

MAPLES OF NOVI, MAPLES HEIGHTS ASSOCIATION GENERAL RULES & REGULATIONS

PETS:

Owning a pet is a responsibility an owner chooses to assume.

The specific regulations governing pet ownership are in your Condominium Bylaws, Article VI, Section 6.

In addition, the City of Novi has strict guidelines and ordinances regarding pets.

The general rules of Maples of Novi, Maple Heights Association are as follow:

- ◆ No animal may be permitted to run loose at any time upon the common elements.
- ◆ Any animal shall be leashed and attended by some responsible person while on Common Elements.
- ◆ Animal waste is to be cleaned up and removed immediately!
- ◆ No pet is to be a nuisance because of noise, odor, or running loose.
- ◆ Co-owners are responsible for any damage caused by their pet. This includes the yellow or brown spotting to sodded areas.
- ◆ Pets being walked must be leashed and the leash cannot be longer then 6 feet in length. This is to prevent owners from allowing pets to run over Common Elements.
- ◆ The licensing of pets is the responsibility of the Co-owner. (See Oakland County licensing procedures attached)

The above rules are set to allow non-pet owners to enjoy the same Common Areas as everyone.

Please! see a copy of the City of Novi ordinances that applies to both the City of Novi and the State of Michigan. (attached)

PARKING:

Each Co-owner shall park his or her vehicle(s) in the garage space provided and park any additional vehicles on the driveway appurtenant to his or her unit. Vehicles are described as used primarily for general transportation purposes. No other types of vehicles may be parked in the Maples of Novi, Maple Heights Association. This includes any commercial trucks or vehicles.

Additional Parking Rules...

- ◆ Extended or overnight parking on any Maples Heights street is strictly prohibited.
- ◆ Advise guests to park on one side of the street only.
- ◆ Recreational vehicles (RV's) may not be stored, or parked in the community for extended periods of time. If you have an RV and need to load or unload it in connection with an outing, please do so in a timely manner.

Since our streets are somewhat narrow, the above restrictions must be adhered to.

The Board intends to enforce these rules vigorously and will levy fines to repeat offenders.

Under Section 3 of Article XX of the Bylaws the Board of Directors can levy fines for violations as follows:

| | |
|------------------|----------|
| 1st | No Fine |
| 2nd | \$25.00 |
| 3rd | \$50.00 |
| 4th & subsequent | \$100.00 |

The Board may also have your vehicle towed away at Owner's expense.

GARAGE DOORS:

For aesthetic and security reasons, garage doors must be kept closed at all times when not used for ingress/egress or work is being done in garage.

GARAGE SALES:

Garage sales are not allowed individually.

SPEED LIMITS:

Many walkers, joggers, and children use our private roadways so limit your speed to 20 mph.

Walkers and joggers are encouraged to wear reflective garments after dark.

The 20 mph speed limit will be enforced for everyone's safety.

TRASH/RUBBISH REMOVAL:

Trash collection is on Wednesday of each week unless a holiday falls on Monday or Tuesday. If so - pickup will be on Thursday.

The following are rules for putting out trash for pickup:

- ◆ Trash must be in containers or securely tied plastic bags.
- ◆ Trash must not be put out before 8:00 p.m. on the evening before pickup day.
- ◆ Trash containers must be taken in at the end the pickup day.
- ◆ Co-owners are responsible for cleaning up remaining debris after pickup.

GARAGE COACH LIGHTS:

We ask that you please replace burned out bulbs on garage coach lights as it is a help to our budget. A cleaning of the fixtures, spring and fall is also helpful, appreciated and helps in lighting the areas. If you are physically unable to do so please contact the Management Company.

SNOW REMOVAL:

The following are specifications for snow removal that all residents should be made aware of:

- ◆ Snow will be removed after an accumulation as specified by the Board of Directors. If you would like additional information regarding these requirements, please contact the Management Company.
- ◆ A rotation pattern is used to ensure fairness all.
- ◆ Do not use rock salt on the concrete driveways, decks, walkways or wooden porches as this will damage these surfaces. Use “calcium chloride” or “potassium chloride” only.

EXTERMINATING SERVICES:

Although the Master Deed does not require the Association to provide exterminating services, the Association maintains a basic exterminating contract. Should you have a problem with insects, mice, etc., please contact the Management Company and an appointment will be scheduled to have your home sprayed for the existing condition.

OAKLAND COUNTY
ANIMAL CONTROL DIVISION

February 14, 1991

NOTICE REGARDING DOG LICENSING

This letter is in regards to Dog Licensing and procedures. As per the instructions on the Dog License Application and as mandated by Michigan State Law Public Act 339 of 1919, your application (either sent by mail or brought in person) must be accompanied by a valid rabies vaccination certificate.

