

Coves of Canton homeowners Association



Co-owners Handbook of Rules & Regulations

Adopted November 2018

This book must remain with your condominium

42137 Tonquish Ct

Dear Co-owners:

The Association has completed another review of the Bylaws that regulate the use of the common elements in our community. As part of the review, the Board has adopted several new rules and reminds all Co-owners of these regulations, some of which have been updated while creating this book.

Rules are developed to protect property values and safeguard the best interest of the community as a whole. Rules may apply to noise, pets, renovations, parking, rentals or even window treatments (because they can be seen from outside the buildings). They are meant to support and or clarify information contained in the Condominium Bylaws. Some of the rules and regulations have been developed as a result of changes in local, state or Federal laws since the original Bylaws were adopted. Others are a result of technology advancement or product improvements as Co-owners seek to make improvements to their units or the community at large.

The Board encourages all residents to familiarize themselves with the rules and regulations contained in this booklet. This booklet should be retained and passed on to future owners should the unit be sold.

Keep in mind that the majority of changes that affect the exterior of the unit, require an approved modification request prior to commencing a project. An application form for a modification request is available on-line or upon request from the management company. Allow approximately 30 days for Board review and decision as to whether the modification is in accordance with the Association Bylaws and regulations.

This handbook is designed to be used in conjunction with the Association's Bylaws.

Questions and clarifications regarding the content of the handbook should be directed to the Management Company or the Board of Directors.

**Coves of Canton Homeowners Association
Maintenance Matrix (REVISED 2011)**

| ITEM | ASSN | CO-OWNER | COMMENTS |
|---|------|----------|---|
| Address Signs | X | | |
| Air Conditioners | | | |
| Compressor | | X | |
| Concrete Pad | | X | |
| Fan | | X | |
| Leveling | | X | |
| Basement | | | |
| Cracks & Rod Holes | X | | Active leaks only |
| Drainage | X | | |
| Leaks | X | | |
| Sump Pumps | | X | INITIAL REPLACEMENT ASSOCIATION |
| Decks | | | |
| Repair/Replacement | | X | |
| Maintenance | | X | |
| Doorwalls | | | |
| Frame/Exterior | X | | Brick mold |
| Glass | | X | |
| Handles & Locksets | | X | |
| Screens | | X | |
| Sills | X | | |
| Electrical | | | |
| Circuit Breakers | | X | |
| Circuits - Wiring | | X | |
| Doorbells | | X | |
| Fixtures/Buttons/Lights | | X | |
| Wiring/Transformers | X | | |
| Exterior Light Bulbs | X | | LAMP POST ONLY |
| Exterior Outlets (Receptacles) | | X | |
| Exterior Fixtures (Receptacles) | | X | |
| Interior Outlets | | X | |
| Switches & Plugs | | X | |
| Exterior Doors | | | |
| Door Knob/Locks | | X | |
| Jamb | X | | |
| Outside Surface | X | | NORMAL WEAR & TEAR |
| Painting/Exterior | X | | DURING PAINT ROTATION ONLY |
| Storm Door | | X | |
| Threshold | X | | |
| Weather Stripping | | X | |
| Extermination | | | |
| of insects | X | | |
| of rodents / wildlife excluding mice | X | | WILDLIFE IF ENTRY TO UNIT excluding mice |
| Fire Alarm System | X | | SYSTEM AND HEAT DETECTORS. HEAT DETECTORS DO NOT MAKE ANY SOUNDS. |
| Smoke Detector | | | |
| Battery | | X | |
| Hardware – ACTUAL DETECTOR | | X | WIRING IS ASSOCIATION |

**Coves of Canton Homeowners Association
Maintenance Matrix (REVISED 2011)**

| ITEM | ASSN | CO-OWNER | COMMENTS |
|------------------------------|------|----------|--|
| Furnace | | X | |
| Garages | | | |
| Doors | | X | Replacements must match original appearance. Metal trim around garage door is co-owner responsibility. |
| Floors | | X | |
| Light Bulbs, Exterior | X | | |
| Light Fixtures, Exterior | X | | |
| Openers | | X | |
| Springs | | X | |
| Gutters, Downspouts | X | | Heat Tapes are co-owner responsibility. |
| Landscaping | | | |
| General Commons | X | | |
| Limited Commons | X | | |
| Next to Garages | X | | |
| Decks & Under Decks | | X | |
| Leaks | | | |
| Basement | X | | |
| Gutters | X | | |
| Roof | X | | |
| Mailboxes & Posts | X | | |
| Keys | | X | |
| Painting/Staining | | | |
| Exterior Surfaces | X | | |
| Entry Doors | X | | |
| Garage Doors | X | | |
| Decks | | X | |
| Plumbing | | | |
| Disposal | | X | |
| Drain Clogging/Interior | | X | |
| Leaks-Faucet/Interior | | X | |
| Malfunction-Fixture | | X | |
| Malfunction-Pipe | X | | |
| Outside Spigot | X | | During winter months, the spigot must be winterized by co-owner to avoid burst pipe |
| Sewer Backup | X | | |
| Toilet | | X | |
| Toilet Wax Ring | | X | |
| Underground Pipes | X | | |
| Water Meter | X | | Township |
| Porches | | | |
| Light Bulbs | | X | |
| Light Fixture | X | | |
| Repair | X | | |
| Snow Removal | X | | |
| Roofs | X | | |

**Coves of Canton Homeowners Association
Maintenance Matrix (REVISED 2011)**

| ITEM | ASSN | CO-OWNER | COMMENTS |
|--------------------------------|------|----------|---|
| Sidewalks | | | |
| Repairing | X | | |
| Snow Removal | X | | |
| Snow Removal | | | |
| From Decks | | X | |
| From Driveways | X | | |
| From Porches & Sidewalks | X | | |
| From Roadways | X | | |
| Sprinkler System (Lawn) | | | |
| Installation | X | | |
| Maintenance | X | | |
| Water Bill | X | | |
| Vents (outside unit) | | | |
| Bathroom | X | | |
| Clothes Dryer, Exterior | X | | |
| Roof | X | | |
| Stove Hood | | X | |
| Walls-Interior | | | |
| Cracks/Settling/Popping | | X | |
| Drywall Repair | | X | |
| Leak Damage | X | | INTERIOR REPAIRS UP TO \$500.00 |
| Resident Abuse | | X | |
| Structural Separation | X | | SETTLEMENT AND SEASON CHANGE MOVEMENT NOT INCLUDED. |
| Water Heater | | X | |
| Windows | | | REPLACEMENT WINDOWS MUST BE FIRST APPROVED IN WRITING BY THE ASSOCIATION. |
| Balancing Mechanisms | | X | |
| Caulking | | X | |
| Frame/Exterior | | X | |
| Glass Replacement | | X | |
| Lock | | X | |
| Screens <i>(full)</i> | | X | Must match original / black in color |
| Seal | | X | |
| Skylights | X | | |
| Solatube | | X | |

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ADMINISTRATION OF NOTICES, VIOLATIONS AND FINES

From time to time, it may become appropriate for the Board of Directors to initiate a Notice of Violation for apparent non-compliance with the regulations of the Condominium Documents. The Board of Directors are obligated to enforce the Bylaws of the Association as described in that document and are further charged with the development of additional Board policies to clarify the Bylaws. Therefore, all Bylaws and Board Policies will be enforced equally toward all Co-owners. The Board of Directors or their representative(s) may from time to time inspect the general and limited common elements for such violations. However, the Board may not be aware of an alleged violation and hence is unable to institute enforcement proceedings. Therefore, the assistance of all Co-owners in identifying these non-compliance issues is greatly appreciated.

The following is the revised policy for the issuance of such notices and for the assessment of fines and supersedes versions of such policy:

A violation by any Co-owner, occupant or guest of any of the provisions of the Condominium Documents including any adopted rules and regulations shall be grounds for an assessment by the Association, acting through its Board of Directors, of a fine against the involved Co-owner.

