

## **GUIDELINES/RULES NORTHVILLE HILLS VILLAS\***

To promote the esthetic harmony and continuing attractiveness of the Villas at Northville Hills, and to facilitate the beneficial operation of residential areas thereof, The Villas at Northville Hills Association Board has adopted the following guidelines and rules. These policies provide for community appearance standards and coordinated administration of those items related to community appearance throughout the community. Therefore the Board of Directors of the Villas at Northville Hills Condominium Association has adopted the following Guidelines/Rules, as amended February 5, 2011:

### **UNIT MODIFICATIONS**

No Co-owner/Resident may make any modifications, replacements, additions and/or alterations to the exterior appearance or structure of a Unit unless it is expressly authorized in the Villas' By-Laws, in Guidelines/Rules adopted by the Villas' Board of Directors or in an Alteration/Modification Request approved by the Board of Directors. Such prohibited modifications, replacements, additions and alterations include, but are not limited to, painting, lighting, awnings, doors, shutters, newspaper or mail receptacles, antennas, satellite dishes, decks, patios, sound systems, audio-visual systems, shepherd hooks, flower pots or planters, window boxes, statuary, lawn ornaments, fountains, birdfeeders, bird baths and basketball backboards (unless as modified herein). Any authorized modifications, replacements, additions and/or alterations

- (1) must be completed by the Co-owner/Resident in conformity with the authorization, any conditions thereof and all local government requirements,
- (2) may not impair the existing storm drainage of the Unit or of any neighboring Units,
- (3) may not interfere with the sprinkler system or utility access, and
- (4) may not encroach upon any easement or setback.

In addition, the Co-owner/Resident shall hold the Association and the Unit's builder harmless from any direct and consequential damage to the Unit or any Co-owner/Resident-purchased items in any way related to the authorized activity or approved Alteration/Modification Requests.

### **PLANTINGS**

A Co-owner/Resident may plant annual and/or perennials in existing beds adjacent to the Co-owner/Resident's unit. No more than three (3) pots may be placed on the Unit's front porch. On back decks, up to six (6) moderately sized pots or planters may be placed *above* or on the railing. Plants below the railing are at the Co-owner/Resident's discretion. Potted plants may also be stationed at either side of the garage. Co-owner/Residents should comply with the following guidelines\*:

1. Vegetables and/or small fruit plants may be kept potted only on the deck floor—not railing.
2. No artificial flowers or greenery may be displayed.
3. Plants are allowed in flower beds around the perimeter of the Unit. Co-owner is responsible for watering and care of such plantings. Such plants must be cleaned up, pruned and/or removed by November 1<sup>st</sup>.
4. No plantings or landscape may interfere with maintenance of the Unit. Landscaping may not invade the lawn or creep onto any part of the building.
5. Dead flowers and greenery must be removed immediately.
6. All pots (excluding pots at the main entrance and approved garage door pots/planters or window planters) and all visible plantings must be removed by each November 1<sup>st</sup>.
7. Pots at the main entrance may not exceed 24" in diameter and combined height of the pots and plants must not exceed 60". Pots at the garage sides may not exceed 24" in diameter and combined height of the pots and plants must not exceed 48".
8. No more than three (3) pots are allowed within each flower bed around the perimeter of the Unit. Plantings in beds may not exceed 60" in height. Plants must be cleaned up, pruned and/or removed by November 1<sup>st</sup>.

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9. Window Planters that are congruent with current planter installations (i.e.: sphagnum-moss iron baskets) are approved but must be secured in the mortar—not the brick of the Unit. All vegetation must be removed by November 1<sup>st</sup>. Planters may remain year around and may display appropriate seasonal decorations. No artificial decorations are allowed.
10. Shepherd Hooks are allowed; but, no more than two (2) such hooks are allowed per Unit. Each such hook may have no more than three “loops or hangers” per pole. Color of the shepherd hooks must be black. Hanging flower pots must be moss-type baskets, taupe or black in color. Placement of hooks can be either by back deck and/or near front porch or in front bay area. Height of hooks can be no taller than five (5) feet.
11. All pots and planters must be weatherproof, be kept in good repair and be congruent with the Unit’s exterior coloring. All vegetation must be removed by November 1<sup>st</sup>.
12. All pots at the main entrance approved garage door pots and approved window planters may remain year around and may display only appropriate seasonal decorations. No artificial decorations in flower pots or beds are allowed.