Michigan State Law reads:

207.266 DOG LICENSES; APPLICATION, FEES

Sec. 6. On or before March 1 of each year the owner of any dog 6 months old or over, except as provided in section 14, shall apply to the county, township or city treasurer or his authorized agent, where the owner resides, in writing, for a license for each dog owned or kept by him. The board of supervisors of any county of this state may by resolution extend the time for application for license until June 1 as applied to such county. Such application shall state the breed, sex, age, color and markings of such dog., and the name and address of last previous owner. Such application for a license shall be accompanied by proof of vaccination of the dog for rabies by a valid certificate of vaccination for rabies, with a vaccine licensed by the United States Department of Agriculture, signed by an accredited veterinarian.

The new rates for 1992 are as follows:

| | |
|-----------------------------|---------|
| Current (Spayed/Neutered) | \$ 6.50 |
| Current (Female/Male) | \$10.00 |
| Delinquent (After May 31st) | \$25.00 |

Also the deadline for purchasing a current license is May 31, 1992.

NOVI CITY RULES:
ANIMALS

Sec. 5-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Cat means any feline.

Dangerous animal means any wild mammal, reptile or fowl which is not naturally tame or gentle but is of a wild nature or disposition and which, because of its size, vicious nature or other characteristics could constitute a danger to human life or property. The term "dangerous animal" also means and includes any domestic mammal, reptile or fowl which, because of its size or vicious propensity or other characteristics, could constitute a danger to human life or property.

Dog means any canine.

Lot means a parcel of land occupied or intended to be occupied as a dwelling, together with accessory buildings and yard.

Premises means an area of private property, including grounds, buildings and appurtenances. For purposes of interpretation and enforcement of this chapter, any common areas of condominium property shall not be considered the premises or private property of a person residing in or having an ownership interest in a condominium unit. Common areas include all portions of a condominium project other than the condominium units and those areas appurtenant to condominium units.

Run at large means the presence of a dog at any place except upon the premises of the owner or upon the premises of a person who has given permission. Provided, however, a dog shall not be considered to be running at large if it is on a leash and under the control of a person physically able to control it or in an enclosed vehicle. (Ord. No. 84-108.02, § 2.01, 4-9-94)

Cross reference-Definitions and rules of construction generally, § 1-2.

**Sec. 5-2. Injury to property by dogs or cats;
waste products.**

(a) No person owning or possessing a dog or cat shall permit such dog or cat to go upon any sidewalk, parkway, or private lands or premises without the permission of the owner of (such premises and bruise, break, tear up, crush, or injure any lawn, flower bed, plant, shrub, tree, or garden in any manner whatsoever or to defecate thereon.

(b) No person owning or possessing a dog or cat shall cause or permit such dog or cat to be on property, public or private, not owned or possessed by such person unless such person has in his immediate possession an appropriate device for scooping excrement and an appropriate depository for the transmission of excrement to a receptacle located on property owned or possessed by such person. This subsection shall not apply to a person who is visually or physically handicapped. (Ord. No. 84-108.02, § 3.0 1, 4-9-84)

**Cross reference—offenses against property generally, § 22-66 et seq.
State law reference—Malicious mischief, MCL 750.377 et
28.609 et seq.**

Sec. 5-3. Dogs running at large.

**No person owning or possessing a dog shall cause or permit such dog to run at large within the city.
(Ord. No. 84-108.02, § 4.01, 4-9-84)**

Sec. 5-4. Noisy dogs and cats.

No person shall knowingly own or possess any dog which habitually barks, howls or yelps, or any cat which habitually cries or howls, in such a manner as to disturb the reasonable peace and quiet of the neighborhood. Such dogs and cats are hereby declared to be a public nuisance. (Ord. No. 84-108.02, § 5.01, 4-9-84)

Sec. 5-5. Dangerous animals.

(a) No person shall own or a dangerous animal within the city.

(b) Subsection (a) of this section shall not apply to animals under the control of a law enforcement or military agency, nor to animals which are kept for the protection of property, provided that such animals are restrained by a leash or chain, cage, fence or other adequate means, from contact with the general public, or with persons who enter the premises with the actual or implied permission of the owner or occupant.

(c) Any dangerous animal which is found off the premises of his owner may be seized by any police officer and immediately turned over to the county department of animal control. (Ord. No. 84-108.02, § 4 6.01. 4.9-84)

Sec. 5-6. Cruelty to animals.

(a) No person shall willfully or maliciously inflict unnecessary or needless cruelty, torture, abuse, or cruelly beat, strike or abuse any animal, or by an act, omission or neglect, cause or inflict any unnecessary or unjustifiable pain, suffering, injury or death to any animal whether such animal belongs to such person or to another, except that reasonable force may be employed to drive away vicious or trespassing animals. Any unwanted animal should be delivered to the Oakland County Humane Society for proper disposal.

