



*Resident Handbook*  
**2013**

*The Links*  
of Northville Hills Golf Club  
Condominium Association

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*General  
Definitions*



## **GENERAL DEFINITIONS**

The following terms are used throughout this document.

### **ASSOCIATION**

“Association” means The Links of Northville Hills Golf Club Condominium Association, which is the not-for profit corporation organized under Michigan law of which all co-owners shall be members, which corporation shall administer, operate, manage and maintain the condominium complex.

### **PROPERTY MANAGEMENT COMPANY**

The term “Property Management Company” refers to the professional management company employed by the Association to oversee the operation of the condominium complex.

### **CO-OWNER OR OWNER**

“Co-owner” means a person, firm, corporation, partnership, association, trust or other legal entity or any combination thereof that owns one or more units in the condominium complex. The term “owner”, wherever used, shall be synonymous with the term “co-owner”

### **RESIDENT**

The term “resident” refers to the legal owner/co-owners, renters, and all other individuals who reside in a Unit on a full-time basis.

### **UNIT OR CONDOMINIUM UNIT**

“Unit” or “Condominium Unit” means the enclosed space constituting a single complete residential Unit in the Links of Northville Hills Golf Club condominium,

### **GENERAL COMMON AREAS**

The General Common Areas include all the grounds, clubhouse and facilities, pool, common walkways, and driveways.

General Common Areas include:

- Land, roads and sidewalks not identified as Limited Common Elements.
- Electrical transmission system throughout the complex including that contained within Unit walls and any common site lighting system and exterior fixtures up to the point of connection with, but not including, electrical fixtures and outlet boxes within any unit
- Telephone system throughout the complex up to the point of entry to each unit
- Gas distribution system throughout the complex, including that contained within unit walls, up to point of connection with gas fixtures, but not including the fixture or shutoff valve within any unit.
- Water distribution system throughout the complex, including that contained within unit walls, up to point of connection with the shut-off valve. Also, including all sprinkling fixtures and connections and interior or exterior sprinkling system controls.
- Sanitary sewer system throughout the complex, including that contained within unit walls, up to the point of connection with plumbing fixtures within any unit.
- Storm sewer system throughout the complex.



- Foundations, supporting columns, unit perimeter walls, roofs, ceilings, supporting beams, floor construction between unit levels, masonry separating walls between units and chimneys
- Privacy walls surrounding each privacy area.
- Mail boxes throughout the complex.
- Clubhouse, pool, pool deck and parking adjacent to same.
- All such other elements of the complex not herein designated as General or Limited Common Elements which are not enclosed within the boundaries of a unit and which are intended for common use or are necessary to existence, upkeep and safety of the complex, including, without limitation, the sedimentation basin, entry walls, retaining walls, complex signs, landscaping, etc.

### **LIMITED COMMON AREAS**

The Limited Common Areas includes the living space within your unit from the painted wall and/or ceiling inwards, your basement, your deck and/or patio, your front porch, and your garage and private parking in front of your garage.

Limited Common Areas are exclusively for your use and enjoyment, however, everything beyond the front porch, deck and/or patio and garage area is a general common area and as such, is under the direct control of the Association.

Specific items of “General Common Elements” may be located within each building in one or more basements. These include the:

- Master water supply valve for all units
- Water shutoff valves for the lawn sprinkler system

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

Limited Common Areas also include:

- Each individual rear privacy area in the complex is restricted in use to the co-owner of the unit.
- Air conditioner compressors and pad in the complex and the ground surface immediately below the same is restricted to the co-owner of the unit which such air conditioner compressor services.
- Parking space within each parking garage and adjacent drive area are appurtenant to a specific unit.
- Garage door and its hardware, including garage door openers, shall be limited in use to the co-owner of the unit.
- Doors, windows and window screens shall be limited in use to the co-owner of the unit.
- Fireplace combustion chambers shall be limited in use to the co-owner of the unit.
- Sump pump, including the sump pit and all piping up to the point of connection to the main storm water drainage pipe, wiring and other material appurtenant thereto, shall be limited in use to the co-owner of the unit.
- Individual unit interior surfaces and appurtenant garage perimeter walls, ceilings and floors contained within a unit and its appurtenant garage shall be subject to the exclusive use and enjoyment of the unit co-owner.

# *Introduction*



## **INTRODUCTION**

By purchasing, or renting a unit in our community, you have accepted and agreed to be legally bound by the following condominium documents: 1) Consolidating Master Deed; 2) Bylaws; 3) Rules and Regulations and 4) Articles of Corporation.

You have the right to privacy and to the use of your unit and the limited common elements adjacent to your unit.

You also have a responsibility to respect the rights of your neighbors while they are using their unit and the limited common elements adjacent to their unit, the general common areas and the community facilities.

The rules and regulations have been designed by the Board to follow the condominium documents and to allow flexibility for each individual co-owner, yet still maintain aesthetic harmony within the community. While some of the rules and regulations may seem restrictive, they are intended to protect your legal rights as a member of the Association and to maintain property values.

The Links of Northville Hills Golf Club Condominium Association Board of Directors reserves the right to change, suspend, or terminate any policy, procedure, rule, regulation, guideline, form, etc. in this handbook. Residents will be notified of all changes.

## **GOVERNING OF ASSOCIATION**

Members of the Board of Directors are elected by the Association membership each year at the Association's annual meeting in May. Article X, Section 1 of the Consolidating Master Deed states that the Board of Directors shall be comprised of five (5) members. At each annual meeting, either two or three Directors shall be elected, depending upon the number of Directors whose terms expire. The term of office of each Director shall be two years. The Directors shall hold office until their successors have been elected and hold their first meeting.

To fill unexpected vacancies of the Board, the remaining members of the Board can make appointments as needed to fill the vacancy. Such appointees serve until the election of directors at the following Annual Meeting. Refer to Article X, Section 6, of the Association's Bylaws.

Board members are responsible for all facets of the administration of the Association. This includes preparing annual budgets and assessments, enforcing the Bylaws, developing and enforcing rules and regulations, overseeing the Association Property Management Agent, approving contracts for services, and protecting the co-owner's investment in the community. Budget and assessments notices are mailed to co-owners in December of each year.

## **MONTHLY BOARD MEETINGS**

A schedule of the monthly Board meetings is posted on the clubhouse bulletin board and on the Association's blog site <http://linksletter.blogspot.com/> or future website. Co-owners are welcomed and warmly encouraged to attend monthly Board meetings.

The following is an outline of a typical monthly Board meeting agenda:

- Call to order & roll call
- Co-owner comments
- Approval of meeting agenda and minutes
- Review of preceding month's financial report
- Property Management Company report
- Unfinished business
- New business
- Executive session

As noted above, each monthly agenda has a Co-Owner Comments period for co-owners to discuss items of general community-wide interest or concerns. Individual co-owner concerns or issues should be directed to the Association Property Management Company.

Co-owners are excused prior to the Executive Session, as this is when the Board discusses confidential matters related to the Association.

## **MAINTENANCE OF THE COMMUNITY**

Your Association monthly assessments fund the operating budget to take care of the exterior maintenance of the buildings and grounds. This includes, but is not limited to, painting, lawn, tree and shrub maintenance, snow removal, asphalt, concrete, sprinkler system, water bill, and insurance on the buildings and grounds. Any special projects may require an extra assessment.

Exterior maintenance such as repairing roofs, shutters, downspouts and eave troughs, garage doors excluding automatic door openers, privacy fences and exterior painting are the responsibility of the Association. A maintenance matrix that provides a basic guideline on various association/co-owner maintenance responsibilities can be found in the Policy and Procedures Section of this handbook.

All Association maintenance requests and service problems should be reported to the Association Property Management Company.

## **DIRECT PAYMENT OF MONTHLY ASSESSMENT FEE**

An "Authorization Agreement for Direct Payments" (ACH Debits) form is included in the Forms Section of this handbook. This form authorizes the Association Property Management Company to automatically withdraw payment for the monthly assessment fee from your banking account.

## **CONDOMINIUM DOCUMENTS**

Condominium documents including the Consolidating Master Deed, Bylaws, Amendments and Rules and Regulations were provided to you at time of purchase of your unit, either by the builder or real estate agent. Copies of the latest version (2004) of these documents can be obtained from the Association Property Management Company.

## **CO-OWNER CONTACT/EMERGENCY INFORMATION**

As a resident of the community, it is your responsibility to keep the Association Property Management Company apprised of your emergency contact information (home, cell and work telephone numbers and the contact information of individual or individuals that have access to your unit). A copy of the "Co-owner Emergency Contact" form can be found in the Forms Section of this handbook.

## **CO-OWNER COMMENT/CONCERN FORM**

A "Co-Owner Comment/Concern Report" form is included in the Forms Section of this handbook. This form can be used to submit non-maintenance related concerns or comments to members of the Board. The form should be mailed directly to the Association's Property Management Company at the address noted on the form.

## **BLOG/WEBSITE**

Co-owners/residents are encouraged to visit the Links of Northville Hills Golf Club Condominium blog site at <http://linksletter.blogspot.com/>.

The following is a brief summary of what can be found on the blog.

- Current Board member names and telephone numbers
- Association Property Management Company contact information
- Monthly Board meeting schedule
- Association upcoming events and community news
- List of co-owner recommended contractors

## **PROOF OF ASSOCIATION'S INSURANCE**

The Association has an insurance policy in force that protects each member of the condominium complex against losses to the building structure as well as losses resulting from bodily injury or property damage in the common areas. The policy also covers the bonding of all Board members. Refer to Article IV of the Association Bylaws regarding insurance.

Residents may request a copy of the Association's insurance certificate from the Association Property Management Company.

Article V of the Association Bylaws outlines the items covered when a unit is damaged and requires reconstruction or repair. Association insurance does not cover the interior of individual units, including the drywall, contents, or finishes. Co-owners are urged to obtain personal insurance for the contents of their unit; including an umbrella liability endorsement policy.

## **SPECIAL COMMITTEES**

- The Board may appoint representatives to the following committees to implement or enforce the Association's policies and review applications for alterations and modifications.
  - Landscaping
  - Building & Grounds
  - Ad hoc Committees
  - Clubhouse/Pool
  - Social
- The committees make non-binding recommendations to the Board.
- The Board has final approval on all matters affecting the Association.

## **ENFORCEMENT OF POLICIES & RELATED PROCEDURES**

The Board reserves the right to use any authority granted to it under the Consolidating Master Deed and Condominium Bylaws, as well as any other rights to enforce Association policies and related procedures (rules and regulations).

The Association Property Management Company shall act as the receiving agent for all alteration and modification applications, problems, concerns, correspondence, etc.

*Rules*  
*&*  
*Regulations*





## RULES & REGULATIONS

The following rules and regulations have been approved by the Association Board and must be followed.

Whether a co-owner or a renter, as a resident you have a responsibility to acquaint yourself and other household members with the importance and value of observing these rules and regulations. Residents not adhering to these rules may be fined in accordance with the Association's violation policy. A copy of the violation policy can be found in the Policies and Procedures Section of this handbook.

**NOTE:** For all items not outlined in the: 1) Consolidating Master Deed; 2) Bylaws; 3) Resident Handbook, and 4) Articles of Corporation, an "Application for Alteration/Modification" form must be submit to the Board for approval prior to making any changes.

The "Application for Alteration/Modification" form can be found in the Forms Section.

## LANDSCAPING

### Maintenance Responsibilities

- The Association reserves the right to periodically inspect the condominium complex regarding landscaping maintenance. If in the Association's opinion, maintenance has not been performed, it may request that the resident make applicable changes.
- Should the resident fail to comply with the Association's request for maintenance, the Association reserves the right to arrange for needed maintenance and charge the co-owner for the actual cost plus a 10% service charge for making such arrangements.

### Annual and Perennial Flowers

- Annual and perennial flower plants are allowed in the general/limited common area listed below provided that the outlined guidelines are followed by the residents.

#### General Common Areas

- o Planting beds adjacent to your unit
- o Planting beds around trees

#### Limited Common Areas

- o Privacy area adjacent to deck and/or patio
- o Porches, steps, deck and/or patio

- Residents are not allowed to plant annual or perennial flower plants or shrubs or trees in the following areas without written approval from the Board. Refer to approved Landscaping Modification Guidelines in the Alteration/Modification Section of this handbook.

o 6-Mile or Beck Road Berms

o Property adjacent to Golf Course

- A listing of approved "perennial" plant specifications can be found in the Alteration/Modification Section of this handbook.
- Plantings must be well maintained at maturity according to outlined specifications.
- Plantings shall not interfere with shrub maintenance.

- All annual plants, including those in flower pots, window boxes, and pots on decks, must be removed by November 15<sup>th</sup> each year.
- Vegetable plants shall not be planted in planting beds or placed in pots on the unit's front porch. They may, however, be planted in pots and placed on rear decks and/or patios.

