

**Bluff Country Village Townhome Association
7100 Northland Circle N. Suite 300
Brooklyn Park, MN 55428**

Dear Bluff Country Village Townhome homeowner:

Enclosed please find **IMPORTANT** Association Information:

- Pet Waste Expectations
- Architectural Change Application

2019 Association Tax Information

The 2019 year-end tax reviews have been posted on TownSq and are available for your review and records upon request. You may request a copy of these records by mail or email to:

Community Manager:

*Bianca Cavello
Associa Minnesota
7100 Northland Circle N Suite 300
Brooklyn Park, MN 55428*

Customer Service:

*Monday – Thursday 9:00 am to 4:00 pm
Friday 9:00 am to 1:00 pm
atyourservice@associa.us
Phone: 763-746-1118 Fax: 763-746-1189*

Should you have questions regarding anything contained in this mailing, please contact our Associa Minnesota customer Service, at 763-746-1188 or via email at atyourservice@associa.us

Sincerely,

Board of Directors,
Bluff Country Village Townhomes Association

BLUFF COUNTRY VILLAGE TOWNHOMES

PET WASTE

Dear Homeowner,

We all live in a beautiful community and need to work together to keep it a great place to live. Please be mindful of your neighbors and make sure to pick up after your pet. All pet waste must be removed and disposed of properly in a timely manner. If there is damage to the common areas (this is all association turf) due to pet waste or by the pet itself, the Association will perform all necessary repairs and assess these expenses back to the Homeowner.

If you have turf damage due to pet waste the Board of Directors asks that you please replace or repair the damaged areas of your lawn with either of the following two methods:

1. Replace the damaged sod with new sod if the area is larger than two square feet, or
2. Replace the damaged sod with seed.

Please note that you are responsible for ensuring proper growth and establishment of the new turf by providing the additional watering required for new sod or seed. If these repairs are not completed by **May 15, 2020**, the Association, in accordance with your Association's Governing Documents, will make the repairs on your behalf and assess the charges back to the homeowner.

If you have attempted to repair the damaged area and proper growth is not progressing by the above date it is your responsibility to contact your Community Manager. If no communication has been made, the Community Manager may hire a vendor to remove your repairs and complete the area satisfactorily.

If the Association must do the repairs, you will receive an invoice once they have been completed. All invoices for these repairs are due upon receipt and the payment must be mailed to the following address:

Bluff Country Village Townhomes
7100 Northland Circle N Suite 300
Brooklyn Park, MN 55428

If you fail to submit payment for the invoice, all costs associated with these repairs will be assessed to your account per your Association's Governing Documents. If an assessment is not paid by the date due, the Association will use all remedies afforded it within the Governing Documents and/or Collections Policy to collect payment.

Please see the attached handout for detailed information on how to complete your repairs.

If you have any questions regarding this letter, please contact Associa Minnesota Customer Service at 763-746-1188 or by email to atyourservice@associa.us

Sincerely,

Bianca Cavello
Community Manager, CMCA
Associa Minnesota
As Directed by the Board
enclosure

HOW TO REPAIR PET DAMAGED TURF

Sod

- Areas larger than two square feet must be sodded:
 - Larger seeded areas look unsightly prior to grass germination.
 - Larger seeded areas are more susceptible to soil and seed erosion.
 - Larger seeded areas are more difficult to manage for the mowing contractor.
- Installing sod
 - Damaged sod should be removed from the affected area at a depth equal to the new sod.



- Place the new roll of sod over the affected area and then carefully cut around the edges of the new sod with a shovel. This will ensure an exact fit of the sod.



- Break up the ground using a steel garden rake.
- Additional black dirt may be needed to make sod level with surrounding established sod.
- Sod installed too high or too low will be susceptible to mower scalping.
- Install the piece of sod.
- Place stakes and string around the affected area.



