

HIDDEN RIDGE RESORT CONDOMINIUM ASSOCIATION, INC.
CONSTRUCTION REQUEST FORM (Ver.050519)

INSTRUCTIONS: Please read and complete this form, Pages 1 - 11 IN FULL.

- ***You must allow at least 2 weeks for requests to be reviewed and acted on. Failure to submit a fully completed form will result in a delay of approval.***
- ***Additions, Decks, Gazebos, Storage buildings (Sheds) require a building permit from the Township after the Board approves your construction request. The permit must be displayed on the unit before construction can proceed.***
- ***Homeowners are responsible for the actions of all builders.***
- ***Exterior construction can be done only between May 1 and October 31. Construction hours are from 8:00 a.m. to 6:00 p.m. All requests for modifications and additions to current units must be processed during this period.***
- ***New or replacement Unit requests with or without additions may be processed during the off camping season, however, delays in processing may occur.***

TO BE COMPLETED IN FULL BY THE UNIT OWNER

Owner Name(s) _____	Unit # _____
Unit Address _____	Phone # (____) _____
Owner Email Address _____	
Builder Name _____	Builder Phone (____) _____
Date Construction will begin _____	End Date _____

Please refer to your Hidden Ridge 2012 Restated Declarations and Bylaws, Section 7.03 Unit Improvement, before completing this section. A drawing, blueprint or 3-dimensional drawing depending on the request must be attached to this request showing location of proposed construction, boundaries on the owner's unit and any changes to the site. For requests NOT requiring a Survey, please see Diagram in Addendum 3 for help. For some changes, the state, county or township may have additional restrictions. Owners are responsible for complying with all such restrictions.

Please Check the items below that apply to your request

- _____ Addition - Heated (Item 1a-f, 2a,b) Page 4,5
- _____ Addition - Unheated (Item 1a-f, 2a,c) Page 4,5
- _____ Deck (Item 1a-f, 2a,c) Page 4,5
- _____ Driveway (Item 1a-f, 6a-d) Page 4,7
- _____ Fence (Item 1a-f, 4a) Page 4,6
- _____ Ground Level Deck/Boardwalk ((Item 1a-f, 3a-e) Page 4,6
- _____ Landscaping, Placement of Rocks (Item 1a-f, 7a) Page 4,7
- _____ Propane Tank (Item 1a-f, 9a) Page 8
- _____ Storage Buildings (Shed) (Item 1a-f, 5a-g) Page 4,6-7
- _____ Tree Removal (Item 1a-f, 8a) Page 4,8
- _____ New or Replacement Outside AC/Furnace Page 4,7
- _____ New or Replacement Unit Page 4,7
- _____ Other (Attach Written Description)

PLEASE NOTE: *Monitoring of the actual design and square footage will be done during construction by the Building Coordinators or designee of the Board. If the design or square footage is changed without prior written consent of the Building Coordinators, construction will be halted and if necessary, the Board may pursue legal action.*

OWNER STATEMENT

I will comply fully with all requirements of the 2012 Restated Declaration and By-Laws, Hidden Ridge Rules and Regulations and Building requirements.

UNIT OWNER'S SIGNATURE _____ DATE: _____

ASSOCIATION USE ONLY	
_____ ORIGINAL PLAN APPROVED	_____ ORIGINAL PLAN DENIED
BOARD LIAISON _____	DATE _____
BUILDING COORDINATOR _____	DATE _____

INSPECTIONS

1. Deck Frame of additions, screen/glass enclosures and sheds completed.

Note: No construction may continue until the Building Coordinators have been notified and have had a chance to inspect, measure and sign this release to continue.

Board Liaison Coordinator: _____ Date: _____

Building Coordinator: _____ Date: _____

2. Structure framing of additions, screen/glass enclosures and sheds completed.

Note: No construction may continue until the Building Coordinators have had a chance to inspect, measure and sign this release to continue.

Board Liaison Coordinator: _____ Date: _____

Building Coordinator: _____ Date: _____

3. Final inspection of additions, screen/glass enclosures and sheds

Final Inspection must be completed prior to sign off of building approval for use.

