

PINE KNOB ENCLAVES

RULES & REGULATIONS

March 15, 2021

Dear Co-Owner,

On behalf of your Board of Directors, we would like to welcome you to Pine Knob Enclaves. Whether you are familiar with condominium living or if this is your first experience, the information provided in this handbook will prove to be a valuable reference tool throughout your ownership experience.

As you get settled (or are continuing to get settled) into your new home, we would like to address a few of the commonly asked questions regarding Community Association living.

What is an Association? An Association is a corporate entity that represents the owners as a “not- for-profit” organization. The Association is governed by a set of legal documents based on relevant legislation in the State of Michigan.

Who owns the Association? Each owner is a shareholder or Co-Owner in the Association and owns a percentage of the common areas within the community.

Who determines the Budget? Each year, the Board of Directors develops the expense budget and then determines whether the revenues are sufficient for maintaining the community by the quality standards established to ensure a uniform and attractive community environment.

Who makes the decisions of the Association? Decisions regarding the affairs of the Association are made by your Board of Directors. If you have questions or concerns at any time, please feel free to contact a member of the Board of Directors to assist in addressing your concerns.

Members of the Board of Directors unselfishly volunteer their time on behalf of all residents. Sometimes individual requests must be sacrificed for the good of the Association, as Board of Directors decisions are based upon our Amended Master Deed and Bylaws, and ultimately, what is best for the Association. Please, keep in mind that members of the Board of Directors are Co-Owners too.

Once again, welcome to the neighborhood.

PKE Board of Directors

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Change Log

Date	Summary of Change(s)	Page(s) Affected
3/15/2021	Major update	Entire document reissued
4/26/2021	Allowable Plant List	Pages 28 – 30
6/10/2021	Birdbaths and Bird Feeders	Page 28

GENERAL INFORMATION

General Information

This Handbook is intended as a supplement the Condominium's Amended Master Deed and Bylaws. Should a conflict exist between this Handbook and the Amended Master Deed and Bylaws, the Amended Master Deed and Bylaws shall prevail. The Board of Directors has the authority to act on behalf of the Co-Owners (the Association), being duly elected by a simple majority of the Co-Owners. They are therefore, the Association in references in this document.

Pine Knob Enclaves Rules and Regulations

At the time of closing, each Co-Owner received a copy of the Amended Master Deed and Bylaws which contain in Article VI Sections 1-18 of the Bylaws, restrictions that apply within the condominium. Additional regulations, established by the PKE Board of Directors, are included in Sections 2 & 3 of this handbook.

Association Insurance

The Association provides insurance coverage on the Common elements in accordance with the condominium Bylaws Article IV Section 1 (A). Information regarding the current carrier and its agent may be obtained by contacting the Property Manager's office.

Co-Owner Insurance

Each Co-Owner is required to obtain dwelling, personal property, and liability insurance coverage in accordance with the condominium Bylaws Article IV Section I (B). Each Co-Owner shall deliver a certificate of insurance to the Association as may be required from time to time.

Amended Master Deed and Bylaws

The Amended Master Deed and Bylaws is a legal document and is very important. If you sell your home it must be turned over to the new owner at the time of closing, along with the keys to the unit, keys to the unit mailbox, garage door openers, and this Handbook. The legal documents give detailed, specific information regarding your Association, and they guide the Board of Directors in their management of Association affairs.

Under the Amended Master Deed and Bylaws, the Board of Directors has the authority, right, and obligation to determine and assess annual operating fees (budget) and to levy other assessments, fees, and penalties to Co- Owners as summarized below.

Assessments

Regular Annual Assessments are determined annually based on the current year annual budget of operating expenses. The assessment may be increased as necessary, at the discretion of the Board of Directors. Reference: Bylaws Article II, Section 3(A). The payment schedule for regular annual assessments is set forth in the Bylaws Article II Section 4 and may be amended with Co-owner approval. Additional

Assessments may be levied in the sole discretion of the Board of Directors. Reference Bylaws Article II Section 3 (B). Special Assessments may be levied from time to time by the Board of Directors if approved by the Co-Owners. Reference: Bylaws Article II Section 3 (C).

Fees and Penalties

The payment of any assessment is in default if such assessment or any part thereof is not paid in full on or before the due date of such payment. Late payment fees may be charged in cases of default. Reference: Bylaws, Article II Section 4.

In the event of default by any Co-Owner in the payment of any installment of the annual assessment levied against his unit, the Association may declare all unpaid installments of the annual assessment for the pertinent fiscal year immediately due and payable. Reference: Bylaws, Article II Section 4.

A statutory lien may be placed on a property in default to secure payment of assessments. Reference: Bylaws, Article II Section 6 (A).

All costs incurred by the association and relating to the collection of delinquent assessments are the responsibility of the Co-Owner in default and shall be secured by the lien on his unit.

Reference: Bylaws, Article II Section 6 (E).

Any violation of the provisions of the condominium documents, including regulations set by the Board of Directors, by any Co-Owner shall be grounds for relief which may include but is not limited to, legal action, recovery of costs, removal and abatement and assessment of fines.

Reference: Bylaws, Article XV, Section 1 A, B, C and D).

Monetary fines may be levied by the Association in accordance with Bylaws Article XVI Sections 1, 2, 3 and 4.

RESTRICTIONS AND ARCHITECTURAL CONTROLS

Alterations

To promote and preserve the aesthetic harmony and continuing attractiveness of Pine Knob Enclaves Condominiums and to facilitate the beneficial operation of the residential areas thereof, the Pine Knob Enclaves Association Board of Directors has adopted the following Restrictions and Architectural Controls. These restrictions provide for community appearance standards and coordinated administration of those items relating to community appearance throughout the Condominium Premises.

1. The Amended Master Deed and Bylaws (Article VI, Section 3 (A)) states in part: No Co-Owner shall commence or make alterations in exterior appearance or make structural modifications to any unit or make changes in the appearance or use of any of the Common Elements, Limited or General, including but not limited to, exterior painting, replacement of windows, or the erection of lights, awnings, shutters, banners, doors, newspaper holders, mailboxes, spas, hot tubs, decks, patios, structures, fences, walls, landscaping, or other exterior attachments or modifications, until plans and specifications acceptable to the Association have been submitted and approved by the Board of Directors. The Association shall have the right to refuse to approve any such plans or specifications. Even after approval, a Co-Owner shall be responsible for all damages to any other units and their contents or to the common elements resulting from any such alteration. Reference: Bylaws Article VI Section 3 for a complete discussion of Alterations and Modifications.

In general, alterations shall not impair the view, privacy, and/or enjoyment of neighboring units and the installation of an alteration shall not prevent the Association from performing normal maintenance and repair work.

The Board of Directors is responsible for the approval of alterations to the exterior of Units and all Common Elements, Limited or General.

In the event that any application for alterations is approved by the Board of Directors, such approval shall be subject to a recordable written document, by the Co-Owner acknowledging that installation, insuring, maintenance, repair, and replacement of all of the changes are to be at the Co-Owners sole expense.

2. Any alteration of any common elements limited or general must first be approved by the Association's Board of Directors. Requests for approval will be considered only if submitted in accordance with procedures established by the Association. Any alteration request along with any other relevant forms and information shall be submitted to the Property Management office using the Alteration Request and Agreement Form. The co-owner is required to obtain any permit that is required by the local building department. This most recent form is available at the Property Management Website and a sample is shown in the Appendix of this document.
3. The Property Management Company will forward a correctly completed Alteration Request to the Architectural or Landscape Committee for review. The Architectural or Landscape Committee will provide the Board of Directors their analysis and recommendation regarding the Request. The Board of Directors will inform the Property Management Company of their approval or denial of the Alteration or Landscape Request. Upon such determination the Property Management Company will notify the Co-Owner of the Alteration or Landscape Request disposition.
4. Alteration Requests that involve alterations to a building or common element may

require a deed update to register the Co-Owners responsible for the alteration including any maintenance, repair or damage. Such a requirement will be identified on the approved Alteration Request. This deed update must be filed with the County Register of Deeds at the Co-Owners expense. An example of a deed modification document is shown in the Appendix (refer to the Property Management website for the most current form). The deed modification shall be registered with the County and a copy provided to the Management Company within 60 days of the alteration work completion. Failure to do so will result in an initial \$200 fine and subsequent \$200 fine for every subsequent month for failure to register the deed modification.

5. The Alteration or Landscape Request shall be acted upon in writing usually within 30 days after plans and specifications are submitted and clarified by the appropriate committee.
6. The approval granted by the Board will be valid for 90 days unless otherwise approved and shall constitute only as authority to construct. Any construction so approved shall be in accordance with the approved Alteration or Landscape Request, the municipality building code, and shall be subject to municipality permits and final inspections.
7. The Board of Directors reserves the right to use any authorities granted to it under the condominium Master Deed and By-Laws as well as any other rights available to enforce these policies and related procedures.
8. Once approved, alterations made by a Co-Owner and/or contractor shall be done without expense or liability to the Association. Co-Owners shall be responsible for any damage to any of the following, but not limited to, during construction of the approved alteration.
 - a. Any common element including irrigation system, and utilities.
 - b. Neighboring units, both interior and exterior.
 - c. Injury to themselves, members of the public, and contract workers.
 - d. Any damage to their own unit or neighboring units that occurs during or following construction and results from improper construction or change in drainage.
 - e. Removal and/or relocation of any existing structures, landscaping, etc.
 - f. Removal of construction debris/trash shall be within two days of project completion.
9. Approved alterations shall be completed within 90 days. The Association Board or its designated Architectural Review Committee or Landscape Review Committee will inspect the completed alteration to confirm it is as described in the Alteration Request.
10. The Property Management company shall act as receiving agent for all alteration problems, concerns, applications, and correspondence.
11. The Association reserves the right to periodically inspect approved alterations for adequate maintenance and if in the Association's opinion adequate maintenance has not been performed, will request the Co-Owner perform the maintenance.
12. Approved alterations shall be constructed only within the Co-Owners unit and common, limited, and general areas identified in the alteration request and shall conform to Architectural and Landscape standards of the association.