- This area must remain free from foot traffic, pets, and the landscaping company.
- New sod must be watered at least three times daily for three weeks following installation. (15 Minutes of watering is sufficient for each watering period)
- The automatic sprinkler system waters every other day and will not provide sufficient watering.
- After two to three weeks you should check to see if the sod is established. You should have many white roots on the under side of the sod. It should feel like "velcro" when lifting up to check the under side of the sod. Once the roots attach permanently to the ground the sod is established.
- Once the sod is established please remove the stakes and string so the landscapers can mow.
- **HELPFUL TIP:** Save an empty milk gallon container and pour water over the area that your pet has urinated on. This will help saturate and displace the urine so it will not cause as much damage to the turf.

HOW TO REPAIR PET DAMAGED TURF

Seed

- Areas smaller than two square feet must be seeded:
 - Small pieces of sod are difficult to establish, and they dry out quickly.
 - The mowing contractor easily damages small pieces of sod.
- Installing Seed
 - Remove the entire piece of dead turf. Grass seed needs to come in contact with the soil in order for it to germinate and grow.



- Break up the ground using a steel garden rake.
- If needed, add a thin layer, less than a half-inch, of black dirt. This is needed to help level the area where the damaged sod was removed.
- Spread the grass seed over this area with your hands, not too heavy because excessive seeding will not allow the seed to germinate (6 to 8 seeds per square inch)



- Apply pellet type seeding mulch, typically paper based, over the seeded surface.



- Place stakes and string around the affected area.



- This area must remain free from foot traffic and pets.
- Seed must be watered at least three times daily for three weeks following installation. The area must remain moist to saturated, as too much water will cause the seed to rot.
- The automatic sprinkler system waters every other day and will not provide sufficient watering.
- Once the sod is established please remove the stakes and string so the landscapers can mow.
- A blend of seed with ratios similar to the following is recommended for the following areas.

Full Sun

50% Kentucky Bluegrasses
50% Perennial Ryegrass

50/50 Sun and Shade

50% Fine Fescue/ Chewing fescue
25% Kentucky Bluegrass
25% Perennial Ryegrass

Full Shade

75% Fine Fescue/ Chewing fescue
12.5% Kentucky Bluegrass
12.5% Perennial Ryegrass

- **HELPFUL TIP:** Save an empty milk gallon container and pour water over the area that your pet has urinated on. This will help saturate and displace the urine so it will not cause as much damage to the turf.

ARCHITECTURAL AND LANDSCAPE IMPROVEMENT APPLICATION

Step 1. Review the Architectural guidelines defined in the Declaration of Covenants.

Step 2. Fill out this application:

Name: _____ Phone #: _____

Address: _____ Email: _____

Association Name: _____ City: _____

Est. Start Date: _____ Est. Completion Date: _____

Contractor's Name: _____ Phone #: _____

Type of Alteration/Improvement: _____

The following documents **must** be included with the application:

- Attach a copy of your original lot survey with placement of improvement/alteration noted (i.e. if building a deck, draw placement of deck on survey).**
- Attach a drawing of the alteration/improvement, preferably a professional drawing from your contractor. If that is not available a hand drawing may be acceptable, as solely determined by the Architectural Review Committee.**
- Attach a written description or picture of the alteration/improvement (catalog cut sheets, brochure pictures or website printouts are acceptable). Include a specific list of materials that will be used (for a deck you would include the following: types of wood, paint colors, stain colors etc....).**

The homeowner agrees to the following:

- A. No alterations/improvements may be commenced until written approval is received from the Architectural Review Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval.
- B. The owner is responsible for obtaining any required building permits.
- C. The owner, not the Association, Board of Directors, or Review Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit.
- D. The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Signature: _____ Date: _____

Step 3. Submit the application to **Bluff Country Village Townhome Association c/o Associa Minnesota, 7100 Northland Circle North Suite 300 Brooklyn Park, MN 55428** (remember the attachments). Incomplete applications that have insufficient information will be denied.

Step 4. Wait for a response from the Architectural Review Committee. The response will be mailed to you. **Note: In accordance with the Declaration of Covenants your contractors are not allowed to put advertising signs on your property.**

If you have any questions or concerns about this process please contact Customer Service, at 763-746-1188 or via email at atyourservice@associa.us