

**SYLVAN BEACH RESORT COMPANY**  
**MODIFICATIONS COMMITTEE**

**Role, Function, and Purpose**

The role, function, and purpose of the Modifications Committee is to:

- **help** the Board by carefully reviewing the detailed plans of the applicants, taking into account our standards and bylaws.
- **help** the applicant(s) understand SBRC guidelines and complete the various steps they need to take with their modifications plans.
- **foster** improvement of family leaseholds
- **provide** a forum to encourage reasonable discussion on such topics.
- **review** our own design guidelines and those of Fruitland Township periodically to insure that we are up to date with SBRC bylaws, SBRC long range planning and Fruitland Township site development standards for our zoning district.

These guidelines and procedures are intended to be helpful and even empowering to homeowners.

**Procedural Guidelines**

1. The Modifications Committee shall meet as needed and report to the Sylvan Beach Board of Directors as required. Except in the case of emergency, all new requests should be given to the committee between Memorial Day and Labor Day. Work should be accomplished between Labor Day and July 1st of the following year.
  2. The Modifications Committee shall follow the guidelines established by the SBRC Bylaws, approved July 1995, and amended July 1999 and July 2012:
    - Article VII, Section 4 (page 9)\*
    - Article IX, Section, 1 (page 12)\*
    - Article X, Section 5 (page 15)\*
- \*Page numbers are for the amended copies of the 2012 Bylaws.
3. Proposals should be submitted to the Modifications Committee on the approved forms. For all additions and new construction plans and specifications will be required.

4. As many Committee members as possible will visit the site of the proposed modifications. Within a reasonable length of time the committee will formulate a recommendation for the Board based on the SBRC Bylaws and the Modification Committee Guidelines.
  
5. After the Committee has determined its recommendation, copies of a report and the proposed plans will be forwarded to the president of the Board of Directors for distribution, review, and final SBRC approval or disapproval.

**SYLVAN BEACH RESORT COMPANY**  
**MODIFICATIONS COMMITTEE DESIGN GUIDELINES**

**General Considerations**

1. Any proposed construction or modification should be **consistent with the general character of the other properties at Sylvan Beach**. Article VII, Section 4 of the Bylaws, amended July 1999, states in part: "... plans and specifications showing the **nature, kind, shape, color, size, materials, and location** of such modifications, additions, or alterations, shall be submitted ... for approval as to **quality of workmanship and design and as to harmony of external design with existing structures, location in relation to surrounding structures, topography, and finish grade elevation.** "

All additions and improvements should insure that they in no way hinder the quality of experience of the neighbors or others at Sylvan Beach. This might include visual or auditory experiences. Any change to the exterior structure (especially height, shape or size) should be consistent with the factors identified in General Considerations paragraph #1 above. Examples of exterior structural changes include (but not limited to) a change in footprint, height, roofline, balcony, deck, dormer, or a bay window.

2. Approval in writing to any proposed construction or modification should be obtained from the immediate neighbors on either side of the applicant's leasehold if at all possible. If the neighbors have questions or concerns, the applicant should resolve these with the neighbors or with the help of the Modifications Committee before the plans go to the Board of Directors for approval or disapproval.
3. It is expected that all applicants become aware of the location of their leasehold boundaries.
4. It is expected that all applicants will comply with the applicable laws, regulations, and permitting of the Department of Environmental Quality (DEQ, formerly DNR), Fruitland Township, Muskegon County, and the State of Michigan. Some changes approved by the Committee or the Board may require township, county or state permits or variances. Our approval is not a guarantee that other authorities will also approve.
5. Modifications and Board approval is not required for interior or exterior changes that do not change the height, shape or footprint of the structure. Examples such as: to remodel a kitchen, to paint the exterior, to reroof using similar materials, repair or replace an existing porch or landing (same footprint), or to install new windows. The leaseholder is reminded

that the change must be consistent with the general character of other properties and as a courtesy, neighbors should be informed.

### **Addition of New Structures**

1. Any new structure requires approval. This includes structures such as (but not limited to) a garage, deck, shed, wood box, pergola or fence.
2. The Bylaws stipulate that only one residential structure shall be erected on a single lot.

### **Landscaping, Lighting and Noise-On Your Leasehold**

All additions and improvements should insure that they are consistent with the general character of Sylvan Beach and in no way hinders others' quality of experience at Sylvan Beach. This might include visual or auditory experiences.

1. Above grade landscaping such as decks, plantings (trees, flowers, bushes, hedges, and shrubs), fences, boulders, waterfalls, or terracing should not, for instance, obscure sightlines.
2. Addition of items that create constant noise (for instance air conditioning units, and fountains) or constant bright light (for instance spot lights or mercury vapor lights) on the owner's leasehold should insure that they are consistent with the general character of Sylvan Beach and in no way hinder others quality of experience here at Sylvan Beach.
3. Improvements at ground level (at grade) totally within the leasehold boundaries do not require approval as long as the General Considerations are adhered to.

### **Improvements on Parkland Property**

1. Any additions and development on parkland property requires approval from neighbors, Modifications Committee, and ultimately the SBRC Board. In some instances Association membership approval is required. The leaseholder is advised to confirm where the leasehold ends and parkland begins. For instance, for many but not all leaseholds the banks and beaches, and even portions of front yards are outside of individual leaseholds and thus are parkland property.

2. Additions such as (but not limited to) a garage, deck, shed, wood box, wood racks, pergola, fences, area lighting, pet containment systems, and in ground or permanent above ground watering (sprinklers) pipes or fixtures requires approval.
3. For improvements of structures currently on parkland property, approval is not required for interior or exterior changes that do not change the height, shape or footprint of the structure. For example: to remodel a kitchen, to paint the exterior, to reroof using similar materials, repair or replace an existing porch or landing (same footprint), or to install new windows. The leaseholder is reminded that the change must be consistent with the general character of other properties and as a courtesy, neighbors should be informed.
4. Requests for new lookouts, stairs, landings, lifts, and boathouses will be considered on a case-by-case basis.