Condominium Regulations & Restrictions

Limitations and restrictions governing the use and alteration of limited and general common elements of the condominium are set forth in Article VI of the Amended and Restated Bylaws. Strictly interpreted, Article VI disallows the placement of anything on any common element except furniture and equipment on balcony's decks, patios, and porches that is consistent with the ordinary use of those common elements. The regulations set forth herein are provided to clarify and/or supplement the bylaws and in some instances are less restrictive than Article VI. In such instances, these regulations are intended to provide Co-Owners some flexibility in their use and enjoyment of certain limited and general common elements and as well, to preserve the architectural and environmental character of the condominium as it was originally constructed.

When placing items such as birdbaths, bird feeders, statues/yard ornaments, grilles, furniture, and any others items on and around patios, porches and courtyards as permitted in these regulations, consideration must be given and care taken so as to avoid creating a cluttered or otherwise unsightly condition as viewed from the street and/or neighboring and on-looking units.

Any use or alteration by a Co-Owner of the common elements that is not specifically covered in these regulations shall be subject to the limitations and restrictions set forth in the Bylaws Article VI.

Advertising Material and Signs

- a. No signs or other advertising devices shall be displayed which are visible from the exterior of a residential unit or on the common elements, including but not limited to political signs. It is recommended that owners contact either the Board of Directors or Property Manager when selling their home. One "For Sale" sign is allowed with the restrictions stated in items b – d below.
- b. Specifications: Color shall be Black background with Gold letters, 24" X 24" (max). Any sign company can assist you. Also, Realtors usually have signs made up through their agency. The sign frame must be "push in type", no 4X4 or similar post are allowed.
- c. Location: Front of home only, located in a mulched area, not in lawn. Window signs are not allowed.
- d. Open House Signs: These can only be used while there is an "Open House", they must be removed as soon as the open house is over.

Antennae

No exterior aerial, antenna, satellite dish or other reception or transmission device shall be constructed, or maintained on any Unit without submission of an Alteration Request & Approval Form which has been approved by the Board of Directors. Refer to the Appendix for a sample form (refer to the Property Management website for the most current form) for related rules and requests for approval. For specific satellite dish requirements, see the Satellite Dish

section of this document.

Basketball Backboards

No basketball backboards can be attached to the Unit or the garage. Neither can a pole with board attached be erected/cemented into the ground by the driveway or in any common area. If a portable basketball board is used, it must be stored in the garage when not in use.

Birdbaths and Bird Feeders

Refer to Landscape Rules for rules relating to bird baths and bird feeders.

Clothes Drying

The common elements areas shall not be used for the drying, airing, or shaking of clothing or other fabric.

Coach Light Bulb Specifications

Garage coach light bulbs and porch light bulbs may be replaced by contacting the Property Manager. Co-Owners may choose to replace their existing exterior light bulbs in the garage coach lights themselves. If Co-Owners choose to replace bulbs, they must meet the following specifications:

- Color Intensity: 2700 K Max – Warm White
- Light Intensity: 300 Lumens – Max
- Power Consumption: 5 Watts – Typical
- Tungsten Bulb Comparison: 40 Watts – Max
- Appearance: Clear/Candelabra
- Environment: Outdoor Rated

The Association specifically wants to avoid the use of BLUE color LED lights commonly called “Daylight” and with a color rating above 4000K.

Doors (Excluding Garage Doors)

Door assembly includes the door, frame, sill, glass, weather seals, any sidelights and all hardware including kick plates, locksets, and screens. The door assembly is the Co-Owners responsibility, except the painting of exterior surfaces and caulking around the door exterior perimeter, which responsibility for normal maintenance, has been assumed by the Association. When a new door assembly is being installed, responsibility for exterior painting and perimeter caulking shall be that of the Co-Owner. Any replacement of an existing door shall first be approved by the Association via the Alteration Request & Approval form in the Appendix (refer to the Property Management

website for the most current form) and must comply with the Architectural Controls pertaining to Doors - Replacement included later in this section.

Doors - Replacement

- Replacement of hinged and sliding doors must be sized to fit the original door rough openings. Original openings shall not be altered.
- Any aluminum or vinyl clad exterior surfaces of the replacement door must match original doors in color.
- Glass in replacement doors, except front entry doors, shall conform to the glass specifications as stated above.
- Glass in front entry doors and sidelights shall include brass cameoing to match original doors and sidelights.

Drones

Due to concerns with the privacy of our Co-Owners, the use of recreational drones is prohibited. Contractors or Realtors may use drones for a specific task with approval by the Board of Directors.

Dumpsters/Pods

The temporary placement of any dumpster, or other large refuse container on any common element, must first be approved by the Association. Request for approval shall be made through the Property Managers office and shall include the expected dates of placement and removal of the container. The duration of such containers will generally be limited to forty-eight (48) hours unless otherwise approved. Dumpsters must be the type with wheels and tires to avoid driveway damage. If the timing extends beyond 48 hours, the wheeled dumpster may be located in the Co-Owner's garage.

The temporary placement of PODS (or similar portable storage container) during relocation is allowed with prior notice given to the Property Manager. Only one (1) POD may be present at any unit at any time. The location of the container shall be on the driveway of the requesting Co-Owner's unit and the container shall not protrude beyond the curb. The requesting Co-Owner will be responsible for any damage to any of the common elements resulting from the container, including but not limited to, the driveway.

Estate Sales

Estate sales are defined as sales that are **brokered by an official Estate Sale Agent**. Sales managed by the Co-Owner shall be considered a garage sale and not allowed. Estate sales with prior approval by the Property Manager and Board of Directors, may be conducted between the hours of 9:00 am to 6:00 pm and shall be limited to three (3) consecutive days. Items being offered for sale shall not be displayed upon any common element (driveway, porch, grass, patio, etc.). Signs used to identify the sale location may be placed, one each, at the Royal St.

George entrance, either the Enclave, Cascade, or Intermezzo entrance, and one at the selling location. Signs may be displayed during sale hours only. The Co-Owner or his/her agent conducting a sale is responsible to ensure that Association parking regulations and designated "No Parking" zones are observed and respected.

Firearms

No Co-owner shall use, or permit any occupant, agent, employee, invitee, guest, or family member to use any firearms, air rifles, pellet guns, BB guns, bow / arrow or other similar dangerous weapons, projectiles or devices anywhere on or about the Condominium Premises for any purpose other than those allowed by local, state or federal law (i.e., Michigan self-defense laws).

Flags

The display of a single United States flag of a size not greater than three feet by five feet is allowed to be displayed on the exterior of a Unit. A flagpole that would be erected and cemented in the ground is not allowed either in the beds surrounding a Unit or on any other Common Element. Game day flags may display for a maximum of three (3) days including game day. Flag mounting brackets may be attached to either the garage door wood frame or the brick adjacent to the garage door. Flags must be in good shape (i.e., no tears, rips, faded, etc.).

Flowers & Containers (Excluding Window Boxes)

Refer to Landscape Rules for all rules relating to flowers and containers.

Garage Doors

Maintenance, repair, and replacement of garage doors, except for periodic painting, is the Co-owner's responsibility. The Association has assumed responsibility for painting the exterior surface, as needed, in its sole discretion. Lubrication, twice annually with WD 40 or equivalent lubricant, of all hinges, rollers, tracks and springs will extend the life of door components and reduce repair costs to the Co-Owner. CLOPAY Premium Series, Model 4300 Garage Door is approved by the Association as the replacement for existing garage doors. Should this model be unavailable, the Co-Owner shall request approval for a door similar in appearance to the original via the Alteration Request & Approval form in the Appendix (refer to the Property Management website for the most current form).

Generators

Any installation of a permanent standby generator first requires approval of the Condominium Association. Requests for approval shall be submitted to the Property

Manager using the Alteration Request and Agreement form included in the Appendix (refer to the Property Management website for the most current form).

The following rules and standards shall apply in all proposed generator installations:

- No work shall commence until written approval of the Alteration Request and Agreement form is received by the Co-Owner and the required permit from the local building department.
- The location of the generator shall be in the rear of the requesting Co-Owners unit in a planting bed on either side of existing patio. A drawing shall be attached to the Alteration Request showing the specific location of the proposed installation relative to existing items such as patios, trees, shrubs and AC units.
- All permanent standby generator installations shall use Natural Gas as a fuel supply. Gasoline, Diesel, Propane or any other fuels are not allowed.
- The cabinet size of permanent standby generators shall not to exceed 72 inches long, 30 inches wide, and 40 inches high.
- The generator shall be installed on a secure base. The dimensions of the base shall not exceed dimensions of the generator cabinet by more than 8" on any side.
- The "Automatic Exerciser" or "Test Runs" must be programmed to run between 10:00 A.M. and 4:00 P.M. Monday – Friday. The minimum amount of time should be programmed for test runs as per the manufacture requirements.

Grills and Fire Pits

Charcoal burners may be used on patios, in courtyards, or on the driveway as long as they are 10 feet away from the building. Gas (LP) burners may be used on patios, in courtyards, or on the driveway and as near to 10' away from the building as possible. If the grilles are being used in the front of the unit, when not in use they need to be stowed and not visible from the street. Charcoal or wood burning grilles, smokers, or fire pits MAY NOT be used on balconies or decks.