Board Liaison Coordinator: _____ Date: _____

Building Coordinator: _____ Date: _____

Hidden Ridge Resort Condominium Association Inc.
Construction Guidelines

1) General Provisions for construction

- a) **Setbacks and Interference:** No permanent improvement may be placed or located within three (3) feet of the boundary line of any unit except in those circumstances where a Unit boundary is contiguous to the Common Elements(as opposed to an adjoining Unit) other than a roadway, and except as otherwise provided or limited herein. There may be no improvements to a unit which in any way interfere with the use of another unit or the common elements or which may in any way interfere with the provision of services to any unit.
- b) **Approvals:** Request for approvals will be made by the Board after submission of plans, drawings etc. by the Unit Owner. The plans must be submitted 10 business days prior to the next scheduled board meeting. Any requests made after the 10 business days will be reviewed at the subsequent Board meeting. The Board will vote on the proposed improvements and provide approval or rejection with recommendations within 5 business days of said Board meeting. Corrections to the rejections must be made prior to 10 days of the next board meeting.
- c) **Construction Season:** The construction season will be from May 1 through October 31. It is during this period that enclosure of the improvement will be completed. Should the enclosure of the improvement not be completed by October 31, construction will not be allowed to continue until the subsequent May 1 date. Construction may continue once the structure is enclosed.
- d) **Removal of construction debris:** Removal of construction debris is the responsibility of the owner. Any use of Hidden Ridge dumpsters for the removal of Construction debris will result of a fine of \$250. Removal of the debris from the Hidden Ridge dumpsters is mandatory with an additional \$250/day fine for failure to remove debris from the dumpster.
- e) **Penalties:** Penalties for improvements begun without approval or for improvements outside the approved plan will be assessed at \$100 per day until improvement is removed from Unit.
- f) **Variances:** Variances will be reviewed for improvements that may be necessary but do not conform to the provisions of the Declarations. These will be reviewed after submission of plans with valid reasons for requesting a variance. Submission of plans will be made prior to 10 business days of the next Board meeting with approval or rejection within 5 business days of Board meeting.

2) Additions (Heated and unheated)

- a) **General:**
 - i) **Size:** The combined size of heated and unheated additions cannot exceed 720 square feet
 - ii) **Origination:** Construction of an addition, three season room and / or elevated deck shall originate from a Recreational Vehicle as described in Section 2, Definitions, of the 2012 Hidden Ridge Restated Declaration.
 - iii) **Placement:** Placement of the Addition on the pad should correlate with surrounding units if possible. Additions must be placed a minimum of 25 feet from the edge of the road. Setbacks of 3 feet from the unit boundaries must be followed per state requirements.
 - iv) **Blueprints:** A blueprint or other formal drawing is required for approval. This will include the layout of the Heated Addition as well as front, side and rear elevations.

- v) **Inspections:** Inspections will be performed at the following intervals with notification made to the Board as to anticipated date of each. Prior notice of completion is due 10 business days prior to completion of each:
 - (1) Completion of Deck Framing
 - (2) Completion of Structure Framing
 - (3) Completion of Addition
- vi) **Building Permit:** A building permit is required by the village of Nasewaupee prior to beginning construction. A copy of this must be presented to the Board prior to beginning construction of the Addition.
- vii) **Construction:** The peak of the roof cannot exceed 18'6" in height from the unit's floor line to the roof truss. 50% of the original park model roof line must be visible and used in the finished unit. Also one side of the existing park model must be the outside wall of the finished unit. (See Addendum 1.) Salvaged framing lumber may be used and may be painted, stained or have vinyl siding. Colors are to be conducive with the surroundings. Dimensions given are without siding allowance.
- viii) **Occupancy:** Additions and three season rooms may not be occupied if the recreational vehicle is removed.

b) Heated Addition

- i) **Size:** An addition attached to a recreational vehicle may not exceed 360 square feet in area measured from out to out of stud wall framing before sheathing, house wrap and siding are added; may incorporate pier footings, plumbing, heating ducts, electrical wiring, etc., and may be subdivided into as many rooms as desired by the owner as long as the construction concurs with Section 7.03, (E) of the 2012 Hidden Ridge Restated Declaration. All added or modified pop-outs / extended window units either in the recreational unit or in the addition are to be included as part of the available living space as outline in the Declaration and Bylaws, and normal setback from lot lines would apply.

c) Unheated Addition (3 season room and/or deck)

