

COUNTRY PLACE CONDOMINIUM ASSOCIATION

Courtesy of The DiMora Team
Resident's Handbook

Rules & Regulations

1996 Edition

Please retain this booklet with your
Master Deed and By-Laws Documents

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Courtesy of The Dimora Team

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INTRODUCTION

As a Co-owner, you have the right to privacy and the use of your property. However, as a member of the Association **YOU HAVE A RESPONSIBILITY TO RESPECT THE RIGHTS OF YOUR NEIGHBORS AND FELLOW ASSOCIATION MEMBERS IN THEIR PRIVACY AND THE USE OF COMMON AREAS AND THE COMMUNITY FACILITIES.**

Condominium living is somewhat like an old-fashioned marriage -for richer, for poorer, in sickness and in health- and it may take some adjusting, some give and take, to accept the fact that your co-owner neighbor not only can but will insist on such things as: keeping your garage door closed, refraining from parking in other than designated areas, refraining from letting your pets run loose and obtaining approval to modify the exterior of your unit or the adjacent common grounds.

While some of the following rules and regulations may seem restrictive to those moving from private homes, they are intended to protect your legal rights as a member of the Association. Repeated violations of these rules will result in assessment of penalties established by your elected Board of Directors.

By virtue of purchasing a unit in our condominium community, we all agreed to accept and be legally bound by the Master Deed and the By-Laws of our corporation.

CO-OWNER or RENTER residents have a responsibility to acquaint themselves and other household members with the importance and value of observing these rules and regulations.

The Association retains the right of access to any unit for reasonable, necessary or emergency maintenance or repair - usually with due notice, except for emergencies. Therefore it is important to keep the office up to date with your telephone number and the "who has your key" information.

This handbook will help you understand the simple guidelines for our community living.

Knowing the enclosed ground rules and reviewing the content of this handbook with all family members will not inhibit your lifestyle but, rather, enhance it.

Your cooperation is important. Your neighbors will appreciate it.

NOTE: Throughout this handbook, the words "co-owner" and "resident" are interchangeable.

Respectfully submitted,

Board of Directors

THE STORY OF COUNTRY PLACE

Ah the joys of Condominium Living at Country Place! The problems of Pets, Parking and People - how did it all begin?

Early in 1972 the Bert L. Smokler Company began construction of Country Place on Mr. Broquet's Farm. Country Place, including Glen Haven, is built on approximately 91 acres. The first units were built in Court A, just to the east of the Broquet Farm Barn. These were used as models.

The first residences were in Courts E, F, and G on Onaway Street. Among the very first residents in August and September of 1972 were Al & Babs Schroeder, Kenny & Betty Bakewell, and Ted & Marge Brenner. Before the end of the year, there were more than 100 families in Country Place. Most of us had never lived in a condo before. We were city folks now living in the country. One of the biggest problems in those early days was animals. Skunks, foxes and raccoons regularly raided our trash areas and basements.

We met often at the Clubhouse for small informal gatherings and scheduled parties almost every month. We were more like a family than just neighbors. On St. Patrick's Day, March 1973, we had a party scheduled at the clubhouse. It snowed over a foot the night before and kept on snowing. Everyone was snowed in. Undaunted, Kay Kracht and Helen Hoyer brought the traditional Irish stew by sled to the clubhouse through the blizzard. A grand time was had by all.

In September 1973 the first baby was born at Country Place - Adam Shulman, son of Jerry & Joela.

In December, 1972 an elected Transitional Board of residents met to prepare for takeover and listen to resident's complaints. The group met to go over problems associated with services to be performed by the Builder and to act as a liaison between Country Place residents and the Bert L. Smokler Co. This Board included Fred Hawkins, Ted Bucher, Bill Doerr, Kay Kracht, Jerry Shulman, Carl Tabacchi and Ron Watson. This group was joined in 1975 by James Hockstad and Paul DuFault.

The first complaint submitted to this Advisory Board was that the rooster from the farm next door was waking up a resident too early in the morning. Other concerns were that the neighbor's horses would break loose and be found grazing on the clubhouse lawn.

In December, 1976, the first Country Place Board of Directors was elected and included:

Fred Hawkins, President
Jim Hockstad, Vice President
Ted Bucher, Secretary
Bill Doerr, Treasurer
Carl Tabacchi, Grounds
Jerry Shulman, Clubhouse
Paul DuFault, Architectural
Ron Watson, Parliamentarian
Kay Kracht, Communications

(continues)

THE STORY OF COUNTRY PLACE (continued)

In February, 1977 Ted Brenner joined the Board due to the untimely death of Fred Hawkins. Ron Watson was elected President. Hazel Webster volunteered as Social Director and joined the Board in October, 1977. Later, Noreen Nader became Social Director.

Jim Hockstad resigned from the Board to become on-site Manager for Association Management, Inc. He served in that capacity until his sudden death in December, (1972)? His long commitment to Country Place is noted by a Blue Spruce tree, donated and planted by Mountain Top/Greenridge, and a commemorative marker from the Country Place Association.

The picturesque Broquet Farm Barn was located on Eight Mile Road and finally succumbed to an attack of termites in 1978. Part of the cobblestone foundation still remains. Prior to being torn down, George Woodcock, a Country Place resident and nationally known landscape artist, painted a picture of the barn which now adorns one wall of the clubhouse.

Country Place Condo units were built in five separate phases from 1972 to completion in 1980 and are identified by letters of the alphabet. Glen Haven Condos were then constructed in the center circle and are identified by numbers.

Prepared by

Richard Schwaller and Joela Shulman

December, 1994

THE ASSOCIATION

Country Place consists of 500 condominium units of varied building styles.

A condominium community (subdivision) is really like a mini city. All of the ingredients of the city are there - the Electorate (Co-owners), the City Council (Board of Directors), the hired City Manager (Management Agent), D.P.W. (Maintenance Department), Parks and Recreation Department, Tax Department (Monthly Assessments), etc.

As a non-profit corporate entity, you, the co-owners, elect members to the Board of Directors to administer the Master Deed and By-Laws and to govern and manage the affairs of the Association. Board members are responsible for all facets of the administration of the association including: annual budgets and assessments, making and enforcing rules and regulations, overseeing the management agent and all maintenance activity, long range planning, approval of contracts for services, financial planning, stability of banking/investments, insurance coverage, and protecting co-owner's equity, just to name a few.

The important part is your participation. Just as in a city government (Library Boards, School Boards, etc.) participation by serving on a committee is part of condominium living just as is serving on the Board of Directors. The pay is poor (zero) but those who volunteer and serve the association gain a sense of satisfaction for lending a hand in their home community. We always need people to serve on the necessary committees such as Architecture and Grounds, Pets, Parking, Newsletter/Communications, Clubhouse, Pool, and Special "Task Force" committees. The very essence of self-government in a condominium is volunteerism. Try it.

The Annual Election for the purpose of electing Board Members should have one-hundred percent participation. You are asked each year to cast your ballot for the volunteer candidates for the Board. Your investment in a home in this condominium dictates your needed vote. Our annual meetings should also be well attended.

Your investment in a home in this condominium is guarded by the Board of Directors. You are asked each year to cast your ballot for volunteer candidates for the Board. All co-owners should vote in this election and should attend the annual meeting of the association as part of their civic duty.

ASSOCIATION FEES

The By-Laws of the Association set forth the responsibility of the Board to annually budget the dollars necessary to operate the Association and pay the bills for the coming year. The budget takes into consideration expense data from the past, and anticipated inflationary impacts as well as expected items of expense for the next year. The final draft of the new budget as approved by committee is presented to the Board of Directors for modifications and/or approval. Individual Association fees are then determined - per Master Deed - based on the living square footage of each unit. Our fiscal year commences May First of each year. Prior to the new fiscal year, you are notified of the coming fee schedule and are given a copy of the entire budget including line item detail of expected income, expenses, and reserves.

ASSOCIATION FEES ARE DUE AND PAYABLE ON THE FIRST DAY OF EACH MONTH. THEY MUST BE EITHER RECEIVED IN OUR ON-SITE OFFICE OR POSTMARKED BY THE FIFTH (5TH) OF EACH MONTH. A LATE CHARGE WILL BE ASSESSED FOR PAYMENTS RECEIVED OR POSTMARKED AFTER THE FIFTH (5TH) DAY OF EACH MONTH.

The Association Fee is sometimes referred to as the "Maintenance Fee" which can be misleading. It is called the Association Fee because, although maintenance is a large part of the expense, many other factors enter into the budget. For instance, each month insurance on the buildings and grounds must be paid; the water bill must be included; pool expenses must be considered; parking areas, tennis courts and community building electric bills must be paid; even telephone and mailing as well as Management Agent's fee must be provided. For these and other reasons, the monthly dues are best described as "Association Fees".

The Board of Directors has established the maximum acceptable delinquency. When that level has been reached, the Management Agent will initiate collection through the Association's legal counsel. Expense of the collection procedure - per By-Laws - is assessed to the delinquent co-owner. Collection procedures range from written notification, to liens, and to litigation.

NOTE: There are isolated instances where residents have withheld all or part of their Association fee because of alleged deficiencies in services provided. Please be advised that there is no legal basis for this action.

BOARD OF DIRECTORS

Three members of the Board of Directors are elected each September. The term of office is three years. There are nine Board members, three of whom are elected each year to a three-year term. Unexpected vacancies are filled by the remaining members of the Board.