Holiday Decorations

Holiday decorations may be placed within two weeks before a holiday and shall be removed within two weeks after the holiday. Christmas decorations may be placed as early as Thanksgiving and must be removed by January 15th. Any decorations greater than 60 inches in height are not allowed. Decorations with sound, bright lights, strobe lighting, or inflatables are not allowed. Discretion shall be that of the Board of Directors.

Hose Reel / Holder Location

Hose reels/holders may be either brick mounted or stand-alone hose and must be architecturally harmonious with the buildings or neutral in color.

HVAC Equipment

Any alteration of the existing exterior air conditioning and or heating equipment first requires approval of the Condominium Association. Requests for approval shall be submitted to the Property Management Company using the Alteration Request and Agreement form available on the Property Management website. (see sample form in the Appendix).

The following rules and standards shall apply in all proposed new equipment.

- No work shall commence until written approval of the Alteration Request and Agreement is received by the Co-Owner.
- New equipment of the same dimensions or smaller maybe located in the same area as the existing equipment.
- A drawing shall be attached to the Alteration Request showing the specific dimensions of the equipment and the location of the proposed installation relative to existing items such as patios, trees, shrubs, decks and other equipment. This drawing shall also include the location of any required ducting, piping, or electrical routings.
- Any required ducting, piping, or electrical routings must be identified on the Alteration Request.
- The Co-owner and contractor shall obtain a building permit, when required, from the local building department before submitting for Association approval.

Lighting - Exterior

No additional exterior lighting is allowed without prior approval of the Board of Directors. Requests shall be submitted on the Alteration Request and Approval form. Any approved lighting shall be compatible with the intensity and style of existing lighting throughout the Condominium. Outdoor lighting shall avoid subjecting neighboring properties to bright light sources. No flood lighting will be permitted. Any lighting plan submitted for review shall provide that illumination is directed downward and only bright enough to provide for the safe traverse of steps and paths. Subtle lighting of architectural elements is encouraged while ornate lighting such as tree up lights, colored lights, and the like are not permitted. Exposed light sources are also not permitted.

Moving / Delivery Vehicles

Moving vans and large delivery vehicles are not allowed on the driveways or grass

areas. Unloading must be done from the street. To facilitate unloading, temporary parking on the fire lane side of the street is allowed as long as the driver is on the premises. No overnight parking of moving / delivery vehicles on any street is permitted.

Outdoor Furniture

Chairs, benches or other furniture may NOT be left unattended on or about the common elements. Benches, chairs and chair-side/small tables may be placed on the front porch or courtyard of any unit and visible from street view. These must be made of materials such as iron, wood, or wicker and be architecturally harmonious in color and material as judged by the Board of Directors. Such furniture must be maintained to preserve its original state and shall not be covered during periods of non-use (for winter storage, see next paragraph). Stackable plastic furniture and furniture of bright colors is not allowed in these locations. Neutral colors are recommended.

No unsightly condition shall be allowed on any balconies, porches, or decks. Only furniture and equipment used in these areas are allowed to remain there through the usable season. Unit owners may store furniture and equipment normally used on balconies, porches, decks, and patio areas during the winter and during those times when such furniture and equipment are not normally in use, provided such furniture and equipment is stored neatly. If coverings are used, such coverings shall be uniform and neutral (beige, grey, or green) in color and adequately secured.

Painting-Exterior

Exterior painting is not allowed by individual Co-Owners. Painting is an Association responsibility, including entry and garage doors.

Patios, Wooden Balconies/Decks/Platforms, Porches, and Steps

- Wooden decks, platforms and steps as well as concrete patio (and steps) are limited common elements of the Condominium and as such, the maintenance, but not the repair and replacement, of said elements is the responsibility of the Co-Owner of the unit to which these limited common elements appertain. This maintenance is to be completed by August 31st of the scheduled year of the maintenance.
- Concrete patio surfaces must be power washed cleaned and sealed, minimally, once every two years. Power washing must be done at a low pressure to avoid damage to concrete or caulking. Either of the following Euclid sealer products; EVERCLEAR VOX water base or SUPER DIAMOND CLEAR solvent base. Any caulked joints, if present must be wiped dry after application of the sealant to avoid caulk deterioration. The SUPER DIAMOND CLEAR provides a better seal however precautions need to be taken to minimize inhaling and exposure to skin. These products should be available at the following stores:

HALEY STONE
3600 Lapeer Road, Auburn Hills
248-276-9300

SMEDE-SON STEEL
1097 Oakland, Pontiac, MI 48304
248-332-0300

- Wooden deck, platform and step surfaces must be cleaned and stained, minimally, once every two years with Sherwin Williams Superdeck Exterior Solid Color Waterborne Stain in SMOKETREE Color - SW 3019. Composite decking does not require staining.
- The Association will maintain a record of the frequency of maintenance performed for each individual unit and Co-Owner. For the Co-Owners protection, all maintenance performed on these elements must be reported to the association's Property Management Company using the, Patio & Deck Maintenance Verification Form included in the Appendix (refer to the Property Management website for the most current form). The Property Manager will return a signed copy to the Co-Owner after verification is complete. Verification of completed work will be conducted by a member of the Architectural Review Committee or Board of Directors.
- If the staining of the deck or sealing of the patio is not completed by August 31st of the scheduled year, the Association will hire a contractor to perform the required work and the total contractor's expense plus a \$200 fine will be assessed to the Co-Owner.
- Co-Owners may, at their option and expense, choose to replace wooden deck/balcony and porch floor surfaces with composite deck material. The specific composite material, in a grey color compatible with the existing Smoke Tree stain color, and the installation plan must first be approved by the Association using the Alteration Request and Agreement Form. The work must be performed by a licensed and insured contractor. The remaining wooden structure, joists, support beams and posts, will be the Association's responsibility to maintain repair and replace. When any of these wooden elements, including surface boards, are being replaced by the Association, the Co-Owner shall have the option to upgrade to composite material by paying the upcharge amount.

Pets

Two household pets are allowed on the condominium premises by any Co-Owner. There shall be no Pit Bull Terriers, Rottweiler, Doberman Pinscher breeds or such other breeds known to have a propensity for violence. Co-Owners who are maintaining more than 2 pets as of the effective date of the Amended and Restated Bylaws shall not be subject to the number limitation. All pets, including those being maintained as of the effective date of the Amended and Restated Bylaws, shall be registered with the Association. Refer to Appendix for a sample Pet Registration form (refer to the Property Management website for the most current form). Refer to Bylaws Article VI Section 5 for complete language pertaining to Animals upon the Condominium Premises.

A sample Pet Registration Form can be found in the Appendix (refer to the Property Management website for the most current form).

Plantings

Refer to Landscape Rules for all rules relating to Planting and Landscaping.

Rental and Leasing

Co-Owners are permitted to lease or rent their unit according to the Amended and Restated Bylaws, Article VI, Section 2. The term of the lease must be a minimum of 12 months. In accordance with this right, the Association and Board of Directors requires that the leasee be aware of the Bylaws and Rules & Regulations. In addition, in case of emergency or pertinent communication from our Property Management Company, we require contact information be provided. Therefore, prior to the leasee occupying the unit, an Addendum to Lease Agreement Form must be completed, signed by the Co-Owner and leasee, and submitted to the Property Management Company. Any failure to comply with this requirement will result in an immediate fine (see Violation Procedure section). Any rules violation incurred during the period of the lease, will be the responsibility of the Co-Owner and any applicable fines will be assessed accordingly.

Retaining Walls

Co-Owners shall not construct any new retaining wall nor alter any existing retaining wall.

Satellite Dishes

Any installation of a satellite dish antenna first requires approval of the Board of Directors. Requests for approval shall be submitted to the Property Manager using the Alteration Request & Agreement form included in the Appendix (refer to the Property Management website for the most current form).

The following rules and standards shall apply in all proposed dish antenna installations.

- No work shall commence until written approval is received.
- The satellite dish must be less than or equal to one (1) meter or 39.37 inches in diameter.
- In consideration of the line-of-sight requirement to the satellite, the dish must be installed in the most preferable location to the Association. The least conspicuous, unobtrusive but effective location for installation shall be chosen. The Alteration Request shall include a diagram of the entire building showing the location of the dish in reference to the Unit for which it will provide service. ROOF INSTALLATIONS ARE NOT ALLOWED.
- The Co-Owner, to whom the satellite dish provides service to, shall be responsible for the maintenance of the satellite dish and its associated hardware.

- The Co-Owner, to whom the satellite dish provides service to, shall be responsible for any damages caused by the installation and maintenance of the satellite dish and its associated hardware.
- The satellite dish and its associated hardware must be removed from limited and/or general common elements upon severance of the service contract with satellite television provider.
- The satellite dish and its associated hardware must be removed upon sale of the Unit, unless purchaser requests and receives approval from the Board of Directors.
- Upon removal of the satellite dish and its associated hardware from the community, the Co-Owner whom the satellite dish provided service to is responsible for repairing any holes or damage made as a result of attaching the satellite dish to the general and/or limited common elements.

Security Bars

These or other similar visible security protection devices on windows and/or doors are expressly prohibited.

Statues/Ornaments

Refer to Landscape Rules for rules relating to statues and ornaments.

Storm Doors

The Pine Knob Enclaves Board of Directors has approved the installation of storm doors. These may be purchased and installed at the owner's expense keeping in mind that any damage to the Unit during the installation of these doors is at the owner's expense to repair. An Alteration Request & Agreement form must be submitted for approval prior to any installation.