Procedures - Upon any such violation being alleged by the Association, the following procedures shall be followed:

1. Notice of the violation, including the provision in the Bylaws violated, together with a description of the alleged violation and the time allowed for compliance, will be sent to the Co-owner.
2. The offending Co-owner shall be scheduled for a hearing before the Board of Directors, at which time the Co-owner shall have an opportunity to offer evidence, in person, in defense of the alleged violation. The appearance before the Board is at their earliest convenience, but in no event shall the Co-owner be required to appear less than 15 days from the date of the notice.
3. Upon appearance by the Co-owner before the Board of Directors and any presentation of evidence of defense, the Board of Directors can by majority vote, decide whether a violation has occurred or not.
4. Failure to appear at the hearing to the notice of violation constitutes a default.
5. After default of the offending Co-owner, or upon the decision by the Board as outlined above, the following fine may be levied:

| | |
|----------|----------------|
| \$50.00 | First offense |
| \$75.00 | Second offense |
| \$100.00 | Third offense |
| \$125.00 | Fourth offense |

ADMINISTRATION OF NOTICES, FINES AND VIOLATIONS (CONTINUED)

6. Violations successfully appealed will not result in further violation notices or fines.
7. All fines are added to the Co-owner's account and are payable to the management company.

| | |
|---|---------------------------------|
| Policy approved by the Board: | March 15, 2000 |
| Policy mailed to Co-owners: | March 22, 2000 |
| Policy Effective: | April 15, 2000 |
| Policy revised & approved by the Board: | November 4, 2008 |
| Policy Effective: | Immediately |
| Policy Distributed: | Annual meeting notices May 2009 |

AMERICAN FLAG

Co-owners may display an American flag, but the display must be in accordance with "Flag Laws and Regulations".

It is the responsibility of the co-owner and residents to adhere to the Flag Laws and Regulations when displaying the United States flag. It is recommended that the flag be approximately 3' x 5' in size. Flag poles are prohibited. College or team flags may be displayed only on game days. Decorative flags (other than holiday, seasonal flags) are also prohibited. Co-owners and residents also assume responsibility for the maintenance of the flag and its attachments, as well as any damage to the common elements caused by the display.

Flag holders may only be installed with an approved modification request to insure proper installation on siding or trim.

| | |
|---|------------------------------|
| Policy approved by the Board: | June 1998 |
| Policy sent to Co-owners: | July 1998 |
| Policy Effective: | Immediately |
| Policy revised & approved by the Board: | July 2018 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook revision 2018 |
| Policy revised & approved by Board: | March 2022 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook revision March 2022 |

AWNING INSTALLATION

There are two sources for retractable patio awning installation:

Arbor Shade & Awning
5100 Jackson Rd.
Ann Arbor, MI 48103
(734) 995-0577

Color Selection:
1. Toffee #106
2. Pebble Tweed #986/727
3. Greco Gray (stripe) #967/926
4. Frame: Silver

Marygrove Awning
12700 Merriman Rd.
Livonia, MI 48150
1-800-442-9646

Color Selection:
1. Brown #5822
2. Gray Stripe #59-361
3. Frame: Almond or white

Approved modification request required prior to placing order. Describe in detail installation, with or without motorized closing system, fabric, and contractor.

All appropriate permits and Township inspections must be obtained by the co-owner and copied to the management company.

An inspection of the completed modification shall be conducted by the Board of Directors to ensure compliance with all appropriate Coves of Canton Homeowners Association restrictions and with reasonable standards of quality and aesthetics.

All maintenance, repairs and/or replacements of the modification becomes the responsibility of the co-owner and subsequent co-owner(s).

Policy approved by the Board:
Policy Effective:
Policy Distributed:
Policy revised & approved by the Board:
Policy Effective:
Policy Distributed:

June 1999
Immediately
Mailed July 2002
September 2017
Immediately
Newsletter October 2017

BASEMENT EGRESS WINDOWS

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association:

Whereas, co-owners may elect to finish their basements and add additional living space and since the State and Local Building Codes require that an egress window be installed when adding additional living space in basements, the Association has adopted this policy.

Whereas, the installation of an egress window shall be the responsibility of the individual co-owner and all subsequent co-owners and all the maintenance, repairs and replacements of and egress window shall be the same and

Furthermore, the egress window retainer wall (well) shall be galvanized steel, the window shall be a vinyl window, almond color to match exterior windows, and the size shall be "32 x48" or appropriate size to meet current code relative to height from the floor. The exterior color shall be a close match to the existing, originally installed window color, almond type, and the window well shall have a drain installed that leads into the existing storm water drainage system located at the footing and 3" layer of pea gravel shall be installed at the base of the egress window well and shall include a cover if the depth of the well exceeds 12".

Per Article VI, Section 3, an approved modification request is required including the installer's name, address and phone number. If approved, the cost of such installations shall be borne by the individual co-owner and all subsequent co-owners.

| | |
|---|------------------------|
| Policy approved by Board: | January 4, 2005 |
| Policy Effective: | Immediately |
| Policy Distributed: | Mailed May 11, 2006 |
| Policy revised & approved by the Board: | May 2016 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook revision 2018 |

BASEMENT WINDOWS

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association:

Whereas, Co-owners desire to replace the existing basement windows with either the same original style or with clear, glass block windows with optional vents in the glass block for outside air.

Per Article VI, Section 3, an approved modification request is required including the installer's name, address and phone number. If approved, the cost of such installations shall be borne by the individual co-owner and all subsequent co-owners.

Therefore, be it resolved that each co-owner may replace their existing basement windows with either the same original style or clear, glass block windows and may include a vent for outside air. Block windows are available from Superior Glass Block in Canton. Such proposed installations must first be submitted to the Association for approval. If approved, the cost of such installations and all maintenance and replacements shall be born by the individual unit Co-owner and subsequent Co-owners.

Policy approved by the Board:
Policy Effective:
Policy Distributed:

June 18, 1999
Immediately
Mailed July 2002

BOARD COMMITTEE LIAISON

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association:

Whereas, the Board of Directors may create board committees and appoint community members to serve on such committees, and

Whereas, it is preferable to create a link between the Board of Directors and such board committees,

Whereas, a Director liaison is appointed by the President to develop tasks, motivate and reward committees to accomplish specific work of the Association,

Whereas, it is important to establish a Board member liaison to each committee while working towards developing guidelines for the committees.

Therefore, be it resolved that:

- Each board member is encouraged to volunteer to serve as the Board Committee Liaison for a board committee.
- The Board Committee Liaison:
 1. shall attend committee meetings when possible,
 2. act as the committee's link to the board,
 3. act as the Board's link to the committee, and
 4. act as the committee's link to the management firm
 5. current and past Board members may be appointed to the liaison position to maintain continuity or provide information from past Board projects.

| | |
|----------------------------------|------------------------|
| Policy approved by the Board: | October 7, 2004 |
| Policy Effective: | Immediately |
| Policy Distributed: | May 2005 |
| Revised & approved by the Board: | July 2017 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook revision 2018 |

BOARD MEETING ATTENDANCE

The Board of Directors conducts its business meetings at various locations including directors' homes and at the management office. Some locations may have limits in seating.

A Co-owner desiring to attend a meeting of the Association's Board of Directors and/or address the Board at its regularly scheduled meeting, may do so by contacting the property manager a minimum of one (1) week, prior to the meeting or the management agent may schedule a hearing for the Co-owner at the next Board meeting. The Co-owner will be added to the agenda and allotted 15 minutes to speak. The management agent will inform the Co-owner of the date, time and location of the meeting.

Co-owners will be required to leave as the Board moves into the executive session portion of the meeting.

| | |
|----------------------------------|------------------------|
| Policy approved by the Board: | September 2005 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook 2007 |
| Revised & approved by the Board: | September 2009, 2017 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook revision 2018 |

CODE OF CONDUCT-BOARD MEMBERS

Whereas, the Board commits itself and its members to ethical businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Therefore, be it resolved that:

1. Members must represent un-conflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to the advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board member acting as a consumer of the Associations services,

2. Members must avoid conflict of interest with respect to their fiduciary responsibilities.

A. There must be no self-dealing or any conduct of private business between any Board member and the organization.

B. When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.

C. Board members must not use their positions to obtain employment for themselves, family members, or close associates. Should a Board member desire employment, he or she must first resign.