(b) No person owning or possessing any animal shall fail, refuse or neglect to provide such animals with food, potable water, shade, or shelter, or cruelly or unnecessarily expose such animal in hot, stormy, cold, or inclement weather, or carry such animal in or upon any vehicle in a cruel or inhumane manner.

(Ord. No. 84-108.02, § 7.01, 4-9-84)

State law reference-Cruelty, MCL 752.21 at seq., MSA 23.161 et seq.

Sec. 5-7. Animal bites.

Anyone having knowledge or reason to believe that any animal in the city has bitten a person shall report within twenty-four (24) hours, so far as is known, the name and address of the owner and circumstances of the animal. Such report concerning bites shall be to the police department. (Ord. No. 84-108.02, § 9.01, 4-9-84)

State law references-Dogs attacking or biting persons, MCL 287.286a 287.288 287.351 MSA 12.537, 12.539, 12.544; rules for control of rabies and the disposition of non-human agents carrying disease, including rabid animals, MCL 333.5111, MSA 14.15(5111).

Sec. 5-8 Parental Liability.

The parent or guardian of any minor claiming ownership of any dog, cat or other animal subject to this chapter, shall be deemed to be the owner of such animal and shall be charged for all penalties and fees imposed under this chapter.

(Ord. No. 84-108.02. § 10.01, 4-9-84)

Sec. 5-9. Limit on number of dogs.

No person who shall reside on a lot having less than forty thousand (40,000) square feet in area or in an apartment, condominium or other attached dwelling, shall possess, keep or harbor more than three (3) dogs of the age of six (6) months or over, at said premises except where a person has obtained a kennel license from the State of Michigan as provided for in

Act No. 339 of Public Acts of 1919, as amended, and conforms with all applicable zoning regulations of the City of Novi. (Ord. No. 84-108.02, § 8.01, 4-9-84)

MAPLES OF NOVI, MAPLE HEIGHTS ASSOCIATION ARCHITECTURAL INFORMATION

Article VI of the Condominium Bylaws contains limitations upon physical changes that may be to the Condominium units and provides for the adoption of the regulations by the Board of Directors concerning these limitations. The Board has, therefore, adopted the following policies and formed a Building and Grounds Committee to enforce them.

- ◆ **Alteration and improvement requests will be considered only if submitted in accordance with procedures established by the Board of Directors or duly appointed Building and Grounds Committee.**
- ◆ **The initial approval granted by the Committee shall constitute only the authority to construct. Any construction so begun shall be in accordance with the request and the municipality building code and shall be subject to final inspections.**
- ◆ **The Board of Directors reserves the right to use any of the authorities granted to it under the Master Deed and Condominium Bylaws, as well as any other rights available to it, to enforce these policies and the related procedures.**

DECKS - EXISTING:

Any deck that is to be modified must have Board approval.

FRONT PORCH:

No modifications can be made to a porch without the Board's approval.

STORM DOORS:

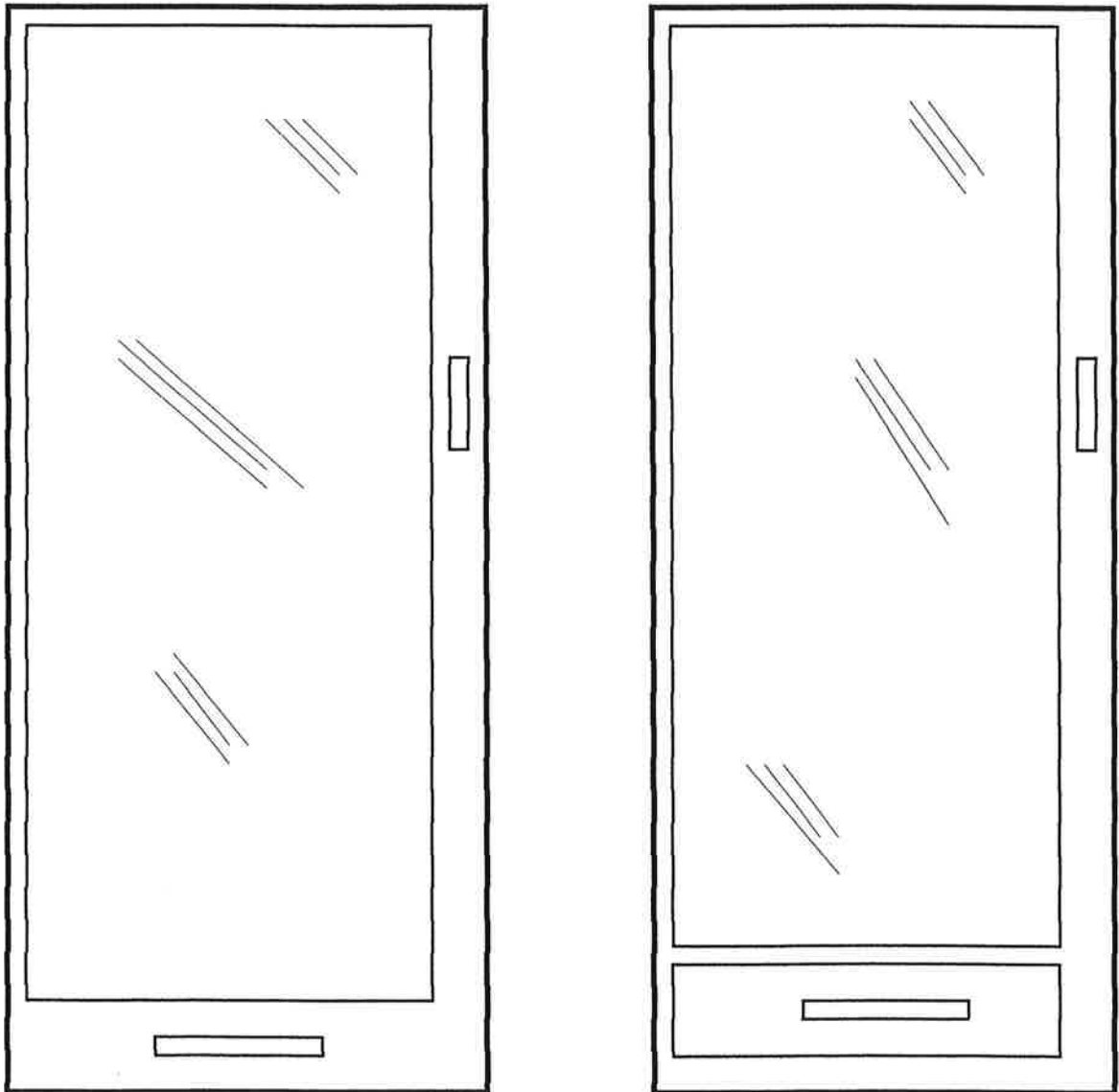
Must meet criteria per the Association Bylaws. The criteria are as follows:

- ◆ **Must be a full glass door without trim or a kick panel, not to exceed 8 inches.**
- ◆ **Colored same as trim color of house, such as white or beige.**
- ◆ **Brass kick plates are permissible (size acceptable is 6" to 8" x 36") on either storm door or front entry door.**

*** WARNING! Home owners should insert screens as soon as it begins to warm up outside and keep it in place until cooler fall months begin. When hot air created by the sun is trapped between the glass storm door and the entry door, heat builds up. A potential danger aligned with this build up may result in damage (melting or bending) to the molding accent on your entry door.**

**MAPLES OF NOVI
MAPLE HEIGHTS ASSOCIATION**

APPROVED STORM DOOR



CLEAR GLASS ONLY

HOUSE (EXTERIOR):

Any modifications to any house must first be approved by the Board.

- ◆ **No antennas, cables or anything else will be allowed on roof tops or hanging from the house or be installed on the exterior of the house.**
- ◆ **No statues, etc., are to be placed on the Common Grounds, porches, or buildings without Board approval.**
- ◆ **Climbing vines of any type cannot be attached to any walls or buildings.**
- ◆ **No furniture, outdoor grills, decorative items , etc., may be placed outside deck areas. Potted plants may be placed on front porch.**
- ◆ **During the winter months, (Nov. 1 - April 1) all small items such as baskets, flower pots, etc., must be removed from the decks and stored indoors. Patio furniture and grills may remain on the decks.**
- ◆ **Co-owners are not to use rocks for edging (see landscaping section).**
- ◆ **There are to be no additions or alterations to the natural areas.**
- ◆ **Dumping or storage of any kind in the Common and Limited Common areas is prohibited.**
- ◆ **Fertilization and pest control measures for trees and shrubs, etc., in Common Elements are the responsibility of the Association.**
- ◆ **Children's play and recreational equipment such as sand boxes, slides, play houses, pools, toys, sports equipment, etc., must be removed from Common Elements each day before dusk. These items must also be removed on scheduled lawn cutting day. These items are not to be stored outside during the winter. The items may be stored inconspicuously on (not under) decks.**
- ◆ **Holiday decorations such as Christmas and Hanukkah lights, plants, wreaths etc., must be put up no earlier than November 1st and removed no later than January 31st.**

DECKS:

- ◆ **Decks shall be constructed only within the Limited Common Elements as defined in the Master Deed.**
- ◆ **Decks shall not impair the view, privacy and enjoyment of neighboring units. Therefore, it will be generally required that:**
 1. **Prior to any approval for deck, signatures granting approval from neighbors is required. This shall include all neighbors whose line of sight would include the proposed deck.**

2. Existing grade shall not be changed. Water drainage must be approved for the building and the neighboring buildings. If a downspout is located in the area where the deck is to be installed, it is the Co-owner's responsibility to extend the downspout taking the water away from the building.