Two storm doors have been approved and the first listed below is available from Doors of Pontiac (7611 Highland Road, Waterford, MI 248-666-9777). They have been approved by the Board of Directors for installation at both the front entry door and the door to deck/patio. Some units may have a light fixture in the way of a storm door to the deck/patio so a retractable storm door is required. Co-Owners may request approval of other similar storm doors from other manufacturers. Contact the Board of Directors for other options that may have been recently approved. An Alteration Request and Agreement form must be submitted with the specifications and photo of the proposed door.

Manufacturer:	FOX #108	Larson Trade Winds
Color:	Sandal	Sandstone
Handle:	Brass Curl	Curved Brass

Structures

The placement or erection upon the common elements of certain structures and devices is expressly prohibited and any request for approval of same shall be denied. This includes but is not limited to structures and devices such as buildings for storage, dog kennels/houses, fences, hot tubs, invisible fences, insect zappers, play structures, sheds, swimming pools, and window boxes/planters.

Tents

Temporary use of a tent to facilitate outdoor events is allowed with prior approval of the Board of Directors. Request for approval shall be made through the Property Manager's office. A tent may not be placed earlier than two days prior to the scheduled event and shall be removed the day following the event. The specific location of any tent must be approved by the Property Manager or a member of the Board of Directors. The requesting Co-Owner shall be responsible for any damage to any of the common elements resulting from the tent including but not limited to the irrigation system.

Trellises

Refer to Landscape Rules for rules relating to Trellises.

Vehicles upon Condominium Premises

No house trailers, commercial vehicles, watercraft, trailers, camping vehicles/trailers, golf carts, motorcycles, all-terrain vehicles, snowmobiles, snowmobile trailers, or vehicles (other than automobiles or vehicles used primarily for general personal transportation use) may be parked or stored upon the premises of the condominium except in garages.

Golf carts are allowed on streets and driveways but must be parked in the garage when not in use.

Vehicles that remain parked for extended periods and that are not driven routinely for general personal transportation are considered to be stored vehicles and therefore, must be stored in a garage.

No Co-Owner shall permit any occupant, agent, employee, invitee, guest, or member of his/her family to park vehicles in the designated and posted Fire Lanes along the roadways within the condominium.

No vehicle of any type shall be parked, in whole or in part, on any common element of the condominium except a driveway, guest parking area, and that part of a roadway which is not designated as a no-parking zone. **All vehicles belonging to a Co-Owner or family member should be parked in the Co-Owner's garage or driveway.**

Guest parking areas are for the convenience of guests/visitors to our community

and not for the regular use by the Co-Owners.

No vehicle of any kind should be driven on the lawns of the condominium property.

Refer to Article VI Section 8 of the Amended and Restated Bylaws for complete language relating to vehicles on the condominium premises.

Widening of Driveways

Widening or changing in any way of the original dimensions of any driveway without the express written approval of the Board of Directors is not allowed.

Windows

Window assembly includes glass, sash, frame, all hardware, interior painted surfaces, exterior finish work, screens and exterior sealing (cap beading) of insulated glass units. The window assembly is the Co-Owners responsibility to maintain, repair, and replace, except exterior perimeter caulking which is the Association's responsibility. When new window assemblies are being installed, the responsibility for exterior perimeter caulking shall be that of the Co- owner. ANY REPLACEMENT WINDOWS SHALL FIRST BE APPROVED BY THE ASSOCIATION, via the Alteration Request & Approval form (refer to the Appendix (refer to the Property Management website for the most current form) and must comply with the Architectural Controls pertaining to replacement windows and replacement glass included in the next section.

Window – Replacement Glass

- Whether replacing insulated glass units in existing windows or replacing complete window assemblies, the muntin bars (grid bars) must match the original muntin bars in color, dimension, pattern and alignment.
- Argon filled glass may be used.
- Low E glass with a silver/grey color coating may be used
- Glass tinted in any color by glass manufacturers is not allowed. Such tinting significantly darkens the glass and produces a highly reflective and mirror like appearance.
- See “Construction Suppliers and Trades”, for suggested replacement glass suppliers.

Window - Replacement

- Must be sized to fit the original window rough openings. Original openings shall not be altered.
- All exterior wood surfaces of replacement windows must be clad in

either aluminum or vinyl and in a color to match original windows.

- Glass in replacement windows shall be dual pane insulated glass or better and conform to glass specifications as stated in “Replacement Glass” above.
- To receive approval by the Board of Directors, any replacement window units shall be at least comparable to Andersen and Hurd brands in character and quality.

Window Boxes

Window boxes are not allowed anywhere on the outside of the unit. An exception is the courtyard where the Co-Owner would be responsible for any damage to the building.

Window Wells

An approved Alteration Request & Approval form is required prior to installation of an egress window well. Installation must conform to all local building codes.

LANDSCAPE RULES

Objectives

- a. To provide Co-Owners with a controlled measure of freedom to replace, at the Co-Owner's expense, dead, dying, diseased, or otherwise unsightly plants that have been or need to be removed and which the Association may elect to not replace.
- b. To preserve, to the extent possible and reasonable, the character and continuity of the Enclaves street side landscape as originally planned and installed by the developer.
- c. To avoid propagation of and ideally reduce, the existing overplanted condition in the Enclaves.

General Rules

- a. Co-Owners shall not alter the existing landscape without express written authorization of the Association.
- b. Applications for authorization to alter the landscape shall be submitted to the Association's Property Manager using the Alteration and Agreement Request form. Such applications, when properly completed and in compliance with requirements set forth herein, shall be processed by the Landscape Committee and a recommendation made to the Board of Directors within 7 days of receipt by the Landscape Committee. The applicant will be advised of final disposition within 7 days of receipt by the Board of Directors.
- c. Only plants that are listed in the Allowable Plant List shall be authorized for planting by co-owners. The Allowable Plant List #12 is included herein.
- d. The number of plants authorized to be planted by a Co-Owner generally will not exceed the number of dead, dying, diseased, or otherwise unsightly plants that have been or will be authorized for removal.
- e. Authorization of landscape alterations by Co-Owners shall be restricted to those existing planting beds that surround the immediate perimeter of any unit including front yard (street side), side yard, court yards and rear patio areas. No objects or plants of any kind shall be placed on the outlying common areas surrounding any unit.
- f. Street side planting regulations shall apply also to the main entrance area of those units where the main entrance does not directly face the street.
- g. When replacing some or all of a mass planting (i.e., a circular row of yews or an "S" shaped row of yews), only new plants of the same type and variety as those being removed may be installed and, in a pattern, or configuration identical to the original mass planting, unless authorized by the Board of Directors. The Board of Directors, at its sole discretion, may choose to not authorize the replacement of plants removed from either end of a mass planting.
- h. Co-Owners shall be responsible for any damage to the irrigation system or other common elements caused by a Co-Owner or a Co-Owner's agent during installation of authorized Co-Owner plantings.
- i. Co-Owners shall not plant any additional or replacement trees, deciduous or

evergreen, WITHOUT written Board approval. Any tree selection MUST be from the Allowable Plant List. Trees lost to damage or disease may or may not be replaced at the sole discretion of the Board. Crab trees have been intentionally omitted due to their high maintenance and vulnerability to disease.

- j. Any Co-Owner plantings that are not maintained to a community standard or are diseased, dead, dying or deemed by the Board of Directors in its sole discretion to be otherwise unsightly shall be removed, restored, or replaced by the Association and the related expense assessed to the respective Co-Owner.

Stones in the Landscape

- a. Stones may be placed on the common elements of the condominium by the Association as a remedy, either temporary or permanent, for soil erosion or other issues. In such instances, only stones in variable sizes from 2" to 5" in diameter, natural in color, and commonly referred to as River Rock or Creek Rock shall be used.
- b. Stones of any kind, size, shape, or color shall not be placed anywhere on a common element of the condominium for any reason by a Co-Owner without express written approval of the Board of Directors.
- c. All Co-Owner requests for approval to install stones will be reviewed by members of the Architectural Committee and a recommendation made to the Board of Directors regarding approval or denial. In cases of denial, the Architectural Committee may recommend alternatives to the use of stones.
- d. As of 10/1/2016, (unless notified differently in writing by the Board of Directors) all existing stones placed on common elements of the condominium shall be considered "conditionally approved" until drainage issues at the unit are deemed resolved, at the discretion of the Board of Directors.

Flowers in the Landscape

- a. Artificial flowers/shrubs shall not be placed on any common element.
- b. Live Annual Flowers: Live flowers may be planted in existing beds located around a unit. These include foundation beds, beds around the bases of trees, beds beside the driveway, beds in the front or rear of a unit and courtyard beds without Board of Directors approval.
- c. Annual flowers should be planted a safe distance away from the lawn to prevent damage from weed wacker edging and lawn mowing by the landscape contractor. It is advised to plant flowers after mulch installation in the Spring to prevent damage. Any flowers damaged will NOT be replaced by the landscape contractor. Flowers planted by Co-Owners are the sole responsibility of the Co-Owner with respect to care, feeding, pruning, watering and other maintenance such as annual cutback and/or removal. The irrigation schedule will not be altered to accommodate Co-Owner planted flowers.
- d. Plant containers may be placed in the existing beds with annual flowers or hung from shepherd hooks mounted in ground only, no taller than 72 inches. Hanging plants must be displayed in natural colored moisture retaining media containers or earth toned baskets. These annual plantings and containers must be removed at the end of the season by the Co-Owner.
- e. All planting containers must be architecturally harmonious, which is defined as being composed of terracotta, cement, metal or composite material in earth tone colors (when

visible from the street). Planting container size should be of a reasonable size and not to appear oversized. White plastic hanging planters are NOT allowed.