The Board of Director meetings are held on the third Tuesday of each month at 7:30 P.M. in the clubhouse. All Residents are invited to attend. At each monthly Board meeting, the financial report, the delinquent report, a review of the prior month's meeting minutes, the management report to the Board, old and new items on the agenda are discussed and action taken on items which need attention. One point of interest on each agenda is an "Open Discussion - Audience Participation" period for co-owners to discuss items of general interest to all - an open forum for complex-wide concerns. Individual problems are handled by contacting the office.

All co-owners have the right to ask that an item of business be placed on the agenda. Such requests must be made in writing to the Board, in care of the office, no later than the Thursday prior to the monthly Board meeting. The Board of Directors retains the right to determine suitable content for the agenda. All correspondence to and from the Board, the Association and the Management Agent, is presented to the Board each month at its meeting.

MANAGEMENT AGENT

The association's by-laws empower the Board to hire a management agent to manage and supervise the day-to-day operations of Country Place. A contract is executed for one year (or sometimes for more than one year in order to obtain the best possible rate from the management company.)

The management agent provides daily on-site services (Monday through Friday, 9:00 A.M. to 12 Noon and 1:00 P.M. to 5:00 P.M.). Emergency service is available on week-ends and holidays through a twenty-four hour live answering service. The management company's services include handling co-owner concerns, supervising maintenance and contractual services and personnel (e.g., lawn mowing, snow removal, painting, cement work, patio fence replacement), purchasing (with Board approval), enforcing association rules and regulations, meeting with and providing assistance to Board committees, developing specifications and bid proposals for contractors, reviewing accounts payable prior to payment, receiving and recording assessment fees for the association and reporting to the Board at its regular monthly meetings.

The Country Place maintenance department personnel are employees of the association, not the management agent. Their work is coordinated with the management agent in order to provide optimal service to co-owners.

COMMITTEES

Committees are composed of volunteer residents from Country Place and Glen Haven. Volunteering is always encouraged.

COMMUNICATIONS

The primary responsibility of this committee is to advise and assist the board in informing residents about the purpose and function of the Association and its activities and events. This is primarily done through the publication of the Place Mat and this Rules Book.

ARCHITECTURE & GROUNDS

The Architecture & Grounds Committee adopts control standards designed to maintain the appearance and preserve the value of our condominium property.

CLUBHOUSE

The Clubhouse Committee has the responsibility of maintaining the condition and cleanliness of the clubhouse and enforcing the clubhouse rules and regulations.

POOL

The Pool Committee is responsible for maintaining a sanitary pool and enforcing the rules and regulations governing it.

PARKING

This Committee administers and enforces the rules and regulations governing parking within the complex.

PET

A specific set of rules for keeping pets has been approved by the Board of Directors, and it is the duty of the Pet Committee to monitor these rules and take action as necessary.

COMMON AREAS - LIMITED COMMON

Condominium grounds and buildings are owned in common, by all. You each have your percentage share in the ownership.

The "space" within the building that you purchased is limited common.

The general common elements include all the grounds, community facilities and the buildings from your painted wall or ceiling outwards.

The limited common areas include your living space within your building, your basement, your garage and private parking behind your garage for the length of 20 feet, your patio and your front porch. With the designation of limited common, those areas are exclusively yours - for your use and enjoyment; however, everything outside of your front porch and patio enclosure is common and is under the control of the Association.

Specific items of "common" property may be located within each building in one or more basements. These include:

1. Master water supply valve for all five units.
2. Sump pump for sewer drains.
3. Water shut-off valves for lawn sprinkler system.
4. The electrical outlet plug for the sump pump.

Although these items may be housed in or around your unit, their usage and enjoyment are common in nature and may not be shut off arbitrarily. Further, it may be necessary for maintenance personnel to have access to them from time to time.

Co-owners having an outdoor faucet shut-off valve in their units are advised to shut it off in advance of freezing weather and to open the outside faucet to drain it. After the winter is over, all co-owners having control of these valves are directed to turn them on again.

CLUBHOUSE FACILITIES

Our Community Facilities include: clubhouse building (including living room, gym, kitchen, restrooms with showers and saunas), billiard room, swimming pool, tennis courts, outdoor basketball court, softball field, children's play equipment, and picnic area (with tables and barbecue equipment.)

Our recreational facilities are considered among the best in the area and, as co-owner, you own a share. These facilities should be preserved and protected as you would your own private property. Equipment replacement and repairs caused by theft, vandalism or carelessness represent a cost that is borne by each co-owner.

All the grounds areas around the clubhouse are under curfew from 10:00 P.M. to 6:00 A.M. daily. Signs are posted.

RESIDENTS MUST REGISTER AT THE CLUBHOUSE BEFORE USING THE CLUBHOUSE OR POOL. ALL FAMILY MEMBERS ARE EXPECTED TO SIGN A REGISTRATION CARD. ADDITIONAL COPIES OF THE CLUBHOUSE, TENNIS COURTS, AND POOL RULES ARE AVAILABLE AT THE OFFICE UPON REQUEST.

Tennis courts are always locked. Co-owners may secure a key from the office by paying a refundable deposit. The courts are equipped with floodlights for use after dark. A switch is installed at the north entrance of both courts. Please turn off the lights when the courts are not in use. At 10:00 P.M., a timer will automatically turn off the lights.

Due to the extensive and varied nature and use of the clubhouse, pool, tennis courts, tot lot, softball field, and picnic area, separate rules and regulations governing their use have been developed. Copies of these rules are included in this section.

The clubhouse living room and gym are available for rent by residents for private parties or functions. The hourly charge is based on type of usage and time of day. A deposit is required. Specific rental information, the fee schedule, and the reservation calendar are kept in the office. The Association reserves the right to deny an application for clubhouse rental.

The clubhouse building, equipment, and grounds require periodic cleaning and maintenance work. This maintenance and cleaning expense is a portion of the budget and is funded by Association fees.

SUMMER MONTHS

All regular daytime activities, Monday thru Friday, 9:00 A.M. to 12 Noon and 1:00 P.M. to 5:00 P.M., are continued in the summer months. You may rent the clubhouse on weekends as you do the rest of the year but, no evening activities are available from June (1) first thru the Labor Day holiday.

WINTER MONTHS

During the winter months, the clubhouse is open 9:00 A.M. to 12 Noon and 1:15 P.M. to 5:00 P.M., Monday thru Friday for an organized group activity. From 5:00 P.M. to 9:00 P.M. (Monday through Thursday), the clubhouse is available for general use. The clubhouse is also open from 1:00 P.M. to 5:00 P.M. on Saturday and Sunday, for the use of residents and their guests.

The summer/winter hours vary because a clubhouse attendant is provided during all open hours of either the pool or the clubhouse. Past experience has indicated that when the pool is open, use of the clubhouse is minimal. To allow both the pool and clubhouse to be available at the same time would necessitate the expense of hiring two attendants.

Courtesy of The DiMora Team

CLUBHOUSE & GROUNDS - RULES & REGULATIONS

I GENERAL REGULATIONS

- A. The clubhouse is for the exclusive use of residents and their guests.
- B. All residents must be registered with the clubhouse and ~~have a signature card on file at the clubhouse to use any of the recreational facilities.~~
- C. All residents are required to sign in whenever they come to the clubhouse or swimming pool.
- D. A co-owner will be responsible for any repair or replacement of equipment damaged by himself/herself or guests.
- E. It is the clubhouse attendant's responsibility to take disciplinary action on matters requiring immediate attention.
- F. The clubhouse attendant has the right to dismiss anyone from the clubhouse area for reasons of misconduct.
- G. Any infraction of the clubhouse rules and regulations will be brought to the offender's attention in the following ways:

1st Offense: A letter will be sent to the resident, or if the infraction is by a minor, the parents will be contacted immediately (followed by a letter). The offender will be excluded from the use of all clubhouse facilities for a period of one week.

2nd Offense: The offender will be excluded from the use of all clubhouse facilities for a period of one (1) month.

3rd Offense: The offense will be brought to the attention of the Board of Directors. The offender will then risk possible expulsion from the use of all clubhouse facilities for an indefinite period of time.

H. Any willful destructive act will be treated as a third (3rd) offense.

I. The Association will not be held responsible for personal property.

J. No pets are allowed in the clubhouse at any time.

K. The entire building is designated as smoke free.

L. All local, state and federal ordinances and laws will be enforced.

CLUBHOUSE & GROUNDS - RULES & REGULATIONS (continued)

II AGE REGULATIONS

- A. Any person under eighteen (18) years of age is considered a minor.
- B. Parents must be responsible for their children when they are at the clubhouse, in the pool area, or on the tennis courts.
- C. After 7:00 P.M., any minor 13 years of age or under in the clubhouse must be accompanied by a parent, legal guardian, or an adult appointed by the parent.
- D. No minor 8 or younger will be allowed in the clubhouse, unless accompanied by an adult, at any time.
- E. No minor under 18 is allowed in a sauna without an adult.

III GUESTS

- A. Guests must be accompanied by a resident at all times. This rule may be waived by the management office under exceptional circumstances, if a special request form has been filed and approved. *What form?*
- B. Residents will be responsible for the actions of their guests, including minors.
- C. All residents are asked to sign in with the clubhouse or pool attendants - including guests' names.
- D. Ages 9 - 17 (1) guest, ages 18 and over (4) guests per household.
- E. There is a limit of (4) guests per residence (unit) including house guests unless prior arrangements have been made with the Management Office.
- F. House guests are not allowed to bring any guests.

