

GUIDELINES/RULES NORTHVILLE HILLS VILLAS*

The Board of Directors of the Villas at Northville Hills Condominium Association has adopted the following Guidelines (Rules), as amended January 2010:

UNIT MODIFICATIONS

No Owner/Resident may make any modifications, replacements, additions and/or alterations to the exterior appearance or structure of a Unit unless it is expressly authorized in the Villas' By-Laws, in Rules adopted by the Villas' Board of Directors or in a Variance approved by the Board of Directors. Such prohibited modifications, replacements, additions and alterations include, but are not limited to, painting, lighting, awnings, doors, shutters, newspaper or mail receptacles, antennas, satellite dishes, decks, patios, sound systems, audio-visual systems, shepherd hooks, flower pots or planters, window boxes, statuary, lawn ornaments, fountains, birdfeeders, bird baths and basketball backboards. Any authorized modifications, replacements, additions and/or alterations (1) must be completed by the Owner/Resident in conformity with the authorization, any conditions thereof and all local government requirements, (2) may not impair the existing storm drainage of the Unit or of any neighboring Units, (3) may not interfere with the sprinkler system or utility access, and (4) may not encroach upon any easement or setback. In addition, the Owner/Resident shall hold the Association and the Unit's builder harmless from any direct and consequential damage to the Unit or any Owner/Resident-purchased items in any way related to the authorized activity or approved variances.

PLANTINGS

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

1. Vegetables and/or small fruit plants may be kept potted only on the deck floor—not railing.
2. No artificial flowers or greenery may be displayed.
3. The Owner/Residents must maintain and water all such plantings, pots and planters.
4. No plantings or landscape may interfere with maintenance of the Unit. Landscaping may not invade the lawn or creep onto any part of the building.
5. Dead flowers and greenery must be removed immediately.
6. All pots (excluding pots at the main entrance and approved garage door pots/planters or window planters) and all visible plantings must be removed by each November 1st.
7. Pots at the main entrance may not exceed 24" in diameter and combined height of the pots and plants must not exceed 60". Pots at the garage sides may not exceed 24" in diameter and combined height of the pots and plants must not exceed 48".
8. Plantings in beds may not exceed 60" in height.
9. All pots and planters must be weatherproof, be kept in good repair and be congruent with the Unit's exterior coloring.
10. Pots at the main entrance, approved garage door pots and approved window planters may remain year around and may display only appropriate seasonal decorations, excluding artificial decorations, after November 1st.

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

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FLAGS

An Owner/Resident may display a USA, sports team or school flag, as follows:

1. The U.S. flag may be displayed at any time.
2. A school or sports team flags may be displayed on game day only.
3. Armed forces flags may be flown on U.S. Holidays.
4. The flag shall be attached (using an angular bracket) to the front wall of the garage.
5. The flag must be in good condition, shall not exceed 3' by 5' and must be on a metal or wooden pole. The flagpole may not exceed 5' in length and 1" diameter.
6. The Owner/Resident shall hold the Association harmless from any direct and consequential damage to the Unit caused by the attachment of the flag bracket.
7. School sports team ground signs may only be displayed during the season of that sport.

DECORATIONS

An Owner/Resident may display holiday and seasonal decorations on the exterior of the Unit as described in the following guidelines:

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

FRONT DOOR ORNAMENTS

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

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

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STORM DOORS

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

DECKS

It is each Owner/Resident's responsibility to have his/her deck power-cleaned and re-stained regularly (every two years is recommended) to maintain an attractive and neat appearance. Unless a variance is obtained, all decks must be stained a light cedar color such as Olympic caramel solid stain or TWP #101 cedar tone semi-solid stain.

PATHWAY AND SPOTLIGHTS

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

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

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

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

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

BIRD FEEDERS

An Owner/Resident may place one (1) feeder on the Unit's deck or in the surrounding bed adjacent to the Unit's deck.

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GARAGE SALES

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

OUTSIDE FURNITURE

An Owner/Resident may place a reasonable amount of traditional deck furniture on the Unit's deck. No furniture may be placed on a front porch or approved patio unless it is approved by the appropriate Committee. No furniture or other outside equipment may be stored at anytime under a deck. Deck umbrellas may be any solid color. No floral, striped or patterned fabrics are acceptable.

PARKING

In addition to other By-Law restrictions, no vehicle parked anywhere outside may be covered by a tarp or other material and no vehicle may be parked overnight on any roadway. While at the Villas, guests may park in cul-de-sac and other non-driveway parking spaces for up to seven (7) days. Owner/Resident should make every attempt to park their vehicles in their garages first, then on personal driveways before parking in cul-de-sacs or other non-driveway parking spaces. In the case of excessive Owner/Residents' use of cul-de-sac or other non-driveway parking spaces (that exceeds three days within a 21 day period); a variance must be filled out and presented to the Board of Directors for final determination.

PETS

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

SATELLITE DISHES

A satellite dish may not be installed unless the Owner/Resident obtains a variance from the appropriate Committee and the proposed location of the dish is pre-approved by such Committee or its designee.