- f. Container plants are allowed on balconies/decks, patios, porches, and in courtyards. When placed on wood surfaces such as balconies and decks, such containers shall be set in saucers to prevent premature deterioration of wood surfaces. Repair and/or replacement of any such damage shall be the expense of the respective Co-Owner.
- g. Empty plant containers shall be removed from the common elements during off season. Any that are too large or heavy to be moved shall not be covered.
- h. Plant hangers shall not be attached to any surface of any building.
- i. Hanging plants shall not be hung from trees as these may cause damage.

Perennial Flowers

- a. In an effort to preserve, to the extent possible and reasonable, the character and continuity of the Pine Knob Enclaves street side landscape, perennials may NOT be planted in the front, street side or court yard of any unit without Board of Directors approval. No plantings that require staking, cages or other means of stability are allowed except for Clematis on a trellis that is on the allowable planting list but must first be approved by the Board of Directors. The trellis placement must follow the rules under "Trellis".
- b. Perennials may be planted in existing beds in the rear of units without Board of Directors approval. The perennials should not exceed 12"- 18" in height when fully grown. Perennials in beds must be properly maintained by the Co-Owner, including seasonal cutback. Ground covers should not be planted in beds without Board of Directors approval.

Community Entrance Plantings

The PKE Community entrance (wing wall) plantings shall be arranged and supervised by the Landscape Committee with approval and funding provided by the Board of Directors.

Statuary and Ornamental Objects

- a. Statuary and ornamental objects are allowed, but only in the back or side of a unit in a mulched area not directly visible from the street. These are not to be attached to the unit in any manner.
- b. Statuary and ornamental objects: A maximum of three (3) are allowed in either the front or side beds. A maximum of three are allowed in the back of the unit, placed in existing planting beds. Statues/ornamental objects in the front/side yards may not exceed 36 inches in height and 12 inches in diameter. Statues/ornamental objects in the back of the unit may not exceed 48 inches in height and 12 inches in diameter and shall be placed in existing planting beds directly adjacent to the unit. Discretion shall be that of the Board of Directors.

Irrigation of Plants

- a. No additions, alterations or repairs shall be made to the existing irrigation system by a Co-Owner or a Co-Owner's agent to specifically accommodate Co-Owner

plantings unless such additions, alterations, or repairs were included in the request for approval in which case approved changes, if any, shall be installed by the Association's irrigation contractor and the related expense assessed to the respective Co-Owner.

- b. Co-Owners, when planting, should be aware of the planting bed irrigation schedule and provide additional watering of new plants based upon the plants needs
- c. Irrigation of existing planting beds provided by the Association is not guaranteed with respect to its effectiveness and operational regularity. The Co-Owner is ultimately responsible for the periodic irrigation of approved Co-Owner plantings.

Planting Beds

- a. Co-Owners shall NOT construct any new planting beds nor alter the size or shape of any existing planting bed.
- b. Only shredded mulch in natural color to match existing mulch may be placed in any planting bed as a ground cover or weed inhibitor. Planting beds will be mulched periodically at the discretion of the Board of Directors.
- c. Any plants or other objects placed in planting beds prior to spring mulching operations are at risk of being damaged or destroyed during such operations. In such cases the Co-Owner shall be solely responsible for any such damage. The landscape contractor will not be held responsible.
- d. Planting beds shall not be outlined or bordered with any edging materials such as but not limited to: stone, brick, wood, plastic or metal without written permission from the Board of Directors.
- e. Herbs shall not be planted in the beds. Co-Owners should plant herbs in pots which will protect them from the landscape company pulling them during weeding.
- f. Ground cover is not on the allowable list of planting and shall not be used in beds.

Plant Trimming

- a. Co-Owners who possess the desire, know-how, and necessary tools may trim existing shrubbery plants in street side, side yard, and patio area planting beds that surround the immediate perimeter of the Co-Owner's unit. In doing so, the existing normal and usual shape of plants shall not be altered. The purpose of trimming is to maintain the plants characteristic shape while controlling its rate of growth so as to extend its useful life, and not to make them Co-Owner unique.
- b. Plants in need of trimming will be trimmed by the Association's landscape contractor during annual trimming operations and may not be trimmed to every Co-Owners preference. The Association's contractor will NOT distinguish between Association plantings and Co-Owner plantings during trimming operations.

Plant Feeding

- a. All plantings located in common element beds with the exception of annuals and perennials are the sole responsibility of the Association to fertilize.
- b. Co-Owners are responsible for the fertilization of plants at the time of initial planting and shall seek the advice of the nursery or contractor regarding the type and amount of fertilizer to be used.

Retaining Walls

- a. Open spaces in existing retaining walls may be planted with Phlox, Sedum or other similar low growing plants recommended for use in rock gardens and included in the Allowable Plant List.

Trellises

- a. No attachment of any trellis may be made to any unit.
- b. One trellis may be placed in the front of any unit and visible from street view, another may be placed on the side of a unit, where wall space is abundant, and visible from street view.
- c. Trellises must be made of iron in dark colors such as black, brown or green and be properly maintained. Trellises may be decorated in season with live plants only.
- d. Any other use of trellises requires prior written approval of the Landscape Committee.

Birdbaths and Bird Feeders

- a. These are allowed, but only in the back of a unit on a shepherd hook, anchored in a mulched area and directly adjacent to a unit. These are not to be attached to the unit in any way. Bird feeders are NOT to be hung from tree branches.

Allowable Plant list: Listed below are those plants that have been approved by the Association and which may be used as replacements for original plants, installed by the developer, that are dead, dying, diseased, or otherwise recommended to the Board of Directors by the Landscape committee. Please note! Any and all of the plants on the list must be approved by the Board of Directors BEFORE planting with the exception of the few perennials listed for rear of unit planting and annual flowers.

Allowable Plant List #12

CATEGORY/TYPE	VARIETY	HEIGHT	SPREAD	AREA	COMMENTS
Evergreens/Broadleaf					
Boxwood	Baby Gem	2-3'	3-4'	Hedge	Annual Trimming
Boxwood	Green Gem	2-3'	2-3'	Hedge	Annual Trimming
Boxwood	Green Mound	2-3'	3-4'	Hedge	Annual Trimming
Boxwood	Green Velvet	2-3'	3-4'	Hedge	Annual Trimming
Evergreen - Spreading					
Spruce	Norway	2-3'	4-5'	Mass 3/5	Little Maintenance
Spruce	Elgans	2-3'	4-5'	Mass 3/5	Little Maintenance
Juniper	Andora	1-2'	5-6'	Mass 3/5	Little Maintenance
Juniper	Youngstown	1-2'	5-6'	Mass 3/5	Little Maintenance
Yew	Emerald Spreader	2-3'	5-6'	Mass 3/5	Annual Trimming
Yew	Everlow	1-2'	4-5'	Mass 3/5	Annual Trimming
Yew	Golden Spreader	2-3'	4-5'	Mass 3/5	Annual Trimming
Evergreen - Upright					
Yew	Hicks	6-8'	3-4'	Hedge	Annual Trimming

Evergreen Tall					
Arborvitae	Emerald	12-15'	3-4'	Privacy Hedge	Annual Trimming
Shrubs					
Burning	Dwarf	5-6'	6-8'	Hedge/Mass	Annual Trimming
Hydrangea Panicle	Bobo	30-36"	36-48"	Mass/Beds	Owner Maintains
	Firelight	36-60"	36-60"	Mass/Beds	Owner Maintains
	Limelight	72-96"	72-96"	Mass/Beds	Owner Maintains
	Little Lamb	48-72"	48-72"	Mass/Beds	Owner Maintains
Hydrangea Arborescens	Incrediball	48-60"	48-60"	Mass/Beds	Owner Maintains
	Invincible	48-60"	48-60"	Mass/Beds	Owner Maintains
	Annabelle	48-60"	48-60"	Mass/Beds	Owner Maintains
Spirea	Gold Mound	2-3'	3-4"	Mass 3/5	Annual Trimming
Spirea	Little Princess	2-3'	3-4'	Mass 3/5	Annual Trimming
Spirea	Shirobana	2-3'	3-4'	Mass 3/5	Annual Trimming
Cotoneaster	Tom Thumb	8-12"	2-3'	Mass 3/5	Little Maintenance
Potentilla Fruitocsa	Goldfinger	2-3'	3-4'	Mass 3/5	Annual Trimming
Weigela	Midnight Wine	1-2'	2-3'	Hedge/Mass	Annual Trimming
Weigela	Minuet	2-3'	3-4'	Hedge/Mass	Annual Trimming
Weigela	My Monet	1-2'	1-2'	Hedge/Mass	Annual Trimming
Weigela	MY Monet Sunset	1-2'	1-2'	Hedge Mass	Annual Trimming
Ninebark	Little Devil	3-4'	3-4'	Hedge/Mass	Annual Trimming
Ninebark	Tiny Wine	3-4'	3-4'	Hedge/Mass	Annual Trimming
Quince	Orange Storm	4-5'	4-5'	Hedge/Mass	Annual Trimming
Quince	Pink Storm	4-5'	4-5'	Hedge/Mass	Annual Trimming
Quince	Scarlet Storm	4-5'	4-5'	Hedge/Mass	Annual Trimming
Barberry	Bagatelle	12-16"	1-2'	Mass	Little Maintenance
Barberry	Golden Ruby	12-16"	1-2'	Mass	Little Maintenance
Trees					
Magnolia	Jane	10-12'	10-12'	Specimen	Prune Annually
Magnolia	Royal Star	10-12'	10-12'	Specimen	Prune Annually
Dogwood	Kousa	15-20'	15-20'	Specimen	Prune Annually
Maple Lg.	Armstrong	30-50'	Columnar; Tall; Narrow	Large Open Areas	Little Maintenance & Disease/Pest Resistant
Maple Lg.	Autumn Blaze	40-50'	Round or Oval	Large Open Areas	Little Maintenance & Disease/Pest Resistant
Maple Medium	Amur	15-20'	Single & Multi Stemmed; Low Growing	Smaller Tighter areas or under powerlines	Little Maintenance & Disease/Pest Resistant
Red Bud Medium	Rising Eastern Red Bud	15-30'	Sun/Par Shade Moderate Growth Rate	Tighter areas, Corners of Bldgs.btwn Drives	Little Maintenance & Disease/Pest Resistant
Hydrangea Small	Tree Hydrangea	6-8'	Corners of Bldgs. Or Small Beds	Tighter areas, Corners of Bldgs.btwn Drives	Little Maintenance & Disease/Pest Resistant (may need stakes full bloom)
Japanese Maple Small	Japanese Maple Fire Glow	5-8'	Corners of Bldgs. Or Small Beds	Tighter areas, Corners of Bldgs.btwn Drives	Little Maintenance but Only Partial Sun/Partial Shade; Disease/Pest Resistant