- ◆ **Access must be provided to enable outside utility meters to be read.**
- ◆ **The installation of decks shall not prevent or limit the work. The size and locations of decks may, therefore, be limited.**
- ◆ **It shall be the Co-owner's responsibility to repair any damage to their own or their neighboring units caused during or after construction as a result of improper construction or a change in drainage.**
- ◆ **It shall be the Co-owner's responsibility to remove and /or relocate any existing structures, landscaping, etc. In connection with said installation.**
- ◆ **The subsequent removal of decks or landscaping as required to allow access to the Association, municipality or utility companies for the purpose of carrying on necessary repairs or maintenance is the Co-owner's responsibility.**
- ◆ **Where decks are being installed, existing sod will be removed and replaced with 2" of crushed limestone or natural washed rock to the shade line. If necessary water sprinklers are to be relocated to cover all lawn areas at requesting Co-owner's expense.**
- ◆ **Black sheet vinyl of no less than 6 mils and stone must be in place before applying for bond refund.**
- ◆ **The Co-owner shall have the property "staked" for existing underground utility locations. This can be done by calling "Miss Dig" at (1-800-MISS DIG) at least three days prior to the commencement of work.**
- ◆ **Decks shall be in conformance with the architectural theme of the condominium association consistent with existing decks.**
- ◆ **Finish wood material shall be Cedar.**
- ◆ **Decks and porches are not to be painted or stained. Only clear sealant may be used to protect the wood such as Penifin.**
- ◆ **Decks and wooden porches not properly sealed or maintained will be addressed by the Association at the expense of the Co-owner.**

ARCHITECTURAL ALTERATION/APPLICATION PROCEDURE

Any exterior change must be first approved by the Board in advance and will be standardized for all. Prior to alteration:

- ◆ **A security deposit of \$500 will need to be provided to the association through the Management Company.**
- ◆ **A written request must be submitted using the Maple Heights Application for Installation / Alteration form.**
- ◆ **A “scaled” drawing of proposed modification which shows the locations, construction details and type of materials to be used. Rails, fences, steps, etc., shall be submitted.**
- ◆ **The Board of Directors will review and make recommendations, approvals or denials.**
- ◆ **UPON BOARD AUTHORIZATION, THE MANAGEMENT COMPANY WILL SEND A WRITTEN RESPONSE TO THE CO-OWNER. WRITTEN APPROVAL MUST BE ACHIEVED PRIOR TO COMMENCEMENT OF WORK.**
- ◆ **All permits from the City or State must be pulled where applicable.**
- ◆ **“Miss Dig” must be called prior to commencement of work at 1-800-Miss Dig.**

Alteration improvements made by a Co-owner shall be done without expense or liability to the Association. Co-owners are responsible for, but not limited to, the following:

- ◆ **Damage to sod, landscaping, sprinkler systems, all utilities, pipes and building exteriors during construction.**
- ◆ **Damage to neighboring units both interior and exterior during construction.**
- ◆ **Injury to themselves, members of the public and workmen. The removal and off-site disposal of all construction debris. Please note that the Association grounds shall not be used as a disposal site.**
- ◆ **The adequacy of construction specifications, quality of work performed and safety of the improvement made. Approval and inspection by the Association does not include judgment of:
 - a. **Conformity to state and local Township requirements;**
 - b. **The adequacy of construction specifications; or**
 - c. **The safe use of the improvement.****
- ◆ **Providing the Association with copies of building permits and municipality approvals when requesting Final Approval from the Association and release of security deposit by submitting Final Inspection Form. The security deposit will be refunded after a successful final inspection is made.**

**MAPLES OF NOVI, MAPLE HEIGHTS ASSOCIATION
MAINTENANCE PROCEDURES:**

Maintenance responsibility is one area of the condominium lifestyle that is often misunderstood. The following explanations provide you, the Co-owner, within an understanding of your responsibilities versus the Association's. For clarification, we encourage you to read your Master Deed and Condominium Bylaws.

MAINTENANCE RESPONSIBILITY:

- ◆ **Co-owners are responsible for the care and maintenance of the interior of their homes. Some examples are as follows:**
- ◆ **Paint and wall covering**
- ◆ **Damaged drywall**
- ◆ **Dripping faucets**
- ◆ **Burned out light bulbs**
- ◆ **Clogged toilets and sinks**
- ◆ **Interior doors**
- ◆ **Furnace and air conditioning systems**
- ◆ **Humidifiers**
- ◆ **Appliances**
- ◆ **Water tank**
- ◆ **Sump pumps**
- ◆ **Deck maintenance**
- ◆ **Basement leaks**

The Association is responsible for the exterior maintenance. Some examples are as follows:

- ◆ **Roofs and gutters**
- ◆ **Bricks and siding**
- ◆ **Exterior painting/staining**

A preventative maintenance program and periodic inspection are in force, however, if a problem should arise, please notify the Management Company.