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TRASH

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

1. Lids should be snapped firmly in place on recycle containers. Recycle containers and/or lids are available from the Northville Township municipal offices.
2. Garbage cans should have lids that lock in place or that snap on securely enough to stay in place (should the can blow over) or the can should be lined with a large plastic bag that is securely tied at the top.
3. Garbage bags may be used (instead of/or in addition to garbage cans) provided they are securely tied or secured at the top.
4. Cardboard boxes must be flattened or filled or placed within garbage cans. Larger cardboard boxes and the like should be weighed down by a garbage can, large garbage bag or other heavy item.
5. Garbage cans, bags, recycle containers, cardboard and the like can be placed outside the Unit after 6 pm in the evening before trash pickup day.
6. Garbage cans and recycle containers should be taken in as soon as possible after the trash has been picked up.
7. Garbage cans/bags and recycle bins are to be placed in front of the Owner/Resident's unit and preferably at the end of the driveway (not on the lawn).

CLUBSHOUSE & POOL

Overall Guidelines:

1. The Clubhouse and Pool are for the exclusive use of Villas' Owner/Residents and their invited guests. A guest may use these facilities only when accompanied by an Owner/Resident.
2. No personal items may be left on the premises at anytime (including in the Clubhouse refrigerator) and each Owner/Resident is requested to do his/her best to keep all of the facilities neat and clean and to turn off or down lights, TVs, appliances and the heating/cooling system when they are not needed or in use.
3. No loud noises or other activities generally considered disturbing, destructive or potentially dangerous in a residential neighborhood are allowed.
4. No pets are allowed in the Clubhouse or Pool area.

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Clubhouse:

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

Pool:

1. The Pool will be open from 5:00 am to 9:30 pm.
2. Owner/Residents who bring guests must make sure that the number of guests is limited to four (4) per Unit at any one time during the week and two (2) per Unit on the weekends and holidays. All guests must comply with all of the Rules set forth herein and the Owner/Resident must be present at all times. If repeated concerns arise, the appropriate Committee or the Association's Management Company may revoke or temporarily suspend an Owner/Resident's right to have guest privileges. The Board may also elect to revise the number of permitted guests if pool usage becomes too heavy.
3. No running or splashing on the pool deck is allowed.
4. Food may be consumed on the pool deck; but, all waste materials must be immediately removed and no glass or glass bottles may be used around the pool area.
5. Only small floating articles may be used in the pool and they must be removed from the pool when not in use.
6. No food or drinks in the pool is allowed.
7. No smoking inside the fenced area is allowed.
8. No pets are allowed inside the fenced area.
9. Everyone must shower before using the pool.
10. Individuals who require diapers must wear pool diapers (swimmies) while in the pool.
11. No loud noises or other activities generally considered disturbing, destructive or potentially dangerous in a residential neighborhood are allowed.

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Reserving Clubhouse/Sitting Room:

1. Only the sitting room may be reserved; but, during the reserved time, the sitting room guests may use the kitchen, the restrooms and the small patio outside the back doors of the sitting room. Use of the Pool or pool deck or exercise equipment is prohibited. Kitchen appliances may only be used for warming (not cooking) food.
2. The inviting Owner/Resident must be present at all times and must make sure that all of the above requirements set forth herein and that the foregoing Rules are strictly observed.
3. No gambling or loud, risqué or illegal activities are permitted.
4. The sitting room and kitchen (including the range, microwave and refrigerator) must be left clean and neat and no food or food-related garbage may be left anywhere on the premises.
5. The total number of guests and Owner/Residents in attendance may not exceed 30.
6. Parking is strictly limited to the marked spaces and other approved parking areas.
7. Nothing may be tacked, taped or otherwise attached to the lights, walls, ceilings or curtains.
8. To reserve the sitting room, the Association's Management Company must be contacted at least one week in advance. If the proposed date and time are available, the Owner/Resident must make a \$200 deposit (two \$100 checks) to hold the reservation. A \$100 of the deposit is a refundable security deposit to cover any damage and/or inordinate cleaning charges and the other \$100 is a non-refundable rental fee. The reserving Owner/Resident agrees to be responsible for any damages in excess of the \$100 security deposit and to hold the Association and the Villas Developer harmless of any liability that may arise as a result of the use of the facilities.
9. To facilitate Owner/Resident-only functions in the sitting room (such as card games, book clubs, television events and the like), Owner/Residents who would like to use the sitting room at a specific time or times and do not intend to invite guests may also reserve the sitting room in advance (with no security deposit or rental fee) by contacting the Association's Management Company at least one week in advance.
10. No Owner/Resident who is in arrears on any financial obligation to the Association may reserve the sitting room for any purpose.
11. No Owner/Resident may reserve the Clubhouse sitting room for guest or non-guest functions more than once per month.
12. The Clubhouse may not be reserved or used for public or commercial functions and no signs of any kind may be placed on the clubhouse or other Association property.

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ADDENDUM OF SELECTED BY-LAW REFERENCES

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

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

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

DECKS & PATIOS: Decks may not be modified or extended, and patios may not be added unless authorized by a variance through the appropriate Committee (reference page 16, section 9).

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

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

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

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

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

PARKING: Vehicles may not be parked overnight on the roads (excluding cul-de-sacs, driveways and parking aprons (reference page 15, section 5).

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

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

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

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

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

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VARIANCES

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

If the Committee recommends approval, the *Owner's* Variance Request and the Committee's recommendation shall be forwarded immediately to the Agent for communication to the Board of Directors at its next regularly scheduled meeting.

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

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

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

Approved Variances *may* be considered precedent-setting events for all other *Owners* and *may* then apply to all Units. A listing of all such approved Variances will be made available on the Villas' website.