### **Flower Pots**

Flower pots may be placed on designated general/limited common elements (but not driveways, walkways or sidewalks) as follows:

- No more than three (3) pots are allowed on the front porch, including the step(s).
- Neutral colored plant saucers or other type of flat items (round or square) can be placed under pots in planting beds, as well as on porches.
- Placement of one to four (1-4) pots is permitted in planting beds, provided the pots are seated on the mulch beds, rather than buried in the beds.
- The pots may be cylindrical, square or multiple sided in shape only.
- Pots must be a "neutral" color (terra cotta, bronze or black) and made of clay (glazed or unglazed), wood, concrete, fiber-glass, plastic or any other weather resistant material.
- Pots shall be no larger than 18" in diameter or 27" high.
- Pots must be well maintained and in good repair.
- Evergreen potted plants may be left out year round on rear decks, front porch, or adjacent to front steps.
- The Association shall not be responsible for damage to pots due to snow removal or other means.
- Pots must be removed from all planting beds, porch, steps, decks, deck railings, patios, etc. by November 15<sup>th</sup> each year.

### **Plant Stands**

- Plant stands are allowed on front porches only (not in planting beds).
- Plant stands, including plants, may not exceed 36" in height.
- Plant stands must be black or bronze metal or ceramic and must be well maintained.
- Plant stands must be removed by November 15<sup>th</sup> each year.

### **Shepherd Hooks**

- Shepherd hooks with hanging pots are allowed in the front or side planting beds areas immediately adjacent to each unit.
- No more than one (1) Shepherd hook per unit is allowed and must be used for hanging flowers only.
- Shepherd hooks may not be fastened to the building.
- Placement of the shepherd hook in the mulch must not interfere with underground lines, shrubs, trees or maintenance of the area.
- Shepherd hooks may be up to 86" in overall height, with no more than two plant hangers on the hook.
- Shepherd hooks shall be made of wrought iron in black, dark green or dark brown color throughout.
- Shepherd hooks must be simple in design.
- The hanging pot, roping or wire shall be white, neutral or terra cotta colored, and made of clay, fiberglass, plastic, moss or other weather resistant material.
- Shepherd hooks must be removed by November 15<sup>th</sup> each year.

### **Suspended Flower Boxes**

- Suspended flower boxes are allowed on rear decks only.
- Suspended flower boxes shall be neutral, natural, or terra cotta colored, and made of clay, plastic, wood, or other weather resistant material.
- Suspended flower boxes may be hung from the top of the deck railing and privacy fence using removable brackets (no screw or nails) made of a rust-resistant material. Permanent brackets are not allowed.
- Suspended flower boxes must be well maintained and in good repair
- Suspended flower boxes must be removed by November 15<sup>th</sup> each year.

### **Hanging Flowers Pots**

- Hanging flower pots are allowed on rear decks only.
- Two (2) hanging flower pots are allowed per door-wall.
- Hanging flower pots can be attached to the privacy fence or the fascia of the sliding door wall.
- Hanging flower pots may not be attached to the siding or brick of the building.
- Hanging flower pots shall be a simple cylinder, standard clay pot or standard hanging pot shape and shall be white, neutral or terra cotta colored, and made of clay, fiberglass, plastic, moss or other weather resistant material. They may be hung by natural or neutral colored roping or wire, using rust-resistant brackets and screws.
- Hanging flower pots must be well maintained and in good repair.
- Hanging flower pots must be removed by November 15<sup>th</sup> each year.

### **Decorative Items**

- Decorative items are not allowed on the driveway, walkways, sidewalks or grass areas.
- One (1) statue with a maximum height of 18" made of stone, neutral ceramic metal or resin may be placed on the porch.
- A maximum of three (3) small decorative objects with a maximum height of 12" made of stone, neutral ceramic metal or resin may be placed in planting beds adjacent to the unit.
- Glass globes may not be placed in areas visible from the street.
- Birdbaths, wind chimes, windsocks, or any other similar items are not allowed.
- Decorative items must be removed by November 15<sup>th</sup> each year.

### **Bird Feeders**

- Seed bird feeders are not allowed.
- Humming bird nectar feeders are allowed.

### **Small Thermometers/Rain Gauges**

- Small thermometers and or rain gauges may be hung on the inside of a deck railing using a small screw or nail.

### **Flags**

- U.S. flags may be displayed on the co-owner unit's garage doorjamb.
- Flags shall not exceed 3' by 5' in size.
- Flag pole holders must be solid cast brass without ornamentation.
- The flag pole holder must be mounted on the 1 x 6 garage doorjamb trim board (or mounted on brick if no 1 x 6 board is used on the garage door jamb trim, no further than 6" from garage door jamb) at 65" above the garage floor slab.

- Flag poles shall not exceed 72” in length or 1” in diameter
- Flags shall be well maintained and in good repair.
- School affiliated flags may be displayed on special school occasions only, but must be taken down in a timely period following such occasion.
- Decorative flags and banners are not allowed.
- Small U.S. flags may be placed in flower pots, planting beds, etc. on national holidays and shall be removed on a timely basis.

### **Front Porch Items**

- A maximum of three (3) items may be placed on the front porch (i.e. flower pots, statue, plant stand, furniture). Refer to flowerpot, decorative items and plant stand sections for specific dimensions.
- Approved furniture items are small table, or chair, or bench.
- All furniture must be in scale to the porch area and weighted enough to be wind resistant.
- Folding style furniture may not be left outside when not in use.
- No furniture is allowed on the driveway, walkways, sidewalk, grass or planting beds.
- All items must be removed from the porch in the winter, with the exception of heavy items.
- The Association is not responsible for any damage to items left on the porch.

### **Exterior Lighting**

- **Solar-Powered**
  - Solar-powered lights in a neutral color shall be permitted along walkways in existing planting beds and tangential to deck steps to aid walkway visibility during hours of darkness. The fixtures shall be of durable construction with plastic globes.
  - A maximum of six (6) lights may be installed.
  - The total height of an installed solar light fixture may not exceed 18 inches above ground.
  - A maximum of two (2) solar spotlights may be used to illuminate the front steps and/or address.
- **Low Voltage Lights**
  - Low voltage lighting may be used under certain circumstances.
  - An “Application for Alteration/Modification” form must be submitted to the Board of Directors for approval of installation prior to the installation of low voltage lighting. A copy of the form can be found in the Forms Section.

### **Trellis**

- One (1) trellis is allowed per unit provided it is:
  - Not facing the street
  - Not attached to the building
  - Made of metal or other heavy duty material
  - Well maintained
- Trellises are also allowed in pots on decks and patios, but must not exceed the height of the privacy wall, including climbing plants.
- All trellises must be removed by November 15<sup>th</sup>.

### **Planting Bed Edging**

- For erosion prevention purposes only, a non-decorative edging such as Black Diamond or a single row of neutral bricks may be used in planting bed areas but may not abut grassy areas.
- Use of planting bed edging in any other area must be approved by the Board. An “Application for Alteration/Modification” must be submitted to the Board for approval prior to installation of planting bed edging.

### **Mulch**

- The Association is responsible for the mulching of planting beds every two years on a rotation basis.
- Residents wishing to add additional mulch may do so at their own expense, so long as the mulch is consistent in color and texture with the mulch previously installed by Association's landscaping contractor.

### **Small Rocks/Boulders**

- For erosion prevention purposes, natural appearing small rocks not exceeding 3-6" in diameter may be placed at the base of water downspouts and around the small u-shaped bed between garages of adjoining units.
- One to three (1-3) landscape boulders may be placed in the planting bed adjacent to the unit.
- Landscape boulders must be of a material native to Southeastern Lower Michigan and may not exceed a diameter of 24 inches.
- Landscape boulders must be located so as not to interfere with landscape maintenance or snow removal of the sidewalk and driveway.

### **Stepping Stones**

- Neutral stepping stones (round or square) may be used in the planting bed nearest to the front water spigot.
- Use of stepping stones in any other area must be approved by the Board. An "Application for Alteration/Modification" must be submitted to the Board for approval prior to installation of stepping stones.

### **Portable Hose Holders**

- Portable hose holders are recommended and should be placed at the front water spigot and/or rear deck area.
- Portable hose holders should be neutral in color and made of weather-resistant material (plastic or metal).
- Neutral colored stepping stones may be placed under the portable hose holder.
- A neutral colored portable hose holder may be attached to the deck fascia board.
- If portable hose holders are not used, hoses must be coiled and stored in a neat fashion in the area adjacent to the water spigot.
- All hoses and portable hose holders must be removed by November 15<sup>th</sup>.

### **Irrigation System**

- Underground sprinklers irrigate most of the common areas.
- Irrigation schedules vary, depending on weather conditions, grass conditions, water costs and Township restrictions.
- Sprinkler settings are adjusted by the Association as conditions change during the summer to prevent excessive watering and increased water bills for the Association.
- Individual residents may not make adjustments to sprinkler heads, control clocks and valves.
- Residents should notify the Association Property Management Company of sprinklers in need of adjustment or repair.
- Your unit may be equipped with a shutoff valve that controls the Association's sprinkler system. Access to turn the water on/off is required in the spring and fall. To assist with this task, it is imperative that the Association Property Management Company have your updated Emergency Contact information. A copy of the "Emergency Contact" form can be found in the Forms Sections.

## **DECK/PATIO**

- **Fire Pits**
  - Fire pits are not permitted.
- **Storing of Deck/Patio Furniture**
  - It is recommended that deck and patio furniture be stored inside during the winter months.
  - If a resident chooses to leave the furniture outdoors, it must be covered with a neutral colored material.
  - Furniture left outdoors during the winter months may not exceed the height of the deck railing and must be secured against movement to prevent damage to the common elements.
  - Damage caused by items contained on a deck will be the responsibility of the respective resident.
- **Pavers/Bricks**
  - Neutral colored pavers or bricks may be installed along the edge of the stones under the deck to ensure that stones remain in place.
- **Under-Deck Storage**
  - Storing items under decks is prohibited.
  - Hoses, bicycles, flowerpots, grills, etc. may not be stored under the deck during the winter months.
- **Protective Netting**
  - Units backing to the golf course are not permitted to erect protective netting on their deck or the general common areas directly adjacent to their unit.
- **Deck Light Fixture**
  - Residents are responsible for cleaning and replacing the rear deck light bulb and globe.
- **Deck Step and/or Railing**
  - To add steps or a railing to your deck you must submit an Alteration/Modification form to the Association Property Management Company for Board review. An “Application for Alteration/Modification” form can be found in the Forms Section.
  - Steps should not be installed prior to receiving Board approval of step installation request.

## **FRONT DOORS**

- **Exterior Doors**
  - Painting of the exterior doors is the responsibility of the Association.
  - Solid Polished Brass Baldwin #00116-030 doorknockers are permitted on the front entry door.
  - Kick plates shall be solid polished brass, 8” high and 34” wide manufactured by Baldwin #9200-020-PB34 and installed on front entry door.
  - Kick plates installed on storm doors prior to September 3, 2003 are exempt from this rule until such time as the current storm door needs to be replaced
  - Door knockers and kick plates shall be well maintained by co-owner.
  - Residents are responsible for cleaning and replacing the front porch light bulb and globe.

- **Storm Doors and Screens**
  - Storm doors shall be full view with non-beveled glass.
  - Storm and screen doors shall be Herringbone in color.  
*Approved Models:* P-100 by Fox and models 100 and T108 by Trapp.
  - Options such as kick plates, corner grills or insignias are prohibited.
  
- **Front Door Speakers**
  - Exterior front door speakers may only be installed on the sidewalls, adjacent to the door on the front entry porch.
  - Speakers shall be Nutone IS-67 Woodgrain or IS-70 Antique Brass finish or approved equal.
  
- **Front Door Wreath**
  - One wreath or decoration is permitted on the front door.
  - A simple over-the-door hook wreath hanger is recommended.
  - Co-owners may not place a magnet on the front metal door as a means of affixing this decoration.
  
- **Front Step Railing**
  - To add a railing to your front porch steps, similar in style to those installed by the builder, submit a “Request for Alteration/Modification” form to the Association Property Management Company for Board review. An “Application for Alteration/Modification” form can be found in the Forms Section.
  - The front step railing should not be installed prior to receiving Board approval of railing installation request.

## **GARAGE DOORS & LIGHTS**

- Garage doors shall be kept closed at all times except as may be reasonably necessary to gain access to or from any garage.
- Exterior keypads may be installed on the garage door side jamb.
- Key pad covers (if installed) shall be neutral colored plastic or anodized aluminum.
- The Association is responsible for the replacement of the garage lights which are on sensors. To have the bulbs replaced, contact the Association Property Management Company.
- Residents are responsible for the cleaning of the garage light globes.