Japanese Lilac Medium	Japanese Tree Lilac	15-30'	Smaller Beds, not over Walkways or Drives	Tighter areas, Corners of Bldgs.	Little Maintenance & Disease/Pest Resistant
Evergreen Trees	Norway Spruce	70-100'	15-45'	Large space, away from Bldgs. & Drives, Full Sun	Little Maintenance & Disease/Pest Resistant/Deer Resistant
Evergreen Conifer Tree	Colorado Blue Spruce	50-75'	50-75'	Balanced Sun & Shade. Large arear away from Bldg. & Drives	Little Maintenance & Disease/Pest Resistant/Deer Resistant
Evergreen Trees	Concolor Fir	60-100'	15-45'	Four hrs. Sun & partial shade. Large areas away from Bldgs. & Drives	Little Maintenance & Disease/Pest Resistant/not as Deer Resistant as other varieties.
Grasses					
Fountain Grass	Fountain Grass	5-6'	30-36"	Mass 3/5	Annual Cutback - Owner Responsible
Karl Forester	Karl Forester	4-5'	30-36"	Mass 3/5	Annual Cutback - Owner Responsible
Trellis Plants					
Clematis	Clematis			Trellis only	Owner Responsible
Other Plants					
Daylilies	Stella D'oro			Beds Only	Annual Cutback - Owner Responsible
Hosta	Assorted			Beds Only	Annual Cutback - Owner Responsible
Perennial	Creeping Phlox			Rock Wall	Owner Responsible
Perennial	Sedum			Beds Only	Owner Responsible
Perennial	Creeping Sedum			Rock Wall	Owner Responsible

VIOLATION PROCEDURE

Introduction

Article XVI, Sections 1-4 of the Association's Amended Master Deed and Bylaws provide for monetary fines when there is an open violation of the Amended Master Deed and Bylaws, and/or Regulations of the Association. The process of notification and handling of violations and the penalties that may be imposed for any unresolved violation is set forth below. Violations associated with patio sealing and deck staining are covered under Patios, Wooden Balconies/Decks/Platforms, Porches, and Steps.

Report of Violation

A violation must be reported to the Association's Property Manager.

Confirmation of Violation

If the reported condition is clearly a violation of the condominium By-Laws and/or Regulations it shall be referred directly to the Property Manager to be processed in accordance with this Violation Procedure.

If there is doubt as to whether or not the reported condition constitutes a violation then it shall be referred to the Board of Directors.

Recording of Violation

All confirmed violations will be recorded by the Property Manager for tracking purposes and to record its eventual disposition.

The property Manager will track each violation as it progresses through the various steps of the process and until resolved.

First Notice of Violation

The property manager will contact the offending Co-Owner either by phone or in writing within 48 hours of receiving notification of the alleged violation.

All violation notices whether verbal or written shall cite the specific By-Law and/or Regulation that is alleged to be violated.

The initial notification shall allow the offending Co-Owner (15) fifteen days to correct the reported violation, advise the Co-Owner of the "Opportunity to Defend" per the following Item 6 of this Violation Procedure, and start the clock on the timing of any subsequent notices and related fines that may be imposed. Lease violations are subject to an immediate fine as noted below.

Normally, no fine will be levied at First Notice of Violation UNLESS the Board of Directors determines that the nature of the violation (flagrant disregard for Co-Owner's safety and PKE rules.) is such as to best be deterred if a fine IS imposed for a first

violation. (i.e., driving vehicles on lawns, leasing unit without Board of Directors approval, high speed driving in PKE, intentional damage to a unit).

Opportunity to Defend

If the offending Co-Owner believes the alleged violation as presented in the initial notice of violation is not in fact a violation of the By Laws and/or Regulations then, and only then, that Co-Owner shall be given an opportunity to appear before the Board of Directors to present evidence in defense of the alleged violation. Appearance before the Board of Directors shall be at its next scheduled meeting but in no event in less than (10) ten days from the date of the first notice of violation.

As an alternative to appearance before the Board of Directors, the offending Co-Owner may elect to appeal the alleged violation in writing to the Board of Directors. Such written appeals shall be submitted to the Property manager a minimum of 10 days prior to the next scheduled meeting of the Board of Directors.

Co-Owner in Default

Failure by the offending Co-Owner to respond to the initial notice of violation shall constitute a default and subject that Co-Owner to "Repeated Violations" and include monetary fines.

Hearing and Decision

Upon appearance by the Co-Owner before the Board of Directors or in the event of an appeal in writing, and presentation of the evidence in defense of the alleged violation, or in the event of Co-Owner default the Board of Directors shall, by majority vote of a quorum of the Board of Directors, decide whether a violation has occurred. The Board of Directors decision is final.

Repeated Violations

A Co-Owner in default after (15) fifteen days of receipt of the "First Notice of Violation" shall be subject to additional violation notices and monetary fines as set forth below:

- Second Violation Notice and \$50.00 fine-----levied 15 days after 1st notice
- Third Violation Notice and \$100.00 fine -----levied 7 days after 2nd notice
- Fourth Violation Notice and \$200.00 fine ----levied 7 days after 3rd notice

After the seventh day following the fourth and final notice, fines may continue at the rate of

\$100 per day for each consecutive day that a violation continues.

Lease violations

- First Violation Notice and \$150 fine-----levied immediately.
- Second Violation Notice and \$200 fine-----levied 15 days after 1st notice.
- Third Violation Notice and \$250 fine-----levied 7 days after 2nd notice.
- Fourth Violation Notice and \$300 fine-----levied 7 days after 3rd notice.
- After 7th day following the Fourth and final notice, fines may continue at the rate of 100 per day for each consecutive day that a violation continues.

Collection

Fines levied shall be assessed against the Co-Owner and shall be due and payable together with the regular Condominium assessment on the first day of the following month. Failure to pay assessments will subject the Co-Owner to all liabilities set forth in the Condominium Documents.

Co-Owner Request for Change -

A Co-Owner in good standing may request the Board of Directors to change or to revoke an Association Regulation. Such requests must be in writing, submitted to the Property Manager and include a basis for same. Any Association Rule/Regulation may be revoked or changed at any time by a majority vote of the PKE Board of Directors.

RESPONSIBILITIES

Requesting Service

Request for Normal Service

The following procedure shall apply to all elements in the Responsibility Matrix that are designated as Association responsibility and in need of maintenance, repair, or replacement:

- A request for service shall be submitted in writing or via e-mail to the Association's Property Manager. Acknowledgment of receipt of the request will be provided.
- Upon completion of all required administrative tasks, the property manager will advise the Co-Owner of the action to be taken. In the event that an appointment with a service provider is required, the property manager will provide the Co-Owner with the necessary contact information.
- On occasion the property manager may authorize a Co-Owner to proceed to make his/her own arrangements for the necessary repairs to be made. Approval may include limitations/conditions as deemed appropriate. Prior to any maintenance, repair or replacement, the Co-Owner must obtain pre-approval of the proposed estimate/bill for services to be performed. The approval must be made by the Management Company Representative. In such cases the Association shall reimburse the related cost to the Co-Owner.
- Requests for reimbursement in the absence of pre-approval will be denied; unless in the judgment of the Board of Directors, the Co-Owner's action to incur such expense was justified by the existence of an emergency.
- In the event the need for service is deemed to be an EMERGENCY, such as a roof leak, main sewer backup, fire, or natural disaster, it may be reported as such by phone to the Property Manager's office. Guidelines for its use are covered under Emergency Service.

The reporting and handling of a situation as an emergency, when in fact a true emergency did not exist, may result in the Co-Owner being liable for all or part of the related cost.

It is the goal of the Association to have action on all non-emergency service requests within two weeks of the date the request is received.

Request for Emergency Service

Should you have an after-hours emergency, which involves a common element that is designated as the Association's responsibility, please call the Property Managers office emergency number and follow the instructions as provided on the outgoing voicemail message. It is important that you leave a message with useful information such as name, address, telephone number, and a brief description of the emergency. The on-call service personnel will use that information to return the telephone call to you promptly and to follow up on issues as needed on your behalf.

Typical issues which should be treated as an emergency are, roof leaks, main sewer backups, fires, and natural disasters.