\*Rules Committee reserves the right to inspect a Unit and rule on all above guidelines that detract from the spirit of the guidelines set forth.

### **FLAGS/SECURITY-ALARM SIGNS**

A Co-owner/Resident may display a USA, sports team or school flag, as follows:

1. Flag pole holders are allowed; but must be installed within the mortar not the brick of the Unit.
2. The U.S. flag may be displayed at any time.
3. A school or sports team flags may be displayed on game day only.
4. Armed forces flags may be flown.
5. The flag shall be attached (using an angular bracket) to the front wall of the garage.
6. The flag must be in good condition, shall not exceed 3’ by 5’ and must be on a metal or wooden pole. The flagpole may not exceed 5’ in length and 1” diameter.
7. The Co-owner/Resident shall hold the Association harmless from any direct and consequential damage to the Unit caused by the attachment of the flag bracket.
8. School sports team ground signs may only be displayed during the season of that sport.
9. Security company signs are permitted in front gardens and back entrances of Units. Smaller stickers may also be placed in windows of Unit, if desired.

### **DECORATIONS**

A Co-owner/Resident may display holiday and seasonal decorations on the exterior of the Unit as described in the following guidelines:

1. Traditional decorations may be displayed from one week before until one day after Easter and Halloween.
2. Traditional fall decorations may be displayed from October until one week after Thanksgiving.
3. Winter Holiday decorations may be displayed starting November 10<sup>th</sup> until January 15<sup>th</sup>, as follows:
  - a. A wreath, bow or similar decoration may be placed on or near the front door; however, no nails, screws or the like may be installed on the door, columns or siding.
  - b. A wreath, bough or bow may be attached with string, wire or the like to each light.
  - c. Lights may be placed on trees, shrubs, deck rails and front columns; however extension cords may not cross sidewalks, front porches or driveways.
  - d. Rope garland may be placed on front door columns and deck rails.
4. Fasteners such as nails, screws and the like may be attached only to a Unit’s wood trim.
5. Traditional figures may be displayed during the specified Easter, Halloween, Fall and/or Winter Holidays provided they are done tastefully and in a reasonable quantity.

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### **FRONT DOOR ORNAMENTS**

Seasonal ornaments may be displayed on the front door year around provided they comply with the following guidelines:

1. They must be maintained in a neat and attractive manner
2. Only brackets that hang over the top of the door may be used—no nails, screws or the like may be installed on the door.
3. Wreaths should be a minimum of 18" and wreath materials must be weather resistant and may contain artificial (excluding plastic) flowers, greenery, berries, fruit and the like.
4. Door knockers may be installed at the Co-owner's liability and not exceed an overall dimension of 6" long and 4" wide.

### **STORM DOORS**

Storm doors may be installed on the front and/or deck doors provided they are full-view (no self-storing or kick panel styles) with clear glass and brass hardware and in "sandstone" color, such as Andersen 3000/4000 or Trapp 100; and provided that the Co-owner/Resident holds the Association harmless from any direct consequential damage to the Unit related thereto. Any Co-owner/Resident who has a storm door installed *acknowledges* that the glass should be removed during hot weather to prevent warping of the main door. To install any other type of storm door, an Alteration/Modification Request is required (reference Article IV, page 9, number 13). Doors must be installed by a professional contractor.

### **DECKS**

It is each Co-owner/Resident's responsibility to have his/her deck power-cleaned and re-stained regularly (every two years is recommended) to maintain an attractive and neat appearance. Unless an Alteration/Modification Request is obtained, all decks must be stained a light cedar color with only Olympic caramel solid stain or TWP #101 cedar tone semi-solid stain. Annual inspections will be conducted to ensure all Unit decks are maintained.

**Composite Decking:** alternate "Trek" decking is allowed—per the Association Board--approved guidelines. If you wish to install alternate decking material on your back deck, please submit an alteration modification form to receive the composite decking guidelines.