IV DRESS REGULATIONS

- A. People in bathing suits are not permitted in the clubhouse except in the shower rooms.
- B. No bare feet in the clubhouse, except in the shower rooms.

GYM

- A. The entry and exit gym doors must be kept closed at all times. The exit doors are to be used as emergency exits only.
- B. Minors 8 or under will not be allowed to use the gym unless they are supervised by an adult.

CLUBHOUSE & GROUNDS - RULES & REGULATIONS (continued)

- C. Proper shoes (sneakers, gym shoes, etc.) must be worn for gym activities.
- D. All recreational equipment must be checked out and in with the clubhouse attendant.

ACTIVITY ROOMS

- A. Children, ages 9 - 13, must be supervised by an adult while using the billiards room. Children under the age of 9 will not be permitted to use the billiards room.
- B. When others are waiting, players are asked to relinquish tables within a reasonable length of time, or at the conclusion of a game.
- C. No food or drinks are allowed in the billiards room.
- D. Pool cues must be furnished by the residents.
- E. Billiards equipment is to be signed out and returned to the attendant to be checked in.
- F. Showers are for the use of those people using the gym, pool, sauna, or tennis courts.
- G. Keys for saunas must be signed out from attendant and returned. Saunas are used at the resident's own risk.
- H. Any minors using the sauna must be accompanied by an adult.
- I. There will be no running or shouting anywhere in the clubhouse except in the gym.

CLUBHOUSE & GROUNDS - RULES & REGULATIONS (continued)

TENNIS COURTS

- A. The tennis courts will be permanently locked and are for the sole use of **TENNIS ONLY**.
 - 1. Keys may be obtained at the time of registration from the clubhouse or pool attendant.
 - 2. A \$10.00 deposit is required for a key.
 - 3. A key may be kept by a family until:
 - a. All keys are called in.
 - b. The family does not wish to have a key any longer.
 - c. The family moves.
 - 4. The \$10.00 deposit will be refunded after the key is returned.
 - 5. Only one key per family is issued. Locks will be changed annually.
- B. Proper shoes must be worn on the courts at all times.
- C. The clubhouse or pool attendant has the authority to revoke the court rights of any person for misconduct. The same schedule of notices of offenses, as noted in the clubhouse rules, will apply.
- D. Resident owners will be responsible for all damages in the court area done by themselves or guests. No skateboards, roller blades or pets allowed.
- E. Co-owners using the tennis courts are limited to one (1) hour's use, so as to allow the courts to be available to other players.
- F. Reservations for a tennis court can be made no earlier than 24 hours in advance for no more than one (1) hour at a time.

SOFTBALL DIAMOND

- A. No hard balls are allowed on the softball diamond.
- B. Bases may be obtained from the clubhouse or pool attendant and must be returned.
- C. The softball diamond may be reserved no sooner than one week prior to use, and for no more than 2 1/2 hours at a time.
- D. All persons using the softball diamond do so at their own risk.
- E. All persons using the softball diamond are responsible for any damage to backstop, benches or bases.

CLUBHOUSE & GROUNDS - RULES & REGULATIONS (continued)

PICNIC AREA

- A. If you require use of more than one picnic table, make reservations at the clubhouse or pool.
- B. Picnic area must be cleaned after use.
- C. Residents using picnic area are responsible for any damage.
- D. All grounds are closed at 10:00 P.M. as posted.

OUTDOOR BASKETBALL COURT

- A. Furnish own equipment.

Courtesy of The DiMora Team

CLUBHOUSE & GROUNDS - RULES & REGULATIONS (continued)

SWIMMING POOL RULES

I. SANITARY REGULATIONS - STATE REGULATIONS

- A. Everyone must take a shower before entering the pool.
- B. No one with an infection or disease, which may be considered communicable or tending to contaminate the water, will be allowed to use the pool. Persons with bandages, adhesive tape, etc. will not be admitted.
- C. Long hair, regardless of sex, should be tied back, and/or covered.
- D. Small children should wear tight fitting rubber pants and a diaper under swim suits.
- E. No pets are allowed in the pool area.
- F. People in street shoes are not allowed in the pool area. Spectators are asked to remove their footwear. Shower shoes are permitted providing they have been washed in the shower before entering the pool area.
- G. Bathing suits must be worn. Cut-offs or shorts will not be allowed in the pool.

II. SAFETY REGULATIONS

- A. All children 11 and under must be accompanied by an adult. Children 13 and under must be accompanied by an adult after 6:00 P.M.
- B. The pool attendant has the authority to close the pool should there be inclement weather or contamination. The clubhouse will open during inclement weather.
- C. No running, pushing, or horse-play of any kind is allowed in the pool area.
- D. Snorkels and fins will be permitted in the pool at the discretion of the pool attendant. Flotation devices will be permitted but limited to babies and pre-schoolers **ONLY** and they must be attended by an adult in the pool.
- E. Absolutely no balls, frisbees, or objects, which may be thrown within the confines of the pool deck area will be allowed.
- F. Children's small unbreakable toys will be allowed in the pool.
- G. **NO GLASS** containers allowed in the pool area.

CLUBHOUSE & GROUNDS - RULES & REGULATIONS (continued)

SWIMMING POOL RULES (continued)

III. GENERAL REGULATIONS

- A. All residents and their guests must sign in with the pool attendant.
- B. All persons use the pool at their own risk.
- C. Country Place will not be responsible for private property left in the pool area or clubhouse.
- D. Entrance to the pool is through the side door and shower rooms only - HANDICAP EXCEPTION - upon request, pool attendant will assist.
- E. The pool attendant or clubhouse attendant has the authority to revoke the swimming pool rights of any person for misconduct. The same schedule for notice of offenses, as noted in the clubhouse rules, will apply.
- F. Residents will be responsible for all damages in the pool area caused by themselves or guests.
- G. Radios or other audio equipment may only be used with an earphone.
- H. Pool Hours are:
 - Monday - Thursday 11:00 A.M. - 8:00 P.M.
 - Holidays, Friday, Saturday and Sunday 10:00 A.M. - 8:00 P.M.
- I. Food or beverages will be allowed in the designated area only; this must be kept clean. No chaise lounge in food area.
- J. Guests allowed: 12 - 17 years (1) guest, 18 years and over (4) guests per household.
- K. Anyone wishing to use Country Place Recreational Facilities MUST have a signature card (with proof of residence) on file at the clubhouse or pool.
- L. An absentee co-owner who rents out his or her unit, must convey the pool privileges to the renter resident, subject to the rules and regulations.

MAINTENANCE SERVICE

As a member of a condominium association, you should know that your association fees take care of most exterior maintenance on the buildings and grounds. This includes things such as painting, lawn care, snow removal, trees, shrubs, rubbish removal, asphalt, concrete and patios. Many of these areas will be covered in the pages that follow.

Maintenance requests and service problems should be reported to the management office; requests may be made in person, by leaving a note at the office or you may call the office at 349-9077.

The office is staffed and our maintenance employees work five days a week; the office hours are 9:00 A.M. to Noon and 1:00 P.M. to 5:00 P.M.

In case of an after hours **EMERGENCY**, call the office number - 349-9077; this is monitored by a twenty-four (24) hour live answering service.

The clubhouse telephone number (349-9060) is in operation only during clubhouse social hours in the winter and pool hours in the summer.

MAINTENANCE REQUESTS

Each of these is handled by a written work order at the office. Work orders are processed by priority of need and the highest priority is given to those requests concerning safety or damage to buildings or property. Routine work orders will be attended to as quickly as possible. Some work requests are categorized as seasonal or in need of a bidding process and may be delayed. In most of these cases, the office will inform you, at the time of your request, of an anticipated delay to your request, or you will receive a notice by mail.

BUILDING MAINTENANCE

Exterior maintenance such as repairing or replacing roofs, shutters, downspouts and eavestroughs, garage doors, (not automatic door openers), patio fences and exterior painting are the responsibility of the Association. Water pipes, electrical wiring and sewer waste piping within the walls are also an Association responsibility.

A preventive maintenance program, including periodic inspection tours, should provide for timely correction of exterior problems. However, if you should notice something in need of attention, please call. When calling for maintenance, please leave your **name, address and court letter**. Wherever possible, **leave a daytime telephone number**. Should we need to get additional information regarding your request, we will call you.

Should there be a response delay because of seasonal or other considerations, you will be given a written work order acknowledgement.

If, for some reason, there is considerable delay in maintenance attention, you may write a letter to the Board of Directors outlining the problem and requesting a hearing at the next Board meeting.

There may be times when an Association responsibility may cause interior damage, for example, a roof leak that damages your drywall ceiling or wall. The Association will repair the roof and then repair the ceiling or wall - including a coat of primer paint. The restoration does not include wall coverings or colored paint. The repair includes restoration to "as built" condition. Another example is a water leak from upstairs through the ceiling below. In some cases, a hole has to be cut into the ceiling to determine the source of the leak. Upon determination of the problem, if it is an Association responsibility (pipe leaking), the Association will fix the pipe, restore the ceiling and paint to "as built" condition. On the other hand, using the same example, if it should be determined that the leak is a co-owner responsibility (lack of caulking, defective wax ring, etc.), then the co-owner will bear the cost of the plumbing service call and the restoration of the ceiling.