## **GARAGE/ESTATE SALE**

- An annual community garage sale is typically held on a weekend during the summer or fall.
- Days and hours of garage sale are Thursday, Friday and Saturday from 9:00 to 4:00 p.m.
- Participation in the garage sale is voluntary.
- Prior to holding “individual” garage or estate sales, residents must submit an “Application for Alteration/Modification” form to the Association Property Management Company for Board review.



## GAS GENERATORS

- Gas generators can only be used outside the garage.

## GRILLS

- Because of insurance liabilities, the use of grills, basters, smokers, etc. should be used outside of the garage.

## HOLIDAY DECORATIONS

- **Easter, Halloween, Thanksgiving, and other Legal Holiday Decorations**
  - Decorations may be displayed one week prior to the holiday and must be removed the day after the holiday.
  - Lights may not be placed on the outside of the building, including garage, or displayed inside the windows during these holiday periods.
- **December Holiday Lights & Decorations**
  - December holiday decorations may not be displayed before Thanksgiving Day and must be removed no later than January 15<sup>th</sup>.
  - Residents leaving for extended holidays shall remove all decorations prior to departure for safety reasons and to discourage vandalism or theft.
  - One green wreath and red bow is allowed on each garage light.
  - Miniature lights are allowed on front and rear trees and shrubs.
  - Miniature lights and/or rope garland are permitted on deck rails.
  - Lights may not be placed on or attached to any part of the building (including garage).
  - Lights are not permitted in or around the interior or exterior of windows.
  - Exterior lighted or unlighted figures, etc. are not allowed.
  - Lighted figures are not permitted in the window.

## MAIL BOXES & NEWSPAPER/FLYER RECEPTACLES

- To avoid littering the complex, newspaper, flyers, etc. shall be removed daily.

## PETS

The following rules and regulations pertaining to pets apply to all co-owners, residents and guests while on the property of the Association.

- No animals are permitted unless specifically approved in writing by the Association.
- Ownership of an animal is restricted to no more than two pets per unit.
- No animal may be kept or bred for any commercial purpose.
- Animals must be leashed and under the direct control of the resident at all times when out-of-doors.
- No pets are permitted to be tethered on the Common Elements.
- Residents are responsible for the collection and disposition of all fecal matter deposited by their pet on all areas of the condominium complex; including decks and the berm and grass areas along Beck

and 6-Mile Road. Violation of this rule will result in fines in accordance with the Association Violation Policy.

- Pet food must not be placed outside since it attracts rodents and/or wild animals.
- Pet owners will be held responsible for personal injuries or property damage caused by their animal(s), including grass damage.

### **SECURITY SYSTEMS DECALS**

- No more than four (1-4) security system decals per home shall be allowed.
- Each decal shall not exceed 4 ½” by 3” in size.
- The recommended location for decals is the lower corner of a door, sidelight or window.
- Security system signs are not allowed in planting beds or lawns.

### **SIGNS & DISPLAYS**

- Approval is granted for the placement of one (1) professionally printed “For Sale” sign, not to exceed 30” x 18”, inside one (1) unit window.
- Temporary “Open House” signs for showing a unit for sale may be placed on the Common Elements but restricted to one (1) sign and can be displayed only for the duration of the Open House.
- Small school sport related signs may be displayed during the season of the sport.
- Display of any other sign, including political, advertisement, circular, notice or statement requires prior approval of the Board.

### **TOUCH-UP PAINTING/STAINING**

- Exterior painting and staining is the responsibility of the Association.
- Co-owners may touch up their unit’s fascia trim, deck rails, and/or steps as long as a high quality of the following paint or stain is used:

Exterior Fascia Trim:            Sherwin Williams Super Paint “Fence Post White” (SW2074)  
Satin Finish Paint

Deck Rails/Steps:                Sherwin Williams DeckScapes “Fence Post White” (SW2074)  
Oil Based Solid Stain

### **TRASH & RECYCLING PICKUP**

- All non-recyclable trash shall be bagged prior to placing in trash bin.
- Trash and recycling bins should not be put out for pickup any earlier than 6:00 p.m. of the day before the regularly scheduled pick-up day. Refer to the Northville Township Trash/Recycle schedule for exact days of recycling.
- To make arrangements for pickup of larger items such as furniture, mattresses, electronics, etc., contact the Northville Township Office (248) 348-5820.

## VEHICLES

The following rules and regulations pertaining to vehicles apply to residents, guests and contractors hired by the residents.

### Speed Limit

- The speed limit within the development condominium premises is **15 mph**.
- Since there are a number of children in our community, it is extremely important that the designated speed limit be adhered to at all times.
- Residents shall be responsible for ensuring that their guests and hired contractors adhere to the designated speed limit.

### Parking Guidelines

- Residents shall park their vehicles in the enclosed garage space attached to their unit and the Limited Common Element driveway directly outside their garage space.
- Parking is prohibited on the eyebrow driveways located on Lochmoor Circle E (Building 5) and Lyonhurst Circle (Building 34).
- Overnight parking on the street is prohibited.
- Residents, guests and contractors must observe the “no parking signs” located on the fire lane side of the road.
- No parking is permitted on any grass or landscaped area.
- The clubhouse parking lots shall not be used for long-term storage of vehicles.
- Unauthorized vehicles parked on the street or in clubhouse parking lots will be towed at the owner’s expense.
- Residents with numerous vehicles may contact the Association Property Management Company explaining individual circumstances and request the Board’s approval to park in the clubhouse west parking lot.
- With prior approval of the Board, house guests may park in the clubhouse parking lots.
- Residents shall also be responsible for ensuring that their guests adhere to all parking regulations.
- Residents will be responsible for any infractions committed by their guests.

### Additional Guidelines

- Only general personal transportation use vehicles may be parked on condominium premises.
- Commercial vehicles and trucks, which shall include pick-up trucks with snow blades affixed or with a company name on the outside of the truck, shall not be parked in or about the condominium complex unless making deliveries or pickups in the normal course of business.
- The Board of Directors may make a reasonable and limited exception for a pickup truck or automobile that has a business name affixed to it, if the only variance from classification as a personal vehicle is that the pickup truck or automobile has a business name affixed to it.
- House trailers, commercial vehicles, boat trailers, boats, personal water crafts, camping vehicles, camping trailers, motorcycles, all-terrain vehicles, snowmobiles and snowmobile trailers may not be parked or stored upon the premises unless parked in the garage with the door closed.
- Vehicles parked outside of garages shall not be covered with a tarp, car-cover or any other material.

### **Snow Removal Guidelines**

- The Association contracts for snow removal for all roadways, driveways, walkways and porches.
- During and after periods of snowfall, there shall be no parking on the roads or clubhouse parking lots until the roads have been cleared.
- Once the roads have been cleared, vehicles parked on driveways should be moved to the street. Snowplows will not clear driveways where vehicles are parked.

## **WINDOWS**

- **Window Treatments**
  - Interior window treatment (blinds, drapes, curtains, shades, etc.) backing shall be white or off white in color.
  - Interior shutters or blinds shall be white or off white or stained the natural colors of the wood, exclusive of ebony (black), or mahogany.
  - Sun catchers are not allowed.
  - Clear leaded glass window “inserts” are allowed in the inside panels of the front door.
  - Window reflective film treatment shall be allowed on the inside of windows and door walls. Such film shall have no more than 30% reflectance and the following three tints are allowed: 50% NT (light), 35% NI (medium), and 25% NI (dark) gray.
  - In addition, when replacing the glass on windows, co-owners may elect to use factory reflective treated glass in the same tints and colors approved for the film above.
- **Screens**
  - Replacement screen frames must be the same color as originally installed by the builder.
- **Basement Windows**
  - Glass block windows may be installed to replace the standard metal frame basement window.



*General  
Maintenance  
Recommendations*



*Alteration  
Modification  
& Maintenance  
Guidelines*





## **ARCHITECTURAL CONTROL POLICIES & PROCEDURES**

To promote the aesthetic harmony and continuing attractiveness of The Links of Northville Hills Golf Club Condominium Association and to facilitate the beneficial operation of the residential areas thereof, the Board of Directors has adopted the following Architectural Control Policies and Procedures. These policies provide for community appearance standards and coordinated administration of those items related to appearance throughout the community.

The Board is responsible for the approval of alterations and modifications to all Common Elements. Alteration and modification requests will be considered only if submitted in accordance with procedures established by the Association.

The following is a synopsis of Article VI, Section 3 of the Association's Bylaws:

- No co-owner shall make alterations in exterior appearance or make structural modifications to his/her unit, including interior walls through or in which there exist easements for support or utilities, or make changes in any of the Common Elements, Limited or General, without the express written approval of the Board of Directors including, without limitation, exterior painting or the erection of antennas, satellite dish, lights, aerials, flags, awnings, doors, shutters, newspaper holders, mailboxes, basketball backboards or other exterior attachments or modifications.
- No co-owner shall in any way restrict access to any plumbing, water line, water line valves, water meter, sprinkler system valves or any other element that must be accessible to service the Common Elements or any element which affects an Association responsibility in any way.
- Should access to any facilities of any sort be required, the Association may remove any coverings or attachments of any nature that restrict such access and will have no responsibility for repairing, replacing or reinstalling any materials, whether installation thereof has been approved hereunder, that are damaged in the course of gaining such access, nor shall the Association be responsible for monetary damages of any sort arising out of actions taken to gain necessary access.

### **Alteration/Modification Application**

Prior to starting any alternation and/or modification, an "Application for Alteration/Modification" form must be completed and submitted to the Association Property Management Company for the following items:

- Landscaping
- Retractable Awning
- Decks
- Patios
- Satellite Dishes
- Any other items not listed

Specific guidelines have been developed for each type of modification. Please review the guidelines prior to submitting your application.

## LANDSCAPING MODIFICATION GUIDELINES

Landscaping modifications shall be allowed in accordance with the following specifications. The following modifications are not allowed unless they are part of an approved landscaping modification request:

- Expansion of existing landscaping beds.
- Addition of new landscaping beds.
- With the exception of trees, nothing can be planted that will mature to a height of more than 4 feet.
- Planting of varieties of rapidly multiplying plants.

### Submission of Landscaping Alteration/Modification Requests

- Prior to making any modifications to existing landscaping beds, co-owner(s) must submit an “Application for Alteration/Modification” form along with a \$100 bond to the Association Property Management Company for review by the Board. The bond will be refunded when the final inspection is completed and approved.
- A detailed scaled drawing (measurements in inches and feet) of the proposed landscaping designs, which shows the location and type of current and proposed plantings must be submitted with the application.
- Since the Board may request changes to the submitted request, no modification may be made until approval from the Board has been received.
- For all landscape modifications, the co-owner(s) must call “Miss Dig” at (800) 482-7171 at least three (3) days prior to the commencement of work to have the property staked for existing underground utilities.
- Approved proposed landscaping modifications must be completed within 30 days of approval, unless an extension is granted by the Board.
- Whether the co-owner hires a landscape company or does the work themselves, the following steps must be followed:
  - Drainage must be maintained and ground sloped away from the building.
  - Plantings must not interfere with the irrigation/sprinkler system.
  - Plantings must not interfere with mowing or snow removal.
  - Double shredded hardwood bark must be replaced.
- When the modification has been completed, a “Request for Final Inspection” form must be submitted to the Association Property Management Company. One or more Board members will complete the final inspection.

### Maintenance Responsibilities

- The Association reserves the right to periodically inspect alterations/modifications for adequate landscaping maintenance. If in the Association’s opinion, adequate maintenance has not been performed, the Association may request that the co-owner make corrections.
- Should the co-owner fail to comply with the Association’s maintenance request, the Association reserves the right to arrange for needed maintenance and charge the co-owner for it plus a 10% service charge to make such arrangements.

## **RETRACTABLE AWNING INSTALLATION, AND MODIFICATION GUIDELINES**

The Board has approved the installation of awnings for both decks and patios. The following guidelines pertaining to awnings have been approved by the Association Board of Directors and must be followed when installing an awning. Only retractable deck awnings are acceptable.

### **Awning Modification Requests**

Alteration and modification requests will be considered for the installation of a retractable awning only if submitted in accordance with the following guidelines:

- Prior to the installation or replacement of an awning, co-owner(s) must submit an “Application Alteration/Modification” form along with a \$100 bond to the Association Property Management Company for review by the Board. The bond will be refunded when the final inspection is completed and approved.
- Requests will be acted upon in writing by the Board within 30 days of receipt.
- Installation of a retractable awning may not be made until Board approval has been received.
- Installation of a retractable awning must be completed within 30 days of approval, unless the Board grants an exception.
- When the installation has been completed, a “Request for Final Inspection” form must be submitted to the Association Property Management Company. One or more Board members will inspect the installation.

### **Approved Retractable Awning**

- The approved retractable awning is the Durasol system, with Sunbrella Fabric Style #4633 in Linen; with 8” Serpentine matching Valance; Color: Linen; Braid Trim: Linen; with a Sand Metal Frame.
- The following options are approved:
  - Wind-O-Matic sensor mechanisms
  - 5 ft. drop valance in the color Linen (same as awning) or Duramesh Being mesh fabric DM 3001.