D. Members will annually disclose their involvement with other organizations, vendors, or any other associations that might produce conflict.

3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

A. Members interaction with management or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.

B. Members interaction with public, press or other entities must recognize the same limitations and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.

C. Members will give no consideration or voice to individual judgments about management or staff performance,

Members will respect the confidentiality appropriate to issues of a sensitive nature. Board members shall not personally contact or communicate with co-owners, tenants, residents or their representatives concerning co-owner delinquencies or any rule or bylaws violation situations. All communications concerning such matters shall be handled as determined by the Board of Directors and shall generally be made via management or the Association's legal counsel.

Policy approved by the Board:

June 7, 2004

Policy revised & approved by Board:

August 8, 2009

Policy Effective:

Immediately

Policy Distributed:

Annual Meeting Notices 2010

COMMITTEE PRINCIPLES

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association;

Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's objectives and so as to never interfere with delegation from Board to management.

Accordingly:

1. Board committees are to help the Board do its job, never to help or advise the homeowners with non-association tasks. Committees ordinarily will assist the Board by preparing policy alternative and implications for Board deliberation. In keeping with the Board's broader focus, board committees will normally not have any dealings with Co-owner concerns.
2. Board committees may not speak or act for the Board except when formally given such authority for specific and time limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the management company.
3. Board committees cannot exercise authority over Co-owners. Because the management company works for the full Board, he or she will not be required to obtain the approval of a Board committee before an executive action by the Board of Directors.
4. This policy applies to any group that is formed by Board action, whether or not it is called a committee and regardless whether the group includes Board members.

Policy approved by the Board:
Policy Effective:
Policy Distributed:

June 7, 2004
Immediately
Handbook 2007

COMMON ELEMENT AREA USAGE PROCEDURES - PRIVATE PARTIES/FUNCTIONS

A co-owner of the Association must make a reservation for a private party/function to be held in coves of Canton Common Element area; a Co-owner who is in arrears with his/her Association fee is not eligible to rent these premises. A Co-owner who rents the Common Element Area is responsible not only for his/her guests' behavior, but for their parking and observance of posted parking areas. The Co-owner must be present at all times during the party/function.

All reservations are subject to the following:

1. Attendance shall be limited to 80 people
2. Absolutely no parties or functions are permitted for fund raising activities unless approved by the Board of Directors in writing.
3. Clean up, including bagging of all trash must be done before leaving the area after the function is complete.
4. Township noise ordinance is to be followed and noise violating the ordinance shall be reported to the appropriate authority.
5. Parking regulations shall be followed. No parking in fire lanes.
6. Set-up time of 4 hours is allowed. The night before the event may be utilized for set up if there are no Common Element Area activities already scheduled.

Usage is not permitted during the following holidays:

- Fourth of July
- Memorial Day
- Labor Day
- Thanksgiving Day

A Usage Agreement, Release of Liability and Indemnification Agreement form must be signed by the Co-owner renting the Common Element Area available through the Association website or from the management company.

Charges:

1. Prior to the event, a check in the amount of the deposit and application form is to be submitted the Association's management company during normal business hours:

| <u>No. of Guests</u> | <u>Deposit</u> |
|----------------------|----------------|
| Up to 80 | \$100.00 |

No party/function is permitted beyond 10:00 p.m.

COMMON ELEMENT AREA USAGE (CONTINUED)

An additional charge will be levied for special cleanup or other contractor services. These additional charges will be deducted from the deposit and if the charges exceed the deposit, the respective Co-owner will be invoiced and all charges will be charged to their account.

2. Full charges, including labor and materials will be assessed for the repair or replacement of damaged or missing items. If there are no damages, the deposit will be refunded within 14 days of the event.

Making Reservations

Complete an application form which may be obtained on the Association/management company's website or by contacting the Association's management company. The form is to be returned to the Association's management company during normal business hours and shall include a check as outlined above payable to "Coves of Canton Homeowners Association" along with the following information furnished as applicable:

- a. Name and address of host/hostess
- b. Date and hours for the proposed party/function including the number of guests expected and a brief description of the nature of the planned party.
- c. Acceptance of inspection reports both before and after the party/function.

ASSOCIATION SPONSORED EVENTS-Deposit Waived

All residents may have the use of the Common Element Areas for an Association social function and or/meeting as available. The Co-owners must either post or send a notice regarding such a social function encouraging all Co-owners to attend. A reasonable time limit is requested. Please follow the same rule as and procedures for use of the Common Element Area, however, the deposit shall be waived.

UNDER NO CIRCUMSTANCES ARE ASSOCIATION REPRESENTATIVES TO BE ASKED TO ACCEPT DELIVERIES OR TO ASSUME RESPONSIBILITY FOR ANYTHING BROUGHT INTO THE COMMON ELEMENT AREA PRIOR TO, DURING AND AFTER THE EVENT.

Policy approved by the Board:
Policy Effective:
Policy Distributed:

April 2012
Immediately
Annual meeting 2012

DECKS/DECK MAINTENANCE

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association (Bylaws, Article III, Section 3;

Whereas, the Association desires to maintain uniformity and the desire to maintain high standard regarding decks;

The Association may cause inspections of decks to be performed whenever it deems necessary and must be completed in a professional manner, approved by the Association. The Association may at any time, with advance notice to the co-owners, perform maintenance to their respective deck if the deck is not maintained in accordance with the Association. The Association for the benefit of Co-owners views this procedure as an extra service. All costs will be invoiced to the respective Co-owners, after giving them advance notice of such maintenance work on decks.

Furthermore, be it resolved that each Co-owner must maintain their respective deck. Approved deck stain is:

- Cedar Tone Natural Sherwin Williams #3556
- Olympic Natural Tone #716
- Gemini 101 Total Wood Preservative (TWP) Cedar Tone oil base stain available at Pittsburgh Paint store in Canton
- Sherwin Williams Superdeck Solid Deck Stain #7673 Pewter Cast (gray) to match unit's siding
- **Trex-Deck** material has also been approved for deck construction. The approved colors are Pebble Gray or Gravel Path (gray).

Original decks (or new) may be modified in size from the original build by approximately 4' in length, parallel to the Co-owner's unit, and 2' in width, for a maximum size of 12'x16'. The extension may not intrude the adjoining units or extend further out into the General Common Area. All deck replacements and/or modifications require building permits from the Township and a written, approved modification request from the Association **prior** to the start of the proposed project. Drawings with dimensions must be included with the modification request.

At no time is storage permitted under decks. Seasonal items such as deck furniture and grills may remain on the deck throughout the year. Any damage resulting to such items remaining on deck through the seasons is the Co-owners' responsibility.

Policy approved by the Board:

September 2002

Revised & approved by the Board:

2003, 2008, 2017, 2021

Policy Effective:

Immediately

Policy Distributed:

April, 2021

DELINQUENT ACCOUNTS-COLLECTION

1. The monthly assessment and any other charges on a Co-owner's account, are due on the 5th of each month. Any balance remaining after the 10th of the month is delinquent and a late fee of \$20.00 may be added to the account. (Article II, Section 5).
2. A late notice will be mailed to a delinquent co-owner showing the total balance due including late fees and any collection costs,
3. When the delinquent balance of an account is equal to or greater than three (3) months assessments, the Co-owner will be notified 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 Co-owner's account (including any legal fees).
 - 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 and the balance is not paid, the Association's legal counsel may be requested to 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 30 days of filing the lien, the Board may then authorize the Association's legal counsel to commence a lawsuit against the delinquent Co-owner for all sums due through the remainder of the fiscal year, legal costs and legal fees incurred by the Association to collect the delinquency, or to foreclose upon the Association's lien against the unit, whichever course is deemed more beneficial to the Association.

