including supporting posts and/or angle supports

Balcony railings

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Decks and patios

Exterior cable television wires

Exterior electrical boxes and wires

Exterior light fixtures including former gaslight pole

Exterior natural gas lines

Exterior telephone wires

Exterior water lines and sewer lines (waterline for Association outside faucets is an Association responsibility)

Fireplace chimneys and Franklin, etc. stove chimneys

Front door weather stripping

Garage door springs, cables, rollers, tracks, hinges, and locks

Garage door weather stripping

Garage floors including the approximately six inch portion outside of garage door.

Ground erosion next to front stoop and along foundation

Heat pumps

House numbers above front door

Privacy fences (privacy dividers between the units are an Association responsibility).

Removal of stumps below ground level

Rocked or wood chip areas including any associated edging or timbers (rocked areas and shrubs in common area next to Fish Lake Park are an Association responsibility).

Roof turbines

Shrubs planted by current or previous owners

Storm doors

Sump pumps, pipes and outlet hoses

Water seepage through exterior walls

Window glass and screens including balcony and patio doors

VANDALISM

If you see anything suspicious in your neighborhood, call the police (911) and have them investigate.

Write down descriptions of the people and/or vehicle including the license number to help the police.

Nothing deters vandalism like LIGHT. Keep your outside yard light in working order and put in a larger bulb.

The latches on your patio and balcony screen doors are not sufficient to keep intruders out. Close and lock the glass patio/balcony doors.

OUTSIDE WATER SYSTEM

The Association pays for the outside water usage. Controls for the outside faucets are located in one unit of each building. There are faucets on each end of the building for use by both units on that end of the building.

FOR THE UNIT OWNER/RESIDENT WITH THE CONTROLS:

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The only two valves that anyone should touch in the outside water system are located in only one unit in each building just above the laundry tub and are marked "A" and "B". A plastic instruction tag is attached to the outside waterline near these two valves. One side of the tag has instructions for shutting the water off for the winter, and the other side has instructions for turning the water back on in the spring.

No alterations shall be made by the Homeowner to the outside water system shutoff and drain valves inside the unit.

Do not turn off the waterline valves near the ceiling in the laundry room. Doing so can result in water leaks in the laundry room as well as water can get trapped in the line where it runs through the garages. This water can freeze and cause the pipe to burst. Any damage or repair required as a result of turning off these ceiling valves will be the responsibility of the Homeowner.

Do not close the valve below the outside water meter except in case of emergency or for water meter service. If you must close this valve, do not use excessive force and do not leave the valve closed for more than a few hours.

The valve can seize in the closed position requiring expensive plumbing repairs which the Homeowner will be responsible.

If the water line must be shut off before the water meter for an extended period of time, it should be done outside the building by the Eagan Water Department.

SELLING OR REFINANCING YOUR HOME

When you decide to sell your townhome either by yourself or through a realtor, please contact the Treasurer for current financial information which the realtors and buyers will need. You must also contact the Treasurer at least five (5) days prior to the closing or refinancing date.

SUMP PUMPS

Not all units have a sump pump. If your unit has a sump pump, there will be a pump outlet that looks like a normal outside faucet next to your front door. The inside of the faucet assembly has been removed so turning the handle has no effect. Please be sure a hose is attached so the water is directed away from the foundation.

If you have a sump pump, it is critical that it is plugged in and working. The electrical outlet and sump are in the far end of crawl space next to the garage wall. The sump has a cover which can be removed to observe the sump and pump. The pump is at the bottom of the sump. If the water level is above the top of the pump and the pump does not activate, check to make sure the electrical outlet the pump is plugged into is live.

If the outlet is dead, you need to get the electrical circuit checked. If the outlet is live, you need to get the pump repaired or replaced. The repair or replacement is the

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Homeowner responsibility. If your sump pump is not working, water may accumulate underground and possibly cause heaving up of the driveway and other problems. The builder of our townhouses recommends that the outside sump pump drain hoses be disconnected during the winter to prevent water from freezing in the hose and thereby causing the pump motor to burn out. If you disconnect the outside hose, it is your responsibility to take some action to prevent the washout of the ground next to the steps when the pump runs.

Methods used could include placing a large flat rock, downspout splash block, or board under the pump outlet faucet. You can also use three inch diameter PVC pipe to carry the water away from the building. Water should not freeze in the three inch pipe. If you disconnect your sump pump hose in the fall, please reconnect the hose as soon as the danger of freezing no longer exists.

The Homeowner is responsible for any soil erosion that results from NOT reconnecting the sump pump hose.

Shortly after the Timbershore townhomes were built (1972 & 1973), some units developed severe cracks in and heaving up of the garage floors and cracks in some of the interior walls. The builder (New Horizon) determined that water was getting under the garage floor and aprons and freezing in the winter. Their solution was to put drain tile under the driveway just in front of the garage floor and to run the drain tile to a sump (and associated sump pump)

installed in the crawl space under the inside stairs in those units most severely affected.

WINTER TIPS

Residents should keep a supply of sand/salt mixture on hand to put on their steps, slabs, and driveways when icy. The lawn/snow contractor will fill your container at the beginning of the snow season. You can refill your own containers from the sand/salt barrel *near 3695 Denmark Avenue*.

Do not turn down your heat below 62 degrees when you are gone for a period of time in the winter. Water pipes for the upstairs bathroom run through the inside corner of the garage and may freeze and burst if the temperature in your unit is set too low while you are gone.

AUTHORITY: COVENANTS

The Homeowners must furnish proof to the Board through his original Purchase Contract that said addition or change was included as part of the original construction.