### **Awning Distributors**

The following companies carry the Association’s approved retractable awning:

Sunshine Awning Company  
7366 Ledgewood  
Fenton, MI  
(810) 714-2200

Patio Enclosures, Inc.  
48480 Grand River Avenue  
Suite A  
Novi, MI  
(248) 473-3980

Marygrove Awning  
12700 Merriman Road  
Livonia, MI  
(734) 422-7110

### **Awning Guidelines**

- Awning installations or replacements must be in conformance with the architectural standards of the Association.
- Window awnings are not permitted.
- Only one retractable awning per unit is allowed and must be installed according to the following specifications:

<b>Unit Type</b>	<b>Awning Size</b>		<b>Awning Size</b>
<b>Birkdale</b> Over dining room door wall and side window up to fireplace	17' x 10' w/hood 8" Serpentine Valance	<b>OR</b>	17' x 11'6" w/hood 8" Serpentine Valance
<b>Dorset</b> Centered over living room Door wall	10' x 10' w/hood 8" Serpentine Valance	<b>OR</b>	10' x 11'6" w/hood 8" Serpentine Valance
<b>Thornberry</b> Centered over living room door wall (left side of fireplace)	6'9" x 8'6" w/hood 8" Serpentine Valance		

- A hood is required to protect the retracted awning.
- Awnings may only be extended from the hours of 6 a.m. through 12 a.m. (midnight).
- Motorized units with a manual override and an inside switch are required on all installations and must be installed by a licensed electrician.

#### **Contractor Insurance Requirements**

- Any installer, other than the co-owner, shall provide the Association with an insurance certificate listing the Association as a named insured prior to installation. The following minimum insurance limits must be met:
  - Contractor's General Liability (including completed operations): \$1,000.00.
  - Workers Compensation: Statuary Limits
- Co-owners are responsible for paying all contractor liens, if applicable.

#### **Co-Owner Responsibilities**

- Closing awning when not in use.
- Ensuring that nothing is hung from the awning or related awning structure.
- Awning maintenance, repair and/or structural damage (including damages to any other unit, General or Limited Common Elements).
- To accommodate the Association's scheduled exterior maintenance (painting, etc.), the co-owner may be requested to cover the cost of removing and reinstalling the awning if determined necessary to complete required maintenance.

#### **Association Responsibilities**

- The Association reserves the right to periodically inspect awnings for adequate maintenance. If in the Association's opinion, adequate maintenance has not been performed, the Association may request that the co-owner make corrections.
- Should the co-owner fail to comply with the Association's maintenance request, the Association reserves the right to arrange for needed maintenance and charge the co-owner for it plus a 10% service charge to make such arrangement.

## **DECK INSTALLATION, MODIFICATION AND MAINTENANCE GUIDELINES**

The following guidelines pertaining to deck installations have been approved by the Board and must be followed when installing a deck.

The initial approval granted by the Board shall only constitute as authority to construct the deck. Any construction so approved shall be in accordance with the approved request, the Northville Township building code and shall be subject to Township permits and final inspection.

### **Deck Modification Requests**

Alteration and modification requests regarding decks will be considered only if submitted in accordance with the following guidelines:

- Prior to the installation of or change to a deck, co-owner(s) must submit an “Application for Alteration/Modification” form along with a \$100 bond to the Association Property Management Company for review by the Board. The bond will be refunded when the final inspection is completed and approved.
- A detailed scaled drawing (measurements in feet and inches) of the proposed deck design must be submitted with the modification request.
- Requests will be acted upon by the Board in writing within 30 days of receipt.
- Installation or modification of a deck may not be made until Board approval has been received.
- Installation or modification of a deck must be completed within 30 days of approval unless the Board grants an exception.
- When the installation has been completed, a Request for “Final Inspection” form must be submitted to the Association Property Management Company. One or more Board members will inspect the installation.

### **Deck Guidelines**

- Deck alterations must be in conformance with the architectural standards of the Association.
- Approved deck alterations shall be constructed within the Limited Common Elements or Privacy Area A or B as defined in Exhibit “B” to the Master Deed.
- Deck alterations, including steps, cannot extend into the General Common Elements.
- Approved alterations within Privacy Area A shall not impair the view, privacy and/or enjoyment of neighboring units.
- Decks shall not be attached to or in contact with adjoining condominium units.
- Privacy fences shall be attached to the surface of the deck.
- The existing grade shall not be changed to result in impaired water drainage for the building (or neighboring building).
- The Association Property Management Company must be contacted when irrigation lines or sprinkler heads need to be moved or capped. The co-owner is responsible for the costs related to having these items completed.
- Where decks are being installed, existing sod must be removed and replaced with 2" of crushed or float stone (pea stone or gravel shall not be acceptable) on Visqueen.
- Deck railings, privacy fences and deck and step(s) skirt or fascia boards must be stained the appropriate color (Sherwin Williams DeckScapes “Fence Post White” (SW2074) Oil Based Solid Stain as designated by the Association. The Association may elect to perform the staining and bill the co-owner to ensure uniformity.

- Gates shall be permitted within the deck railings. The gate shall be constructed of the same materials as the deck railing and shall appear as a continuation of the deck railing.
- Hardware used to hang and latch the gate shall be made of solid brass or wrought iron and must not show on the outside of the railing or the gate. Use only strap or butt hinges.
- If the deck floor is more than 9" above grade with a gate, steps also must be constructed (Township ordinance). The steps to grade shall be located in accordance with the deck drawings, and must remain within Privacy Area A.
- If an existing deck is modified to incorporate a gate and steps, structural support for the modified deck must meet township specifications.

### **Approved Deck Material**

- **Wood Deck Specifications**

- Wood deck floor surface shall be western red cedar (#2 construction grade or better) or pressure treated ponderosa pine.
- Wood deck floors and top of step(s) shall be cleaned and sealed at least every two years with "Cedartone" TWP or similar stain as a protective measure.
- It is the co-owner's responsibility to maintain the wood deck, as well as repair and replace the wood decks.
- The Association reserves the right to have non-maintained decks cleaned and sealed at the expense of the co-owner and charge the co-owner for it plus a 10% service charge to make such arrangements.

- **Trex Easy Care Deck Specifications**

- Trex Easy Care Decking may be used for the deck flooring and top of step(s) only.
- Stringer and any other visible areas must be made of cedar. Approved lumber dimensions are 2 x 6.
- The approved color for Trex Easy Care Decking is "Saddle". Deck Floors installed prior to August 23, 2004 using "Natural" Trex Easy Care Decking are exempt from this rule until such time the flooring needs replacement.
- Trex flooring shall be cleaned yearly.
- The Association reserves the right to have non-maintained decks cleaned at the expense of the co-owner and charge the co-owner for it plus a 10% service charge to make such arrangements.

- **Azek Cellular PVC Deck Flooring**

- Azek Cellular PVC Deck Flooring may be used for the deck flooring and top of step(s) only
- Stringer and any other visible areas must be made of cedar. Approved lumber dimensions are 2x6.
- The approved color for Azek Cellular PVC Decking is "Fawn".
- Azek flooring shall be cleaned yearly.
- The Association reserves the right to have non-maintained decks cleaned at the expense of the co-owner and the charge the co-owner for it plus a 10% service charge to make such arrangements.

### **Contractor Insurance Requirements**

- Any installer, other than the co-owner, shall provide the Association with an insurance certificate listing the association as a named insured prior to installation. The following minimum insurance limits must be met:
  - Contractor's General Liability (including completed operations): \$1,000.00.
  - Workers Compensation: Statuary Limits

### **Co-Owner Responsibilities**

Once approved, alterations/modifications made by a co-owner and/or contractor shall be done without expense or liability to the Association. Co-owners shall be responsible for the following but not limited to:

- Locating the cable lines and all underground utility lines including the unit's sump pump lines.
- Contacting "Miss Dig" at (800) 482-7171 at least three (3) days prior to the commencement of work to have the property staked for existing underground utilities.
- Replacing and/or restoring the sod, landscaping, final building grades, fences, irrigation system, utilities and building exterior damaged during construction.
- Repairing damage done to the unit and/or neighboring units, both interior and exterior, during construction or as a result of improper construction or a change in drainage.
- Paying for costs related to injuries to themselves, members of the public and workmen.
- Ensuring that the deck installation does not prevent the Association from performing normal maintenance and repair work.
- Removing construction debris/trash within two days of completion of the installation or modification.
- Subsequent removal of deck(s) or landscaping as required allowing access to the Association, municipality, or utility companies for the purpose of carrying on necessary repairs or maintenance.
- Maintaining deck(s) in accordance with Article IV, Section 3 of the Master Deed. Copy included.
- Co-owners are allowed to perform touchup of deck railings, fascias etc.

Approved Stain: Sherwin Williams DeckScapes "Fence Post White" (SW2074)  
Oil Based Solid Stain

### **Association Responsibilities**

- The Association reserves the right to periodically inspect alterations/modifications for adequate maintenance. If in the Association's opinion, adequate maintenance has not been performed, the Association may request that the co-owner to perform necessary maintenance.
- Should the co-owner fail to comply with the Association's maintenance request, the Association reserves the right to arrange for needed maintenance and charge the co-owner for it plus a 10% service charge to make such arrangement.





## **PATIO INSTALLATION, MODIFICATION AND MAINTENANCE GUIDELINES**

The following guidelines pertaining to patio installation or modification have been approved by the Board and must be followed when installing a patio.

The initial approval granted by the Board for a patio installation or modification shall constitute only as authority to construct or modify a patio. Any construction so approved shall be in accordance with the approved request, the Northville Township building code and shall be subject to Township permits and final inspection.

Paver patios will be allowed in the Limited Common Element or Privacy Area A as defined in Exhibit "B" to the Master Deed, in accordance with the following specifics.

### **Patio Modification Requests**

Alteration and modification requests will be considered only if submitted in accordance with the following guidelines:

- Prior to the installation or modification of a patio, co-owner(s) must submit an "Application for Alteration/Modification" form along with a \$100 bond to the Association Property Management Company for review by the Board. The bond will be refunded when the final inspection is completed and approved.
- The application must include the description of the paver patio:
  - All applicable dimensions (i.e. height, width and depth),
  - Notation of steps and height of steps.
  - Pattern of paver bricks, color of retaining wall and paver bricks.
- A copy of the installation design including top and side view drawings.
- Requests will be acted upon by the Board in writing within 30 days of receipt.
- Installation or modification of a patio may not be made until Board approval has been received.
- Weather permitting, paver patio and retaining wall construction must be complete within three (3) consecutive days.
- Duration of construction is of the utmost importance to the Association, as the construction of paver patios is disruptive to the General Common Element and the enjoyment of its use during construction.
- When the installation or modification of the patio has been completed, a "Request for Final Inspection" form must be submitted to the Association Property Management Company. One or more Board members will inspect the installation.

### **Patio Specifications**

- At no point may a paver patio come in contact with an adjoining condominium unit.
- The approved paver patio shall not impair the view, privacy, and/or enjoyment of neighboring units.
- Raised patios must meet all applicable building codes in effect at the time of construction; including height and depth of steps.
- All raised patios must use a retaining wall stone manufactured by Versa-Lok, in "Old Tudor" color. Versa-Lok Systems must be installed in accordance with the manufacturer's current specifications.
- A sample of the specifications is available by request from the Association Property Management Company.
- All footing and backfill requirements of the manufacturer must be strictly observed.

- Steps contained within the patio (i.e. door walls, or level changes within the patio), are restricted to one step, two risers. If more steps are required, there must be a minimum of a 36" wide platform in between sets of steps.
- Minimum thickness of paver bricks is 60mm.

### **Pre-Approved Colors & Patterns**

- The following paver brick colors are pre-approved for use:
  - Lafrage - Romanesque, and Beech-Pioneer
  - Fendt - Vintage Forest, Vintage Walnut, Vintage Sandstone, and Autumn
  - Unilock - Terracotta Blend
- The following paver brick patterns are pre-approved for use:
  - Cobblestone,
  - Holland Herringbone 90 degrees
  - Mini Holland (running), Circlestone
  - Half Holland (basket weave).
- A drawing of the pre-approved paver brick patterns is available by request from the Association Property Management Company.
- Any other variations in color and/or pattern of paver brick will require Board approval.

### **Gradation**

- All patios must be designed with a 2% gradient for proper surface drainage, which is 2 inches of fall for every 10 feet of distance.

### **Downspouts**

- All downspouts from gutters attached to the home must be buried under the paver patio and exit to the lawn area using a green colored 4" grate (as used in the fronts of the homes for downspouts under sidewalks).
- A downspout detail is available upon request from the Association Property Management Company.