LAWN CARE

Lawn care includes weekly mowing, in season, of all common areas and also within patio enclosures. Fertilization and weed control treatments are included. Sod replacement, at times, may be necessary in selected areas on the commons. The Association does not replace lawn sod within patio enclosures. Lawn mowing is a matter of individual preference. Some prefer low cutting for a neat appearance, some prefer higher cutting to preserve the green appearance. It is not feasible to adjust the mowing height to suit every resident. The undulating lawns provide a pleasing appearance but are susceptible to scalping in high spots and deeper grass in low spots. Elimination of these differences would require hand mowing which is not economically feasible. Any complaints should be directed to the clubhouse office.

SPRINKLER SYSTEM

Watering of all the common grounds is done by underground sprinklers. Sprinkler settings are changed frequently as weather conditions change during the summer. Excessive watering results in increased water bills (waste). Co-owners are advised to use all due restraint in watering around their individual units. Excessive watering is not necessary. However, daytime watering may be initiated during extreme dry periods. Rain sensors have been installed on all sprinkler control clocks to automatically shut off the lawn sprinklers during rain storms.

Sprinkler systems require considerable maintenance and adjustment. Should you notice a sprinkler in need of repair or adjustment, please call maintenance.

Due to sprinkler coverage, soil conditions and dry spells, certain sprinkler systems will cycle throughout the evening and early morning hours (11:00 P.M. - 8:30 A.M.) to provide adequate water for lawn areas.

TREES AND SHRUBS

The care, replacement, and management of all of the nursery stock, trees and shrubs, is a continuing expensive program. These are on common grounds which belong to all of us. Spray programs against infestations, fertilization, trimming, and pruning, as well as necessary replacements, are a continuing part of our budget.

TREE PLANTING POLICY

General Requirements for all trees Planted:

- 2" Minimum Calliper Diameter or at least 6 ft. tall or approval
- All Must be Warranted for at least 1 Year
- Must be purchased and planted by creditable nursery which has been approved by the Association Tree Consultant
- Must be authorized species *

* Species List - Low Maintenance Hardy Trees:

Green Ash, Red Maple, Norway Maple, Honey Locust, Spruce, Fir, Austrian Pines, Sweetgum, Tulip Poplars, Non-fruiting variety of Crab Apples or others as approved by the Board of Directors.

DO NOT PLANT:

Birch, Cherry, Plum, Pin Oak, Cottonwood, Russian Olive, any Willow family and others as may be determined by the board.

Co-owners Responsibility:

- Written application to board to include:
 - Species
 - Size
 - Desired location with sketch
 - Confirmation that Miss Dig has been called
- Tree must be staked for 1 year
- Stakes must be removed at the end of warranty which will trigger Assoc. Tree Consultant to begin maintenance.

Board Responsibility:

- Reviews plan and approves or disapproves

TREE PLANTING APPLICATION

Co-owner: Name _____

Address: _____

Phone: _____

Species _____

Miss Dig Called Yes No Phone #

Size _____
(Must be at least 2" in diameter or 6' tall or get approval)

Warranty details (initialed by Nursery) _____

Name of Nursery _____

Nursery Phone # _____

DIAGRAM OF LOCATION:

Co-owner Signature _____

Board Approval _____

Assoc. Tree Consultants _____

SNOW REMOVAL & WINTER ICE

While it is recognized that condominium sales presentations indicate "maintenance free living", when you get to the point where the shovel meets the pavement, economic realities must be taken into consideration.

Retaining a full-time labor force for those occasions when there is a snow fall is not economically practical. Obtaining such a labor force on short notice is not possible. Hence, the Association contracts for snow removal service by the season. Snow removal usually begins whenever snow accumulation has reached two inches in depth. \12

In consideration of these factors, the following services are provided and the priorities are in this order: (1) streets and roads, (2) driveways and court interiors (3) all porches, steps and walkways to parking areas, (4) perimeter sidewalks, (5) salting as needed, (6) clubhouse area. After the initial snow removal, additional problems such as drifting conditions can and will be attended.

PLEASE REMOVE CARS THAT ARE PARKED IN FRONT OF GARAGES.

Special attention, (CP maintenance) as available, will be given to residents who are handicapped or need assistance when extreme winter conditions may affect their mobility (i.e. doctor appointments or other personal situations). If such special attention is required, the office should be advised of the details.

Remember, the Association maintenance staff is not available from 4:30 P.M. Friday to 9:00 A.M. Monday.

ASPHALT/CONCRETE REPAIRS

The Association has the responsibility to repair all of the asphalt driveways and courts and all of the concrete walks, steps and porches.

All of the streets are dedicated, that is, city owned. Therefore, repair work and replacements are a City of Novi responsibility.

Concrete and asphalt replacement work is scheduled each year on the basis of real need as compared to cosmetic need. Obviously, safety and hazardous conditions are the high priority. This work is scheduled once per season as it is not cost effective to do it in "drips and drabs".

Asphalt and concrete work orders are accumulated and evaluated for real need each season and the selected problems are repaired or replaced in keeping with budget considerations. Requests not approved will be advised by written communication.

RUBBISH REMOVAL

Dumpsters are emptied by our contractor on Tuesdays and Fridays. A holiday within the week will delay the pickup schedule to the next day.

Refuse must be plastic bagged and tied securely.

Garbage, except for bones, should be run through your kitchen disposal.

Cardboard cartons should be flattened to conserve space.

Bulky material such as old carpet must be cut in strips, rolled and tied. Better yet, have an agreement with the suppliers to take away the old carpet.

DO NOT PLACE YARD WASTE IN THE COURT DUMPSTERS. The dumpster in the clubhouse parking lot is for yard waste only. Any waste, such as appliances or carpeting that cannot be placed in the dumpster, should be reported to the office for special pick up consideration.

\$7500 for removal of any large object. all appliances s/b in dumpster

RECYCLING

The Novi Recycling Center is located at the DPW Garage, 26300 Delwal Drive, telephone (810) 347-0495. The center is open Monday-Friday, 8:00 am - 3:30 pm, and Saturdays from 8:00 am - 5:00 pm. It is closed on holidays (check the city calendar). The following items are accepted:

NEWSPAPERS: In paper bags or tied, no plastic bags, no phone books, magazines or cardboard.

GLASS: Clean bottles and jars, no tableware, Pyrex or window glass.

CANS: Steel, tin or aluminum. Remove labels and crush, no aerosol cans.

PLASTIC: Nos. 1 and 2 ONLY. Rinse, remove caps, rings, lids, and if possible, the labels.

MOTOR OIL ONLY: Used, not mixed with oil additives.

EXTERMINATING SERVICES

Although the Master Deed does not require the Association to provide exterminating services, the Association maintains a basic exterminating contract. Should you have a problem with insects, mice, or other pests, please contact the management company and an appointment will be scheduled to have your home sprayed for the existing condition.

If there is a problem with insects, please try to determine the location prior to calling the office for assistance.

CO-OWNER MAINTENANCE RESPONSIBILITY

You, as the owner, are responsible for the care and maintenance of the interior of your unit. This area extends to, and includes the paint (or wallcovering) on the interior walls. From the paint inward it is your responsibility. Items such as the furnace, air conditioning system, hot water tank and appliances are not the responsibility of the Association. In addition, windows, frames, screens, doors and doorwalls are co-owner responsibility.

Garage door opening devices, especially the chain tube or screw mechanism must be lubricated with teflon spray in the winter months.

Fireplace care and cleaning and, more importantly, the fireplace chimney is a co-owner responsibility. Be advised that chimney cleaning must be done periodically. **FAILURE TO DO SO CREATES A DEFINITE FIRE HAZARD.**

The Association is not responsible for electrical fixtures, wall plugs and switches, plumbing fixtures, faucets, drain traps and the connections to the Association owned plumbing or electric systems within the walls.

For example: Water leaking around the base of the commode (toilet), which may soak through the ceiling below, usually indicates a defective seal (wax ring/gasket) between your commode and the Association's sewer pipe. This, including damage repair, is the responsibility of the co-owner. This is also true for cracks resulting from the lack of caulking maintenance and replacement around bathtubs, showers, and sinks.

The Association will assist you in determining the cause of the problem. You may discuss this with the office. However, should it be determined that the repair work is the co-owner's responsibility, the cost of the correction will not be paid by the Association, you will get the bill.

If you are in doubt, call the office for a determination discussion.

REPLACING FURNACES: Co-owners who replace their furnaces with new high efficiency furnaces need to be aware the **CHIMNEY LINERS** are required by City of Novi and State of Michigan Building Codes. In effect this requirement applies to all new furnace installation since only High Energy furnaces are available.

The reason for the liner is that the 80% to 90% efficient furnaces do not heat the Chimney adequately enough to prevent condensation from forming inside the chimney. The condensation that forms, deteriorates the chimney which may allow deadly carbon monoxide to enter the home. The deterioration would eventually cause costly chimney repairs.

There is an exception to the installation of a chimney liner. The High Energy, 90% efficient furnace is not vented through the existing chimney and if the Co-owner has an electric hot water heater the chimney would no longer be used and no condensation would form.

New furnace or air-conditioning installations require that the contractor obtain a permit from the City of Novi before starting work.

CABLE TELEVISION

All of our buildings and units are cable TV ready, the wiring has been completed underground.

Cable TV service is a matter of personal arrangement with Time Warner; the city licensed provider.