**Deck Awnings:** are also approved —per the Association Board--approved guidelines (using Marygrove Awning Company only). Please submit an alternation modification form to receive information on the awning guidelines.

### **GARAGE SALES**

Garage sales may be held only twice per year. Events will be held on the third Saturday of May or August. Hours of operation may only be between the hours of 8am and 4pm on these two specific days. The sale is to be conducted only on Unit's driveway—not on common sidewalks or lawns.

### **PATHWAY AND SPOTLIGHTS**

Front door, garage and deck lights shall not exceed 60 watts (or the equivalent) incandescent or 900 lumens (or the equivalent) for other types of bulbs.

**Front pathway (sidewalk) lights:** may be installed provided they comply with the following guidelines:

1. No more than 20 watts or equivalent per light fixture
2. Solar-powered lights are acceptable
3. No less than four (4) feet between fixtures
4. Light fixtures must be located in a mulched bed
5. Light fixtures must be black or consistent with the building's siding or brick color
6. All wires must be buried.

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**Directional or garden lighting:** may be installed provided they comply with the following guidelines:

1. Twelve (12) volt systems only with no more than 20 watt bulbs
2. No less than 10 feet between light fixtures
3. Lights may be aimed only at the Co-owner's residence.
4. Lights may not be aimed higher than ground floor windows.
5. Light fixtures must be located in a mulched bed within three (3) feet of the building foundation.
6. Light fixtures must be black or consistent with the building's siding or brick color.
7. All wires must be buried.

### **BIRD FEEDERS**

A Co-owner/Resident may place one (1) feeder on the Unit's deck or in the surrounding bed adjacent to the Unit's deck.

### **FRONT PORCH/OUTSIDE FURNITURE**

A Co-owner/Resident may place a reasonable amount of traditional deck furniture on the Unit's deck. No furniture may be placed on a front porch or approved patio unless it is approved by the appropriate Committee. Tables, benches, chairs and other porch decorations must be approved through an Alteration/Modification Request. No furniture or other outside equipment may be stored at anytime under a deck. Deck umbrellas may be any solid color. No floral, striped or patterned fabrics are acceptable.

### **MOVING VANS, TRUCKS & PODs**

All moving vans, trucks and PODs must be placed on the street. At no time may such vehicles or storage units be placed on driveways. Parking and placement for such moving support (if left for more than 24 hours) must be coordinated with the Association Management Agency. Vans and trucks may only be kept at the approved street site for three (3) consecutive days. PODs may be kept in place at the approved street site for no more than five (5) consecutive days.

### **PARKING**

Numerous cul-de-sacs and non-driveway parking areas are located throughout the Villas. These parking areas are part of the common elements and, as such, are for the use of all Villa residents and their guests. None of these common element parking areas are specifically assigned to any one particular Unit or Co-owner.

In addition to other By-Law restrictions, no vehicle parked anywhere *outside* may be covered by a tarp or other material. *No vehicle may be parked overnight on any roadway* (excluding cul-de-sacs, driveways and parking aprons). There is no parking allowed on the designated fire routes or on the side of the street where mailboxes are located.

### **Co-owner/ Resident Parking:**

A Co-owner/Residents should make every attempt to park their vehicles in their garages first and then on their personal driveways before utilizing parking in the cul-de-sacs or other non-driveway parking spaces. If a Co-owner/ Resident should find it necessary to park in a cul-de-sac or other non-driveway parking space for more than three (3) days in any 21-day period, then that Co-owner/ Resident shall notify the Association Management Company in writing of the necessity for parking in a non-driveway space longer than the designated three [3] days. Additionally, the time frame that the vehicle is expected to be parked there must be noted. Further, the Co-owner/ Resident shall provide Association Management Company with the Year/Make/Model/Color and License Plate information of the vehicle to be parked in a non-driveway space as well as contact information. If a Co-owner/ Resident seeks to park in a non-driveway parking space in excess of twenty one [21] days, then a Alteration/Modification Request must be submitted to the Board through the Association Management Company for approval.

