

Sunset Forest Association
Architectural Review and Building Handbook

Section II - Architectural and Building Requirements

In keeping with the unique history of Mackinac Island, the building architecture defined for the Sunset Forest community (both by the Development(s) and by the City of Mackinac Island) is that of detached single-family residential houses of Victorian and Turn-of-the-Century styles.

In order to actively promote the architectural standards as originally intended for the Development(s), an Architectural Review Committee consisting of representatives from each of the individual Associations has been established. The Architectural Review Committees' mandate is to assist all property owners in the approval process for new home construction or remodeling of an existing home in the community. It is also tasked to insure that the architectural style and aesthetic integrity of the neighborhoods, as was intended, is adhered to. This section was collectively compiled by the members of the Committee.

The purpose of this section is to familiarize Sunset Forest property owners of the architectural and building requirements necessary to gain both the Association(s) and the City of Mackinac Island approvals. Home ownership on Mackinac represents an extraordinary opportunity to contribute to and preserve the architectural heritage of the Island. What you build today shall define your homes' historical significance for years to come!

1. The Association Development are intended for single-family residential purposes, and the common elements shall be used for purposes consistent with the use of single-family residences. The design of the home shall be that of a **detached single-family residence**.
2. The architectural design of all new construction, as well as, alterations, additions, major repair / replacement and other structures – i.e. gazebo, garage and/or carriage house, shed, deck, decorative fencing, retaining walls, etc. – or other improvements to be built or erected and any changes to existing buildings or structures prior to the construction shall be in aesthetic keeping with the Victorian and Turn-of-the-Century periods: Gothic Revival, Italianate, Second Empire, Stick Style, Queen Anne – Spindle Work, Queen Anne – Free Classic, Shingle, Folk Victorian, Victorian Cottage, Tudor Revival and other variations of the same.
3. No building, alteration, fence, wall, deck, swimming pool, outbuilding or other structure, sidewalks, road, landscaping or exterior improvement shall be commenced, erected or maintained on any Unit - nor shall any change in the exterior appearance thereof or change in the landscaping be made until the plans and specifications showing the type, size, shape, height, colors, materials, topography and location of the same on the Unit **shall have been submitted to and approved in writing** by the “Committee” and the “City” (where zoning and building permits are required).
4. All construction projects **require both the “Committee” and “City” written approvals** of proposed plans prior to the start of the project. The Co-owner shall submit preliminary proposed plans to the “Committee” for preliminary review and approval. In most cases, the Association Development(s) bylaw restrictions are more stringent than the “City’s”. In those situations, the Association Development(s) restrictions are the governing

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instrument. Upon receiving such approvals from both the “Committee” and the “City”, the Co-owner may engage the services of a licensed contractor to move forward with the project.

5. The Co-owner **shall not begin any clearing and/or preparation** of the proposed construction site (tree cutting and/or removal, grading, material storage, construction equipment storage, trailers, signs, etc.) **prior to receiving final written approval** from the “Committee” and the “City” for the project. Upon receiving written approval, the Co-owner must also submit a proposal to the “Committee” and receive its authorization for selected tree removal on the property prior to beginning the project.
 - a. For the **Stonecliffe Manors**, no living trees of a height of twenty (20’) feet or more, or more than five (5”) inches in diameter at three (3’) feet above the ground, and which do not directly interfere with the permanent building constructed, shall be removed without written approval of the “Committee”.
 - b. For **Woodbluff**, no living trees that exceed (18”) inches in circumference (measured at two (2) feet above the ground), and which do not directly interfere with the permanent building constructed, shall be removed without the approval of the “Committee”.
 - c. No person shall do any act of which the result could cause damage to or destruction to any tree.
 - d. All existing natural cover (wild flowers, ground cover, shrubs, etc.) shall be preserved wherever possible and/or practical.
6. **The “Committee” may retain the services of a certified licensed architect** to assist it in the review process and hired at its discretion. If those services are used, whether the project is approved or disapproved, the cost for this service shall be borne by the Co-owner.
7. The “Committee” and its retained architect shall review the proposed plans to determine whether the project meets all criteria as set forth by the Association Development(s) and this supporting document. The “Committee” and its architect are in no way responsible for verifying the correctness, technical accuracy, dimensions, structure, topography design, grades, etc. of the project package submitted. Nor will the “Committee” and its architect make any changes or corrections to that design. These responsibilities fall upon the Co-owner, his/her architect and contractors.
8. **The “Committee” has the right to disapprove plans** due to non-compliance with any of the restrictions defined by the Development(s), or because of dissatisfaction with the grading and drainage plan, the location of the structure on the property, architectural design, materials used, color scheme, finish, design, proportion, shape, height, style or

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appropriateness of the proposed improvement or alteration or due to any matter or thing in the judgment of the “Committee” would render the proposed improvement or alteration inharmonious or out of keeping with the objectives of the “Committee” or with improvements erected or to be erected on other properties in the development, including purely aesthetic conditions.