Policy approved by the Board:

Policy Effective:

Policy Distributed:

Policy revised & approved by the Board:

Policy Effective:

Policy Distributed:

December 1998

Immediately

Mailed December 28, 1998

May 2001, April 2011, May 2018

Immediately

Handbook revision 2018

DISABILITY MODIFICATION

It is the intent of this policy to comply with the Michigan Condominium Act, the Federal Fair Housing Act (with amendments) and the Americans with Disability Act for any alteration or modification request by a disable Co-owner of the Coves of Canton Homeowners Association.

The Coves of Canton Homeowners Association Board will evaluate any requests as to whether (1) the individual is disabled; (2) the requested accommodation is reasonable; and (3) the requested accommodation is necessary to facilitate access to or movement within the unit or limited common elements relative to the unit.

Any co-owner requesting an alteration or modification to the common elements will, at their own expense, submit to the management agent in writing the following: (1) the person's name and address; (2) the type of disability as certified by a recognized agency or physician; (3) plans and specifications as to color, size or type of materials to be used; (4) a schedule of the construction process, including, but not limited to, start date, material delivery dates(s) and construction progress and completion dates (5) copies of all permits and related documents, which shall be sent to the Association's Board through the management agent. The Co-owner will also be required to complete a modification form available on-line at the Association/management company website or contact the management company office. Once approved, the modification application must be recorded with the Register of Deeds and to become part of the unit's chain of title. These modifications may include ramps and building, mounted mailboxes.

A Co-owner may make alterations or modifications to their respective unit, including alterations or modifications to the common elements, at their own expense, to facilitate access to or movement within a unit's limited common elements relative to the unit as permitted in Section 47a of the Michigan Condominium Act. The Co-owner shall also be liable for any costs of repairing any damage to the common elements caused by building or maintaining the alterations or modifications, unless the damage could reasonably be expected in the normal course of building or maintaining the improvement or modifications. This shall include any damage to landscaping, asphalt, concrete or building/structural damage.

If the Association Board denies a request for alteration or modification, the Board shall list in writing the changes that need to be made to the proposed alteration or modification in order for the request to conform to the requirements set forth in the Michigan Condominium Act, the Federal Fair Housing Act (with amendments) and the Americans with Disabilities Act, as well as the Association's Master Deed and Bylaws.

DISABILITY MODIFICATION (CONTINUED)

The Association shall have the right to approve or conditionally approve the request or to require additional information within 60 days after the plans and specifications have been submitted to the Board through the management agent.

If a Co-owner who is granted permission to install such alterations or modifications moves out or leases the unit, he/she must notify the Association, in writing through the management agent, 30 days prior to moving out or leasing the unit. Not more than 30 days after receiving notice from the Co-owner, the Association may require the Co-owner to remove the alterations or modifications and restore the common elements to their original condition at the Co-owner's expense. If the Co-owner fails to give timely notice of moving out or leasing the unit, the Association at any time may remove or require the Co-owner to remove the alterations or modifications at the Co-owner's expense. Restoration expenses include removal of ramps and mail boxes which have been mounted on unit porches. A lien shall be placed on the unit for costs related to all restoration costs should a Co-owner fail to comply with restoration requirements. Should the unit be sold prior to restoration, the new Co-owner becomes responsible for the restoration and all related costs.

While the final decision to grant a request for alteration or modification is the responsibility of the Association's Board, all affected committees may participate in the review of the plans and specifications that may provide recommendations to harmonize the modification or alteration with the standards and aesthetics of the community. All questions and requests shall be directed through the management agent.

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| Policy approved by the Board: | November 2004 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook 2007 |
| Policy revised & approved by the Board: | June 2017 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook revision 2018 |

DOGS

Dogs may not run loose at any time on the common elements. Dogs must be leashed and attended by a responsible adult at all times. Leashing a dog to some type of object or structure and leaving it unattended is prohibited by both the Association and Canton Township.

Co-owners must collect and dispose of all fecal matter immediately. Co-owners are responsible for cleaning up after dogs belonging to their guests as well. Waste matter is to be stored in the garage until trash collection day and at no time is to be stored outside of the unit.

All pets are required to be licensed by Canton Township, annually.

All Co-owners are required to register their pets with the management company. Forms are available on-line or contact the management company for a copy.

RUBBISH

Rubbish and recycling is picked up weekly (Mondays) by Canton Township. You are permitted two, bulk items per week for pickup (items that two men can lift safely). For very large, heavy items, contact the Township to arrange a pickup.

All rubbish must be tied securely and placed curbside no earlier than 6:00 p.m. the day prior to the scheduled pick up. Rubbish and recycles are to be placed on opposite sides or the driveway. Rubbish should be either in containers or "trash grade", plastic bags. Trash containers and recycle bins are to be returned to the garage before dark on the day of pickup. Storage of these containers is not permitted on the Common Elements (Article VI, Section 5, By-laws).

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| Policy approved by the Board: | June 2007 |
| Policy effective: | Immediately |
| Policy Distributed: | Handbook 2007 |

ESTATE SALE/MOVING SALE

Public sales within the community have the potential to increase traffic flow on a community's streets as well as opportunities for damage to lawns and irrigation. The Condominium Bylaws, Article VI, Section 6, Use of Common Elements prohibits garage or yard sales without written Board approval, is statement by inference that includes any kind of sales including estate and moving sales.

Whereas, the Board of Directions of the Coves of Canton Homeowners Association is empowered to govern the affairs of the Association and,
Whereas, the Association is responsible to maintain the community as indicated in the Condominium Documents,

An estate sale shall be defined as a sale of personal goods if the co-owner of the unit is deceased and there is no surviving spouse and the intent of the sale is to vacate the unit for purposes of real estate sale.

A moving sale shall be defined as a sale by/for the Co-owner of a unit to dispose of personal goods or property with the intent of vacating the unit for change of ownership.

Therefore, be it resolved that Co-owners may, subject to restrictions described herein, hold an estate or moving sale provided they comply with the conditions stated below:

1. The Co-owner of a unit, or his/her appointed representative, shall notify the Association, in writing (to the management company) at least 10 days in advance of the anticipated estate or moving sale.
2. Written notice of the intended sale shall be accompanied by a \$500 deposit to cover possible damage caused by such a sale to the common elements of the Coves of Canton (made payable to Coves of Canton Homeowners Association). Deposit, less cost of repairs for any damage, shall be returned within two weeks.
3. The estate/moving sale shall not be longer than three (3) days.
4. Signage associated with the estate/moving sale shall comply with Canton Township signage rules and displayed only during actual hours of the sale.
5. Estate/moving sale items shall remain in the respective garage and inside the unit.

A violation of this policy will result in a five hundred dollar (\$500.00) fine, lien against the property pursuable through small claims court or other legal action as permitted.

Policy approved by the Board:

Policy Effective:

Policy Distributed:

August 13, 2012

August 13, 2012

Mailed October 24, 2012

EXCEPTIONS

Request for deviations from Coves of Canton Bylaws and policies may be made in advance to the Board, in writing and must be submitted to the Management Company. Any existing deviation, as of the effective date of these policies, will not be considered a violation for 45 days following the effective date to allow time for appeal to the Board or correction of the deviation. After that time period, violations will be handled in accordance with the Board policy on Violations and Fines.

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| Policy approved by the Board: | 1999 |
| Policy Effective: | Immediately |
| Policy Distributed: | Annual meeting 1999 |

FIRE DETECTION SYSTEM TESTING & INSPECTION

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association as stated in the Condominium Bylaws and as according to the Township of Canton Ordinance Alarm Systems #142, and

Whereas, the Association shall be responsible for the maintenance repair and upkeep of the Common Elements, therefore:

1. The Association shall hire an independent, licensed firm to test, inspect and repair the fire detection system on each building.
2. The above-mentioned testing and inspections are to be performed annually as required by the Township.
3. The Association has the right to access any unit to perform such inspection as stated in the Condominium Documents. If a Co-owner does not cooperate by allowing access, the Association will have no choice but to forcibly enter the unit and all such cost related to forcibly entering the unit will be charged back to the respective Co-owner.