Above ground wiring or wiring upon any of the buildings or units is not permitted.

In all cases of external wiring that is not in the ground, call Time Warner (810) 553-7307, to have corrections made. Advise the office as well.

No other external TV or radio antennae are allowed.

SIGNS/DISPLAYS

No Co-owner/Resident shall place or expose any sign, advertisement, circular, notice or statement, (including For Sale signs,) in or on a common area.

Approval is given for the placement of one (1) For Sale sign in one (1) window.

Temporary "Open" signs for showing a unit for sale may be placed on the commons restricted to one (1) sign only and for a short time duration such as 1:00 PM to 5:00 PM - only for that event.

USE OF UNITS

All units in our condominium shall be used exclusively for residential purposes. The dwelling units and the common elements must be used in a fashion which is consistent with the purpose of our condominium subdivision and our Master Deed and local ordinances.

The major repair and/or overhaul of any vehicle within your garage or in front of your garage or anywhere in the subdivision is expressly forbidden. Major repairs include, but are not limited to, tune ups, radiator repairs, alternator/generator, starter, transmission, axles, shock absorbers, springs, body bumping and painting, brake work and all other types of heavy repair work. Minor service work such as changing a flat tire, vacuuming out the car, washing or polishing, etc. is permitted. **USED OIL, GASOLINE OR SOLVENT - BASED LIQUIDS MUST NOT BE DISPOSED OF IN THE DUMPSTERS. SUCH LIQUIDS MUST BE TAKEN TO QUALIFIED DISPOSAL SITES. THE ASSOCIATION HAS THE LEGAL RIGHT TO ENFORCE COMPLIANCE WITH THE ABOVE AND COSTS WILL BE ASSESSED TO THE CO-OWNER.**

The hanging of laundry or drying of beach towels or bathing suits outdoors or on the patio fences is not permitted.

Cottage industry within the units and/or garages is a violation of the zoning ordinances of the City. Cottage industry is defined as the manufacture, fabrication or service or sale of a product. Violation of the zoning laws will be brought to the attention of the Ordinance Enforcement Officer.

GARAGE DOOR POLICY AND ELECTRICAL OUTLETS IN GARAGES

The importance of keeping your garage door closed cannot be over emphasized for many reasons. Open garage doors result in heat loss in the units above the garages which may cause frozen and burst water pipes or sewer drain lines, theft or vandalism, and the general unsightly appearance of an open garage.

Attachment of a door opener mechanism to a garage door requires a reinforcement to eliminate door damage through extended operation. Damage to a garage door as result of opener operation is a co-owner responsibility.

Garage door openers require emergency key releases in the event of power failures.

The electrical power outlets in the garages are "common" in that the Association pays the bill. The outlets are wired to the floodlights and pass-through lights. Typically, most residents use very little Association power. However, continuous use of the "common" circuit wall plugs, such as a freezer in the garage, is expressly forbidden.

The "common" electrical power outlets in the garages may have to be utilized by maintenance personnel in the course of any given workday for the operation of power tools. Therefore, they have the right of access to the power source in the garages.

Courtesy of The DiMora Team

OWNERSHIP CHANGE

Prospective buyers should be informed that by purchasing a home in our condominium, the buyer agrees to abide by the Master Deed, the By-Laws and any and all present and future rules and regulations.

The seller of the unit must provide the buyer with a copy of the Association Master Deed and By-Laws.

Further, it is requested that the seller advise the office of an expected sale and closing date and the names of the purchasers. The office will provide an Association "Status of Accounts" certificate for the closing.

The Association will also make arrangements to meet with new residents so they have a clear understanding of various rules and regulations as outlined in this handbook.

Courtesy of The DiMora Team

INSURANCE

WHAT TYPE OF INSURANCE IS PROVIDED FOR MEMBERS OF THE CONDOMINIUM ASSOCIATION?

A policy is in force which protects each member of the condominium against losses to the building structure as well as losses resulting from bodily injury or property damage on the common areas of the Condominium (common areas are the community building, the recreational areas, common walkways, driveways, etc.)

WHAT ARE THE AMOUNTS OF INSURANCE PROVIDED?

A. The policy is written for a blanket amount on buildings. Blanket coverage simply means that instead of providing a separate amount of insurance on each individual unit, the policy has one total limit including the values of all the condominiums. In the event a unit is damaged or destroyed, the insurance company will pay whatever amount is necessary to repair or replace that unit.

B. In addition, to the property coverage mentioned above, your policy also provides a limit of insurance "per person" for bodily injury and property damage liability. This means, simply, that should someone be injured on the common areas of the condominium as a result of negligence (or what he feels is negligence) on the part of the condominium, you, as a member, are protected for this type of loss and will be represented by the insurance company in any legal action brought against us.

C. In addition you are covered as a member of the Association under the umbrella liability policy for any occurrence in the event that a lawsuit or legal action resulted in loss payment.

THIS LIABILITY COVERAGE DOES NOT COVER ANY OF THE LIVING AREAS DESCRIBED ABOVE.

INSURANCE (continued)

WHAT DOES EACH UNIT OWNER HAVE AS PROOF OF THE INSURANCE PROVIDED FOR HIM AS A MEMBER OF THE ASSOCIATION UNDER THESE POLICIES?

If you need a proof of insurance certificate, please call the clubhouse office for the telephone number of the agent.

WHAT IS INCLUDED AS PART OF THE BUILDING AS FAR AS PROPERTY LOSSES ARE CONCERNED?

In general, the **BUILDING** means the actual structure itself, inside and out, including anything which was a permanent part of the building - as originally built. It does **NOT** include any improvements and betterments or additions you might have made in your unit after you purchased it as a standard unit.

HOW CAN A UNIT OWNER BE FULLY PROTECTED IF HIS PERSONAL PROPERTY, IMPROVEMENTS AND BETTERMENTS AND LIABILITY COVERAGE IS NOT PROVIDED UNDER THE ASSOCIATION'S POLICY?

All unit owners should contact their personal agent and obtain a Tenant Homeowners or Condominium Homeowners (a homeowners 6 policy) insurance policy which will cover their personal property and improvements and betterments made in their unit, and provide them with coverage in the event they are sued for accidents within the living area of their units or from personal activities. Replacement value type insurance is strongly recommended.

Should you have any question, please call the office.

PETS- RULES, REGULATIONS AND PENALTIES

The subject of keeping pets has become a highly emotional issue at many condominiums and they have been banned at some. Those owning pets should recognize that their pets can become a nuisance to their neighbors if not properly controlled.

In brief, pet controls are thoroughly covered by City Ordinance 83-108.01, copies of which are kept in the management office. The ordinance spells out the responsibility and duty of citizens to keep pets under reasonable control, to keep them confined, and to be responsible for damages.

Copies of the Novi City and Oakland County rules relating to animals are included in this section.

In addition, sanitation is prescribed. The ordinance states that the owner of a dog or cat "shall immediately remove all droppings and dispose of them."

Country Place pet rules and regulations as approved by the Board of Directors are, as follows:

1. That a Pet Management Committee be formed by the Board of Directors to enforce the rules and regulations, issue the appropriate penalties, and make periodic reports and recommendations to the Board as required.
2. New tenants will be requested not to move in with animals (dogs or cats) because of the high density of the current animal population. (i.e. purchasers or renters).
3. No more than one fur bearing animal per unit - effective from this day forward. (January 1983)
4. All present owners or renters with dogs or cats must register their animals at the Country Place clubhouse.
5. Co-owners are asked not to replace their pet (dog or cat) if the animal dies or becomes lost. Special consideration for replacement may be requested through the Pet Management Committee with final approval of the Board of Directors.
6. All pets must be restricted on a leash and in control of a co-owner.
7. **Pet Tethering**
 - (A) Patio Areas - Pets must be restricted by a tether or other means within patio areas.
 - (B) Units Without Patios - Pets may be tethered on a leash not longer than TEN feet (10'0") adjacent to a point closest to your unit. The tether is not to cross a common sidewalk or entranceway.
8. All droppings must be immediately removed and disposed of in a plastic bag - placed in the dumpster.
9. **Noisy Pet** - In or Out of a Unit

No person shall harbor or keep any pet which by loud, frequent, or habitual barking, yelping or howling shall cause a serious annoyance to the neighbors.
10. No outside feeding of pets that could create a nuisance by attracting strays, domestic or wild animals.
11. **Property and Personal Damage**
 - (A) Each pet owner shall be liable for personal injuries or property damages.

PETS - RULES, REGULATIONS AND PENALTIES (continued)

- (B) In those instances where shrubs, lawns, sprinkler heads, or other property must be replaced due to damage by owners' pets, Country Place maintenance will replace them and pet owners will be billed for costs.

NOTE: The above rules will be enforced by your Pet Management Committee.

Complaint Procedure

- (A) All complaints must be in writing and forwarded to the clubhouse to the attention to the Pet Management Committee.
(B) All complaints must be signed, including address and unit number.
(C) The Pet Management Committee will investigate each complaint in **STRICT** confidence prior to issuing a formal complaint.

Actions and Penalties for Offenses

1. First offense, written warning
2. Second offense, \$25.00 fine
3. Third offense, \$50.00 fine
4. Fourth offense and each successive offense, \$100.00 fine
5. Co-owner will be afforded the opportunity of a hearing regarding any fine or removal action.
6. Repeated violations will mandate legal injunctive relief. Violator will be assessed costs.
7. Any fine imposed will be paid within 15 days. If fine is not paid after 30 days, it will be added to the monthly assessment fee.