Typical issues which should not be treated as an emergency are delinquent dues balance inquiries, lawn sprinkler leaks/adjustments, basement wall leaks, rodent intrusions, or items that are individual responsibility to repair such as dishwashers, air conditioners or furnaces.

Please use your best judgment to determine whether an issue is truly an emergency that warrants immediate reaction to avoid additional costs or damages, or whether it can wait until the following morning to be resolved. The reporting and handling of a situation as an emergency, when in fact a true emergency did not exist, may result in the Co-Owner being liable for all or part of the related cost.

Common Element Responsibility Matrix

A=Association Responsibility C=Co-Owner Responsibility

The responsibilities of the Association and individual Co-Owner's for the maintenance, repair and replacement of the various common elements are delineated in the Responsibility Matrix which follows.

Common Element	Decorate	Maintain	Repair	Replace	Comments
GROUNDS					
Curbs	N/A	A	A	A	
Driveway	N/A	A	A	A	
Irrigation System	N/A	A	A	A	
Landscaping	N/A	A	A	A	Except as may be noted in Landscape Rules
Lawn	N/A	A	A	A	
Lighting Fixtures	N/A	A	A	A	Includes post lamps and ground fixtures at wing walls.
Mailbox Pedestals	N/A	A	A	A	
Mailbox Keys & Locks	N/A	C	C	C	Call Post Office for assistance
Road	N/A	A	A	A	
Rubbish Removal	N/A	C	C	C	Single hauler – Contracted by the Association and Co-Owners are responsible for payment of weekly service.
Shrubs (except Co-Owner planted)	N/A	A	A	A	Except as may be noted in Landscape Rules
Snow Removal	N/A	A	A	A	
Signs – No Parking/Fire-lane	N/A	A	A	A	
Storm Sewer	N/A	A	A	A	
Trees (except Co-Owner planted)	N/A	A	A	A	Exception: Trees are planted by the current or prior Co-Owner are the responsibility of the Co-Owner.
Walkways (concrete)	N/A	A	A	A	
Water Feature	N/A	A	A	A	Includes all electrical and water conduits, drains, pumps controls, lighting fixtures, wire, etc.
Utilities	N/A	A	A	A	Cable, Gas, Sanitary Sewer, Telephone and Water up to the point of connection to unit utility meter or entry to any unit.
BUILDING / UNIT EXTERIOR					
A/C Unit	N/A	C	C	C	Includes condenser lines and concrete pad. Replacement units must be located behind the Co-Owners unit.
Address Block	N/A	A	A	A	
Address Plaque	N/A	C	C	C	Cost for additional address plaques are at Co-Owners responsibility
Balcony/Deck (wood structure)	N/A	A	A	A	
Balcony/Deck Floor - Cleaning & Staining	N/A	C	C	C	Required every 2 years unless flooring is composite material
Balcony/Deck Railing	N/A	C	C	C	Replacement requires advance approval by Association
Caulking	N/A	A	A	A	
Chimney – Above Roof	N/A	A	A	A	
Coach Lamps & Photo Cell Controls	A	A	A	A	
Courtyard Concrete Slab	N/A	A	A	A	Co-Owner is responsible for all portions that have been modified by the Co-Owner via an approved Alteration Request.
Courtyard Gate	N/A	C	C	C	Replacement or painting requires advance approval by Association
Doors - All Access Doors Hinged & Sliding	N/A	C	C	C	Door replacement requires approval in advance by Association. Refer to Doors in the Restrictions and Architectural Controls section
Door Bell		C	C	C	
Drain Pipe - Plastic Underground	N/A	A	A	A	Does not include sump pump drains.
Electrical	N/A	C	C	C	
Roof Flashings	N/A	A	A	A	

Common Element	Decorate	Maintain	Repair	Replace	Comments
Foundation Walls & Perimeter Drains	N/A	A	A	A	
Garage Door	N/A	C	C	C	Refer to Garage Doors in the Restrictions and Architectural Controls section
Garage Door Opener	N/A	C	C	C	
Gutter & Downspout	N/A	A	A	A	
Light Bulb – Main Entry Only	N/A	A	A	A	Porch ceiling light at front entry.
Lighting Fixtures – Coach Lamps	N/A	A	A	A	
Patio Maintenance	N/A	C	N/A	N/A	Power wash cleaning and sealing required every 2 years
Patio Repair/Replacement	N/A	N/A	A	A	
Perimeter Wall Structure	A	A	A	A	Commencing with and including studs, exterior sheathing, masonry and all painted surfaces.
Porch & Step (concrete)	N/A	A	A	A	Co-Owners if modified by Co-Owner via an approved Alteration Request. Painting of exterior concrete is not allowed.
Porch/Platform & Step Flooring (wooden) cleaning and staining	N/A	C	N/A	N/A	Required every 2 years unless flooring is composite material. Excludes step in garage if any.
Porch/Platform & Step Structure (wooden)	N/A	C	A	A	Excludes step in garage if any.
Radon Gas Remediation	N/A	C	C	C	Must receive Board of Directors approval prior to installation.
Roof Structure	N/A	A	A	A	Includes rafters/trusses, sheathing, shingles, and attic vents in ridges and soffits
Storm Doors (if any)	N/A	C	C	C	Installation or replacement requires prior approval by the Association
Water Spigots (exterior)	N/A	C	C	C	
Windows – All (including glass block)	N/A	C	C	C	Replacement requires advance approval by Association. Refer to Windows in the Restrictions and Architectural Controls section
Window Well and Coverings	N/A	C	C	C	
UNIT INTERIOR					
Alarm System – Security/Fire	N/A	C	C	C	Monitoring fee paid monthly by Association
Attic Ventilation Fan	N/A	A	A	A	Not to be repaired or replaced after January 1, 2021
Cable, Satellite & Telecom.	N/A	C	C	C	
Chimney – Below Roof	N/A	C	C	C	
Drains/Sewer Lines & Traps	N/A	C	C	C	Including those within walls, floors and ceilings from the point of entry into any unit.
Ductwork and Venting to the Exterior of the Building	N/A	C	C	C	Heating, cooling and ventilation ducts including those within walls, floors and ceilings and any vents attached to such ducts.
Electrical System	N/A	C	C	C	The electrical wiring network including that within walls, floors and ceilings commencing at and including the meter and to the point of connection with electrical fixtures, plugs and switches.
Floor Structures	N/A	C	C	C	Includes joists and subflooring
Floor Coverings	N/A	C	C	C	Includes carpet, hardwood, marble, tile, etc.
Gas Distribution System	N/A	C	C	C	The gas line network within a unit including that within walls, floors and ceilings commencing at and including the meter
Interior Space - Garage	N/A	C	C	C	Includes drywall, insulation if any, floor and steps and/or platform if any.
Interior Space - Unit	C	C	C	C	The interior of any unit including all interior walls commencing with and including the drywall on perimeter walls and ceilings. For excavated space commencing with but not including foundation walls.
Insulation	N/A	C	C	C	Includes all attic, interior and perimeter wall insulation.
Improvements & Decorations	C	C	C	C	All improvements and/or decorations including but not limited to paint, wallpaper, window treatments, carpet, hardwood, tile & other floor covering, and trim, cabinetry, plumbing fixtures, etc. regardless if damaged by malfunction of a General Common Element or result of Association performing its responsibilities.
Sump Pump and all piping	N/A	C	C	C	
Water Distribution System	N/A	C	C	C	The water distribution system within a unit including that within walls, floors and ceilings commencing at and including the meter.

For further explanation of the terms herein, refer to the Amended Master Deed and Bylaws. Association responsibility shall not apply in cases of Co-Owner fault or negligence. In the event the content of this document is determined to be in conflict with the Amended Master Deed and Bylaws, then the Amended Master Deed and Bylaws shall prevail.

Construction Suppliers and Trades

For your information, listed in this table are suppliers and trades employed by the developer during construction of the Enclaves. This list is provided as a convenience to Co-Owners and should not be construed to imply that only these suppliers are qualified, approved, or endorsed (many are no longer in business) in any way to perform their respective services in the Enclaves.

ELEMENT	SUPPLIER	PHONE	COMMENT
Cabinets	Lafata	586-247-1140	
Carpentry (Finish)	Jeff	248-249-1974	
Carpet & Hardwood	Karen's Carpet	248-620-4080	
Counter Tops/Granite	Superior Stoneworks	586-416-7625	Phases 1, 2, & 3
	N. Amer. Granite/Tile	586-954-2650	Phase 4
Deck stain	Sherwin Williams		SMOKETREE Color - SW 3019
Electrical	Don's Electric	248-394-2151	Phases 1, 3 & 4
	DR Electric	248-335-8853	Phase 2
Exterior Doors	Hurd	810-333-2345	John Pennock Hurd Rep.
Fireplace unit	MS Distribution	248-446-8334	
Garage Doors	Gallery of Doors	586-739-6218	Utica MI 248-546-1757
Gates & Railings	DeFence Enterprises	248-625-1100	6250 Cuthbert Rd White Lake
Gate Parts	Elite Fence Products	586-468-4448	Chesterfield, Michigan
Gutters	Colony Construction	586-726-9386	
Heating & Cooling	Temp Mechanical	248-645-8020	Phase 1
	Schultz Heating	248-214-8200	Phase 2
	Hutchinson	586-786-0060	Phases 3 & 4
Lamp Posts	Scott August	616-895-4951	Material Only
	RB & Sons	248-321-4951	Installation
Mirrors & Shower Doors	Michigan Shelf	586-758-5700	
Paint	Alex Painting	586-909-3900	
Patio sealant	Hailey Stone, Auburn Hills	248-276-9300	
	Smede-Son, Pontiac	248-332-0300	
Plumbing	JA Carney	248-926-8139	
	Keith Brace	810-614-1089	
Roof	Great Lakes	248-853-0022	
Security System	Imperyl		Now Guardian Alarm
Tile	Sal's Custom Tile	586-615-8643	
Windows - Permanent			Phase 1 now defunct
Windows - Hurd	Robert White & Sons	248-328-0955	Phases 2, 3, & 4 Installer
Windows - Andersen	John's Lumber		Phase 4 Buildings 1 & 20 only

WINDOWS NOTE: Many of the windows installed by Permanent for Phase 1 had the glass seal fail. The Association replaced the glass in these windows in 2011/2012. This replaced glass has 10-year warranty. The glass can be identified by the silver metal spacer between the two pieces of glass. The supplier to be contacted for warranty or repairs is Service Glass, Pontiac, MI 248-335-9444.