- i) **Size:** A deck may be constructed so as not to exceed 360 square feet in total area. Deck canopies must be clearly described on the Construction Request Form, including materials to be used and colors planned. Canopies over an attached deck are allowed and cannot exceed 18 inches beyond the edge of the deck. A three season room (screen / glass enclosure) may be constructed on a portion of a deck or on the entire deck as long as it and the deck do not exceed the allowable 360 square feet in area before sheathing, house wrap and siding are added.
 - ii) **Three Season Room:** At least 50% of the square footage of each exterior wall of a three-season room must consist of screen / glass. Construction may not include ducted heat or ducted air conditioning. The three season room may not be divided into other rooms.
 - iii) **Gazebos:** Gazebos may be constructed on an attached deck or on a ground deck and will be considered part of the total 360 square footage of the deck. All aspects of a gazebo, including size, design and construction materials, etc., will be considered on an individual basis by the Board prior to construction.
- d) **Lofts:** Lofts may be added to additions and must not exceed 54" from the floor of the loft to the top of the truss. Any plan including a loft must have the height from the floor of the loft to the highest point on the roof line indicated on the plan.

3) Ground Decks and boardwalks (wooden)

a) Requirements:

- i) Construction of a ground deck or boardwalk CANNOT originate from the original unit.
- ii) It may not be attached to the existing Unit, addition or elevated deck.
- iii) It may not exceed 5" in height above the established grade.
- iv) It CANNOT have railings or steps
- v) Permanent or temporary structures (Gazebos, Porches, Canopies, screen porches of any kind) CANNOT be erected on the Ground Deck or Boardwalk
- vi) The only items that are allowed are patio sets, gas fire pits and temporary containers
- vii) Maximum size is 175 square feet
- viii) Must be a minimum of 3 feet from the existing structures
- ix) All setbacks from adjoining units, common areas and other property are required

b) **Blueprints:** Not required. However a drawing is required showing the location of all structures, trees etc. and the setbacks required as well as dimensions and elevation of the ground deck/boardwalk. The drawing should be to scale on ¼ inch graph paper.

c) **Inspections:** Inspections will be performed at the following intervals with notification made to the Board as to anticipated date of each.

- i) Completion of Ground Deck/boardwalk

d) **Building permit:** Not required

4) Fences:

a) All fences and changes to existing fences must be approved by the Board. Approval by adjoining Unit owners will be required and is the responsibility of the fence owner. Evidence of adjoining unit owner's approval will be made to the board by the fence owner.

5) Storage Buildings (Sheds):

a) **Blueprints:** Not required. However a drawing is required showing the location of all structures, trees etc. and the setbacks required as well as dimensions of storage building. Front and side elevations of the storage building with dimensions is required. The drawing should be to scale on ¼ inch graph paper.

b) **Inspections:** Inspections will be performed at the following intervals with notification made to the Board as to anticipated date of each.

- i) Completion of Storage Building base
- ii) Completion of Storage building

c) **Building permit:** A building permit is required by the village of Nasewaupee prior to beginning construction. A copy of this must be presented to the Board prior to beginning construction of the Storage building.

d) **Size:** A storage building can be built up to a maximum of 12 feet in width, 12 feet in length, measured from out to out of stud wall framing before sheathing, house wrap and siding are added and with a height not to exceed 12 feet as long as the construction concurs with Section 7.03 (D) of the 2012 Hidden Ridge Restated Declaration. The storage building hip must be a minimum of 10" as measured from the hip of the roof to a line drawn between the peak of the roof to the outer edge of the roof and must have prior written approval from the Board (see drawing.). Minimum shed size is 8'x 8'. The roof height of sheds smaller than 12'x12' must be in proportion of a standard shed kit as shown in the drawing below. All storage sheds must be of uniform size such as 8'x8'x8', 9'x9'x9', 10'x10'x10', 11'x11'x11' or 12'x12'x12', not to exceed 144 square feet.15.

- e) **Style:** All storage buildings must be of Barn Style without exception. Storage buildings can be constructed of salvageable wood and may be stained or painted or have vinyl siding. Colors are to be conducive with the surroundings. (See Addendum 2)
- f) **Purpose:** All storage buildings are for the purpose of storage and not human habitation. Accordingly, storage buildings may not be equipped with furnishings for the purpose of human habitation, i.e., beds, furniture, etc.

