

ARCHITECTURAL CONTROL RULES AND PROCEDURES

In accordance with our Bylaws and to provide operational guidelines for the community's standards of conformity and appearance, the Moon Lake Board of Directors has adopted the following Architectural Control Rules and Procedures. Prior to the installation or construction of a structure or object visible on the outside of the unit, the co-owner must complete an Architectural Modification Request and submit it to the Management Company for approval by the Board of Directors. Absolutely no approval or request will be considered without a written request and a detailed blueprint or drawing with dimensions. If the Co-owner needs additional information than that provided below or has questions or comments regarding the following, please contact the Board of Directors. The Association will respond to any violation of these policies with warnings, fines and forcible removal at the co-owner's expense.

DECKS AND PRIVACY FENCES

1. The written plan and drawing should include at least the following – the elevation and size of the deck, the position and height of privacy fences, height and design of deck railing, spacing of support doweling, position and type of lattice work, and quality of the clear wood sealant that will be used.
2. A building permit must be obtained from the West Bloomfield Building Department and posted in full view at the site of construction. The permit must be obtained and posted before construction is started, when required.
3. The utility companies must be contacted prior to the start of construction by dialing "MISSDIG."
4. The design of the desired deck and privacy and utility fence must be in conformity with the architecture of the condominium units, existing decks and privacy and utility fences.
5. All construction must be completed within 60 days of start.
6. Maintenance of the deck and privacy and utility fence is the responsibility of the unit's co-owner. Co-owners are responsible for power washing decks and fences and stain and/or semi-transparent sealants to refinish. Painting is not allowed. The acceptable stain color is a transparent or semi-transparent cedar such as Behr natural cedar number 501 or Olympic cedar natural tone.
7. Specific guidelines regarding deck and privacy and utility fence construction are as follows:

- a. Decks may not extend further than 12 feet from the back of the unit. The 12 foot measurement begins at the siding and not the parapet wall. If the deck is to be constructed off the side of a C unit (a one garage end unit where the patio door opens off of the living room), it may not extend further than 15 feet.
- b. Lumber used must be of a #2 quality or better. The lumber permitted is cedar, wolmanized pressure treated pine wood, or cedar tone plastic composite.
- c. The air conditioning unit must be placed at the far end of the deck, at the rear of the unit closest to its original position, or incorporated with the deck or enclosure boundary. If the air conditioning unit is to be painted, the color must match the color of the unit.
- d. Deck railings must be installed to West Bloomfield code. Currently, the code calls for the railings to be 36 inches high and the space between the square pilasters to be 4 inches apart from end to end or 6 inches apart from center to center.
- e. A continuous, non-interrupted top railing must be constructed on the deck. The hand railing must be continuous over the vertical support posts. No finials (balls), decorations, or elevations will be allowed on the top railing.
- f. A sweep opening between the bottom of the railing and the deck flooring is required.
- g. Existing sod, under the location of the proposed deck, must be removed and replaced with 2 inches of pea stone or gravel on visqueen or weed mat. Pea stone or gravel alone will not be acceptable.
- h. On non-walkout basement units, lattice work may be used from the floor of the deck to the ground level to prevent animal entry. Enclosing or screening a basement or walkout unit is strictly prohibited.
- i. No outdoor carpeting on the exterior of the unit is permitted without approval of the Board of Directors.
- j. Decks are permitted off the upper (third) level with prior approval of the Board of Directors.
- k. Privacy fences constructed from ground level may not exceed 6 feet 6 inches in height from the floor of the deck. Privacy fences that will be constructed off of a C Unit may be an exception. Privacy fences constructed on the deck may not exceed 58 inches in height from the floor of the deck.
- l. The design of the construction of the deck or privacy fence must not interfere with the grounds maintenance or access to meter reading.

- m. No privacy fence may be installed that would hinder or block the view of a neighbor.

GAZEBOS

The construction of gazebos is strictly prohibited.

JACUZZI

Jacuzzis or hot tubs are permitted on the patio only. They must be behind a privacy fence and when not in use, covered and locked.

DOORS (REPLACEMENT)

Prior to the installation of any new exterior door, including the garage door, a written request, including a detailed picture or drawing or the manufacturer's brochure of the door to be installed, must be submitted to the Management Company for approval by the Board of Directors. The request and drawing will not be returned to the co-owner.

