

## **GROUNDS 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 Grounds 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 have the approval of the Board of Directors. Absolutely no approval or request will be considered without a written request submitted to the Management Company 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 a member of 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.

### **VEHICLES AND PARKING** (see Section 8 in the Bylaws)

1. No mopeds, scooters motorized or otherwise, motorcycles, house-trailers, recreational vehicles, or similar vehicles, such as commercial vehicles, boat trailers, boats, camping vehicles, camping trailers, mobile homes, dune buggies, motor homes, all terrain vehicles, snowmobiles, snowmobile trailers or vehicles other than mini vans, automobiles, sport utility vehicles and pickup trucks may be parked upon the condominium premises unless specifically approved by the Board of Directors. Commercial vehicles and trucks shall not be parked in or about the premises unless while making deliveries or pick-ups in the normal course of business. Commercial vehicle means any vehicle that has any of the following characteristics: (a) more than two axles; (b) gross vehicle weight rating in excess of 10,000 pounds; (c) visibly equipped with or carrying equipment or materials used in a business; or (d) carrying a sign advertising or identifying a business.
2. No inoperable vehicle of any type may be brought or stored upon the condominium premises either temporarily or permanently.
3. Co-owner shall park their cars in the garage space provided and shall park any additional cars which they own in the driveway space immediately behind the garage space in the driveway or in the designated additional spaces in the court.
4. Overnight parking in any place other than designated parking spaces in the condominium complex is prohibited. No parking in fire lane.
5. Guest vehicles must park in the space provided in each court. A Co-owner may not have more than one guest car parked overnight on the premises unless approved in writing by the Association.
6. No maintenance work may be done on any car except in the Co-owner's garage. Vehicles may be washed in your driveway area only.
7. Co-owners are advised that our streets and parking areas fall under West Bloomfield Ordinance, Chapter 22. If anyone notices an illegally parked car, please call the West Bloomfield Police at (248) 975-9200.

## **LANDSCAPING**

1. No Co-owner shall perform any landscaping (includes trimming) or plant any trees, shrubs, or flowers or place any ornamental materials upon a Common or Limited Common Area without written approval of the Association.
2. Each Co-owner shall be responsible for damages or costs to the Association from negligent damage to or misuse of any Common Element caused by the Co-owner, Co-owner's family, or Co-owner's guest.
3. The cost of maintenance, repair, and replacement of each Limited Common Area and porch and their contents shall be borne by the Co-owner, provided that the materials and planting used by them is determined solely by the Association.
4. Limited Common Area beds may use bark, peat, mulch, or ground cover plants as background.
5. All plants, shrubs, trees and bed flowers must be planted in the ground or in approved planters. No artificial flowers, artifacts or ornamental objects will be permitted. Co-owners will be asked to provide documented, written approval for any items in question.
6. Co-owners wishing to plant shrubs and trees must have approval from the Board of Directors prior to any planting being done.
7. All flower beds, decks and yards must be left in a clean and neat condition by November 1<sup>st</sup> each year.
8. It is hoped that all Co-owners will beautify their personal Limited Common Areas. The only requirement is that there be no weeds and that all plants and shrubs be kept pruned to allow no greater height than 4 feet.

## **GROUND LIGHTING**

1. Outdoor walk lights require that plans be submitted to the Board of Directors indicating location of installation, number of lights, distance the lights will sit above the ground and direction the lights will be facing. Outdoor walk lights shall be installed on the Limited Common Area only. Solar lights are recommended.
2. No more than six walk lights may be used and they must be placed at least three feet apart.
3. Lights must be low voltage, must focus to light walks and may not be focused to light door or house.
4. Lights must be installed with no wires showing.
5. The maximum height of finished lights shall be no more than twelve inches with a maximum diameter of six inches.

## **MOON LAKE PONDS**

1. No boating, fishing, swimming or ice skating will be allowed on or in the pond.

## **MOON LAKE**

1. No swimming is allowed.
2. Fishing is allowed from the pier or boats, but ice fishing is prohibited. No motorized boats are allowed.
3. Ice skating is not allowed.
4. Children under sixteen (16) years old are not permitted on the pier or on Moon Lake unless accompanied by a Moon Lake Co-owner over sixteen (16).
5. Use of Moon Lake and the pier is at Co-owner's risk.

## **PETS**

1. Pets must be on leash when outside.
2. Co-owners must carry a refuse bag for waste at all times.
3. Pets are not to be left outside on a tether unattended by a Co-owner.
4. Co-owners and their lessees must assume responsibility for immediately removing their pets' waste in any area.
5. Co-owners and their lessees must assume full responsibility for the action of their pets in any area, including damage, injury, noise, etc.
6. Dog houses, fences, pens, ropes and chains are prohibited from any Common Area. They may not be affixed to exterior porches, walls or landscaping.
7. Exotic, savage, or dangerous animals are prohibited.
8. The Association may remove or cause to be removed any animal from the condominium complex grounds which has been determined to be in violation of these restrictions.

## **MISCELLANEOUS**

1. Patios without privacy fences must be kept in a neat and orderly manner.
2. Weekly trash must be in covered containers when it is placed at the curb the evening before or the on the morning of our waste pickup. Non-perishable trash in bags or open containers are to be placed at the curb on the morning of our waste pickup only. All Co-owners are required to have at least one covered trash container. Our current waste pickup day is Tuesday unless a legal holiday falls on Tuesday of that week, in which case the pickup will be on the following day.

3. Weekly recycling pickup is on the same day as our weekly waste pickup. Each Co-owner is responsible for having a recycling bin (originally provided by the Association). Specific guidelines for recycling are available from the Management Company.
4. Co-owners must retrieve their empty trash containers and recycling bins and store them the same day as the weekly pickup.