Whereas, such inspections and testing shall be the responsibility of the Association and must be performed by an independent, licensed firm; provided the following conditions have been met:

1. Cost estimates are obtained from at least two (2) firms to perform such work.
2. Co-owners are notified ten (10) days in advance of a scheduled appointment.
3. Co-owners will need to provide an alternate date to provide entry only if they are not available on the first scheduled appointment and have notified the Management Agent. If the respective Co-owner is not present during the scheduled appointment, the respective Co-owner may be charged a reasonable "no-show" fee. The "no-show" fee is equal to what the vendor would charge the Association for a return inspection.
4. The inspections and testing must be performed by a professional contractor and in a professional manner.

Therefore, be it resolved that the Association will perform an annual fire detection system test and inspection at each building, hire an independent firm, and adhere to the scheduling procedures as stated above. Further, the management company shall be empowered to facilitate the testing and inspection if it meets the above criterion pursuant to the management company's reasonable interpretation.

Policy revised and approved by the Board:
Policy Effective:
Policy Distributed:

February 6, 2007
May 2, 2007
Annual Mtg. Notice May 2007

GARAGE SALES

Garage sales, or similar kinds of sales are permitted once a year and must be organized by an Association volunteer within the Coves community and must have Board approval.

The event is typically held over a three (3) day period, usually Thursday through Saturday. Hours are 9:00 a.m. to 5:00 p.m. Participants may be asked to pay a nominal fee to cover the cost of advertising and signage, which will be collected by the volunteer organizing the event.

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| Policy approved by the Board: | June 2002 |
| Policy Effective: | Immediately |
| Policy revised & approved by the Board: | June 2017 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook revision 2018 |

HEAT DETECTORS - FINISHED BASEMENTS

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association, Condominium Bylaws, Article VI, Section 10,

Whereas, the NFPA Fire Code no longer requires heat detectors in every finished room in the basement, and

Whereas, the Association shall enforce the requirement to have a heat detector in every room in the basement, pursuant to the authority granted in the Condominium Documents plus recommended by the Township Fire department, and

Whereas, the Condominium Bylaws Article VI, Section 14 imposes various maintenance duties on each Co-owner, and

Whereas, Co-owners shall maintain finished basements, subject to the restrictions described herein:

1. If a Co-owner has a finished basement with separate rooms, a heat detector shall be installed in each room.
2. The respective Co-owner is responsible for the cost of repairs and replacements of the additional heat detectors.
3. The Association has the right to access any unit to perform such inspection as stated in the Condominium Documents. If a Co-owner does not cooperate by allowing access, the Association will have no choice but to forcibly enter the unit and all such costs related to forcibly entering the unit will be charged back to the respective Co-owner,
4. The Association may pursue a variety of legal remedies, including the imposition of monetary fines if Co-owners do not adhere to having additional heat detectors in each finished room in the basement.

Whereas, the Association shall be responsible for the maintenance, repair and upkeep of the Common Elements, therefore:

1. The Association shall hire an independent, licensed firm to test, inspect and repair the fire detection system on each building.
2. The above-mentioned testing and inspections are to be performed annually as required by the Township.
3. The Association shall maintain the original heat detector that was installed at the time of the original construction and furthermore, shall repair and replace the original heat detector located in the basement.

Policy approved by the Board: August 3, 2009
Policy Effective: Immediately
Policy Distributed: Included with 2009 alarm inspection notice, et al.

HOLIDAY DECORATIONS (OUTDOOR)

December holiday decorations are permitted no earlier than November 1. They are not to be lit until Thanksgiving Day. They may remain in place until January 10. Thereafter, the lights must be turned off and all decorations removed as soon as weather permits.

For other generally recognized occasions, decorations are permitted no earlier than 15 days prior to the occasion and removed no later than 5 days after.

Nothing may be placed on any lawn area during the lawn-cutting season from April 15 through November 15.

Revised & approved by the Board:
Policy Effective:
Policy Distributed:

September 2018
Immediately
Handbook revision 2018

INTERIOR REPAIRS

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association and

Whereas, the Association is responsible to maintain the exterior components of the buildings,

Therefore, be it resolved that the policy for interior repairs shall be as follows:

1. Interior damages that occur as a result of exterior components must be reported to the Association's management agent within 24 hours of discovery.
2. The Association's management agent will facilitate appointments for all inspections and repairs with both the Co-owner and contractor.
3. Co-owner must provide access to the condominium unit, during regular business hours, for all inspections and repairs.
4. The extent of interior repairs will be limited as follows:
 - A. Painting of interior drywall will be limited to prime the new drywall only
 - B. Repair of basement walls will be limited to original construction, concrete.
 - C. Repair of basement floors will be limited to original construction, concrete.
5. If interior damages result in an insurance claim to the Association's insurance company, the insurance company's adjuster will determine the extent of repair to the interior components and the limits listed above will not be enforced.

Generally, repairs are to the original installed items. Items that were upgraded during the purchase of the unit or completed after the unit's construction, are the respective Co-owner's responsibility. The Condominium Documents have a limit of \$500.00 for incidental damages caused by common elements. Therefore, costs exceeding that would be the co-owner's responsibility.

INTERIOR REPAIRS (CONTINUED)

Insurance

The Association holds hazard property damage and liability insurance policies in connection with the general non-exclusive use areas of the community. It is incumbent upon each individual owner to ascertain the insurance requirements in connection with his or her dwelling unit and exclusive-use areas. You are advised to consult the Association's governing documents and an insurance professional of your choice. We recommend you provide such insurance professional with a copy of the provisions of the Association's governing documents that pertain to insurance.

Also, be advised that, if you are a condominium unit owner, and the Association provides insurance coverage for your unit or certain components of your unit, you may still have a liability for losses involving certain components of your unit (including for instance, but not limited to, betterments and improvements) and you likely have a liability for the Association's deductible in connection with claims involving Co-owner negligence or real property improvements that the Association may be required to insure, but is not required to maintain, repair and replace including, for instance, but not limited to fixtures, cabinets, floor coverings, and most improvements to the basement). Again, please consult the Association's governing documents and insurance professional of your choice

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| Policy approved by the Board: | October 17, 2005 |
| Policy Effective: | Immediately |
| Policy Distributed: | Mailed October 19, 2005 |
| Policy revised & approved by the Board: | May 2018 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook revision 2018 |

LANDSCAPING

Article VI, Section 12 of the Bylaws restricts landscaping, "...unless approved by the Board of Directors...." All landscape projects affecting the Common Elements must obtain an APPROVED modification request PRIOR to beginning the project.

FLOWERS: Flowers up to a mature height of 36 inches may be planted in areas around your Unit in builder established bed/tree/bush areas. You are not permitted to expand into any area where sod is present. No vining plants of any kind are permitted. Damage to planted flowers are not the responsibility of the landscaper or the Association. Annuals must be removed and perennials trimmed to the ground by November 1.

FLOWER BOXES AND POTS: Pots of living flowers (no artificial flowers/plants) are allowed, but cannot be placed on any lawn area or interfere with the landscapers. Pots are not to exceed 2 feet in height and 18" diameter. Hanging plants are allowed, but repairs of exterior walls must be done at the Co-owner's expense. Pots/planters are not to be hung on any surfaces of the front or backs of the units. Flower boxes may not exceed 2' x 2'. All pots/planters/shepherd's hooks, etc. must be removed and stored away by November 1.

VEGETABLE PLANTS: No vegetable plants are permitted on the general common areas. One vegetable pot (2 feet in height and 18" in diameter maximum) or vegetable box (2x2 ft.) is permitted on the deck of the Co-owner.