**All Association work order requests or service concerns should be forwarded to Association Management Inc. (AMI) by phone at 810-349-9077. Normal business hours are 9 to 5, Monday thru Friday however, a 24 hr. Answering service is in operation for emergencies. You may also send your requests or correspondence to:
Association Management Inc.
21100 Glen Haven Circle
Northville, Mi. 48167**

MAPLES OF NOVI, MAPLE HEIGHTS ASSOCIATION
Building Rules related to:
Responsibility for Maintenance, Repairs and Replacements

| DESCRIPTION | MAINT. | REPAIRS | REPLACEMENT | REMARKS |
|----------------------------------|----------------------|----------------------|-----------------------|---|
| Light Fixtures-Outdoors | | | | |
| Garage-Photo cell | Bulb-Assoc. | Parts-Assoc. | Fixture-Assoc. | Garage & Post light bulbs are changed by a volunteer Co-owner. Porch light bulbs are changed by the owner. |
| Porch | Bulb-Owner | Parts-Assoc. | Fixture-Assoc. | |
| Light Fixtures-Indoor | | | | |
| | Bulb-Owner | Parts-Owner | Fixture-Owner | |
| Electrical Service | | | | |
| Transformer to meter box | Utility-Owner | Utility-owner | Utility-Owner | |
| Meter box | Utility-Owner | Utility-Owner | Utility-Owner | |
| Fuse box | Owner | Owner | Owner | Wiring in walls to fixtures. |
| Plugs, switches, fixtures | Owner | Owner | Owner | |
| Garages | | | | |
| Doors | Owner | Owner | Owner | Owners can reduce wear if they tighten screws on steel frames and lube springs and wheels to ease operation of door. |
| Concrete floors | Owner | Owner | Owner | |
| Springs | Lube-Owner | Owner | Owner | |

| DESCRIPTION | MAINT. | REPAIRS | REPLACEMENT | REMARKS |
|------------------------------|-------------------|--------------|--------------|--|
| Garages cont. ... | | | | |
| Wheels | Lube-Owner | Owner | Owner | |
| Electric Door Opener | Owner | Owner | Owner | |
| Weather-stripping | Owner | Owner | Owner | |
| Entrance Doors | | | | |
| Glass | Owner | Owner | Owner | |
| Door Locks | Owner | Owner | Owner | |
| Weather-stripping | Owner | Owner | Owner | |
| Garage Entrance Doors | | | | |
| From inside of unit | Owner | Owner | Owner | |
| External entrance | Owner | Owner | Owner | |
| Locks | Owner | Owner | Owner | |
| Weather-stripping | Owner | Owner | Owner | |
| Windows/Doorwalls | | | | |
| Glass | Owner | Owner | Owner | |
| Operators | Owner | Owner | Owner | |
| Lock Mechanism | Owner | Owner | Owner | |
| Weather-stripping | Owner | Owner | Owner | |
| Screens | Owner | Owner | Owner | |
| Disposals | | | | |
| Switch | Owner | Owner | Owner | |
| Wiring | Owner | Owner | Owner | |
| Plumbing | Owner | Owner | Owner | |
| Kitchen Cabinets | | | | |
| Owner | Owner | Owner | Owner | |
| Kitchen Plumbing | | | | |
| Owner | Owner | Owner | Owner | |
| Faucets | | | | |
| Owner | Owner | Owner | Owner | |
| Hood Fan Vents | | | | |
| Owner | Owner | Owner | Owner | Association will maintain exterior vent covers. |

| DESCRIPTION | MAINT. | REPAIRS | REPLACEMENT | REMARKS |
|-----------------------------|---------------|---------------|---------------|--|
| Dryer Vents | Owner | Owner | Owner | Association will maintain exterior vent covers. |
| Basement/Lower Level | Owner | Owner | Owner | |
| Concrete walls | Owner | Owner | Owner | |
| All modifications | Owner | Owner | Owner | |
| Circuit breakers | Owner | Owner | Owner | |
| Hot water tank | Owner | Owner | Owner | |
| Laundry tub | Owner | Owner | Owner | |
| Faucets | Owner | Owner | Owner | |
| Dryer vents | Owner | Owner | Owner | |
| Glass block | Owner | Owner | Owner | Only allowed if first approved by the Association. |
| Furnace | Owner | Owner | Owner | |
| Humidifier | Owner | Owner | Owner | |
| A/C coil | Owner | Owner | Owner | |
| Compressor | Owner | Owner | Owner | |
| Filters | Owner | Owner | Owner | |
| Heat ducts | Owner | Owner | Owner | |
| Registers | Owner | Owner | Owner | |
| Chimney flue & caps | Owner | Owner | Owner | |
| Flue screens | Owner | Owner | Owner | |
| Gas line to hook up | | | | |
| Meter | Utility-Owner | Utility-Owner | Utility-Owner | |
| Furnace | Owner | Owner | Owner | |
| Fireplace | Owner | Owner | Owner | |
| Dryer | Owner | Owner | Owner | |
| Stove & oven | Owner | Owner | Owner | |