6) Driveways

- a) **Permission:** Any blacktopping or cementing of a gravel drive requires prior approval of the board. Any blacktopping or cementing of a driveway without board approval will result in the removal of the blacktop or cement at the owner's expense plus a fine of \$100/day until removal is completed.
- b) **Blueprints:** Not required. However a drawing is required showing the location of all structures, trees etc. and the setbacks required as well as dimensions of the driveway. The drawing should be to scale on ¼ inch graph paper.
- c) **Inspections:** Inspections will be performed at the following intervals with notification made to the Board as to anticipated date of each.
 - (1) Completion of Driveway

7) Landscaping

- a) Large stones or rocks used in landscaping must be placed at least 3 feet from the edge of all roadways.

8) Tree Removal

- a) Written permission of the board is required to remove the following trees located on any Unit:
 - i) 10% of trees that have a trunk circumference of ten inches(10") or LESS
 - ii) Trees having a trunk circumference of ten inches (10") of MORE
 - iii) Also see separate "Tree Removal Form" on website.

9) New or Replacement Outside AC/Furnace Units

- a) **Permission:** Any New or Replacement outside AC/Furnace Units require prior approval of the board. Preferred placement of the AC/Furnace unit is behind the existing structure. When this is not possible due to installation requirements, variances are permitted for encroachment on to common areas. Should encroachment onto an adjoining owned unit be required, it is the responsibility of the Unit Owner requesting the AC/Furnace unit to obtain signed permission from the adjoining Unit owner to place the new AC/Furnace Unit.

10) New or Replacement Units:

- a) **Restrictions:** The new or replacement Park Model may not exceed 400 square feet. The age of the Park model cannot exceed 10 years at the time of the placement on the Unit. The length of the Park Model shall not be less than 30 feet or more than 40 feet.
- b) **Placement:** Placement of the Park Model on the pad should correlate with surrounding units if possible. No Park Model may be placed or located within three (3) feet of the boundary line of any unit. The Park model must be placed a minimum of 25 feet from the edge of the road
- c) **Inspections:** Inspections will be performed at the following intervals with notification made to the Board as to anticipated date of each. Prior notice of completion is due 10 business days prior to completion of each:
 - i) Completion of placement of Park model

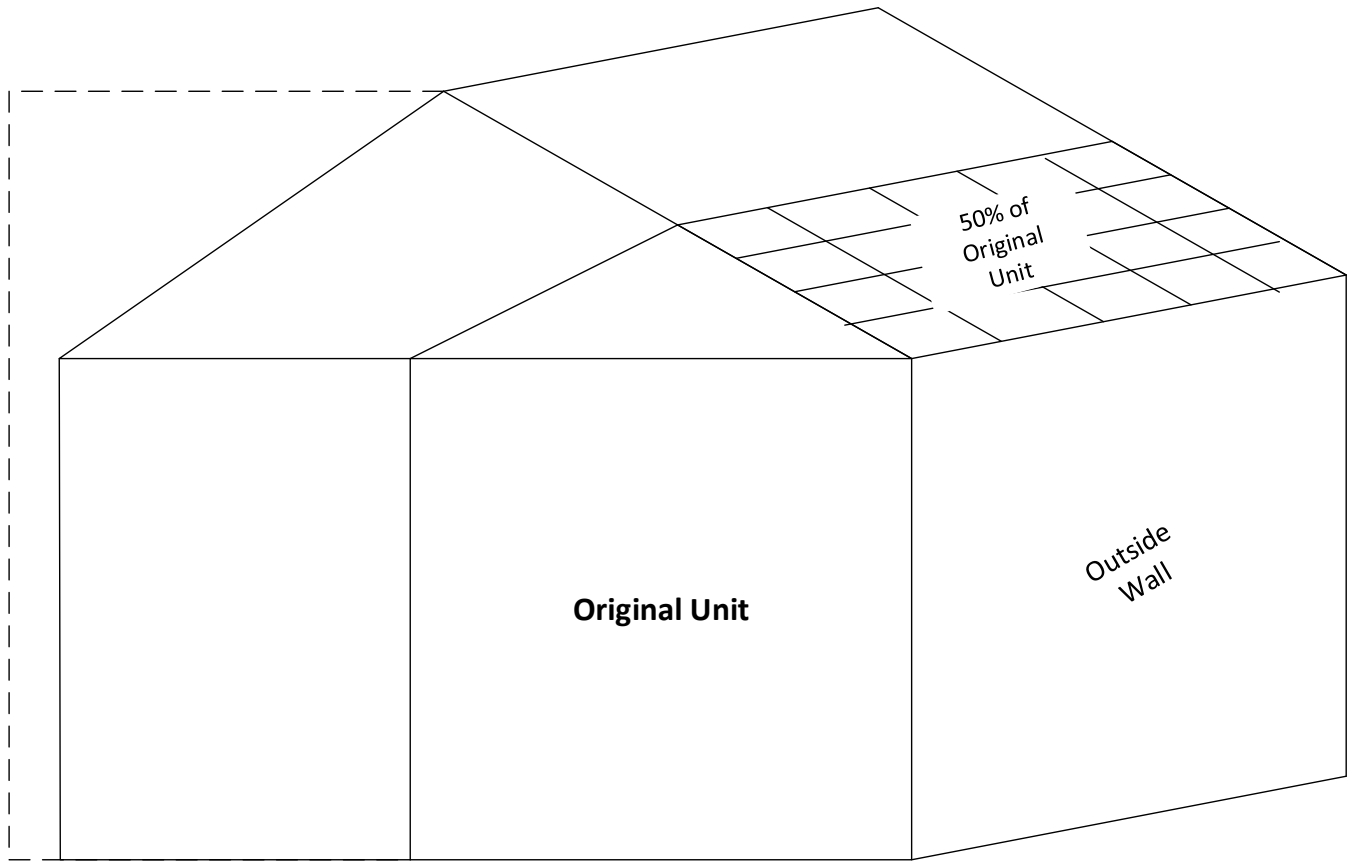
- d) **Building Permit:** A building permit is required by the village of Nasewaupee prior to beginning construction. A copy of this must be presented to the Board prior to beginning construction of the Addition.