BUSHES/SHRUBS: Existing bushes/shrubs(including flowering varieties) may not be removed nor relocated without written approval by the Association. Co-owners may elect to replace original bushes/shrubs after receiving an approved modification request detailing the type and number of bushes/shrubs to be removed/replaced. Co-owners may select shrubs from the following:

1. Arborvitae: Hetz Midget, Danica, Little Giant, Golden Globe (no upright arborvitae or any other varieties)
2. Boxwood: Winter Gem, Green Velvet
3. Dwarf Norway Spruce
4. Dwarf Alberta Spruce (cannot be planted in front of windows)
5. Montgomery Spruce
6. Sungold Mop False Cypress
7. Soft Touch Compact Holly
8. Brownii Yews (no upright or spreadable)
9. Dwarf Mugo Pine

LANDSCAPING (CONTINUED)

TREES: New/replacement trees must have an approved modification request PRIOR to purchase. Modification request should include a complete description of the proposed tree species including its mature height and a picture, if possible.

Some suggested tree species are available through the property manager.

Dead trees and shrubs will be removed by the Association. However, the Association is not currently replacing either trees or shrubs.

Trees will be trimmed only if they represent a safety hazard or potential damage to a specific unit.

EDGING MATERIAL: Inconspicuous bed edging material may be used by the Co-owner with an approved modification request. Co-owners (and subsequent Co-owners) using bed edging material are required to maintain the areas appropriately. The landscaper or the Association are not liable for damage to, nor caused by the Co-owner's modifications.

INSTALLATION OF PERMANENT STRUCTURES: Items such as flag poles, low-voltage lighting, or any other intrusion into the General Common Elements are not permitted. Any damage to the General Common Elements including the sprinkler system, brick or wood trim caused by such installation must be repaired at the Co-owner's expense.

STATUES, DECORATIONS, ORNAMENTS, BIRD BATHS, BIRD FEEDERS, ETC.: Absolutely no statues, decorations, ornaments, birdbaths, bird feeders (humming bird feeders are permitted), ornamental flags (non-U.S. flag) animal figures or low voltage lights may be placed on the General Common Elements.

HOLIDAY DECORATIONS: Holiday decorations may not exceed 4 feet in height. They are not permitted on the lawn/shrub areas when the lawns are being cut or watered. If decorations result in damages, the damages are the responsibility of the Co-owner and will be repaired by the Association at Co-owner's expense. This includes damages to below-grade systems such as the irrigation system. No decorations are permitted on the roof. Decorations are limited to those typically seen at residences in the Plymouth-Canton area.

Revised & approved by the Board:
Policy Effective:
Policy Distributed:

September 2018
Immediately
Handbook revision 2018

LEASING OF CONDOMINIUM UNIT

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association (Condominium Bylaws, Article VI, Section 10) and

Whereas, unit Co-owners may, subject to the restrictions described herein, Leasing of Condominium Units:

1. A Co-owner may lease a unit for the purpose of single, family residential use. The initial lease must be for a minimum of 6 months and a maximum of 1 year with an option of one additional year with Board approval.
2. The Co-owner must submit the exact lease form to the management company at least ten (10) days prior to presenting the lease form to a potential lessee so it may be reviewed for compliance with the Condominium Documents.
3. Leases must expressly state that tenants must comply with all condominium documents including all Board Policies.
4. A Co-owner must register with Canton Twp. and follow its rental protocols as adopted by the Township in 2017 including all required inspections prior to executing a lease.
5. Co-owners will be notified of violations by tenants and will have fifteen (15) days to correct the violation. Such violation notices will also be copied to the tenant. The Co-owner must then notify the management company of the corrective action taken.
6. Violations not corrected may result in eviction of the tenant and/or money damages payable to the Condominium Association and/or request for injunctive relief.
7. When a Co-owner of a leased unit is in arrears in paying assessments and/or fees, after notification, the tenant shall deduct the arrearage from the rental payment and forward such funds to the Association through the management company.
8. Co-owners who lease must adhere strictly to the provisions of Article VI, Section 2 and Article VI, Section 12 of the Bylaws, plus all provisions of the Condominium Documents.

Policy approved by the Board:
Policy Effective:
Policy Distributed:
Policy revised and approved by the Board:
Policy Effective:
Policy Distributed:

February 20, 2002
Immediately
March 2002
October 2007, 2017
Immediately
Handbook revision 2018

MEMORIAL GIFTS

Whereas, Section 3 of the Bylaws assigns the Board all powers and duties necessary for the administration of the affairs of the Association and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or governing documents;

Whereas, Section 3 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

Whereas, the Association has a strong tradition of supporting members during their loss of a loved one, especially those who have resided in the community association and have actively contributed to the functions of the Association;

Whereas, the Board has determined that it is in the best interest of the Association and the Association's members to adopt a Memorial Gift Policy.

Therefore, be it resolved that the Association may submit a donation in the amount of one hundred dollars (\$100.00) to a non-profit organization, in memory of the deceased Co-owner as an expression of community support. Furthermore, if the family does not select a non-profit organization, the Association may make the choice of a non-profit organization on their behalf.

Donation Eligibility Requirements:

- Non-profit organization (not an individual or business)
- Organization does not have a religious or political focus
- Organization does not discriminate on the basis of age, sex, color, national origin religion or creed

Policy approved by the Board:

July 2017

Policy Effective:

Immediately

Policy Distributed:

Handbook revision 2018

MOTION DETECTOR LIGHTS

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association and

Whereas, Co-owners may, subject to the restrictions described herein, install motion detector light fixture device:

1. A motion detector light fixture shall be designed to turn on and off automatically,
2. The motion detector light fixtures may be used to replace existing rear light fixture,
3. The motion detector light fixtures shall be of a durable black metal fixture, 150 degrees maximum wide angle lens, (contact management company for specific model/brand number)
4. The motion detector light fixture shall have waterproof lens and case,
5. The motion detector light fixture must be UL approved,
6. The motion detector light fixture shall see out no more than 70" and
7. The motion detector light fixture bulb shall be no larger than a normal flood light spot bulb, up to 100 watts.

Whereas, such installation shall be the responsibility of the individual Co-owner and must be performed by a professional installer, the aforementioned motion detector light fixture may be installed on the appurtenant location where the original light fixture is located which are general common elements, of individual units provided the following conditions have been met:

1. Any proposed alteration or modification to a unit must be submitted to the Association for approval prior to its installation.
2. The entire installation including all wire connections, must be done by a professional installer and/or in a professional manner by the Co-owner.

Therefore, be it resolved that each Co-owner must file with the Association a modification request which shall include a complete description of the device to be installed, including picture and model information, a complete description of the proposed mounting method and arrangement, and the name of the company or person which will be installing the device.

Policy approved by the Board:
Policy Effective:
Policy Distributed:

January 16, 2003
Immediately
Newsletter March 2003

MULCH

Inasmuch as the care and maintenance of the lawn at Coves of Canton Homeowners Association is the responsibility of the Association and not the responsibility of the individual Co-owners and residents, and in order to efficiently utilize the Association's resources, monitor the standards of care, maintain a uniform appearance throughout the community, the Board of Directors has adopted restrictions pertaining to the installation of mulch by individual Co-owners.

Therefore, be it resolved that the Co-owners may install dark brown, hardwood mulch to discourage weed infestation.

The Board has created a policy to allow Co-owners to install mulch themselves.

Violations of this policy are subject to Co-owners' correction within 30 days or the imposition of fines and/or other remedies available to the Association relative to the enforcement of Bylaw restrictions and rules and regulations. If corrective action is not taken within the noted time frame allowed, the Association has the right to commence work to correct the violation and all expenses related will be charged back to the respective Co-owner.

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| Policy approved by the Board: | June 18, 2002 |
| Policy Effective: | Immediately |
| Policy Distributed: | Mailed July 2002 |
| Policy revised & approved by the Board: | March 2017 |
| Policy Effective: | Immediately |
| Policy Distributed: | Newsletter April 2017 |

PARKING RESTRICTIONS

Whereas, Article VI, Section 10 of the Association Bylaws grants the general power to conduct the business and affairs of the Association to the Board of Directors, whose members shall be members of the Association; and

Now, therefore, be it resolved that in order to assure an attractive community and equitable parking, the Board of Directors establishes a policy as follows:

Permissible Vehicles: Vehicles that may be parked within the community include conventional passenger vehicles in good repair and which are currently licensed and in regular personal use. Each resident is permitted to park no more vehicles than can be accommodated by garage and driveway. Vehicles with expired plates or unlicensed will be towed immediately at Co-owner's expense.