| DESCRIPTION | MAINT. | REPAIRS | REPLACEMENT | REMARKS |
|-------------|--------|---------|-------------|---------|
|-------------|--------|---------|-------------|---------|

Plumbing

| | | | | |
|-----------------------------|---------------|---------------|----------------|--|
| Sanitary/storm sewers | Assoc. | Assoc. | Utility-Assoc. | |
| In walls, ceiling, & floors | Owner | Owner | Owner | |
| Water spigots(ext.) | Owner | Owner | Owner | |
| Faucets, valves & fixtures | Owner | Owner | Owner | |
| Supply line to unit | Owner | Owner | Owner | |
| Water meter | Utility-Owner | Utility-Owner | Utility-Owner | |
| Sump pumps | Owner | Owner | Owner | |
| Sump drains & pipes | Owner | Owner | Owner | |

Porches

| | | | |
|-------|-------|-------|-------|
| Owner | Owner | Owner | Owner |
|-------|-------|-------|-------|

Steps

| | | | |
|-------|-------|-------|-------|
| Owner | Owner | Owner | Owner |
|-------|-------|-------|-------|

Footing & Post

| | | | |
|-------|-------|-------|-------|
| Owner | Owner | Owner | Owner |
|-------|-------|-------|-------|

Deck/Patio Areas

| | | | |
|----------------|--------|--------|--------|
| Lattice fences | Owner | Owner | Owner |
| Patios | Owner | Owner | Owner |
| Decks | Owner | Owner | Owner |
| Landscaping | Assoc. | Assoc. | Assoc. |

Areas under & around decks is Co-owner's to maintain, repair & replace and subject to limits in bylaws & master deed.

Sidewalks

| | | |
|--------|--------|--------|
| Assoc. | Assoc. | Assoc. |
|--------|--------|--------|

Snow removal

| | | |
|--------|--------|--------|
| Assoc. | Assoc. | Assoc. |
|--------|--------|--------|

Attic fans

| | | |
|-------|-------|-------|
| Owner | Owner | Owner |
|-------|-------|-------|

| DESCRIPTION | MAINT. | REPAIRS | REPLACEMENT | REMARKS |
|----------------------|--------|---------|-------------|---------|
| Whole house fans | Owner | Owner | Owner | |
| Gutters | Assoc. | Assoc. | Assoc. | |
| Exterior Vent Covers | Assoc. | Assoc. | Assoc. | |
| Roofs, Siding & Trim | Assoc. | Assoc. | Assoc. | |
| Alarm Systems | Owner | Owner | Owner | |
| Telephone Jacks | Owner | Owner | Owner | |
| Heat tapes on Roof | Owner | Owner | Owner | |
| Insulation in attic | Owner | Owner | Owner | |
| Cable TV | Owner | Owner | Owner | |
| Roads | Assoc. | Assoc. | Assoc. | |
| Sprinkler System | Assoc. | Assoc. | Assoc. | |
| Driveways | Assoc. | Assoc. | Assoc. | |

THE MASTER DEED WILL SUPERSEDE ANY INCONSISTENCIES IN THIS DOCUMENT.

MAPLES OF NOVI, MAPLE HEIGHTS ASSOCIATION LANDSCAPE POLICIES AND PROCEDURES

LANDSCAPE POLICIES:

REPLACEMENTS: Generally, the association is responsible for replacing materials provided by the builder and the association, with the following conditions:

- ◆ Evidence that a specific type of specimen will not survive in a particular location will result in substitution.
- ◆ As beds fill, it may not be necessary to replace every plant that dies.
- ◆ Co-owners will receive no credit for items they do not want replaced in the same location.
- ◆ Co-owner transplanted items will not be replaced at Association expense.
- ◆ No living specimen will be replaced at association expense.
- ◆ Only builder - installed dead plantings will be removed at Association expense. Any materials added by Co-owners must be removed or replaced by Co-owner within a reasonable period of time or they will be removed by the Management Company, with the Co-owner billed for costs.

The FINAL decision of whether to replace plantings rests with the Board.

ACCESS TO COMMON ELEMENTS: No permission will be given for any alteration that will obstruct access to common elements.