9. No dwelling shall be permitted on any Lot, unless it meets or exceeds the finished living area minimum square footage requirements as defined by the Development(s) bylaws and restrictions. All computations of finished livable square footage for the determination of the permissibility of erection of residences shall be exclusive of basements, crawl spaces, attics, out buildings, porches, breezeways, seasonal rooms, entrance ways or similar areas which are not normally classified as living areas. It may include any finished living area that is above a porch or breezeway. The “Committee” may, at its sole discretion, reduce the square footage requirements in situations it deems to warrant such change. The minimum livable square footage requirements are defined per Development.

Minimum Finished Livable Square Footage Chart

Development	One Story	One and Half Story	Two Story	Three and Four Story
Woodbluff	1,250 sq. ft. (ground floor minimum)	1,500 sq. ft.** (1,250 ground floor minimum)	1,500 sq. ft.** (1,250 ground floor minimum)	1,500 sq. ft.** (1,250 ground floor minimum)
Stonecliffe Manor (I) Condominiums	900 sq. ft. (ground floor minimum)	1,200 sq. ft. (900 sq. ft. ground floor minimum)	1,200 sq. ft. (900 sq. ft. ground floor minimum)	1,500 sq. ft. (900 sq. ft. ground floor minimum)
Stonecliffe Manor II	1,000 sq. ft. (ground floor minimum)	1,600 sq. ft. (1000 sq. ft. ground floor minimum)	1,600 sq. ft. (1,000 sq. ft. ground floor minimum)	2,000 sq. ft. (1,000 sq. ft. ground floor minimum)
Stonecliffe Manor III	1,000 sq. ft. (ground floor minimum)	1,600 sq. ft. (1000 sq. ft. ground floor minimum)	1,600 sq. ft. (1,000 sq. ft. ground floor minimum)	2,000 sq. ft. (1,000 sq. ft. ground floor minimum)
Stonecliffe Manor IV	1,000 sq. ft. (ground floor minimum)	1,600 sq. ft. (1000 sq. ft. ground floor minimum)	1,600 sq. ft. (1,000 sq. ft. ground floor minimum)	2,000 sq. ft. (1,000 sq. ft. ground floor minimum)

** Woodbluff requires the following clarification:

- A one story dwelling, or multi-level dwelling, shall have a main or ground floor area of not less than 1,250 square feet of finished living area.
- In computing the main or ground floor area of a multi-level dwelling:
 - All finished living areas located above the grade level shall be included in the computation, provided, however, that if any of the levels overlap each other, the square footage of only one such portion of overlapping areas shall have not less than 1,500 square feet of finished living area.

10. Though not to be considered in the determination of livable square footage of a dwelling, nothing herein shall be construed as restricting the finishing of basement space for living quarters.

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11. A private storage out building for the sole use of the occupants of the property upon which the out building is erected must also be erected and maintained in a matter consistent with these restrictions.

For the Stonecliffe Manors, the out building must be attached and architecturally integrated with and related to the main dwelling.

For Woodbluff, an out building may be attached to or detached from the main building. If attached, the out building shall be architecturally integrated with and related to the main dwelling. If detached, the out building shall be aesthetically pleasing and compliment the architecture of the main dwelling. In cases where lots or portions of them may be combined by a single owner to make a building site, such combined building site shall be considered a single lot for the purpose of this restriction – i.e. one dwelling (with or without an attached out building) and one detached out building.

Attached storage buildings connected to a residence either directly by a breezeway or otherwise shall be considered as part of the residence and shall be erected within the front, side and rear building line (or within the Unit's build site footprint).

12. The grade of any lot in the Development(s) may not be changed without prior written consent of the "Committee".
13. The roof pitch on any main structure shall not be less than 8/12 pitch. It shall be aesthetically fitting to Victorian and Turn-of-the-Century period designs.
14. All roof shingles for the main dwelling along with attached structures in Stonecliffe Manor II, III, and IV must be of cedar shake wood, only. All roof shingles for the main dwelling along with attached structures and out building in Stonecliffe Manors (I) and IV Condominiums and Woodbluff shall be cedar shake wood or premium dimensional asphalt. The "Committee" may grant such exceptions to these restrictions, as it deems suitable. They shall be aesthetically fitting to Victorian and Turn-of-the-Century period designs.
15. The visible exterior walls, siding and all trim of any dwelling structures shall be made of wood (rot and insect resistant – i.e. cedar or redwood). The "Committee" may grant such exceptions to this restriction, as it deems suitable. They shall be in aesthetically fitting to Victorian and Turn-of-the-Century period designs.
16. Windows and doors made of aluminum are prohibited. Windows shall be premium grade all wood or wood/vinyl clad. They shall be aesthetically fitting to Victorian and Turn-of-the-Century period designs.