### **Drainage Requirements**

- Drainage is required on all patios.
- If using the Versa-Lok Retaining wall, the manufacturer's specifications for placement of a 4" perforated drainage pipe must be strictly followed.
- The discharge of the drainage pipe must be esthetically pleasing.
- Drainage discharge may not enter a neighbor's Limited Common Element or Privacy Area A, and must be located so that discharge water drains properly.
- Drainage is required at the building line on all raised patios.
- The drain tile's purpose is to direct any water seepage through the paver bricks, away from the brick and basement of the home.
- A 4" perforated drain tile with a gravel backfill material is required at the brick ledge of the foundation of the home.
- Water discharge requirements are as stated above for the retaining walls.

### **Base of Patio**

- Paver brick patios must be constructed on a suitable base. The base shall consist of 4"-5" of crushed limestone 21AA aggregate, or slag, with a leveling course of 2" thick 30A slag sand base.
- The slag sand base shall be held in place by use of a triangular cement edging 6" in width at its base, or plastic edging staked in place and designed specifically for use with paver patio installations.

- All base materials shall be suitably compacted per the manufacturer's specifications.
- Detailed cross-section drawings are available from the Association Property Management Company.

### **Sump Pump Area**

- Care must be taken when working around and above the sump pump discharge lines.
- If repair of the sump pump line is required in the future or access is required by the association, municipality, or utility companies for the purpose of carrying on necessary repairs or maintenance, it will be the co-owner's responsibility to remove and restore that portion of the paver brick patio, and or retaining wall that is above and within the work area.

### **Contractor Insurance Requirements**

- Any installer, other than the co-owner, shall provide the Association with an insurance certificate listing the association as a named insured prior to installation. The following minimum insurance limits must be met:
  - Contractor's General Liability (including completed operations): \$1,000.00.
  - Workers Compensation: Statutory Limits

### **Co-Owner Responsibilities**

- It is the co-owner's responsibility to assure the restoration of all General Common Elements to the original condition before the start of the paver patio construction. This includes any access through lawn areas, landscape beds, driveways, and sidewalks.
- A contractor of the Association's choosing must install all irrigation lines and relocate heads due to the installation of a paver patio.
- All excess dirt generated from the excavation of retaining walls and paver patio sub-base must be removed from the development at the co-owner's expense.
- Any sod in the paver patio area must be completely removed and disposed of properly off the development property at the co-owner's expense.
- Co-owners are responsible for removing and restoring that portion of the paver brick patio, and or retaining wall, that is above and within the work area.
- All remaining building materials must be removed from the development and General Common Elements restored to prior conditions by the fourth day from the start of construction (weather permitting).
- In addition to the normal on-going maintenance of the patio (sealing, adding sand, etc.), it is the co-owner's responsibility to repair and restore any portion of the paver brick patio that settles or shifts from its original installed grade.
- The Association assumes no responsibility for repairs needed to a paver brick patio due to ground movement below the patio.

### **Association Responsibilities**

- The Association reserves the right to periodically inspect patio for adequate maintenance. If in the Association's opinion, adequate maintenance has not been performed, the Association may request that the co-owner make corrections.
- Should the co-owner fail to comply with the Association's maintenance request, the Association reserves the right to arrange for needed maintenance and charge the co-owner for it plus a 10% service charge to make such arrangement



## **SATELLITE DISH GUIDELINES**

The following guidelines pertaining to Satellite Dish installation have been approved by the Association Board of Directors and must be followed when installing a satellite dish.

### **Installation or Modification Requests**

- Satellite dishes must be placed within the co-owner unit or on a Limited Common Element. No satellite dish may be placed on a General Common Element without written approval of the Board.
- Prior to the installation or modification of a satellite dish on a General Common Element, co-owner(s) must submit an “Application for Alteration/Modification” form along with a \$100 bond to the Association Property Management Company for review by the Board. The bond will be refunded when the final inspection is completed and approved.
- A detailed description of who will be installing the dish and where it will be located must be included on the Application for Alteration/Modification form.
- Requests will be acted upon by the Board in writing within 30 days of receipt.
- Installation may not be made until Board approval has been received.
- Installation must be completed within 30 days of approval unless the Board grants an exception.
- When the installation has been completed, a “Request for Final Inspection” form must be submitted to the Association Property Management Company. A Board member will inspect the installation.

### **Guidelines**

- No more than one satellite dish is allowed.
- All installations shall be restricted to the requesting co-owner’s unit.
- Installation shall be completed so that it does not:
  - Create interference with reception of signals by other co-owners.
  - Cause material damage to any elements (General Common Elements or Limited Common Elements), or to individual units.
  - Void any Association warranties.
  - Impair the integrity of the Association structure in any way.
- The satellite dish must be secured so that it does not jeopardize the soundness or safety of any structure or the safety of any person at or near the dish; including damage from wind velocity.

### **Contractor Insurance Requirements**

- Any installer, other than the co-owner, shall provide the Association with an insurance certificate listing the Association as a named insured prior to installation. The following minimum insurance limits must be met:
  - Contractor’s General Liability (including completed operations): \$1,000.00.
  - Workers Compensation: Statuary Limits
  - Note: The purpose of this regulation is to ensure that antennas are installed in a manner that complies with building and safety codes and manufacturer’s instructions. Improper installations could cause damage to structures, posing a potential safety hazard to Association residents and other personnel.

### **Placement Locations**

- Satellite dishes must be placed within the co-owner's unit or on a Limited Common Element.
- Location Hierarchy (most preferred to least preferred)
  - In the attic
  - On the roof hidden behind the chimney
  - Under the roof soffit

### **Co-Owner Responsibilities**

- The requesting co-owner shall be responsible for any costs or damages related to the installation of a satellite dish to the General Common Elements.
- Co-owners are also responsible for, but not limited to following:
  - Installation, replacement, maintenance, repair, relocation or removal of dish, including repainting of the exterior surface when necessary.
  - Damage, such as leaks, that result from the device during and after installation.
  - Ensuring that the antenna does not become a safety hazard and where necessary make corrections.
  - Repairs to any property (co-owner, neighbors and/or Association) damaged by satellite installation, maintenance or use.
  - Medical expenses incurred by persons injured by satellite installation, maintenance or use.
  - Restoring satellite installation sites to their original condition.
- If the satellite dish becomes detached, owners shall remove or repair such detachment within 72 hours. If the detachment threatens safety, the Association will remove the satellite and charge the co-owner for the cost plus a 10% service charge to make such arrangements.
- Co-owners are responsible for removing the satellite dish and restoring the roof, siding and trim boards when the unit is sold.

### **Association Responsibilities**

- If satellite dish installation poses a serious, immediate safety hazard, the Association may seek injunctive relief to prohibit the installation or seek the removal of the installation.
- If these rules are violated, the Association, after notice and opportunity for the co-owner to be heard, may bring action for declaratory relief with the FCC or any court of competent jurisdiction. If the court or FCC determines that the Association rule is enforceable, a fine of \$50 shall be imposed by the Association for each violation.
- If the violation is not corrected within a reasonable length of time (30 days), the Association will impose an additional fine of \$10.00 per day for each day that the violation continues.
- To the extent permitted by law, the Michigan Condominium Act, and the Consolidating Master Deed and Bylaws of the Association, the Association shall be entitled to reasonable attorney fees, costs and expenses incurred in the enforcement of this policy.

*Perennial Planting  
Specifications*





Approved Perennials - Links of Northville Hills, 2013

	A	B	C	D	E	F	G	H	I
1	Perennial Plant	Variety or Cultivar	Height Range	Potential Spread Range		Flower Color		Bloom Period	Notes
2	Anemone (Windflower)	A. Blanda ((Grecian Windflower)	6-8 inches	6-8 inches		blue		spring	Pink Star has pink flowers with yellow centers. White Splendor has white flowers.
3		A. Canadensis (Meadow Anemone)	12-24 inches	12-24 inches		white flowers with yellow centers		late spring and early summer	Has slightly invasive tendencies.
4	Aster	A. Novae-Anglica "Purple Dome"	18-24 inches	24 inches		dark purple flowers		late summer to mid-fall	Resists mildew. Many other varieties of Aster grow too tall.
5		A. Novi-Beigi "Alice Haslam"	10-18 inches	18 inches		bright pink		late summer to mid-fall	Many other varieties of Aster grow too tall.
6	Astilbe	Astilbe Chinensis (Chinese Astilbe)	24 inches	18 inches		fluffy white, pink or purple flowers		late summer to mid-fall	
7		A. Japonica "Deutschland"	20 inches	12 inches		white flowers with yellow centers.		late spring.	
8		A. Japonica "Peach Blossom"	20 inches			peach pink flowers		early summer	
9	Bellflower or Campanula	C. Carpatica (Carpathian Bellflower)	10-12 inches	12-24 inches		blue, white, purple		summer	"Blue Chips" is a smaller, compact plant with large blue flowers. Other compact varieties include "Bressingham White" and "Jewel"
10		C. Glomerata (Clustered Bellflower)	12-24 inches	12-24 inches		purple, blue, white		summer	Some other varieties grow too tall for Links of Northville Hills beds.
11	Bergenia		12-24 inches	12-24 inches or more		red, purple, light to dark pink, white		spring	Will grow well in full sun or partial shade.
12		B. Bressingham White"	12 inches			white			
13		B. Ciliata (Winter Bergenia)	18-24 inches	18-24 inches		white or light pink			
14		B. Cordifolia (Heart-Leaved Bergenia)	24 inches	24 inches		deep pink			Foliage turns bronze or purple in fall and winter. "Purpurea" has magenta purple flowers and red-tinged foliage.
15		B. Evening Glow	12 inches	18-24 inches		deep magenta-crimson			Foliage turns red and maroon in the winter.
16		B. Purpurascens (Purple Bergenia)	18 inches	12 inches		deep purple		mid-spring or late spring	
17		B. Winter Fairy Tale (Wintermarchen)	12-18 inches	18-24 inches		rose red			Dark green leaves are touched with red in winter.
18	Blanket Flower or Gaillardia	G. Dwarf Goblin (Kobold)	12 inches	12 inches		variegated red and yellow, like those of the species		early summer to early fall	Many other varieties of Blanket Flower or Gaillardia grow too tall for Links of Northville Hills beds.
19	Bleeding Heart or Dicentra	D. Adrian Bloom"	12 inches	18 inches		bright red		late spring; may continue to bloom intermittently all summer	
20		D. Exima (Fringed Bleeding Heart)	15-24 inches	18 inches		pink or white		mostly in spring; may bloom sporadically over the summer	
21		D. Formosa (Western Bleeding Heart)	18 inches	24-36 inches		pink flowers fade to white as they mature		most likely of all Dicentra varieties to continue flowering all summer.	Can become invasive.
22		D. Luxuriant	12 inches	18 inches		red-pink		spring and early summer	
23		D. Stuart Boothman	12 inches	12 inches or greater		dark pink		spring to mid-summer	
24	Brunnera or Siberian Bugloss		12-18 inches	18-24 inches		blue			
25		B. Macrophylla Dawson's White (Variegata), Hadspen Cream				blue		all through spring	Grow variegated plants in light or full shade to avoid scorched leaves.