EDGING MATERIALS:

Vinyl piping is the only acceptable edging approved. Rocks are not to be used as edging materials, Vinyl edging must be maintained by Co-owners or it will be removed by the Association at the Co-owner's expense.

ROCKS:

May be put in foundation bed only - not as edging.

FOUNDATION BED:

The soil area in front or side of your house where shrubs were originally planted, i.e. planted by the builder.

MULCH:

Will be done as deemed necessary at the discretion of the Board.

NATURAL AREAS/WETLANDS:

Natural areas are those peripheral, usually, areas of the Association's property where indigenous trees and shrubs were left in place by the builder. Wetlands are regulated by the State of Michigan Department of Natural Resources.

RAVINES:

The natural beauty of the ravine area will not be disturbed by the Association.

LANDSCAPING ALTERATION PROCEDURES:

- ◆ Proper procedures for obtaining Association approval for landscaping installations are as follows:
- ◆ Co-owner must submit to the Management Company by mail, a detailed landscape drawing which indicates existing material as well as new plantings that are being requested.
- ◆ This material will be submitted to the Ground's Committee who will review it and make any recommendations, approvals or denials.
- ◆ Upon authorization, Management will send the Co-owner a written response advising of approval or denial, plus any comments or suggestions recommended by the Board of Directors or Management. Co-owners will be required to sign document which stipulates they assume all maintenance and replacement responsibility.
- ◆ Upon sale of unit, it is the responsibility of the seller to advise the buyer of landscape modifications, including maintenance responsibility.
- ◆ Any damage to the buildings, grounds, sprinkler system, etc., resulting from landscape installation will be repaired at Co-owner's expense.
- ◆ Co-owners will responsible to ensure their landscapers provide proper grading. This is critical to the survival of plantings, avoidance of basement wall leaks, and proper water drainage.
- ◆ Enlargements of existing beds will be prohibited. This will help control the cost of maintenance and mulching of beds.
- ◆ "Miss Dig" should be called prior to installation of any plantings at 1-800-Miss Dig.

Any changes not promptly or correctly completed, within 30 days of notification of approval, will be completed by the Association and the expense of same will be billed to the Co-owner.

GENERAL COMMON ELEMENTS:

Defined in the Master Deed Article IV, Section 1.

LIMITED COMMON ELEMENT:

Defined in Master Deed Article VI, Section 2.

**MAPLES OF NOVI, MAPLE HEIGHTS ASSOCIATION
APPLICATION FOR INSTALLATION / ALTERATION**

Applicants No: _____

I hereby apply for permission to make the following alterations in or around my residence:

I acknowledge receipt of the architectural control policies and procedures for "limited common element" physical changes, have reviewed same, and accept them in total.

I hereby certify that those work will be performed in accordance with all applicable State and Local Codes and Regulations, in accordance with all Association policies and procedures.

Co-owner Name(s) _____

Address _____

Unit No. _____ Phone _____ (H) _____ (W)

Contractor _____

Address _____

Phone _____

Check No. (Cash Bond) _____ Date _____ Amount _____

Bank _____

Co-owner Signature

Contractor Signature

Date

Date

Co-owner Signature

Date

Neighbor Approval

Neighbor Approval

Address

Address

Date

Date

**MAPLES OF NOVI, MAPLE HEIGHTS ASSOCIATION
FINAL INSPECTION REPORT FORM**

Permit No. _____

Co-owner Name(s) _____

Address _____

Unit No. _____ Phone _____ (H) _____ (W)

I hereby apply for final inspection of the following alterations, requested by me on _____, and approved by the Association on _____, and which is by a secured deposit in the amount of \$ _____.

I also request, upon Association approval, the release of the aforementioned security deposit.

I acknowledge that the Association inspection is only an inspection for conformity to the aforementioned approval. I release the Association from any and all responsibility for the adequacy of the installation / alteration as it relates to;

- A. Conformity to local municipality requirements.
- B. The adequacy of construction specifications.
- C. The quality of workmanship.
- D. The soundness of safety of the improvement.

Co-owner Signature

Co-owner Signature

Date

Date

* NOTE: The subcontractor should call the City of Novi Building Department for final inspection.

**MAPLES OF NOVI, MAPLE HEIGHTS ASSOCIATION
FINE SYSTEM**

The preceding Rules & Regulations must be adhered to and are subject to the following system:

| | |
|---|------------------------------|
| First Offense: | A letter of violation |
| Second Offense: | \$25.00 fine |
| Third Offense: | \$50.00 fine |
| Fourth Offense: | \$100.00 fine |
| In multiples of \$100.00 thereafter. | |

The Association reserves the right to deal with continuous violations thru the appropriate legal actions necessary.

NOTE:

Failure to comply with the above assessed fines can result in a lien against your property per Association By Laws.