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### **Guest Parking:**

While at the Villas, Guests of Co-owner/ Residents may park in one of the cul-de-sacs or other non-driveway parking spaces for up to seven (7) consecutive days within a two week period. If it is necessary for a Guest to park their vehicle in a non-driveway parking area for more than seven (7) days, the Co-owner/ Resident sponsoring that guest shall be responsible for providing Association Management Company with the Year/Make/Model/Color and License Plate information of the vehicle to be parked in a non-driveway space. If a Co-owner/ Resident seek permission for a Guest to park in a non-driveway parking space in excess of seven (7) days, then an Alteration/Modification Request must be submitted to the Board for approval.

### **Enforcement of Parking Rule Violations:**

A vehicle which is parked in a cul-de-sac or other non-driveway parking area in violation of the above regulations is subject to being towed at the co-owner's expense after twenty four (24) hour notice. Notice will be provided with a sticker attached in a visible area on the vehicle. Association Management Company shall be responsible for providing the aforementioned Notice and enforcement of these rules.

If a Co-owner/ Resident believes that a vehicle is being parked in a non-driveway parking space in violation of these rules, then that Co-owner/ Resident is to notify Association Management Company or other Director of the Board of the possible violation. It is responsibility of Association Management Company to visibly inspect & document any undocumented vehicles. The time frame for possible parking rule violations will not begin until Association Management Company has inspected or documented the vehicle.

Association Management Company shall be responsible for maintaining records of all requests for time extensions, complaints received and any enforcement action taken. Towing will only occur with a director of the Board's authorization.

### **PETS**

In addition to By-Law restrictions, no pets may be tethered or left unattended outside a Unit (including on or adjacent to a deck, porch or approved patio) or in any common area. Pets must be leashed and under the immediate control of the pet Co-owner/Resident at all times. Pets shall not be allowed near any shrub. The animal is not allowed to bark frequently or continuously and may be walked only around the pet Co-owner/Resident's unit, on the main sidewalks, on the road or in undeveloped areas. All pet waste must be immediately picked up. Co-owner/Resident is responsible for any damaged vegetation due to their pet.

### **SATELLITE DISHES**

A satellite dish may not be installed unless the Co-owner/Resident obtains an Alteration/Modification Request. The proposed location of the dish must be reviewed by the appropriate Committee and approved by Board of Directors.

### **SNOW REMOVAL**

The Villas of Northville Hills Condo Association provides for snow removal via a contracted Snow Removal Company. The Snow Removal Company contracted will start service to remove snow within two (2) hours after 1 ½" of snow has accumulated.

### **Snow Removal Priority order is as follows:**

First; the roadways

Secondly, the driveways

Thirdly, the sidewalks and walkways

Fourthly; the Contractor will apply de-icing chemicals to the roads, driveways, walkways and porches as needed.

### **Snow Removal around Vehicles:**

During snow removal operations, vehicles shall not be parked on the roadway. If vehicles are left in the driveway, the Contractor will plow behind and on the side of that vehicle to within approximately 2' of the vehicle. Hand shoveling will not be utilized to remove the snow closer to the cars. However, **prior to departing**

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the Villas at Northville Hills premises for the day, the Snow Removal company shall re-inspect the premises. IF at that time, a vehicle has been removed from a driveway which had been previously been plowed, the Snow Removal Company shall remove the snow from that driveway. The Snow Removal Company is not responsible for returning to the Villa work-site to remove snow from a driveway after the above listed conditions have been met.

### TRASH

It is every Co-owner/Resident's responsibility to make sure that their waste materials does not spill, blow away or otherwise negatively impact the beauty of the Villas. To assist the Co-owner/Residents in meeting this responsibility, the following guidelines should be followed:

Effective February 20, 2011, Northville Township announced improvements to the curbside collection of trash and recyclable materials. The new program is intended to keep Northville cleaner, promote more recycling, reduce litter, odor and pest issues and help contain costs for trash removal and recycling in the future.

The new waste service provider is "Duncan Disposal Systems" of South Lyon, Michigan. Duncan Disposal will utilize an automated system for picking up trash and recyclable materials at the curbside. To facilitate this automated system, each homeowner was provided with two (2) heavy duty 64-gallon wheeled containers or carts. One wheeled container [with black lid] is to be utilized for bagged garbage refuse. The second wheeled container [with grey lid] is to be utilized for recyclable materials which will be picked up on a bi-weekly basis.