Approved Perennials - Links of Northville Hills, 2013

	A	B	C	D	E	F	G	H	I
1	Perennial Plant	Variety or Cultivar	Height Range	Potential Spread Range		Flower Color		Bloom Period	Notes
26	Chrysanthemum; Fall Garden Mum, Hybrid Garden Mum		12-24 inches	1-3 feet		orange, yellow, pink, red, purple, white		late summer and fall	Pinch plants back in spring and early summer to encourage bushy growth.
27	Columbine or Aquilegia	A. Canadensis (Wild Columbine, Canada Columbine)	up to 24 inches	12 inches		yellow flowers with red spurs		spring, summer	Comunbines are short-lived perennials. To keep a particular form, divide frequently or made root cuttings.
28		A. Hybrida-Biedermeler	9-12 inches			white, purple or pink		spring, summer	
29		A. X Hybrida - Dragonfly Hybrids	24 inches	12 inches		wide range of flower colors		spring, summer	
30	Coral Bells or Alum Root; Heuchera	H. Americana	18 inches	12 inches		red, pink, white, purple		spring, summer	Coral Bell varieties that will grow too tall, up to 4 feet, are not listed.
31		"Bressingham Hybrids", especially Diversifolia "Palace Purple"	18-20 inches			white blooms			Deep purple foliage.
32		H. Sanguinea	12-18 inches	12-18 inches		red, pink or white		summer	
33	Coreopsis or Tickseed	C. Auriculata	12-24 inches	Spreads slowly.		yellow		summer	Long blooming, but even with right conditions, plants rarely live beyond three years.
34		C. Rosea (Pink Tickseed)	24 inches	12 inches		pink		summer	
35	Cornflower or Mountain Bluet (Centaurea)		12-24 inches	12-24 inches or more		blue, purple, pink, white		late spring to mid-summer	
36	Corydalis or Corydalis Lutea		12-18 inches	12 inches or more		yellow		late spring to mid-summer	
37	Daylily or Hemerocallis	H. "Happy Returns"	16 inches			yellow		most of the summer	
38		H. "Stella d'Oro"	12 inches			golden yellow		most of the summer	
39	Euphorbia or Cushion Spurge		12-24 inches	12-24 inches		Flowers and bracts are yellow, green, orange		spring to mid-summer	Don't confuse Euphorbias with the invasive, weedy Leafy Spurge. You may wish to wear gloves when handling plants, to avoid milky sap, a potential irritant.
40		E. Dulcis	12 inches	12 inches		yellow-green			
41		E. Polychroma (Cushion Spurge)	12-24 inches	18-24 inches		Inconspicuous flowers are surrounded by yellow bracts.			
42	Foamflower or Tiarella		4-12 inches	12-24 inches		white, pink		spring; sometimes to early summer	These deer-resistant plants prefer partial, light or full shade without afternoon sun.
43		T. Cordifolia	low-growing	Spreads slowly.		Spikes of foamy, white flowers.			Attractive enough to be grown for its foliage alone.
44		T. Maple Leaf				pink-flushed			Bronze-green, maple-like leaves
45		T. Wherryi	low-growing	Forms a clump		pink			Dark green leaves.
46	Foxglove or Digitalis	D. Lutea (Yellow Foxglove, Small Yellow Foxglove)	24 inches; clump forming	12 inches		yellow		summer	The variety listed is shorter than other varieties, and thus more suitable for Links of Northville Hills planting beds. <i>Caution: Foxgloves are extremely poisonous; simply touching one of these plants may cause rashes, headaches and nausea.</i>
47	Geum or Avena		6-24 inches	8-24 inches		orange, red, yellow		late spring, summer	

Approved Perennials - Links of Northville Hills, 2013

	A	B	C	D	E	F	G	H	I
1	Perennial Plant	Variety or Cultivar	Height Range	Potential Spread Range		Flower Color		Bloom Period	Notes
48		G. Coccineum (Scarlet Avens)	12-24 inches, mounded clump.	12-24 inches		scarlet red		late spring to late summer	
49		G. Quellyon or G. Chioense (Chilean Avens)	16-24 inches, clump	16-24 inches		bright scarlet		all summer	
50		G. "Lady Strathedan"	16-24 inches, clump			bright yellow			
51		G. "Mrs. Bradshaw"	16-24 inches, clump			dark-orange, semi-double flowers.			
52		G. Reptans (Creeping Avens)	6 inches, low-growing, trailing	8-12 inches		yellow		early summer	
53	Goat's Beard or Aruncus	A. Aethusifolius (Dwarf Korean Goat's Beard)	6-16 inches tall; compact mound	Up to 12 inches		cream		early summer	This plant looks similar to Astilbe and is sometimes sold by that name.
54		A. Astilbioides	24 inches			creamy-white		early to mid-summer	This is a cultivar of A. Dioicus or Common Goat's Beard or Giant Goat's Beard, which would be too tall for Links of Northville Hills planting beds.
55	Golden Marguerite, Marguerite Daisy or Anthemis	A. Marshalliana (Marshall Camomile)	Low mounding, up to 18 inches	24 inches		bright golden yellow		summer	Cut off dead flowers to encourage continual flowering all summer. May cut back hard to promote new growth and flowers. Some varieties grow too tall (36 inches) to be acceptable in Links of Northville Hills planting beds.
56	Hardy Geranium or Cranesbill Geranium	G. Cinereum (Grayleaf Geranium)	4-6 inches	12 inches		small clusters of white or pink-veined flowers		early summer	Some other varieties grow too tall for Links of Northville Hills planting beds.
57		G. Johnson's Blue	12-18 inches	30 inches, spreading mat		bright blue		summer, over a long period	
58		G. Macrorrhizum (Bigroot Geranium, Scented Cranesbill)	12-20 inches	16-24 inches, spreading mound		Variable shades of pink		spring and early summer	"Album" bears white flowers in summer on compact plants. "Bevan's Variety" bears magenta flowers.
59		G. Sanguineum, (Bloody Cranesbill, Bloodred Cranesbill)	6-12 inches, dense mounding clump.	12-24 inches		bright magenta		mostly early summer, and sporadically until fall.	"Alpenglow" has bright rosy red flowers and dense foliage. "Elsbeth" has light pink flowers with dark pink veins; the foliage turns bright red in fall.
60	Hosta or Plantain Lily	Hostas have been subjected to a great deal of cross breeding and hybridizing, resulting in hundreds of cultivars.		4-24 inches	12-36 inches	white or purple		summer, early fall	Hostas, considered by some gardeners to be the ultimate in shade plants, are grown mainly for their foliage. At Links of Northville Hills, avoid any varieties that are taller than 24 inches at full growth. Varieties with thick leaves tend to be more slug resistant.
61	Iris	I. Ensata (I. Kaempferi or Japanese Iris)	up to 36 inches	about 18 inches		white, blue, purple or pink		early to mid-summer	Rarely needs dividing, this species is resistant to iris borers.
62		I. Germanica (Bearded Iris)	6 inches to 4 feet	Varies with height of cultivar.		Cultivars come in various colors.		Flowering periods range from mid-spring to mid-summer and some cultivars flower again in the fall.	Choose shorter cultivars only.
63		I. Pallida (Variegated Iris, Sweet Iris)	24 inches	12 inches		light purple		summer	This variety is infrequently grown, the variegated cultivars would be a colorful addition to the perennial garden.
64		I. Sibirica (Siberian Iris)	2-4 feet	36 inches		shades of purple, blue or white		early summer	While plants take a year or two to recover after dividing. Siberian Iris is more resistant to iris borers than other species. Choose shorter cultivars only.
65	Lady's Mantle or Alchemilla		3-18 inches	20-24 inches		yellow, green		early summer to early fall	
66		A. Millis (Common Lady's Mantle)	8-18 inches	about 24 inches		yellowish-green		early summer	The most frequently grown species. Deadheading may encourage a second flush of flowers in late summer or fall.

Approved Perennials - Links of Northville Hills, 2013

	A	B	C	D	E	F	G	H	I
1	Perennial Plant	Variety or Cultivar	Height Range	Potential Spread Range	Flower Color	Bloom Period	Notes		
67	Lavender, English Lavender or Lavandula	L. Angustifolia (Hidcote Blue"	18-24 inches	24-36 inches	spikes of deep purple flowers	mid-summer to fall	Avoid varieties that have too-tall a projected total growth.		
68		L. Angustifolia "Jean Davis"	12-14 inches	24 inches	pale pink	mid-summer to fall			
69		L. Angustifolia "lady"	8-10 inches	24 inches	purple, blue, white	mid-summer to fall			
70		L. Angustifolia "Munstead"	18 inches	24 inches	lavender blue	mid-summer to fall			
71	Lungwort or Pulmonaria		8-24 inches	8-36 inches	blue, red, pink, white, purple	spring	Plant also grown for foliage. Lungworts prefer partial to full shade.		
72	Masterwort or Aстранtia Major		12-36 inches	18 inches	pink, green, red or purple. "Rubra" bears deep maroon flowers.	blooms all summer.	A newcomer to Michigan gardens. Flowers are long-lasting in fresh arrangements.		
73	Obedient Plant or False Dragonhead or Physostegia	P. Vivid	12-24 inches	12 inches	bright purple-pink	mid-summer to fall	P. Vivid is a compact hybrid. Other varieties will grow too tall to fit in Links of Northville Hills planting beds.		
74	Pachysandra, Pachysandra Terminalis		6-12 inches, dense mounding clump.	indefinite	inconspicuous flowers are surrounded by yellow bracts.	spring, summer, fall	Useful as a durable groundcover for under trees and in shady borders.		
75	Penstemon or Beard Tongue	P. "Apple Blossom"	18-24 inches	18-24 inches	pink-flushed white flowers	late spring to mid-summer	P. Barbatus and its varieties shown are the hardiest of the Penstemons. Varieties listed are compact growers to fit in Links of Northville Hills planting beds.		
76		P. "Elfin Pink"	18 inches	18 inches	pink	late spring to mid-summer			
77		P. "Hyacinth Mix"	Up to 12 inches	12 inches	Mix of pink, lilac, blue and scarlet				
78	Peony or Paeonia		24-32 inches	24-32 inches	white, yellow, pink, red, purple	spring, early summer	Place wire peony or tomato cages around the plants in early spring to support heavy flowers. The cage will be hidden by the foliage as it grows up in to the wires.		
79	Phlox	P. "Chatahochee"	6-12 inches	12 inches	lavender blue flowers with darker purple centers	most of the summer and early fall	Low-growing species are useful at the front of a border.		
80		P. Stolonifera (Creeping Phlox)	4-6 inches	12 inches	shades of purple, blue or white	spring			
81		P. Subulata (Moss Phlox, Creeping Phlox, Moss Pinks)	2-6 inches	20 inches	various colors	late spring to early summer			
82	Pincushion Flower or Scabiosa		12-24 inches	24 inches	purple, blue, white, pink	summer, fall			
83	Pinks or Dianthus		2-18 inches	8-24 inches	pink, red, white, lilac	spring, summer			
84	Potentilla, Potentilla Nepalensis		12-18 inches		rose pink	late spring to early summer			
85		Potentilla Nepalensis "Miss Willmott"			scarlet flowers with contrasting dark red centers				
86	Primrose or Primula		6-24 inches	6-18 inches	red, orange, pink, purple, blue, white, yellow	spring, early summer			
87	Red-Hot Poker, Torch Lily, Kniphofia	K. "Little Maid"	24 inches	up to 24 inches	salmon-colored buds opening to white flowers	summer, fall	Other varieties grow too tall for use in Links of Northville Hills planting beds.		
88	Rose Mallow or Hardy Hibiscus	"Disco" or "Disco Belle"	18-24 inches	12-18 inches	red, pink or white	mid-summer to frost	"Disco Belle" is often grown as an annual. Other varieties are too tall for planting in Links of Northville Hills beds.		

Approved Perennials - Links of Northville Hills, 2013

	A	B	C	D	E	F	G	H	I
1	Perennial Plant	Variety or Cultivar	Height Range	Potential Spread Range		Flower Color		Bloom Period	Notes
89	Roses: hybrids, miniature or Floribundas							late springs, summer	Newer varieties include "Knock-out" and "Carpet roses" that bloom from June 1st through fall.
90	Sedum or Stonecrop		2-24 inches	18 inches to indefinite		yellow, white, red, pink		summer, fall	Plant often is grown for foliage.
91	Shasta Daisy		10-30 inches	24 inches		white with yellow centers		early summer to fall	
92	Speedwell or Veronica	V. Austriaca subspecies Teucrium (Hungarian Speedwell)	6-24 inches	12-24 inches		bright blue		late spring to mid-summer	
93		V. "Crater Lake Blue"	12-18 inches			deep blue			
94		V. Spicata (Spike Speedwell)	12-24 inches	18 inches		blue		summer	
95		V. Spicata "Blue Bouquet"	12 inches			bright blue			
96	Spiderwort or Tradescantia		12-24 inches	18-24 inches		purple, blue, pink, red, white		early summer to fall	Small, variously colored flowers last only a day, but they are self-cleaning and keep coming for eight weeks or more. For shaded areas, choose shorter varieties to prevent flopping. A related species, "Wandering Jew" is often grown as a trailing houseplant.
97	Stokes' Aster or Stokesia		12-24 inches	12-18 inches		purple, blue, white, pink		mid-summer to early fall	Avoid very wet and heavy soils to prevent root rot.
98	Sundrops or Evening Primrose or Oenothera	O. Fremontii	6 inches	12-18 inches		yellow, white, red, pink		early summer to early fall	Evening Primrose can be a bit invasive, self-seeding readily and finding their way into unexpected places.
99		O. Speciosa (Showy Evening Primrose)	6-24 inches	12-18 inches		pink or white		early summer to early fall	
100	Thrift or Sea Pink or Armeria		8-24 inches	12-24 inches		pink, white, purple, red		late spring, summer	
101	Thyme or Thymus		2-18 inches	4-16 inches		purple, pink, white		late, spring, summer	Plant is grown mainly for its foliage, as an herb.
102	Vinca, Myrtle, or Periwinkle		4-8 inches	indefinite		blue, purple, white		mid-spring, fall	A useful and attractive groundcover under trees or in a shrub border. Vinca is shallow-rooted and is able to out-compete weeds, but won't interfere with deeper-rooted shrubs.
103	Yarrow or Achillea	A. Anthea	12-24 inches	12-18 inches		yellow		all summer	Will flower all summer if kept dead-headed.
104		A. Moonshine	18-24 inches	12-24 inches		yellow		all summer	



*Pool  
Regulations*





**LINKS OF NORTHVILLE HILLS GOLF CLUB  
CONDOMINIUM ASSOCIATION**

**POOL REGULATIONS**

The use of the pool at The Links of Northville Hills Golf Club Condominium is limited to the legal owner/co-owner, renters, and individuals who reside in the unit on a full-time basis. All residents must be registered at the office of the Association Property Management Company. Residents using the pool area must carry a valid driver's license as proof of residency.