APPENDIX - FORMS

Patio & Deck Maintenance Verification Form

We have had the following maintenance work completed on our Unit in accordance with the material requirements set forth in the Rules and Regulations:

Patio Sealing _____ Material Used _____ EVERCLEAR VOX or _____ SUPER DIAMOND CLEAR

Low Pressure Power washed (use care around caulked joints) _____

Sealant wiped/removed from caulked joints _____

Deck/Porch Cleaned _____

Deck Staining _____

Porch/Steps Staining _____

(Wood Porch and or steps to patio)

This work was completed by _____, on this date _____.

Co-Owner, PKE Enclaves

Printed Name

Street Address

Property Manager Acknowledgement of Receipt:

_____ Date: _____

Management Company Representative

AC or Board of Directors Verification of Maintenance:

_____ Date: _____

AC or Board Representative

Alteration Request and Agreement

Date _____

Property Address _____ Unit # _____

Category of Proposed Alteration (circle one or more):

- Exterior Appearance Doors / Windows Garage Door
- Generator Installation Landscape Structural Change
- Satellite Dish Other

Specifically Describe the Proposed Alteration:

Please note: A drawing MUST be submitted with this form for any alteration such as but not limited to, alterations of exterior appearance, generator installs, landscaping and structural changes. The drawing should be on a site plan and the scale should be 1/2" = one (1) foot and specify all materials to be used.

Contractor Information:

The proposed alteration/installation will be performed by:

Mailing Address:

Phone _____

Co-Owner Declarations: (Please read carefully before signing this Agreement)

1. Actual construction shall be performed by a licensed and insured builder/contractor. All applicable codes and regulations shall be followed, and all necessary permits shall be obtained at my/our expense. If a structural change, the requesting co-owner shall submit a certification from a licensed structural engineer indicating that the modifications being made do not compromise the structural integrity of the unit.
2. I/we have read all applicable sections of the governing documents and I/we understand same.
3. I/we understand even after approval, I/we shall be responsible for all damages to any other units and their contents or common elements resulting from this alteration. I/ we accept responsibility for and fully indemnify and hold the Association harmless from any and all damages or costs of any repair, replacement or maintenance of any other Common Elements necessitated or caused by this alteration.
4. All maintenance, repair and replacement of this Alteration/Modification will be performed at my/our expense.
5. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
6. If the construction will occur in a Common or Limited Common Area, the owner must contact the Board of Directors to obtain a schematic of the sprinkler system. Any alteration of the irrigation system shall be performed by the Association's contractor and related expense charged to the requesting Co-Owners account.
7. This alteration/variance/modification is subject to all the requirements of the governing documents, occupancy agreements and other applicable regulations at the Association's discretion.
8. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
9. If a satellite antenna installation, Co-Owner agrees, the antenna and all related hardware shall be removed upon severance of the service contract with satellite service provider or upon sale of the property unless the purchasing party requests and receives approval from the association.
10. No work shall commence until written approval is received

Alteration Request and Agreement (page 2)

Notice of Document Recording:

At the discretion of the Pine Knob Enclaves Board of Directors this document may be recorded at Oakland County records for purposes of ensuring disclosure, upon any future transfer of ownership, the co-owner's responsibilities as they relate to this alteration/modification and as set forth on page 1, items 3, 4 and 5 of this Agreement. In the event of recording all fees related thereto shall be the responsibility of the requesting co-owner (s).

Co-owners Signatures: (If property held jointly both parties must sign)

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____

Disposition of Request for Approval:

Approved By _____ Date _____

President PKE Association

Print Name _____

This Agreement shall be recorded at Oakland county Records: (Choose one) YES___ NO___

Request Denied (Reason)

Document Routing and Processing Instructions:

1. The completed request shall be submitted to the association's Property Manager who shall, after recording, route the request to the appropriate committee chairperson with an informational copy to the designated Board member.
2. The receiving committee shall log the request, and after completing its due diligence, provide a written recommendation for approval or denial, with reasons for same, to the Board of Directors.
3. Upon final decision by the Board of Directors, the requesting co-owner(s) will be notified in writing (notice of disposition) by the Property Manager with an informational copy to the appropriate committee chairperson to facilitate updating of their Alteration Request Log.
4. Upon approval, the Association's signing authority shall designate, where indicated below the signature line, whether or not the agreement is to be recorded at Oakland County, in which case the Property Manager shall perform the necessary tasks to ensure that recording takes place and that all related fees and expenses are charged to requesting the co-owner's account.
5. Copies of the recorded Alteration Request & Agreement, co-owner Notice of Disposition and any other related documentation shall be placed in the Unit File maintained in the property manager's office.
6. After completion of the alteration the Co-Owner will notify the property manager. The property manager will notify the Board, The Board or designated representative will inspect the alteration for conformance and report. If the alteration does not conform the Co-Owner will be notified by the property manager requesting conformance.

Addendum to Lease Agreement

As per Article VI, Section 2 of the Amended and Restated Bylaws, tenants or non-owner occupants shall comply with all of the conditions of the Condominium Documents of the Condominium Project and the provisions of the Act and all leases and rental agreements shall so state. A copy of the Amended and Restated Bylaws and the Association Rules & Regulations Handbook must also be provided to the tenant and their signature obtained on this Addendum at the signing of the lease and sent to the Association's management company to be kept on file with the signed lease agreement.

Further and to clarify, it is understood and agreed that any and all tenant's, family members, occupants, and their guests shall be made aware of, and abide by, all Pine Knob Enclaves Condominium Association By-laws, rules and regulations.

NAMES OF OCCUPANTS: _____

Contact Phone Number: _____

ADDRESS: _____

CO-OWNER SIGNATURE: _____ DATE: _____

Contact Phone Number: _____

TENANT ACKNOWLEDGEMENT

- The terms of my lease meet the 12-month minimum requirement
- I have received and acknowledge the requirements stated in the Amended and Restated Bylaws AND the Rules and Regulations Handbook.

TENANT SIGNATURE: _____ DATE: _____

TENANT SIGNATURE: _____ DATE: _____

Pet Registration Form

Co-Owner Printed Name _____

Street Address _____ Phone(s) _____

Signature _____

A current photograph of each pet must be attached this form.

PET ONE: Answers to name _____

Animal Type _____ Breed _____

Primary Color _____ Secondary Color _____

Unusual Markings _____

Name, address and phone of Veterinary/clinic where pet health and immunization records are maintained:

PET TWO: Answers to name _____

Animal Type _____ Breed _____

Primary Color _____ Secondary Color _____

Unusual Markings _____

Name, address and phone of Veterinary/clinic where pet health and immunization records are maintained:

Reissued 1/1/2015

(leave 2 ½ inches blank at the top)

Notice of Deed Modification

Pine Knob Enclaves Association, a Michigan non-profit corporation, whose address is c/o The Highlander Group, 3080 Orchard Lake Rd., Ste. J, Keego Harbor, MI 48320 (hereinafter "Association") and **(INSERT OWNERS NAME , as listed on your deed)**, whose address is **(insert your Condo's address)** (hereinafter "**insert your family name**"), hereby give notice that the Association has granted to (your family name) the authority to alter the Condominium Project by **(insert a description of the alteration request)** which is a limited common element appurtenant to the **(insert family name)** unit, legally described below.

In consideration of granting the alteration request, **(insert family name)**, on behalf of itself and its successors and assigns, hereby agrees that it and any successor owner of the unit shall be responsible for any maintenance costs relating to the **(insert description of the change)** or any damages or other costs incurred as a result of the alteration. **(insert family name)** further agrees that the Association has the right to remove the modification as needed for maintenance and repairs to the common elements.

The legal description to which this notice applies is:

Land situated in the Township of Independence, County of Oakland, and State of Michigan,
to-wit:

(insert the legal description of your condo as listed on your deed)

Commonly known as **(insert your address)**

Sidwell No. **(insert number)**

This Notice and agreement shall be deemed to run with the land and shall bind all subsequent owners of the above-described unit.

PINE KNOB ENCLAVES ASSOCIATION

Dated: _____, 2020

By: _____

(insert PKE Board president's name) President

Dated: _____, 2020

By: _____

(insert owner/s name) (Owner)

Dated: _____, 2020

By: _____

(insert owner/s name) (Owner)

STATE OF MICHIGAN)

) ss

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 202X by **(insert name of PKE President)**, President of Pine Knob Enclaves Association, a Michigan non-profit corporation on behalf of the said corporation.

Notary Public

STATE OF MICHIGAN)

) ss

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 202X by (insert owners name/s).

Notary Public

Drafted by and when
recorded return to:
(insert author and return information)

The Highlander Group Website

- Go to <http://highlandergroup.net/>
- Click on the “Communities” tab
- Scroll down to find “Pine Knob Enclaves”