NOVI CITY RULES - ANIMALS

Sec. 5-1 Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Cat means any feline.

Dangerous animal means any wild mammal, reptile or fowl which is not naturally tame or gentle but is of a wild nature or disposition and which, because of its size, vicious nature or other characteristics could constitute a danger to human life or property. The term "dangerous animal" also means and includes any domestic mammal, reptile or fowl which, because of its size or vicious propensity or other characteristics, could constitute a danger to human life or property.

Dog means any canine.

Lot means a parcel of land occupied or intended to be occupied as a dwelling, together with accessory buildings and yard.

Premises means an area of private property, including grounds, buildings and appurtenances. For purposes of interpretation and enforcement of this chapter, any common areas of condominium property shall not be considered the premises or private property of a person residing in or having an ownership interest in a condominium unit. Common areas include all portions of a condominium project other than the condominium units and those areas appurtenant to condominium units.

Run at large means the presence of a dog at any place except upon the premises of the owner or upon the premises of a person who has given permission. Provided, however, a dog shall not be considered to be running at large if it is on a leash and under the control of a person physically able to control it or in an enclosed vehicle. (Ord. No. 84-108.02, Paragraph 2.01, 04-09-94)

Cross reference-Definitions and rules of construction generally, Paragraph 1-2.

Sec. 5-2 Injury to property by dogs or cats; waste products

(a) No person owning or possessing a dog or cat shall permit such dog or cat to go upon any sidewalk, parkway or private lands or premises without the permission of the owner of such premises and bruise, break, tear up, crush, or injure any lawn, flower bed, plant, shrub tree, or garden in any manner whatsoever or to defecate thereon.

(b) No person owning or possessing a dog or cat shall cause or permit such dog or cat to be on property, public or private, not owned or possessed by such person unless such person has in his immediate possession an appropriate device for scooping excrement and an appropriate depository for the transmission of excrement to a receptacle located on property owned or possessed by such person. This subsection shall not apply to a person who is visually or physically handicapped. (Ord. No. 84-108.02 Sec. 3.01, 4-9-94)

Cross reference - Offenses against property generally, Sec. 22-66 et. seq.

State law reference - Malicious mischief, MCL 750.377 et. seq., MSA 28.609 et seq.

NOVI CITY RULES - ANIMALS (continued)

Sec. 5-3 Dogs running at large

No person owning or possessing a dog shall cause or permit such dog to run at large within the city. (Ord. No. 84-108.02, Sec. 4.01, 4-9-84)

Sec. 5-4 Noisy dogs and cats

No person shall knowingly own or possess any dog which habitually barks, howls or yelps, or any cat which habitually cries or howls, in such a manner as to disturb the reasonable peace and quiet of the neighborhood. Such dogs and cats are hereby declared to be a public nuisance. (Ord. No. 84-108.02, Sec. 5.01, 4-9-84)

Sec. 5-5 Dangerous animals

(a) No person shall own or possess a dangerous animal within the city.

(b) Subsection (a) of this section shall not apply to:

- (1) Animals under the control of a law enforcement or military agency;
- (2) Animals which are kept for the protection of property, provided that such animals are restrained by a leash or chain, cage, fence or other adequate means, from contact with the public, or with persons who enter the premises with the actual or implied permission of the owner or occupant;
- (3) Animals under display or exhibition to the public, provided that:
 - a. Such animals are restrained by a leash or chain, cage, fence or other adequate means, from contact with the public.
 - b. The display or exhibition is for a period of not exceeding ten (10) days; and
 - c. The display or exhibition is conducted in full compliance with the City of Novi Zoning Ordinance.

(c) Any dangerous animal which is found off the premises of his owner may be seized by any police officer and immediately turned over to the county department of animal control. (Ord. No. 84-108.02, Sec. 6.01, 4-9-84; Ord. No. 95-108.03, Pt. I, 5-15-95)

Sec. 5-6 Cruelty to animals

(a) No person shall willfully or maliciously inflict unnecessary or needless cruelty, torture, abuse, or cruelly beat, strike or abuse any animal, or by an act, omission or neglect, cause or inflict any unnecessary or unjustifiable pain, suffering, injury or death to any animal whether such animal belongs to such person or to another, except that reasonable force may be employed to drive away vicious or trespassing animals. Any unwanted animal should be delivered to the Oakland County Humane Society for proper disposal.

(b) No person owning or possessing any animal shall fail, refuse or neglect to provide such animals with food, potable water, shade, or shelter, or cruelly or unnecessarily expose such animal in hot, stormy, cold, or inclement weather, or carry such animal in or upon any vehicle in a cruel or inhumane manner. (Ord. No. 84-102.02, Paragraph 7.1, 4-9-84)

State law reference-Cruelty, MCL 752.21 at seq. MSA 23.161 et seq.

NOVI CITY RULES - ANIMALS (continued)

Sec. 5-7 Animal bites

Anyone having knowledge or reason to believe that any animal in the city has bitten a person shall report within twenty-four (24) hours, so far as is known, the name and address of the owner and circumstances of the animal. Such report concerning bites shall be to the police department. (Ord. 84-108-02, Paragraph 9.01, 4-9-84) State law reference-Dogs attacking or biting persons, MCL 287.286c 287.288, 287.351 MSA 12.537, 12.539, 12.544; rules for control of rabies and the disposition of non-human agents carrying disease, including rabid animals, MCL 333.5111, MSA 14.15(5111).

Sec. 5-8 Parental liability

The parent or guardian of any minor claiming ownership of any dog, cat or other animal subject to this chapter, shall be deemed to be the owner of such animal and shall be charged for all penalties and fees imposed under this chapter. (Ord. No. 84-108-02, Paragraph 10.01, 4-9-84)

Sec. 5-9 Limit on number of dogs

No person who shall reside on a lot having less than forty thousand (40,000) square feet in area or in an apartment, condominium or other attached dwelling, shall possess, keep or harbor more than three (3) dogs of the age of six (6) months or over, at such premises except where a person has obtained a kennel license from the State of Michigan as provided for in Act No. 339 of Public Acts of 1979, as amended, and conforms with all applicable zoning regulations of the City of Novi. (Ord. No. 84-108-02, Paragraph 8-01, 4-9-84)

PARKING - RULES, REGULATIONS AND PENALTIES

The Country Place Condominium Association Board of Directors approved the Rules & Regulations which will govern the parking of all vehicles within our subdivision.

Parking of all types of vehicles must be controlled for the common good.

Compliance with the Rules -- BY ALL -- will protect your rights to safety, convenience and expected easy access to your assigned spaces.

Of particular importance, ALL family members must familiarize themselves with the Rules. ALL family members are responsible for educating visitors and guests of our parking regulations and restrictions.

Provisions have been made for actions and penalties for the violators. Progressive fines of \$20.00 to \$40.00 will be assessed for continued violations.

\$ 25 to \$100

PARKING RULES

1. Parking is prohibited on both sides of driveways to courts where "NO PARKING - FIRE LANE" signs are posted.
2. The Association reserves the right to "Tow" vehicles at owners expense from all areas other than designated, "striped" parking spaces.
3. Parking of the following vehicles is prohibited in the court areas and on the streets of Country Place: unsightly commercial vehicles, trailers (with or without snowmobiles, boats, etc.), campers, motor homes or similar vehicles (exception - recreational vehicles may be parked on a temporary basis not to exceed twenty-four hours, such as at the beginning of a vacation. Subterfuge to extend this time will be treated as a violation). After proper warning such vehicles will be removed by the Association at the resident's expense.
4. Disassembling or major repairs of any vehicle in the court area or on the streets of Country Place is prohibited.
5. No unlicensed or abandoned vehicles are allowed within the court areas or streets of Country Place. A vehicle bearing expired plates will be treated as unlicensed.
6. No vehicle may be parked for more than **FORTY-EIGHT HOURS** in any common parking area within the courts. Any subterfuge to extend this time will be treated as a violation.
7. Parking is prohibited on lawns, sidewalks, in non-designated spaces, driveways or where access to fire hydrants or rubbish containers is obstructed.
8. Any person parking or driving in such a manner as to damage common property such as sprinkler heads, lawns, sidewalks, trees or other landscaping shall be required to pay for repairs.

PARKING - RULES, REGULATIONS AND PENALTIES (continued)

9. The common parking areas shall not be used for car pool (park and ride) parking.
10. Vehicles beyond the number of assigned/designated parking spaces and visitors/guests vehicles may be parked in "common", striped designated areas or on the street. There are no specific "visitor" parking areas in Country Place.

Condominium parking is a shared experience - different from your past experience in single home parking, with your own driveway and your ability to park at your doorstep. In a Condominium, we all must share common driveways and a parking area other than assigned or designated spaces. Courtesy and respect for the rights of your neighbors is a must in condominium living -- given freely. All of us are assigned two (2) specific "limited common" parking spaces -- one is in your garage and one is outside, in front of your garage door. Common courtesy dictates that you or your visitors and guests will not park in your neighbor's assigned designated parking space. Perhaps, to state this more clearly, you and your household members must know that your neighbor's space is off limits. Further, all residents must be engaged in educating all visitors and guests to respect any neighbor's "private" designated space.