11) Propane tanks

- a) Placement of propane tanks is governed by the State of Wisconsin Liquefied Petroleum Code. Gas tanks either cylinder exchange type or cylinder refill type under 125 gallons may be located next to a unit but at least 5 feet from any air intake, ventilation intake or appliances including air conditioners, furnaces, etc. Tanks larger than 125 gallons have separate rules for placement

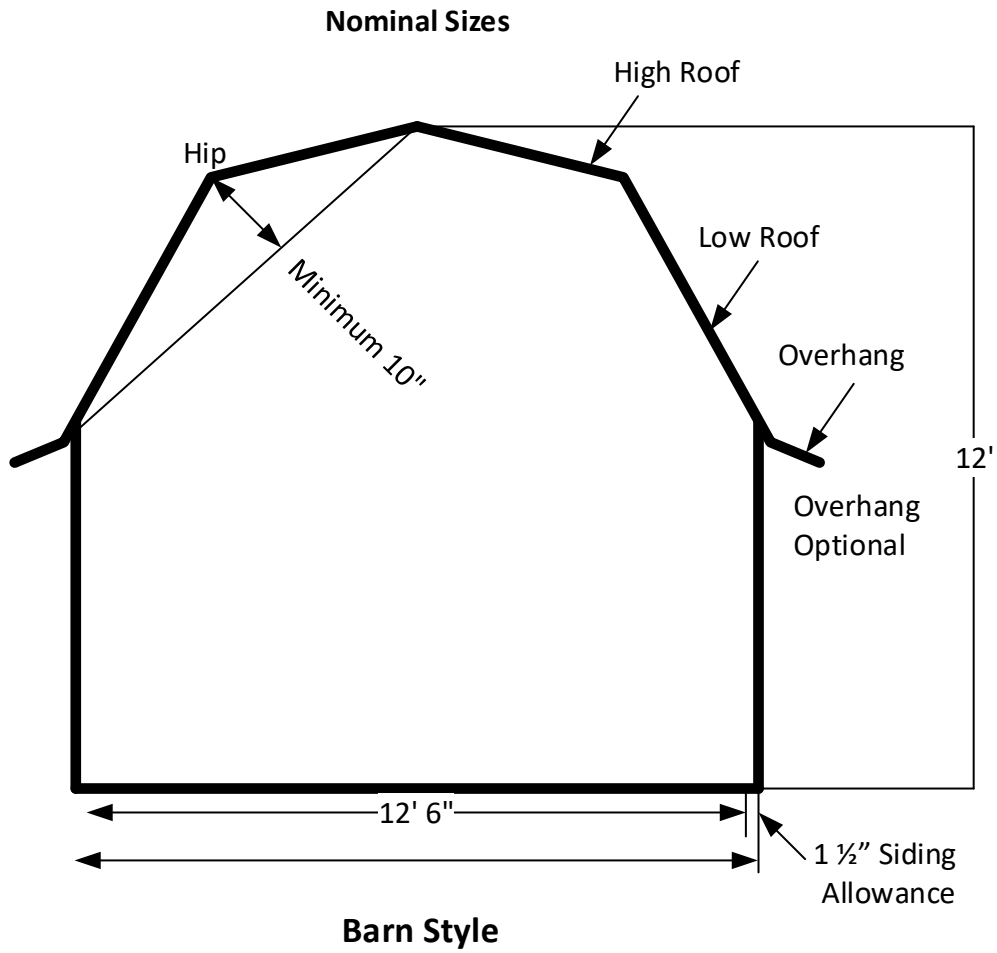
Addendums

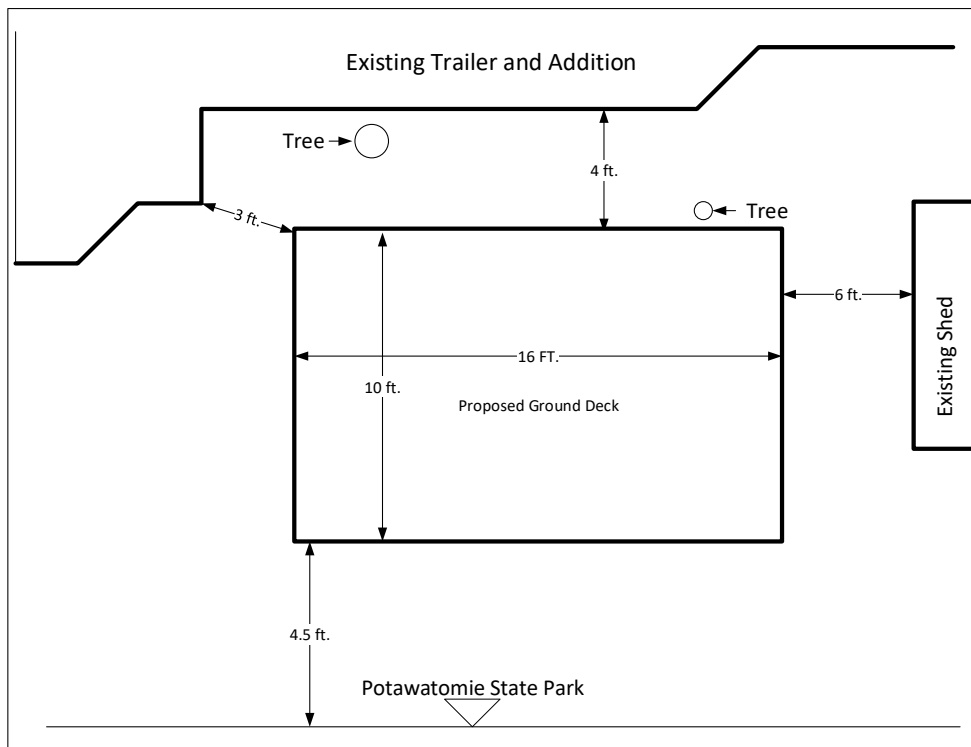
Addendum 1: Addition Guidelines



The Town of Nasewaupsee will issue a building permit upon completion and approval of the Construction Request Form for Hidden Ridge. Town forms are available at the Town Hall / Fire Department on the corner of County Highway C and park Drive.

Addendum 2: Shed guidelines





**Put all items you want in the drawing
(If you don't understand something ask before you start)**

The State requires that a 3 foot unobstructed space between the lot lines and structures of any type including bump outs, furnaces, A/C units, etc.

I have read and understand the above and will comply with all rules regarding construction at Hidden Ridge

Owner Name: _____

Owner signature: _____ Date: _____