Front Entry Door

1. The front door is 35 ½ inches wide by 6 feet 8 inches high.
2. Two style options are permitted (see attached drawings):
 - A. A 6 paneled door with no glass.
 - B. A 4 paneled door with a fan transom of clear glass.
3. The color of the door and frame must match the color of the paint on the unit. The color number of the paint is Sherwin Williams CT0103. For unpainted surfaces, use Sherwin Williams Woodscapes. For repainting, use Sherwin Williams Superpaint or Duration.

Patio/Rear Garage Door

1. The patio/rear garage door is 2 feet 6 inches wide by 6 feet 8 inches high.
2. Two style options are permitted:
 - A. A plain or embossed, solid door without glass.
 - B. A plain or embossed, solid door with clear or textured upper pane of glass.
3. The color of the door must be painted the color of the unit (see above).

Storm/Screen Entry Door

1. Storm/screen Entry door must be almond in color.
2. Two style options are permitted:
 - A. Screen/storm door with a full pane of glass.
 - B. Screen/storm door with a 2/3 pane of glass and a 1/3 sheet of non-embossed, plain metal.

GARAGE OVERHEAD DOORS

1. New or replacement overhead garage doors must be arranged through the Management Company.
2. Damage to overhead garage doors are the responsibility of the co-owner.

DOOR KNOCKERS/KICKPLATES

1. Door knockers are permitted but the design should be submitted to the Management Company for approval by the Board of Directors.
2. Brass or clear acrylic kick plates 8 inches high and the width of the door are permitted.

REPLACEMENT WINDOWS

Prior to the installation of replacement windows, a written request, including a picture, drawing or manufacturer's pamphlet must be submitted to the Management Company for approval by the Board of Directors. The request and drawing will not be returned to the co-owner.

1. The replacement windows must be in compliance with Board of Director standards. The kitchen, small upper bedroom and den windows must be a 2/3 / 1/3 double hung window. The kitchen sink window must be a 1/2 / 1/2 double hung window. The windows in the dining room and master bedroom must be a 1/2 / 1/2 sliding window. The doorwall must be the same size sliding doorwall that is currently on the unit.
2. The exterior color of the window frames must be dark brown.
3. Only clear glass is allowed.
4. Basement windows may be replaced with glass block for the 34 inch by 10 inch opening only. A standard glass block vent may be placed in the center of this opening to conform to code. Glass block is not acceptable for any other window.
5. The window on the stairwell may be replaced with a clear or clear textured glass.

ROOF SKYLIGHTS

Prior to the installation of a roof skylight, a written request including a drawing, must be submitted to the Management Company for approval by the Board of Directors. The manufacturer's pamphlet describing the skylight to be installed must also be submitted. The written request and drawing must include the placement of the skylight, size, color and type of glass, brand and the name of the contractor who will be installing the skylight. These items will not be returned to the owner. The manufacturer's brochure is preferred. Special attention needs to be paid to the repair of the roof and shingles after installation of the skylight.

1. Flat and bubble skylights are permitted, subject to approval by the Board of Directors.
2. Any new shingles that must be installed as a result of the placement of a skylight must match the existing shingles. The co-owners may contact the management company for the availability and type of shingle.
3. If the repair of the roof and shingles after the installation of the skylight is not properly performed, the Association will require that the roof repair be redone. If the Association is forced to repair the roof because of improper installation, the cost of the repair will be borne by the co-owner. Damage due to leaks related to skylight installations are the responsibility.

WINDOW TREATMENTS

1. Any temporary window covering (e.g. sheets) should remain no longer than four (4) weeks from the time of occupancy.
2. External retractable awnings are permitted with the approval of the Board of Directors.
3. Any sunshade films should be applied only to the inside of the glass and should be light gray in color.

ALARMS AND KEYLESS ENTRIES

1. Only indoor keypads will be permitted for alarms.
2. Any exterior alarm bell must be mounted under the second floor overhang on the front of the unit in the upper right hand corner.
3. Lights accompanying an alarm will not be permitted.
4. Keyless garage entry pads must be a neutral color to match the color of the trim.
5. Keyless garage entry pads must be mounted on the inside right hand jam of the garage door next to the trim molding at eye level.

LIGHTING

Spotlights

1. Only one (1) double outside spotlight may be installed per unit.
2. The spotlight may only be installed on the back of the unit and may not be installed higher than nine (9) feet off the ground.
3. The spotlight shall only be directed on the co-owner's Limited Common Area and shall not interfere with the comfort of their neighbors.