Throughout the subdivision in the driveway courts, designated approved parking spaces will be marked by paint striping both outside of your garages and other designated areas within those courts which may have room for additional parking. Parking of vehicles, must be within the stripes. All areas which are not "striped" for parking are prohibited NO PARKING AREAS.

Parking in designated areas only is of particular importance during periods of snow removal work. Snow plowing cannot be done where indiscriminate parking is a problem.

In summary, courtesy and compliance with these Parking Rules & Regulations are expected and appreciated.

PARKING - RULES, REGULATIONS AND PENALTIES (continued)

ACTIONS AND PENALTIES FOR PARKING VIOLATIONS

Under authority granted in the Condominium documents, the Board of Directors has the legal right and obligation to provide regulations intended to provide the orderly - for the common good - conduct of the residents and appropriate means for correction of violations. Costs may be assigned and therefore represent a lien.

1. First offense, written warning.
2. Second offense, \$25.00 fine.
3. Third offense, \$50.00 fine.
4. Fourth offense and each successive offense, \$100.00 fine.
5. Co-owner will be afforded the opportunity of a hearing regarding any fine or removal action.
6. Repeated violations will mandate legal injunctive relief. Violator will be assessed costs.
7. Any fine imposed will be paid within 15 days. If fine is not paid after 30 days it will be added to the monthly assessment fee.

ARCHITECTURE & GROUNDS INFORMATION

The unique architectural character of Country Place was established when the subdivision was originally designed. The cluster concept and building design, together with expansive grounds attracted most co-owners, encouraged us to buy, and has supported the increasing value of our condos.

To insure that any changes or alterations to the buildings, commons areas or plantings in the commons areas will not affect the original concept and design, the Architectural and Grounds Committee requires that co-owners submit their requests for review and consideration.

Modifications made to and/or around your unit, including plantings, without specific approval, may result in the initiation of an Association work order to restore your area or unit to the original as built condition. Should this occur, all charges will be assessed against the co-owner of the unit.

Article VI of the Condominium By-laws contains limitations upon physical changes that may be to the Condominium units and provides for the adoption of regulations by the Board of Directors concerning these limitations. The Board has, therefore, adopted the following policies and formed an Architecture and Grounds Committee to enforce them.

- * Modification requests will be considered only if submitted in accordance with procedures established by the Board of Directors or duly appointed Architectural and Grounds Committee.
- * The initial approval granted by the Committee shall constitute only the authority to construct. Any construction so begun shall be in accordance with the request and the municipal building code and shall be subject to final inspections.
- * The Board of Directors reserves the right to use any of the authorities granted to it under the Master Deed and Condominium By-Laws, as well as any other rights available to it, to enforce these policies and the related procedures.

FRONT PORCH

No modifications can be made to a porch without the Board's approval.

PORCH AND PATIO LIGHT FIXTURES

1. Front porch and patio lamp fixtures must remain as originally provided.
2. Service and replacement is an Association responsibility (call the office).

MAIL BOXES

1. Attached to condo at original location.
2. Size (length) not to exceed 16" long, 10" high, 5" deep.
3. Metal type construction (no wood or plastic materials).
4. No rural type mail boxes.
5. No newspaper type mail boxes whether for mail or newspapers.
6. Door slots are permissible.

suggest black.

ARCHITECTURE & GROUNDS INFORMATION (continued)

ENTRANCE DOORS

1. Single standard size door (except, as replacement of certain two door ranch units).
2. Steel construction (with or without mail slot).
3. Color - to match with trim colors.
4. Window panels acceptable if consistent with configuration of original door.
5. Embossed design for panels, plastic trim not acceptable.
6. Hardware (locks, knobs) is a co-owner responsibility.

PATIO GATES & DECKS

1. Must conform to existing fence design and color and must receive prior approval from the Architectural & Grounds Committee.
2. Decks - See more detailed policy specifications. Revised 1/19/93.

HOUSE AND GARDEN ADDRESS NUMBERS

1. No changes, modifications or additions are allowed.

RAILINGS (WROUGHT IRON) INSTALLATION

1. Prior approval required.
2. To be installed with 1/4" base plates at each post.
3. Use 3/8" X 2 3/4" anchor bolts to fasten rail to concrete.
4. The top base flange of the pitched section of the railing is to be bolted to the porch slab and the lower flange is to be bolted to the concrete sidewalk.
5. Anchor bolts are to be placed at least 3" from the edge of the concrete to prevent damage to the sidewalk.
6. Adjoining sections must be bolted together.
7. Countersunk posts are not permissible.
8. Wrought iron railing installations must be approved by the Architectural and Grounds Committee.

REPLACEMENT WINDOWS

1. A separate set of guidelines, dimensional limits and installation recommendations are published and are available upon request.
2. An approved list of contractors is available at the office.

REPLACEMENT FRONT DOORS

1. Must be of "new construction type" and **NOT** "replacement type", contact C.P. office for more specific details and definition.

STORM AND SCREEN DOORS

1. Single standard size door (except as replacement on certain two door ranch units).
2. Single or two section glass and screen panels each door (either is acceptable).
3. No storm doors with (3) window panels.
4. Color - to match, as close as possible to existing trim color and adjacent unit. (i.e. black, white, brown colors are acceptable)

(continued)

ARCHITECTURE & GROUNDS INFORMATION (continued)

Storm & Screen Doors (continued)

5. Design and configuration of adjacent units should be a consideration in order to maintain architectural consistency.

NOTE: Window panels in storm door of units facing east, south or westerly directions may magnify the sun rays and result in excess heat and resultant distortion to decorative plastic type door moldings. This is not the responsibility of the Association.

STORM WINDOWS

1. Submit for approval.
2. Exterior plastic coverings are not allowed on windows or doors.
3. Installation must allow weep-holes for draining of condensation.

PLANTINGS OF TREES, SHRUBS OR FLOWERS IN THE COMMON AREA

Require a detailed plan be submitted for consideration.

FURNACE AND AIR CONDITIONER REPLACEMENT/INSTALLATION

Installation/replacement of furnace(s) that require other than the existing chimney MUST be reviewed and approved by the Architectural & Grounds Committee.

MISCELLANEOUS ITEMS

Bird baths, bird feeders and bird houses, statues or other adornments are not permitted in the commons area. One bird feeder or bird house may be mounted in patio areas (limited common). The feeder must be mounted so that it is accessible only to birds. They should not be on the ground or rest on fences making it accessible to squirrels or other animals such as skunks, raccoons, etc.

If prior approvals for the aforementioned changes, modifications and/or additions are not obtained by the co-owner, the expense to restore the changes to original "as built" condition will be assessed against the co-owner of the unit.

PATIO AREA MODIFICATIONS

Because patios are a "Limited Common" area, modifications will be considered after a formal written request and detailed plans are submitted to the Association. Periodic inspections during the modification, by the association, may be required and are so indicated by an asterisk (*).

BRICK, CONCRETE OR OTHER DECORATIVE PATIO FLOORING:

1. Due to the many types of surfaces available, each request and plan submitted will be evaluated on an individual basis.
2. The grade slope in Item 3 and requirements in Items 7 and 10 of Wood Deck construction also apply in this category.

NOTE: Final inspection by the association is required after the completion of patio modifications.

ARCHITECTURE AND GROUNDS INFORMATION (continued)

WOOD DECKS:

- * 1. To discourage the burrowing and nesting of critters under the deck, a protective barrier of hardware cloth (steel mesh) must be attached around the outer edges of the deck and at least 12 inches into the ground and extend 12 inches outward at the bottom of the trench. The installation of this "L" shaped critter barrier requires inspection prior to filling the trench.
- * 2. The deck must be constructed so that there are no openings above ground that are larger in width than 1/4 of an inch. This method of construction will assist in discouraging the nesting of critters under the deck.
- * 3. The ground surface below the deck must first be covered with a heavy duty plastic material. A 3 inch layer of pea gravel or equivalent is required on top of the plastic. To assure adequate drainage a grade slope of 1/4" per 4 ft. from the unit to the side of the patio is required to assure adequate drainage. This underlayment will serve to discourage unmanageable growth of weeds etc.
4. Cedar lumber is preferred as construction material.
5. Any portion of the deck that is visible outside the patio requires painting to match the patio fence.
- * 6. The wood deck must be free standing, supported by individual posts set in concrete. The deck cannot be attached to any part of the patio fence or the condo unit.
7. The deck height cannot be level with the condo unit door opening to the patio. Deck levels will be approved on an individual basis to assure privacy for the neighboring patio.
8. Structures added to the surface of the patio deck cannot exceed the height of the patio fence.
- * 9. If the surface area of the deck surrounds or boxes in the air conditioner, it will be necessary to construct the deck for relocation of the air conditioner on the surface of the deck.
10. If any corrective maintenance or repairs to the patio area (i.e. fence) are necessary prior to deck installation, scheduling will be based on the availability of Maintenance Personnel.
11. Removal and replacement of any or all of the patio deck for purposes of repairs or service to any utilities or existing structures (i.e. patio fences) will be at co-owner expense.
12. A permit from the City of Novi Building Dept. and calling "Miss Dig" (1-800-482-7171) regarding underground utilities is a co-owner responsibility.

The above specifications were approved by the Country Place Board of Directors on January 19, 1993.

ARCHITECTURE & GROUNDS INFORMATION (continued)

GARAGE WALL PARTITION

If a co-owner wishes to erect a wall/partition in their garage for reasons of privacy or security the following requirements will apply.