The continued safe and pleasurable use of the pool is dependent upon the cooperation of residents and adherence to the pool regulations outlined below. Failure to do so could result in the temporary suspension of pool privileges, or in cases of flagrant or continued violation, permanent suspension of pool privileges.

The Board of Directors has authorized all residents to dismiss individuals from the pool area who violate the rules, exhibit unbecoming behavior, or fail to show evidence of his/her residency.

The Pool is operated under license from the State of Michigan and must conform to guidelines from the Wayne County Health Department.

Please treat this facility with the care and respect you have for your own property. Please also treat your fellow residents and guests with respect and courtesy.

**DISCLAIMER**

All residents and guests using the pool incur a certain risk. The Association and Association Property Management Company shall not be liable for any accident, loss, or injury in connection with the use of the pool except as may be determined in a court of law. There is no life guard on duty, therefore, residents are responsible for themselves and their guests.

**IN CASE OF EMERGENCY**

- Call **911** for all life threatening and confrontational situations. A phone is located in the pool area for this purpose.
- Report all pool maintenance issues to the Association Property Management Company.
- Individual residents shall not arrange for any maintenance of the pool without approval of the Board.

**OPERATION**

- The pool will be open from Memorial Day weekend to Labor Day weekend.
- No access to the pool area is permitted outside the designated pool season.
- Hours of operation of the pool will be from 10 a.m. to 9:00 p.m. daily.
- The pool may be closed for maintenance, health and safety considerations, inclement weather conditions or at the Board's discretion.
- The clubhouse shall remain locked unless reserved by a resident.
- Residents shall have the use of the pool when the clubhouse has been rented by another resident.
- Wet swim wear, clothing, towels or pool or swim articles are not permitted in the clubhouse, other than in the rest rooms.

## GUESTS

- Due to the size of the pool, pool area and limited number of tables and chairs, the number of guests permitted in the pool area is limited to four (4) per unit. Special requests should be directed to the Association Property Management Company.
- All guests must be accompanied by an adult resident 21 years or older at all times.
- Under no circumstances shall a guest be given the key to the pool.
- Guests are bound by the same rules and regulations as residents.
- Any damage caused by guests will be assessed to the resident.
- In cases where the posted capacity of the pool has been reached, residents shall have priority in its use.

## POOL KEY

- A pool key was provided to each owner at the time of unit purchase. This key provides access to both the pool area and restrooms.
- Residents or any guests entering the pool by any other means than a pool key will result in the loss of pool privileges for the resident.
- The cost of the replacement pool key is \$100.00
- Lost pool keys can be replaced by contacting the Association Property Management Company.

## SAFETY REGULATIONS

- **REMINDER: THERE IS NO LIFE GUARD ON DUTY.**
- Children 16 and under, non-swimmers, or other individuals unlikely to exercise mature judgment in health and safety matters are not permitted to enter the pool area unless accompanied by a resident adult 21 years or older charged with the responsibility for their safety and conduct.
- Floating devices or other objects which may pose a hazard or hinder efficient use of the pool will not be permitted.
- Glass containers of any kind are not permitted within the pool area.
- No food products are allowed within 6 feet of the pool edge.
- Umbrella tables are not to be moved north of the blue line.
- In consideration of the residents living in the proximity of the pool, amplified sound equipment is not to be used in the pool area.
- Persons under the influence of alcohol or other intoxicants will be asked to leave the pool area.
- An adult resident 21 years or older must accompany all children under the age of 16 to the restroom.

## HEALTH/CLEANLINESS GUIDELINES

- Persons using the pool must be attired in clean, bona fide swim wear. "Cut-off" jeans or trousers, tee shirts, or street socks are not acceptable.
- Children who are not toilet trained must wear a clean swim diaper. If an incident occurs, immediately notify the Pool Coordinator, a Board member or Association Property Management Company. Per the Wayne County Health Department, pool accidents by small children require the closure of the pool. This can result in a large expense to the Association.
- Immediately prior to entering the pool, all swimmers must take a cleansing shower using warm water and soap followed by a thorough rinse.
- Persons who leave to use the restrooms must take another shower before returning to the water.

- Suntan lotions must be showered off before entering the water.
- Persons wearing bandages or suffering from infectious or communicable diseases shall not use the pool.
- Spitting, spouting of water, blowing of the nose or otherwise polluting the pool water or deck area is forbidden.
- Pets are not allowed within the pool enclosure fence.

### **SPECIAL ACTIVITIES**

- Use of the pool for water aerobics has been approved by the Board of Directors. Residents will be notified of the dates and times of this activity.



*Policies*  
*&*  
*Procedures*



*The Links*  
**of Northville Hills Golf Club  
Condominium Association**

**CLUBHOUSE RESERVATION POLICY**

- All clubhouse reservations shall be booked through the Clubhouse Reservation Coordinator on a first-come, first-serve basis. Contact the Association Property Management Company for the coordinator's name and telephone number.
- Only The Links of Northville Hills Golf Club Condominium residents are permitted to reserve the Clubhouse.
- The resident must be present for the duration of the approved event.
- Reservation of the Clubhouse requires a \$125.00 usage fee, plus a security deposit of \$200.00, and the submission of an Association "Clubhouse Rental Agreement" included in the Forms Section.
  - Payment in full of the usage fee is due thirty (30) days prior to the event.
  - Following the event, the Clubhouse should be cleaned by the renter. If the Clubhouse is not cleaned, arrangements will be made by the Association and the cost of cleaning shall be deducted from the security deposit or, if necessary, assessed to the renter.
  - If damages exceed the \$200.00 security deposit, the Association Property Management Company will assess additional fees and submit an invoice for payment that will be due by the next monthly payment of association fees.
  - The security deposit will be returned after all above items have been resolved.
- For the usage fee and security deposit to be refunded due to cancellation of event, reservations must be cancelled within 30 days of the scheduled event.
- All usage fees are considered non-refundable within the 30 day period of the event.
- Clubhouse rental includes exclusive use of the main meeting room, clubhouse facilities and available parking spaces. No vehicles are permitted on the sidewalks, grass or posted designated fire lanes.
- Residents may not attach decorations to walls, ceilings or structure. Exterior lawn signs are not permitted. Contact the Clubhouse Coordinator to make arrangements to use the Association's information sandwich board.
- Residents must provide any necessary tables, chairs, dishes, etc. All supplies must be removed the day of the event unless other arrangements are made in advance. The deposit will be returned after all items have been completed.
- The Clubhouse may be used until 12:00 a.m. (midnight).
- The maximum capacity of the Clubhouse is 71 persons (per fire code).
- All events shall be conducted in accordance with the Association standards and in compliance with local laws.
- Prior to leaving the Clubhouse, turn thermostat down to 65 degrees in the winter and up to 78 in the summer, lock all doors (including the door to the restrooms) and turn off all lights.
- Residents are expected to remove all trash/rubbish from the Clubhouse and to dispose of it at their residence on the next normal trash day.
- As appropriate, report all problems, accidents, security issues and maintenance issues to **911** or the Association Property Management Company. A phone is located in the pool area for this purpose.
- Individuals use the Clubhouse at their own risk and assume sole responsibility for personal injury and damage to property.
- Please treat the Clubhouse with the same care and respect you would your own home.
- No tobacco or related products may be used in this facility.
- Other residents will have access to the pool and restroom facilities during the reserved event.



*The Links*  
of Northville Hills Golf Club  
Condominium Association

**COLLECTION OF DELINQUENT ACCOUNTS**

Whereas, the Board of Directors of The Links of Northville Hills Golf Club Condominium Association is empowered to govern the affairs of the Association, and

Whereas, it may be necessary to collect delinquent accounts as a result of non-payment of Association assessments,

Therefore, be it resolved that the policy for the collection of delinquent accounts shall be as follows:

1. The monthly assessment is due on the first of each month. Any balance remaining after the fifth of the month is delinquent and a late fee of \$25.00 shall be added to the account.
2. A late notice will be mailed to a delinquent co-owner showing the total balance due including late fees and any collection costs. A late notice is a courtesy and is not required. Failure of management to send a notice or of the co-owner to receive the notice, shall not prevent further collection action, or excuse the co-owner from payment of all delinquent assessments, late fees and collection charges.
3. When the delinquent balance of an account is equal to or greater than three (3) months or \$1000 in assessments the Association's legal counsel shall be directed to notify the co-owner that:
  - A. A lien may be recorded against the unit if the arrearage is not paid within thirty (30) days.
  - B. All collection costs will be added to the member's account.
  - C. The remaining balance of the annual assessment will be immediately due and payable, if the arrearage is not paid within thirty (30) days.
4. If thirty (30) days after the above notice is sent, the balance is not paid; the Association's legal counsel may record a lien against the co-owner's unit and so notify the co-owner.
5. If the account has not been paid in full within 10 days of filing the lien, the Board may then authorize the Association's legal counsel to commence a law suit against the delinquent co-owner for all sums due to the Association including, but not limited to, late charges, assessments due through the remainder of the fiscal year, legal costs and legal fees incurred by the Association to collect the delinquency, and to foreclose the Association's lien against the unit.

*The Links*  
of Northville Hills Golf Club  
Condominium Association

**MAINTENANCE, REPAIR & REPLACEMENT GUIDELINES**

The maintenance, repair, and replacement policies at The Links of Northville Hills Golf Club Condominium are the responsibility of either the Association or the co-owner(s). To assist in providing quick reference in the determination of responsibility for various maintenance items, a matrix has been prepared and enclosed in this handbook. Some general statements about policies are as follows:

1. Responsibilities for maintenance, repair and replacement are defined by the recorded Consolidating Master Deed and Bylaws for the Association with subsequent interpretation and policy established by the Board of Directors, as appropriate.
2. Performance of the maintenance, repair and replacement for the Association is the responsibility of the Board of Directors and may be delegated to the Association Property Management Company.
3. In general, the Association is responsible for maintenance, repair, and replacement of the General Common Elements including land, driveways, roads, sidewalks, utilities (electrical, gas, telephone, and plumbing) networks up to the point of unit connection, foundation, outside perimeter walls, and roofs.
4. In general, co-owners are responsible for maintenance, repair, and replacement of items within the inside of the unit perimeter walls and beyond interior utility network connection points including many of the Limited Common Elements or those items reserved only for each individual unit owners use.
5. In general, co-owners are responsible for maintenance, repair, and replacement of any and all items that are damaged by themselves, guests or lessees, regardless of normal maintenance responsibility.
6. The propriety, timing, method, financing, degree, and type of maintenance, repair, and replacement for the Association is at the reasonable discretion of the Board of Directors. The costs are ultimately levied to all co-owners through the monthly assessments.
7. Modification or alteration of any Common Elements requires approval of the Board of Directors. Please refer to the Architectural Control Policies and Procedures.
8. These statements and the attached matrix serve as guidelines only and if any items are in conflict with the recorded Consolidating Master Deed and Bylaws, then the recorded documents will prevail.