Homeowners must use the provided containers or they will not be provided service. Any additional containers that may be needed should be requested by the Homeowner to the Department of Public Services, not the Board.

It should be noted that the containers are the property of the Township. If the container is damaged, lost or stolen; the Homeowner should contact the Department of Public Service to schedule a no cost repair or replacement. The Township reserves the right to charge a Homeowner to repair/replace a container if there is a history of excessive repairs or replacements.

Containers, containing secured bagged materials or recyclable materials **shall NOT be put out to the curb before 6:00PM on the evening before the scheduled pick up day. To ensure trash and/or recycled material pick-ups on the day scheduled for pick-up, Homeowners should set out the container(s) before 7:00AM on scheduled pick-up day.** The lids for each container should open out towards the street. After pick-up, all containers must be picked up as soon as practicable on the day of the pick-up. As this is an automated system, each co-owner is responsible for cleaning up any debris which may have been left after pick-up.

**If a holiday falls on a Monday through Thursday, your pickup will be delayed by one day. These Holidays include:**

New Year's Day	Independence Day	Thanksgiving Day
Memorial Day	Labor Day	Christmas Day

The Township has published a list of rules as well as "frequently asked questions" relating to the pick-up of waste and recyclable materials. The pick-up schedule is also available on line. The Township's web-site is: [www.twp.northville.mi.us](http://www.twp.northville.mi.us) Go to & click on the "Services" section at the bottom of their web-page and then to the "Solid Waste Collection Program" section.

Homeowners who do not have access to a computer can obtain the same information from the Water Department at the Township Hall. **Service requests for carts** should be made to the Department of Public Services (248) 348-5820. **Collection service inquiries** should be made directly to Duncan Disposal Systems at (248) 437-8600.

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## **CLUBHOUSE & POOL**

### **Overall Guidelines:**

1. The Clubhouse and Pool are for the exclusive use of Villas' Co-owner/Residents and their invited guests. A guest may use these facilities only when accompanied by a Co-owner/Resident.
2. No personal items may be left on the premises at anytime (including in the Clubhouse refrigerator) and each Co-owner/Resident is requested to do his/her best to keep all of the facilities neat and clean and to turn off lights, TVs, appliances, ensure that all exterior doors (including those in the restrooms) and windows are locked, and the heating/cooling system are off when they are not needed or in use.
3. No loud noises or other activities generally considered disturbing, destructive or potentially dangerous in a residential neighborhood are allowed.
4. No pets are allowed in the Clubhouse or Pool area.
5. No Co-owner/Resident who is in arrears on any financial obligation to the Association will have access to the clubhouse or pool.

### **Clubhouse:**

1. The Clubhouse will be open from 5:00 am until 10:00 pm seven days per week but everyone should vacate the premises by 9:55 pm because the automatic alarm system activates at 10 pm. After hours use must be arranged with the Association Management Company.
2. If others are waiting to use the exercise equipment, each person should limit their total use of each piece of equipment to thirty (30) minutes.
3. No smoking is allowed in the Clubhouse.
4. Children under age 16 must be accompanied by an adult at all times.
5. No loud noises or other activities generally considered disturbing, destructive or potentially dangerous in a residential neighborhood are allowed.

### **EXERCISE ROOM:**

The Exercise Room in the Clubhouse is available for use to all adult members of the Villas during the designated Club House hours of operations. Minor children of Villa adult members are permitted to utilize the exercise room under the following conditions: Minor Children, "16 years and under," but not less than 12 years of age, may utilize the exercise room, if accompanied by an adult provided that a "Waiver of Liability" form is signed and on file with Kramer Triad for the designated minor children.

### **Pool:**

1. The Pool will be open from 5:00 am to 9:30 pm.
2. Co-owner/Residents who bring guests must make sure that the number of guests is limited to four (4) per Unit at any one time during the week and two (2) per Unit on the weekends and holidays. All guests must comply with all of the Rules set forth herein and the Co-owner/Resident must be present at all times. If repeated concerns arise, the appropriate Committee or the Association's Management Company may revoke or temporarily suspend a Co-owner/Resident's right to have guest privileges. The Board may also elect to revise the number of permitted guests if pool usage becomes too heavy.
3. No running or splashing on the pool deck is allowed.