Prohibited Vehicles & Equipment: The following vehicles may not be parked within the community:

1. Commercial vehicles including, but not limited to delivery trucks or vans, special use trailers or vehicles adapted to a business use, like a pickup truck that has been fitted with special racks to hold material and tools or have advertising and are licensed commercially.
2. Buses
3. Recreational vehicles {RV's} unless granted permission by the Board of Directors.
4. Utility trailers
5. Motorcycles (permitted if stored in the garage)
6. Campers
7. Boats
8. Snowmobiles, jet skis and like recreational equipment
9. Stored, broken down, unlicensed or wrecked vehicles

Prohibited vehicles and equipment may be parked in a garage, provided there remains adequate room to park residents' passenger vehicles in the garage and/or driveway. Loading or unloading of prohibited vehicles (i.e. boats, travel trailers, etc.) are permitted, subject to a 12-hour time limit, by written notification from the Association.

Moving Vans and Service Vehicles: These vehicles shall not remain parked in the community longer than a 12-hour period.

Garage Use: Garages are to be used for vehicle parking. They are not intended to be living or storage space of prohibited vehicles.

Guest Parking: If guest parking is limited or unavailable, residents must provide room in their own assigned parking area so those guests are not required to park in

PARKING RESTRICTIONS (CONTINUED)

other residents' spots. Guest parking should only be temporary and infrequent so that available parking is not overburdened. It is extremely important that residents neither offer, or expect, special parking privileges for guests. Guests are subject to the same penalties, including towing, if parking guidelines are repeatedly violated.

Guest Parking Spaces(s): are available throughout the community and are provided for guest(s) use only for a maximum of 12 hours and not an alternate space for homeowners parking. Vehicles parked in guest parking must notify the Board of Directors if guest's vehicles will be parked for more than 12 hours.

Enforcement Procedures: Written Notice of Violation. The Board or managing agent shall notify the vehicle owner in writing of the specific violation and include a copy of this resolution. A copy of the notice shall be attached to the windshield of the offending vehicle the same day. If a renter or guest owns the offending vehicle, the property owner shall be notified. The notice will allow 7 days to cure the violation.

Towing: If the offending vehicle remains after the deadline indicated in the written notice or is a repeat offender within a period of one year, the vehicle is subject to tow without further notice at the expense of the vehicle owner. Towing charges shall not be considered a fine and charged back to the respective Co-owner. Vehicles parked in a designated Fire Lane or Tow-Away Zone may be towed without warning.

Fines: The Board of Directors shall levy a fine of \$50.00 additional per occurrence against the property owner, renter or guest who has violated the resolution.

Right of Appeal: The vehicle owner has the right of appeal. Such appeal must be received in writing by the Board or managing agent at the regular mailing address before the notice deadline (7days). If the vehicle belongs to a family member, renter or guest, the Co-owner or the owner's management agent must make the appeal. Once an appeal is received, the Board will hold an appeal meeting within 30 days to review the matter with the Co-owner related to the vehicle in violation. If the appeal meeting does not take place within 30 days, the matter is considered resolved. The Board's decision on the appeal is final. If the appeal is rejected, towing and fining provisions become effective immediately.

Collection Provision: All fines, costs and expenses necessary to enforce the Parking Policy will be levied against the Co-owner and shall be assessed against the Co-owner's property and subject to all lien and collection powers of the Association.

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| Policy approved by the Board: | February 20, 2002 |
| Policy Effective: | Immediately |
| Policy Distributed: | Annual Meeting March 2002 |
| Policy revised & approved by the Board: | February 6, 2007 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook 2007 |

PORCH RAILINGS

Whereas, the rights and responsibilities of all residents of Coves of Canton Homeowners Association are fully described in the Condominium Documents and rules and regulations in an attempt to maintain community standard, promote harmonious living conditions and provide fair and equitable treatment of all residents and guests;

The Board of Directors has adopted a policy regarding front porch step railings that all residents of Coves of Canton Homeowners Association shall abide by:

- A. The Association's bylaws require Co-owners to obtain an approved modification request prior to making any modifications to the exterior of a unit, including the limited common element areas such as porches.
- B. Such modifications are the responsibility of the individual Co-owner to maintain, repair and replace, which includes porch railings.
- C. Co-owners shall be responsible for the maintenance, repair and replacement of railings appurtenant to their units, which may be necessitated because of the Association's maintenance, repair and replacement of bricks and/or siding adjacent to the porch.
- D. It is recommended that new porch railing installations are either wood or aluminum material, almond in color and which are secured connecting to the wall adjacent to the steps/porch, in a professional manner and to current BOCA (Building Ordinance Code of America) building codes.

Such proposed installations must first be submitted to the Association for approval. If approved, the cost of such installations and its maintenance shall be borne by the individual Co-owner.

Policy approved by the Board:
Policy Effective:
Policy Distributed:
Policy revised & approved by the Board:
Policy Effective:
Policy Distributed:

January 16, 2002
Immediately
Mailed January 20, 2002
June 2016
Immediately
Newsletter June 2016

SATELLITE DISHES AND TELEVISION ANTENNAS

Whereas, the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association, Condominium Bylaws, Article VI, Section 2, and

Whereas, Co-owners may, subject to the restrictions described herein, install the following antenna devices:

1. An antenna designed to receive direct broadcast satellite service, provided that the antenna is one meter (approximate 40") or less in diameter,
2. An antenna that is designed to receive video programming services via multipoint distribution services, provided that the antenna is one meter (40") or less in diameter or diagonal measurement,
3. An antenna that is designed to receive television broadcast signals and whereas, such installation shall be the responsibility of the individual Co-owner and must be performed by a professional installer, the aforementioned antenna devices may be installed on the appurtenant fireplace chimneys or on the ground behind the Co-owner's unit, a maximum of 2' from the Co-owner's unit into the general common elements providing the following conditions have been met:
 - a) Any proposed alteration or modification to a unit must be submitted to the Association for approval as stated in the Condominium Bylaws, article VI, Section 2.
 - b) The Co-owner must have filed with the Board an indemnification statement and maintenance and removal agreement on the form prescribed by the Association (such forms are available through the management agent) and
 - c) The entire installation, including all wire routing and training, must be done by a professional installer and in a professional manner.
 - d) Regarding satellite dishes that may be installed on the ground, the Association's landscape contractor assumes no responsibility for damages that may be caused by the normal performance of their contract.
 - e) Removal of the antenna/satellite dish and all related equipment becomes the responsibility of the Co-owner including all necessary repairs/costs related to the installation of this equipment.

Therefore, be it resolved that each Co-owner must file with the Association a modification request which shall include a complete description of the desired satellite dish to be installed, a complete description of the proposed mounting method and arrangement and the name of the company installing the device.

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|---|------------------------|
| Policy approved by the Board: | March 15, 2000 |
| Policy Effective: | Immediately |
| Policy Distributed: | Mailed March 22, 2000 |
| Policy revised & approved by the Board: | May 2017 |
| Policy Effective: | Immediately |
| Policy Distributed: | Handbook revision 2018 |

SIGNS AND ADVERTISING

Article VI, Section 9 of the Bylaws prohibits the display of "...signs...without written permission from the Board of Directors." The Board of Directors has agreed to allow, without further written permission, the following signs:

- A. One professional "For Sale" sign, not to exceed 18" x 24" (inches) in size, in the window of a unit which is offered for sale.
- B. One professional "Open House" tent-style sign in front of a unit, for a period not to exceed 6 hours per day, not over two days per week.
- C. One professional Security Company sign, of a size not to exceed 12" in any direction, in the shrub bed in front of a unit.

No other signs, including "Sold" signs or other advertising devices shall be displayed which are visible from the exterior of the unit or on the Common Elements, without the written permission of the Board of Directors.