1. A request must be submitted to the Architecture & Grounds Committee for approval before any work begins.
2. The wall should be erected on the side of the garage center line of the co-owner requesting the wall. However, if both co-owners that share the garage are in agreement regarding the erection of the wall and both sign the request, the wall can be erected on the center-line.
3. The wall should have 2x4 plates attached to both the ceiling and floor. The vertical studs should be on 16 inch centers. Both sides of the wall should be covered with 5/8" drywall and joints must be taped and nail heads covered with mud (ruff finish) to conform with existing walls. The wall must allow space for door track maintenance and repair of both sides.
4. If existing electrical outlets, switches and light fixtures are shared by both co-owners, these facilities must remain available to both co-owners when the erection of the wall is complete. This may require rerouting of the electric wiring, or leaving a space (cut out) for access to switches.
5. Any future cost or expense necessary to repair or maintain the wall will be the responsibility of the unit for which the wall was erected.

NOTE: The location of the floor plate must be approved by the Country Place Maintenance Department before construction begins, to assure access to all mechanical and electrical facilities.

The above specifications were approved by the Country Place Board of Directors on January 19, 1993.

ARCHITECTURE & GROUNDS INFORMATION (continued)

PLANTING REQUEST POLICY

This procedure is provided to handle requests from co-owners who want to plant trees, shrubs or other greenery in the common area.

1. Obtain planting application from the office during regular working hours.
2. Fill out the application and return to the office. The application will be forwarded to the Architectural & Grounds Committee.
3. The Architectural & Grounds Committee will contact the co-owner within 10 days to review application for action.

PLANTING POLICY

1. Tree size - a minimum of 2" caliper diameter.
2. Selection of tree type due to predominate clay soil is: Green Ash, Red Maple, Norway Maple, Honey Locust, Spruce, Fir, Austrian Pine, Sweet Gum, Tulip Poplars, Non-fruiting variety of Crab Apples or others as approved by A & G Committee.
DO NOT PLANT - Birch, Cherry, Plum, Pin Oak, Poplar, Cottonwood, Russian Olive or any Willow tree.
3. Planting Seasons - April/May and October
4. Method of planting - Wire baskets must be opened, twine bindings cut and synthetic coverings cut. Deep root fertilization and spraying at planting, and for a 3 to 5 year period is recommended.
5. Trees must be staked and mulched.
6. Selection of shrubs or other greenery will be reviewed at time of application.
7. Location must depend upon sprinkler and other underground utilities.

CO-OWNER RESPONSIBILITY

1. Plantings by co-owners are not the responsibility of the Association for replacement or removal for any reason.
2. Plantings in common areas will be cared for and included in the Association's tree maintenance contract. Any other desired care or maintenance will be at co-owner expense.

Specifications and Options for Replacing Front Entrance Doors

According to the By-Laws, the front door is the responsibility of the association and will be replaced only as needed. If the co-owner desires replacement prior to need, the cost is a co-owner responsibility. Replacement doors must conform to the approved styles and specifications below.

Carriage Units with double doors and V units must replace doors that match their original doors.

Carriage Units with single doors and all other units may select style #1 through style #5.

A REQUEST FORM FOR BUILDING MODIFICATIONS OR CHANGES must be filled out by the Co-Owner and approved by the Architectural and Grounds Committee before installation work is started. The Installation will be subject to inspection by the Country Place Maintenance Department to assure that the door conforms to specifications.

Note: All other entry doors (e.g. patio) must be replaced with original design.

Detailed Information on Door Types:

All doors must be new builds, made of steel, and pre-hung. Panels must be recessed (no mldgs).

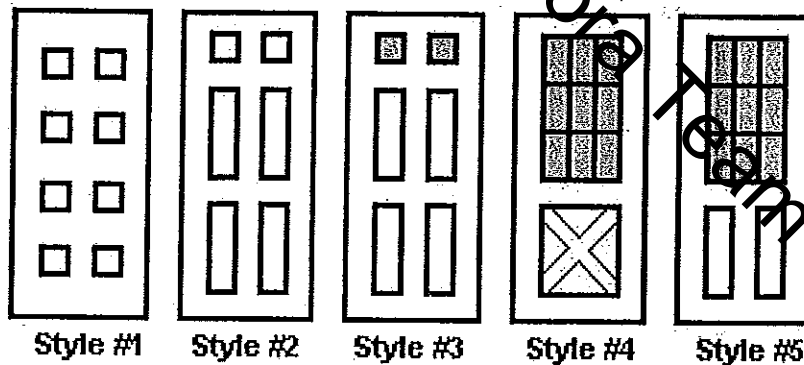
Style #1: Contains 8 recessed panels

Style #2: Contains 6 recessed panels

Style #3: Contains 4 recessed panels with two top squares as small windows

Style #4: Contains 9 square glass panels with cross buck bottom

Style #5: Contains 9 square glass panels with 2 recessed lower panels



ARCHITECTURE & GROUNDS INFORMATION (continued)

COUNTRY PLACE CONDOMINIUM ASSOCIATION
TREE AND SHRUB PLANTING APPLICATION

Co-Owner Name _____ Court _____

Address _____ Bldg _____ Unit _____

SPECIES _____

Miss Dig Called (1-800-482-7171) _____ Yes _____ No _____

Size _____
(Trees must be 2" minimum diameter)

Warranty Details (if provided by Nursery) _____

Name of Nursery _____

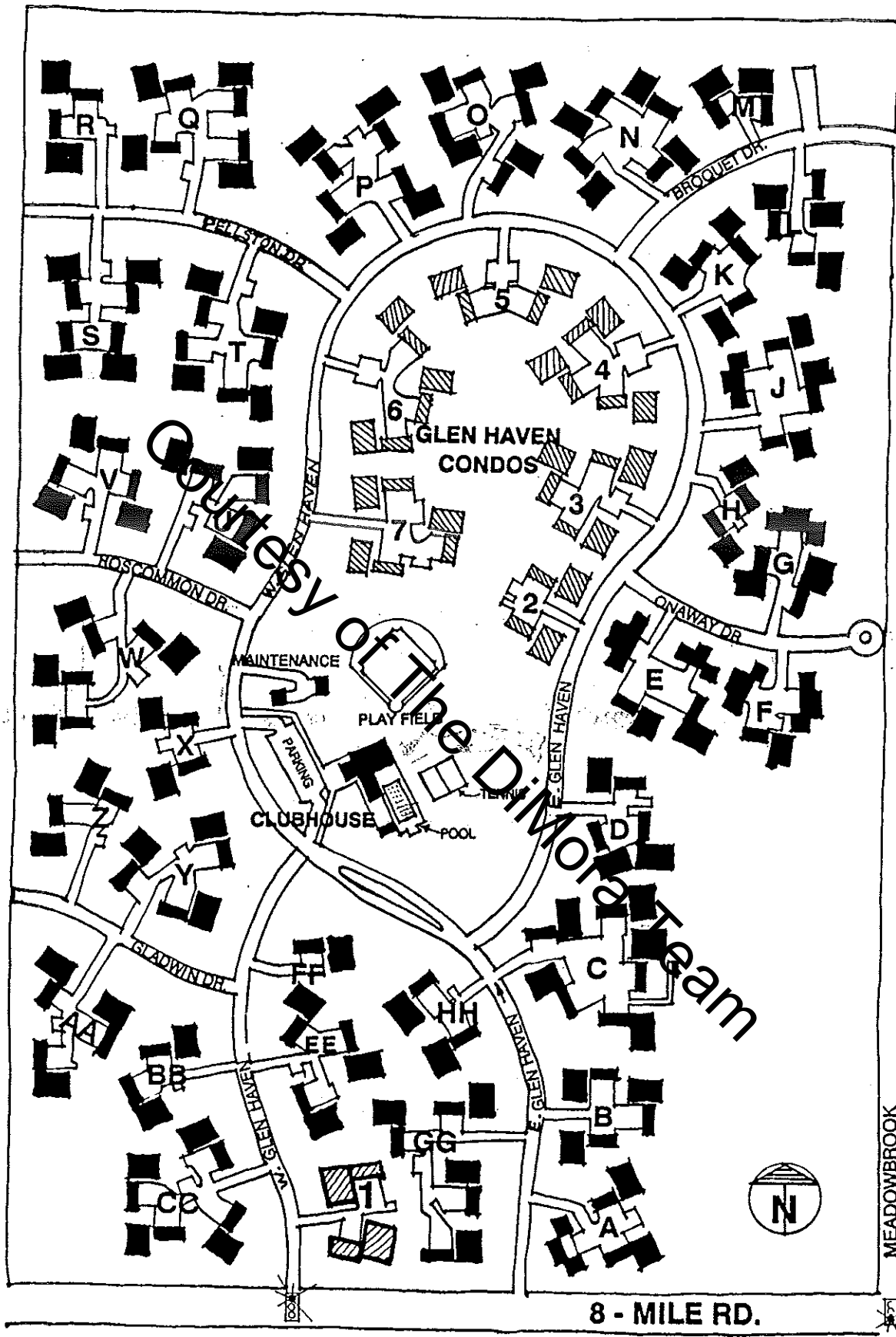
DIAGRAM OF LOCATION

Courtesy of The **DCOPY** Mora Team

I have read, understand and will comply with the tree and shrub planting policy.

Co-Owner Signature _____ Date _____

Architectural & Grounds
Approval _____ Date _____



COUNTRY PLACE