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4. Food may be consumed on the pool deck; but, all waste materials must be immediately removed and no glass or glass bottles may be used around the pool area.
5. Only small floating articles may be used in the pool and they must be removed from the pool when not in use.
6. No food or drinks in the pool is allowed.
7. No smoking inside the fenced area is allowed.
8. No pets are allowed inside the fenced area.
9. Everyone must shower before using the pool.
10. Individuals who require diapers must wear pool diapers (swimmies) while in the pool.
11. No loud noises or other activities generally considered disturbing, destructive or potentially dangerous in a residential neighborhood are allowed.

### **Reserving Clubhouse/Sitting Room:**

1. Only the sitting room may be reserved; but, during the reserved time, the sitting room guests may use the kitchen, the restrooms and the small patio outside the back doors of the sitting room. Use of the pool or pool deck or exercise equipment is prohibited. Kitchen appliances may only be used for warming (not cooking) food.
2. The inviting Co-owner/Resident must be present at all times and must make sure that all of the above requirements set forth herein and that the foregoing Rules are strictly observed.
3. No gambling or loud, risqué or illegal activities are permitted.
4. The sitting room and kitchen (including the range, microwave and refrigerator) must be left clean and neat and no food or food-related garbage may be left anywhere on the premises.
5. The total number of guests and Co-owner/Residents in attendance may not exceed 30.
6. Parking is strictly limited to the marked spaces and other approved parking areas.
7. Nothing may be tacked, taped or otherwise attached to the lights, walls, ceilings or curtains.
8. **To reserve the sitting room *for exclusive use (with or without outside guests)*, the Association's Management Company must be contacted at least one week in advance.** If the proposed date and time are available, the Co-owner/Resident must make a \$200 deposit (two \$100 checks) to hold the reservation. A \$100 of the deposit is a refundable security deposit to cover any damage and/or inordinate cleaning charges and the other \$100 is a non-refundable rental fee. The reserving Co-owner/Resident agrees to be responsible for any damages in excess of the \$100 security deposit and to hold the Association and the Villas Developer harmless of any liability that may arise as a result of the use of the facilities. Such co-owner/resident shall be responsible for the repair or replacement of any damaged property. Co-owner/Resident is requested to do his/her best to keep all of the facilities neat and clean and to turn off lights, TVs, appliances, ensure that all exterior doors (including restrooms) and windows are locked, and the heating/cooling system are off when they are not needed or in use.

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9. To facilitate Co-owner/Resident-only functions in the sitting room *that are not exclusive and open to all co-owners/residents (such as card games, book clubs, television events, etc.)*, Co-owner/Residents who would like to use the sitting room at a specific time or times and do not intend to invite outside guests may also reserve the sitting room in advance (with no security deposit or rental fee) by contacting the Association's Management Company at least one week in advance. Such co-owner/resident shall be responsible for the repair or replacement of any damaged property. Co-owner/Resident is requested to do his/her best to keep all of the facilities neat and clean and to turn off lights, TVs, appliances, ensure that all exterior doors (including those in the restrooms) and windows are locked, and the heating/cooling system are off when they are not needed or in use.
10. No Co-owner/Resident may reserve the Clubhouse sitting room for guest or non-guest functions more than once per month.
11. The Clubhouse may not be reserved or used for public or commercial functions and no signs of any kind may be placed on the clubhouse or other Association property.

### ADDENDUM OF SELECTED BY-LAW REFERENCES

**BBQs:** Electric or gas-fueled BBQs (no open charcoal grills) may be used on decks, patios or driveways (reference page 14, section 3).

**COMMON ELEMENTS:** the clubhouse, pool, tennis courts and other common areas may be used only for the purposes intended, may not be monopolized or otherwise obstructed. Co-owner/Residents' personal property may not be left on these premises (reference page 15, section 8).