Policy approved by the Board:
Policy Effective:
Policy Distributed:

April 17, 1999
Immediately
Mailed April 19, 1999

SOLATUBE

Solatubes are no longer allowed in the Coves.

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|-------------------------------|---------------------|
| Policy approved by the Board: | July 6, 2004 |
| Policy Effective: | Immediately |
| Policy Distributed: | Mailed, August 2004 |
| Policy Revised | April 13, 2021 |
| Policy Distributed: | April, 2021 |

STORM DOORS

According to the Bylaws, the storm door is the responsibility of the Co-owner and may be added or replaced by submitting a modification request to the property manager for Board approval. If the Co-owner desires to install or replace the storm door, the cost is the Co-owner's responsibility,

A modification request must be filled out by the Co-owner and approved by the Board of Directors before installation work is started.

Specifications for Door Types/Style

All storm doors shall be either full-view with removable glass and screen or a full-view, self-storing storm door featuring a retractable screen which conveniently slides into the frame when not in use. An etched border on the glass is optional. If a kick plate is requested it should match the hardware. The approved color of the storm door is white and can be purchased at Lowes or Home Depot. The brand name for the retractable style storm door is "Larson Tradewinds".

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|-------------------------------|----------------------------------|
| Policy approved by the Board: | January 2014 |
| Policy Effective: | Immediately |
| Policy Distributed: | Newsletter & Annual Meeting 2014 |
| Policy Revised | April 13, 2021 |
| Policy distributed | April, 2021 |

WINDOW REPLACEMENT

Whereas, the Board of directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association, Article XI, Section 3 and,

Whereas, Co-owners who desire to replace the existing windows may do so using, Wallside Windows, Anderson or similar manufacturers who are able to match the original style of windows installed by the builder. Replacement windows must be double hung, exterior sandstone (or similar to match original windows) match original grid patterns and include full, black screens. Half screens are not acceptable.

Whereas, any proposed alteration or modification such as replacement of windows to a unit, must be submitted to the Association for approval, as stated in Article VI, Section 2, prior to ordering said replacement windows. After a Co-owner replaces windows, all maintenance, repairs and or replacements and incidental damages resulting from this type of modification shall be the responsibility of the Co-owner and all subsequent Co-owner(s) of the Unit.

Therefore, be it resolved that a Co-owner may replace their existing windows or window, may do so with using windows from Wallside Windows, Andersen or similar approved manufacturers. An approved modification is required prior to contracting with any manufacturer for installation of replacement windows. If approved, the cost of such installation shall be borne by the individual Co-owner making the request.

Policy approved by the Board:

Policy Effective:

Policy Distributed:

Policy revised & approved by the Board:

Policy Effective:

Policy Distributed:

October 17, 2005

Immediately

Mailed November 2005

2011, 2017

Immediately

Handbook revision 2018

GARAGE DOOR SCREENS

Whereas, the Board of Directors of Coves of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association:

Whereas, co-owners may elect to install removable screens across the garage door opening an approved modification request is required prior to installation by the Co-owner.

The screen and the metal framing of the screen shall be black and stated as such on the modification request. If the framing is not available in black, the Co-owner shall be responsible to repaint the framing in accordance with the Association policy at the earliest possible date following installation.

An inspection of the completed modification shall be conducted by the Board of Directors to ensure compliance with the appropriate Coves of Canton Homeowners Association restrictions and with reasonable standards of quality and aesthetics.

All maintenance, repairs and/or replacement of the modification becomes the responsibility of the Co-owner and subsequent Co-owner(s).

Policy approved by the Board:
Policy Effective:
Policy Distributed:

September 24, 2020
Immediately
October 31, 2020

ATTACHMENTS TO OUTSIDE OF CONDO

Whereas the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association:

Whereas, the Association is responsible to maintain the exterior components of the buildings,

Therefore, be it resolved that co-owners may not puncture the siding, trim or soffits for any reason other than to install a flag holder for an American flag.

Co-owners must submit a modification request to insure that said holder is installed properly on the siding or trim.

Any damage to siding, trim or soffits, or any water seepage behind these elements, will be repaired at co-owners expense.

Policy approved by Board
Policy Effective
Policy Distributed

March, 2022
Immediately
Newsletter, March, 2022

SUMP PUMPS AND BACK UP SUMP PUMPS

Whereas the Board of Directors of Coves of Canton Homeowners Association is empowered to govern the affairs of the Association:

Whereas, co-owners may elect to install back up sump pumps in case of power failure:

The only back up sump pump allowed is a 12 volt battery powered back up sump pump.

Water powered sump pumps are NOT allowed.

Policy approved by Board
Policy Effective
Policy Distributed

June , 2021
Immediately
Newsletter, July 2021

HANDY PHONE NUMBERS

| | |
|---|------------------------------|
| BLS Management Company | 734-838-1520 |
| Canton Township Offices (Administration) | 734-394-5100 |
| Canton Police Dept. (Non-emergency) | 734-394-5400 |
| Canton Fire Dept. | 734-394-5455 |
| Canton Leisure Services (Summit on the Park) | 734-394-5460 |
| Canton Post Office | 734-844-0590 |
| Canton Public Library | 734-397-0999 |
| Canton Refuse Collection (GFL Environmental USA, Inc.) | 734-397-5801 844-464-3587 |
| Canton Supervisor's Office | 734-394-5185 |
| Village Theater at Cherry Hill | 734-394-5300 |

USEFUL WEBSITES

| | |
|----------------------------------|--|
| BLS Management Company | blsmanagement.com |
| Canton Township Offices/services | canton-mi.org |

*Trees from the
Tree*

govbill1@outlook.com

From: sconway06@gmail.com
Sent: Saturday, April 27, 2019 9:52 AM
To: Coves Board Pres Bill VanWinkle
Subject: Suggestions for replacing the trees at the Coves of Canton

Hopefully, the board and management company are working on replacing the trees and considering the site plan.

From: Leigh Thurston <leigh.thurston@canton-mi.org>

Following are some suggestions for ornamental trees.

- Briotti Red Horsechestnut (moist, medium size)
- Fort McNair Red Horsechestnut (moist, small size)
- Crabapples (small to medium size)
- Serviceberry (small size)
- Redbud (medium to large size)
- Butterflies Magnolia (medium size)
- Other Magnolias (medium to large size)
- Japanese Maple (dwarf to medium, expensive)
- Alternate Leaf Dogwood (moist, medium size)
- Cornelian Cherry (tall)
- Cherries (small to medium size)
- Japanese Tree Lilac (small to medium size)
- Thornless Cockspur Hawthorn

You can look these up and see what you like, as well as what is available.

Thank you,
Leigh Thurston
Planning Services

From: sconway06@gmail.com [<mailto:sconway06@gmail.com>]
Sent: Monday, October 15, 2018 10:34 PM
To: Leigh Thurston <leigh.thurston@canton-mi.org>
Subject: Fwd: Removing healthy trees at the Coves of Canton

All the healthy Hawthorne
Trees were pulled out.
Hopefully you can work with the management company, BLS management, to have them replaced with
trees the city recommends.

BLS
(734) 838-1520
Kathy Gallentine ex 523
www.blsmangement.com

Please let me know if I can help with anything.

TREES

2019

Coves of Canton Following are some suggestions for ornamental trees.

- Briotti Red Horsechestnut (moist, medium size)
- Fort McNair Red Horsechestnut (moist, small size)
- Crabapples (small to medium size)
- Serviceberry (small size)
- Redbud (medium to large size)
- Butterflies Magnolia (medium size)
- Other Magnolias (medium to large size)
- Japanese Maple (dwarf to medium, expensive)
- Alternate Leaf Dogwood (moist, medium size)
- Cornelian Cherry (tall)
- Cherries (small to medium size)
- Japanese Tree Lilac (small to medium size)
- Thornless Cockspur Hawthorn

Co-owners must submit a modification form along with any request for removal and/or planting of any landscape and obtain written approval from the Board of Directors. Forms should be submitted to the managing agent.