**THE LINKS OF NORTHVILLE CONDOMINIUM ASSOCIATION**  
**MAINTENANCE MATRIX**

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Air Conditioner		✓	
Animals in House		✓	
Appliances		✓	
<b>Basement</b>			
Carpet		✓	
Concrete Floor	✓		
Cracks, Settlement		✓	Cosmetic cracks not repaired
Finished Drywall, Electrical, Plumbing		✓	All finished space in basement is owner's responsibility to maintain and insure.
Foundation	✓		
Furnace		✓	
Hot Water Heater		✓	
Humidifier/Dehumid.		✓	
Laundry		✓	
Leaks in wall	✓		Through outside walls in basement
Windows	✓		Except glass and screens which is owner
<b>Chimney</b>			
Birds		✓	Association will assist in removal
Cleaning		✓	
Damper Adjustment		✓	
Inspecting		✓	Problems with draw & back draft
<b>Decks</b>			
Light Bulbs		✓	
Staining of Railing	✓		
All other repair		✓	
Snow Removal		✓	
Treat Deck Flooring		✓	
<b>Doors, Outside Only</b>			
Broken Glass		✓	
Caulking	✓		
Lock Mechanism		✓	Also lockouts
Frame	✓		
Garage Passenger		✓	
Screens		✓	
Storm Doors		✓	Only approved models allowed
Surface-Outside	✓		Painting Only/Cleaning is Co-owner
Inside		✓	
<b>Doors, Interior</b>		✓	

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
<b>Electrical</b>			
Basement -Finished		✓	
Basement-Unfinished		✓	
Bulbs-Inside		✓	
-Above Entrance	✓		By request only, if not reachable by co-owner.
-Outside Garage	✓		
-All Other		✓	
Circuit Breakers/Box		✓	
Doorbell		✓	
Fixtures			
Lights-Exterior	✓		
Interior		✓	
Outlets & Switches		✓	
Wiring		✓	Beyond Meter
<b>Fire Alarm System</b>	✓		Multi-unit wiring only. Detector is Owner.
<b>Fireplace</b>			
Damper Adjustment		✓	
Flue Cleaning		✓	
Gas valves/Fixtures		✓	
Glass Doors/Screens		✓	
Surfaces		✓	
<b>Floors</b>			
Coverings		✓	Carpet, Hardwood, Tile, Etc.
Squeaks		✓	
Subfloor / Structure	✓		Except negligence i.e. leaking Fixtures
<b>Furnace</b>		✓	
<b>Garage</b>			
Automatic Opener		✓	Including track assembly for opener
Garage Door	✓		Except Owner or Visitor damage
Door- to Unit		✓	
Floor-Surface		✓	Cosmetic cracks
Structure	✓		
Lights - Inside		✓	
Outside & Bulbs	✓		See Electrical/Bulbs
Locks, Keys, Opener		✓	All Opener mechanism
Tracks & Rollers	✓		
<b>Insects</b>			
Damage From		✓	
Infestation	✓		
<b>Lawn &amp; Grounds</b>	✓		

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
<b>Plumbing</b>			
Drain		✓	Up to point of unit connection
Exterior Irrigation	✓		
Faucets & Fixtures		✓	
Outside Hose Bib		✓	
Pipe Leaks		✓	After unit shut off valve-Before is Assoc.
Pipe Freeze Up		✓	
Sewer Backup		✓	Before unit stack clean out is co-owner
Shut Off Valve		✓	You must know location of valve in unit!
Sump Pumps		✓	
Water Main	✓		
<b>Porch-Front</b>			
Bulbs		✓	
Concrete	✓		
Snow Removal	✓		
<b>Roof &amp; Gutters</b>	✓		
<b>Sidewalks</b>	✓		
<b>Smoke Detectors</b>		✓	
Multi-unit wiring	✓		
<b>Television Cable</b>		✓	
<b>Walls</b>			
Exterior-Perimeter	✓		
Interior-Perimeter			
Drywall Cracks		✓	
Nail pops		✓	
Paint/ Wallpaper		✓	
Structural Failure	✓		
Surfaces		✓	
Interior-Non-perimeter		✓	
Finished walls		✓	Owner opens & closes for repair of leaks
<b>Windows</b>			
Broken Glass		✓	
From golf ball		✓	Contact glass repair company
Caulking	✓		
Frame	✓		
Latches/Hinges	✓		
Screens		✓	
Seals Defective-Fog		✓	
Surfaces		✓	
Weather Stripping	✓		
<b>Water Heater</b>		✓	

*The Links*  
**of Northville Hills Golf Club  
Condominium Association**

**VIOLATIONS & FINES**

Whereas, the Board of Directors of The Links of Northville Hills Golf Club Condominium Association is empowered to govern the affairs of the Association, and

Whereas, it may, from time to time, become appropriate for the Board of Directors to initiate a notice of violation (Notice) for apparent non-compliance with the regulations of the Association and to assess fines for violations,

Therefore, be it resolved that the policy for the issuance of such notices and for the assessment of fines for violations shall be as follows:

1. Notices may be issued immediately for any apparent violation that comes to the attention of the Board. A telephone call may be made to the resident, describing the violation observed and providing an opportunity to correct the situation within a given time. If the condition remains uncorrected, a written notice will be issued.
2. All notices are subject to appeal to the Board within the time limits given and in the manner prescribed in the notice. Notices, which are successfully appealed, will remain on file, for continuity of policy, but will not be counted in the fine schedule.
3. Notices that are properly appealed, as in paragraph 1, will not result in fines or other action pending final disposition of the appeal. If the appeal is successful, the Notice will be dismissed. If the appeal is unsuccessful, the fine, if any, will be due and payable within ten days, and then added to the co-owner's account if still unpaid. Correction of the situation which led to the Notice first being issued must occur within the time specified in the letter advising of the unsuccessful appeals or another Notice may be issued.
4. Co-owners who desire to call an apparent violation to the attention of the Board are requested to submit a Co-owner Comment/Concern form to the Association Property Management Company. The form must include all available information, such as dates, times, names, addresses, location and description of the apparent violation, and any other pertinent details. The submitted form must be signed by at least one co-owner. The signature of a second co-owner would be helpful but is not required. A copy of the Co-owner Comment/Concern form can be found in the Forms Section of this handbook.

Any notices to the alleged violator will not cite the name of the complainant, however the complainant may be asked to appear at a hearing as a witness if the allegation is disputed.

5. Each Notice of Violation that has not been successfully appealed will be counted when applying the following fine schedule.
  - 1<sup>st</sup> violation - No fine
  - 2<sup>nd</sup> violation - \$50.00
  - 3<sup>rd</sup> violation - \$100.00
  - 4<sup>th</sup> and Subsequent Violations - \$150.00 each



*Forms*





*The Links*  
of Northville Hills Golf Club  
Condominium Association

APPLICATION FOR ALTERATION/MODIFICATION

I/we hereby apply for approval to make the following alteration/modification in or around our unit.

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I acknowledge receipt of the rules and regulations as they apply to the Architectural Control Policies and Procedures and the Alteration/Modification Procedures, have reviewed them, and agree to abide by them.

I hereby certify that this work will be performed in accordance with all applicable state and local codes and regulations, and in accordance with all Association Policies and Procedures.

Attached is the required bond of \$100.00. I understand that the bond will be refunded when the final inspection has been completed and approved.

CO-OWNER INFORMATION

Co-Owner Name: \_\_\_\_\_

Co-Owner (s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Signatures: \_\_\_\_\_  
  Co-Owner    Co-owner

Date: \_\_\_\_\_ Check #: \_\_\_\_\_

CONTRACTOR INFORMATION

(If using a contractor, complete this information)

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

**Proof of Bonding and Insurance must be attached to this request.**



*The Links*  
of Northville Hills Golf Club  
Condominium Association

REQUEST FOR FINAL INSPECTION

I hereby request final inspection of the following previously approved alteration/modification.  
Upon completion of the Association's inspection and final approval, I also request the release of the cash bond made at time of application.

If applicable, attached is a copy of the Township final inspection. Permit #: \_\_\_\_\_

Co-owners must provide written document from the contractor showing release of all liens.

DESCRIPTION OF REQUESTED ALTERATION/MODIFICATION

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Date Submitted: \_\_\_\_\_ Date Approved: \_\_\_\_\_

I/we acknowledge that the Association inspection is only an inspection for conformity to the aforementioned approval. I release the Association from any responsibility for the adequacy of the installation/alteration as it relates to:

- a. Conformity to local Northville Township requirements.
- b. The adequacy of construction specification
- c. The quality of workmanship
- d. The soundness or safety of the improvement

Co-Owner Name: \_\_\_\_\_

Co-Owner (s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Signatures: \_\_\_\_\_  
Co-Owner Co-owner

Date: \_\_\_\_\_

Date Approved by Board: \_\_\_\_\_



*The Links*  
of Northville Hills Golf Club  
Condominium Association

**CLUBHOUSE RENTAL AGREEMENT,  
RELEASE OF LIABILITY  
AND INDEMNIFICATION AGREEMENT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Number in Attendance: \_\_\_\_\_ Date Of Actual Application: \_\_\_\_\_

**FACILITIES REQUESTED:**    \_\_\_\_\_ Clubhouse    \_\_\_\_\_ Kitchen    \_\_\_\_\_ Other

I (we), the undersigned, agree to abide by the established rules and regulations of the clubhouse adopted by The Links of Northville Hills Golf Club Condominium Association, and further understand that I will be responsible for my guests and for all damages to the furnishings, furniture and accessories as noted during the final inspection of the clubhouse and pool facilities at the conclusion of the function.

In consideration of The Links of Northville Hills Golf Club Condominium Association allowing rental of its clubhouse, facilities, equipment and premises:

I/we shall indemnify and hold harmless The Links of Northville Hills Golf Club Condominium Association, its Board of Directors, officers, agents, employees, assigns, successors and each co-owner from all losses, damages, claims, suits, costs, expenses and disbursements of any kind, including all legal expenses and attorney fees incurred by The Links of Northville Hills Golf Club Condominium Association based upon any claim, demand, lawsuit or action brought by any person or entity whatsoever with respect to any personal injury (including death) or property damage from any cause, including claims of negligence on the part of The Links of Northville Hills Golf Club Condominium Association, with respect to, arising from or in any way relating to the rental of The Links of Northville Hills Golf Club Condominium Association clubhouse, facilities, equipment and premises.

I/We freely and expressly assume and accept full responsibility for all risk of injury from my/our use of The Links of Northville Hills Golf Club Condominium Association clubhouse, facilities, equipment and premises. I/We release The Links of Northville Hills Golf Club Condominium Association, its Board of Directors, officers, agents, employees, assigns, successors and each co-owner from all personal injuries (including death) and property damage from my/our use of The Links of Northville Hills Golf Club Condominium Association clubhouse, facilities, equipment and premises.



I/we have carefully read this Rental Agreement, Release of Liability and Indemnification Agreement and fully understand its contents. I am/We are aware that this is a release of liability and indemnification agreement as well as a rental agreement between The Links of Northville Hills Golf Club Condominium Association and me/us. I/We accept and agree to all terms.

Resident Signature(s): \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Reservation Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

***BELOW IS TO BE COMPLETED BY A REPRESENTATIVE OF THE ASSOCIATION***

\*\*\*\*\*

Name of Renting Resident(s): \_\_\_\_\_

Usage Fee of \$125.00 received on: \_\_\_\_\_ Check # \_\_\_\_\_

Security Deposit of \$200.00 received on: \_\_\_\_\_ Check. # \_\_\_\_\_

**NOTE:** Security Deposit will be reimbursed upon final inspection of facility

Security Deposit: \$ \_\_\_\_\_

Clean Up Fee: \$ \_\_\_\_\_

Damage Fee: \$ \_\_\_\_\_

Misc. Fee (Explain) \$ \_\_\_\_\_

**Total Charges:** \$ \_\_\_\_\_

**Amount Refunded:** \$ \_\_\_\_\_

Date Refunded: \_\_\_\_\_

Refunded by: \_\_\_\_\_





## AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Print Name	
Address	
City/State/Zip	
Name of Association	
Unit Number	Month & Year for First ACH Debit to Account

I hereby authorize Herriman & Associates, Inc., management agent for the association named above, to initiate debit entries to my (select one)  Checking Account  Savings Account indicated below at the depository financial institution named below and to debit the same to such account. I acknowledge that the origination of the ACH transactions to my account must comply with the provisions of U.S. law. I acknowledge that the payment amount may change from time to time and I will receive notification of such change in general association correspondence.

I acknowledge that the first ACH debit to my account will be processed the month and year indicated above unless I am notified otherwise.

This authorization is to remain in full force and effect until Herriman & Associates, Inc. has received written notification from me of its termination in such time and such manner as to afford Herriman & Associates, Inc. and my financial institution a reasonable opportunity to act on it.

Name of Financial Institution	
Account Number	
SIGNATURE REQUIRED	Date

• ATTACH A VOIDED CHECK HERE

Return this form to:

**Herriman & Associates, Inc.**  
**41486 Wilcox Road**  
**Plymouth, MI 48170-3104**

**FOR OFFICE USE ONLY**

DATE ENTERED
PAYMENT \$
MONTH & YEAR OF FIRST DEBIT

Forms\acctg\ACH Agreement

Revised 11/99



*The Links*  
**of Northville Hills Golf Club**  
**Condominium Association**

**EMERGENCY CONTACT INFORMATION**

<b><u>CO-OWNER INFORMATION</u></b>			
Condominium Unit Address		Building #	Unit #
Co-Owner #1	Phone Number(s)		Home Work Mobile
Co-Owner #2	Phone Number(s)		Home Work Mobile
Off-Site Address		Is this your primary residence? ___ Yes ___ No	
E-mail Address			
Is there another way of contacting you in event of emergency?			
Co-Owner #1 Signature		Date	Co-Owner #2 Signature
			Date
<b><u>EMERGENCY CONTACTS</u></b>			
Please list individuals who have a key and can reach your unit within 30 minutes in the event of a serious emergency (fire, burst water pipe, etc). Should it be necessary for the Association enter unit in order to minimize damage to your unit and to other adjoining units, all damages and related repairs due to a forcible entry would be your responsibility. This information can be updated on <a href="http://www.herriman.net">www.herriman.net</a> .			
Name		Phone Number(s)	
Name		Phone Numbers(s)	
Name		Phone Number(s)	
<b><u>RETURN TO</u></b>			
Herriman & Associates, Inc. 41486 Wilcox Road Plymouth, MI 48170-3104 Fax: (734) 459-0690			