Personal property such as basketball hoops, bikes and other sporting equipment cannot be left on the Co-owner/Resident driveway unattended. Such items must be stored when not in use in the Co-owner/Resident's garage or home (reference Article IV, page 9, number 13).

**DECKS & PATIOS:** Decks may not be modified or extended, and patios may not be added unless authorized by an Alteration/Modification Request through the appropriate Committee and with Board of Director approval (reference page 16, section 9).

**FLOWERS, TREES, SCRUBS:** flowers, trees, shrubs and/or plants may not be removed or added unless authorized by Association Rules or the appropriate Committee and with Board of Director approval (reference page 16, section 9).

**GARAGE DOORS:** Garage doors are to be kept closed when not being used for entry or exit or short-term activities (reference page 14, section 3).

**LEASING OF UNITS:** Unit leasing is permitted and must comply fully with the specific By-Law requirements (reference page 16, section 11).

**OUTSIDE DECORATIONS:** Decorations (lights, wreaths, plants, furniture, statues, sculptures, etc.) may not be placed on the outside of a Unit (including decks and porches) unless they are authorized by Association Rules or appropriate Committee and with Board of Director approval (reference pages 13 section B-3 & 15 section 8).

**PETS:** Pets over 80 pounds may not be kept at the Villas. Pets may not run loose and no pet runs or shelters may be constructed (reference page 14, section 4).

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**PARKING:** Vehicles may not be parked overnight on the roads (excluding cul-de-sacs, driveways and parking aprons (reference page 15, section 5). See separate Parking Rules document for more detail.

**SIGNS:** "For Sale" and other signs may not be displayed unless authorized by appropriate Committee and with the Board of Directors' approval (reference pages 13, section B-1 & 15 section 6).

**VEHICLES:** Trailers, boats, commercial vehicles, camping trailers, etc. must be kept in Co-owner/Resident's garage (page 15, section 5).

**WEAPONS:** No weapons of any kind (including BB guns, sling shots and the like) may be used on or about a Unit (reference page 16, section 10).

**WINDOW COVERINGS:** Window coverings/treatments shall be white-backed unless otherwise authorized by the appropriate Committee and with Board of Director approval (reference pages 13 section B-2 & 14 page, section 3).

This summary is not intended to be all-inclusive or definitive. All Co-owner/Residents should have a copy of the By-Laws at or prior to closing. Hard copies may be obtained from the Association's Management Agent for a fee. Electronic documents are available on the Association's website.

### **ALTERATION/MODIFICATION REQUESTS (Formerly referenced as "variance" requests)**

If a *Co-owner* would like to request approval of an unauthorized activity, the Co-owner must submit a completed Alteration/Modification Request form to the Association's Management Agent ("Agent"). Immediately upon receipt, the Agent shall forward the Request to the appropriate Association Committee. Within 10 business days of receipt, the Committee shall consider the request and either approve, deny or status the Request. Board of Directors shall establish the Committees and have final approval rights for such determinations (reference page 26, section 4-I).

If the Committee recommends approval, the Co-owner's Alteration/Modification Request and the Committee's recommendation shall be forwarded immediately to the Board's Secretary for communication to the Board of Directors at its next regularly scheduled meeting.

If the Committee denies the request, the Agent shall immediately advise the Co-owner, including the reason(s) for the denial. Thereupon, the Co-owner may ask the Committee to reconsider the denial by filing a written request with the Agent. Upon such a request, the Committee shall reconsider the denial within 10 business days and the Co-owner shall have an opportunity to be present and to discuss the matter.

The Co-owner may appeal a Committee's initial or reconsideration denial to the Board of Directors. Any such appeal shall be filed in writing with the Agent for consideration by the Board of Directors at its next regularly scheduled meeting.

If the Board of Directors denies an Alteration/Modification Request, the Agent shall immediately advise the Co-owner, including the reason(s) for the denial. Thereupon, the Co-owner may ask the Board of Directors to reconsider the denial by filing a written request with the Agent. Upon such a request, the Board of Directors will reconsider the denial at its next regularly scheduled meeting and the Co-owner will have an opportunity to be present and to discuss the matter. At this point, the Board's decision is considered final.