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- 17.** All exterior doors shall be manufactured of premium wood or wood resembling materials and construction. They shall be aesthetically fitting to Victorian and Turn-of-the-Century period designs.
- 18.** No building may be constructed or maintained over or on any easements.
- 19.** No temporary occupancy shall be permitted for unfinished residential buildings.
- 20.** All utility lines including electric, gas, telephone, cable television must be installed underground.
- 21.** No Swimming pool may be built which is higher than one foot above the final lot grade. No swimming pool may be built unless some portion of the pool is within twenty feet of the residence. All swimming pools must be constructed so that they drain in a manner approved by the "Committee".

Depending upon the Development, only certain lots have been approved by the original Development plan as potential sites for swimming pools.

- 22.** No radio, television, or other communication antenna of any type shall be installed on or outside of any residence unless specifically approved by the "Committee" in writing. Antennas may be installed or placed in the interior of any residence (attic space).
- 23.** No exterior lighting shall be installed so as to disturb the occupants of neighboring Units or impair the vision of traffic on any street.
- 24.** Septic systems (where required) may only be installed beneath the golf course upon reasonable notice to its owner, Musser Reality Corporation, its successors or assigns.
- 25.** Trailers, shacks, barns, or any temporary buildings of any description whatsoever are expressly prohibited. The erection of a temporary storage building by a Co-owner's builder or contractors for materials and supplies to be used in the construction of the project is permitted during the approved construction period.
- 26.** Any debris resulting from construction and/or alteration on any unit shall be removed with all reasonable dispatch from such unit in order to prevent an unsightly or unsafe condition.

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- 27.** The grade of the Lot shall be maintained in harmony with the topography of the Development and with respect to the adjoining lots, and shall be finished and maintained in such manner as to avoid soil erosion, undesirable storm runoff, standing water, etc. The final grade shall also be aesthetically pleasing.
- 28.** No stairways, ladders, slides, elevators, lifts, etc. shall be constructed on the side of any steep slopes without the prior written consent of the “Committee”.
- 29.** No fence, wall or solid hedge may be erected, grown or maintained in front of or along the front building line of any unit; provided however, that low ornamental fencing or planting along the front Unit line in architectural harmony with the design of the house, may be erected without the prior written consent of the “Committee”.
- 30.** No fence or wall may be erected or maintained on or along the sidelines of any Unit and/or on or along the rear line of any Unit, except fences which are required by law to enclose swimming pools and fences which are an integral part of a deck or patio design shall be permitted. Deck and patio fences (privacy screens) shall not exceed a height of six (6') feet.
- 31.** No fence, wall, hedge, or shrub planting which obstructs sight lines at elevations between three (3) and six (6) feet above the roadways shall be placed or permitted to remain on any corner lot within the triangular area formed by the lot lines and a line connecting them at points twenty-five (25) feet from the intersection of the lot lines, or in the case of a rounded property corner, from the intersection of the lot lines as though extended. No tree shall be permitted to remain within such distances of such intersections unless the foliage line is maintained at sufficient height to prevent obstruction of the sight lines.
- 32.** No Co-owner shall perform any landscaping or plant any trees, shrubs or flowers or place any ornamental materials upon and/or make changes to the Development(s) Common Elements without the prior written approval of the “Committee”.
- 33.** For the Stonecliffe Manor Developments, each individual Unit has a building footprint area as defined by the Development plot plan - indicating where the main body of the residence structure is to be constructed within and the maximum footprint it is allowed. This area is also defined by setbacks - front, side and rear building lines. These setbacks have been redefined at times by the original Developer(s) as where warranted. These setbacks may be redefined in the future by the “Committee” and/or the “City” as where warranted.

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For example: Stonecliffe Manor III – Units 1 through 10 have been modified. The building footprint area for each of these Units has been moved forward and is now defined by a front setback of (50') feet.

- 34.** Projections forming part of the body of the residence structure, excluding small open and uncovered porches or steps, but including covered porches (open, screened in, enclosed) along with attached out building and/or integral storage areas, shall be considered as part of the main residence structure.

For the Stonecliffe Manors, this structure shall be erected within the building footprint (front, side and rear building lines) as defined by the Development plot plan for each individual Unit unless otherwise determined.

- 35.** For the Woodbluff area, the building footprint may be determined by “City” ordinances defining minimum setback requirements along with the maximum percentage of the Lot that the main dwelling may occupy. Also, setbacks previously established for other lot owners shall be taken into consideration.
- 36.** The architectural design of the dwelling shall incorporate a covered porch (open, screened in, enclosed) in both its front and rear elevations, as a minimum requirement. The “Committee” may alter this requirement were it is deemed warranted.
- 37.** Fireplace chimney(s) incorporated within the dwelling elevation(s) shall be aesthetically pleasing and consistent with the house period design. Exterior finished in cultured stone or brick is preferred. Flue-less (wall vented) design (no chimney required) for low emission fireplaces and stoves is allowed. The “Committee” may alter this requirement were it deems warranted.
- 38.** The design of the dwelling shall incorporate architectural detail and aesthetics on all elevations of the residence (including not only front and back, but also, both side elevations). There shall be ample window allowance on all elevations.
- 39.**