Exterior Light Fixtures

1. The exterior light fixtures shall not be replaced without the approval of the Board of Directors. The exterior lights by the front door and the garage are the responsibility of the Association.
2. The light bulbs used in the light fixtures on the front of the unit must be a clear 60 watt bulb which will be provided by the Association.
3. Additional exterior light fixtures or light posts must be approved by the Board of Directors. No light posts will be permitted on the front of the unit.

Holiday Lights

1. Holiday lights may be displayed after Thanksgiving and must be removed by January 20th.
2. In order to avoid wear on roof shingles, no holiday lights may be placed in areas which would require walking on roof shingles (e.g., second floor).

BIRD FEEDERS

1. A total of two (2) bird feeders may be placed in the Limited Common Area of the unit. The bird feeders must not infringe on the comfort of neighbors.
2. No bird feeders on poles are permitted.
3. Only one (1) bird feeder is allowed in the front of the unit.
4. Only one (1) bird feeder is allowed in the back of the unit.
5. Bird feeders and the surrounding area must be well maintained.

FLAGS

1. Flags may not exceed 3 feet by 5 feet in size.
2. The flagpole may not exceed 72 inches in length or ¾ inch in diameter.
3. The flagpole holder may be brass, stainless steel or aluminum and of a style that will hold only one flag.

4. The flagpole will be mounted on the right-hand side of the den's front window trim or the left-hand side of the kitchen's window trim (the window nearest the front door) 58-60 inches above the brick sill.
5. Only one flag per unit will be permitted.
6. No flags will be permitted to be hung or draped over the patio, deck railing, or privacy fence.
7. Flags, flagpoles, and flagpole holders must be well maintained and kept in good repair by the co-owner.

WATERING HOSES

1. Hoses and hose reels that can be seen from the outside of the unit are to be well-maintained and kept in good order by the co-owner.
2. Any length of hose is permitted for use in the back of the unit. The hose must be coiled at the end of each use if it can be seen from the outside of the unit.
3. A maximum hose length of 25 feet is permitted to be used in the front of the unit. This hose may not be contained on a hose reel that is attached to the unit, though it must be coiled at the end of each use.

FLOWER POTS/BASKETS/BOXES

1. Suspended flower boxes must be hung from the top of the deck railing or patio wall using removable brackets (with no screws or nails) made of rust resistant material.
2. Flower boxes which sit on the top of the patio wall, deck or deck railing may not exceed eight (8) inches in height. Any flower box over three (3) feet in length must be submitted to the Management Company for approval by the Board of Directors.
3. Window flower boxes on the front of the unit must be in general conformance with the appearance of the unit.
4. Flower pots shall be a simple cylinder or standard clay pot shape.
5. Flower pots shall be neutral, terra cotta, brass or white, made of clay, plastic, or glazed pottery or other weather resistant materials.
6. The contents of the hanging flower baskets/boxes and flower pots must be removed no later than November 15.
7. Evergreen potted plants may be left out year round. These containers may be larger to accommodate the plant.
8. All hanging flower baskets/boxes and flower pots are to be well-maintained and kept in good repair by the co-owner.

BASKETBALL BACKBOARDS AND RIMS

1. No basketball backboards or rims are permitted to be hung or attached to any exterior portion of the unit.
2. No permanent or portable basketball poles, backboards, or rims are permitted on any Limited Common or Common Grounds, which includes driveways, grass and court drives.

DECORATIVE/MISCELLANEOUS ITEMS

1. Placement of objects including hose reels, wreaths, decorative or statuary items which are to be mounted on any outside building or privacy screen wall are prohibited unless a request has been submitted to the Management Company for approval by the Board of Directors. For approval, the co-owner must submit a written request, including a scaled drawing of the item along with the location, size, weight, and color of the item to be mounted. A photograph of the item is desirable.
2. Wind chimes are permitted as long as they do not disturb neighbors.
3. No trellises for climbing vines are permitted.
4. No aerials or antennas will be permitted on the exterior of the unit. Satellite dishes must not be attached to the unit but are permitted and must be submitted to the Management Company for approval by the Board of Directors. Installations must not be higher than 6 feet 6 inches from ground level (see Bylaws).
5. No electronic mosquito/insect/bug zappers are permitted.