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**1st AMENDMENT TO THE CONDOMINIUM BY-LAWS
OF STEEPLE RIDGE CONDOMINIUM**

RECITALS

The Steeple Ridge Condominium Co-owners, by their Steeple Ridge Condominium Association President, John Moczerad, wish to amend the Condominium By-Laws of Steeple Ridge Condominium OCCP# 569, recorded on September 13, 1988, in Liber 10587, pages 260 through 300 of Oakland County Records.

THEREFORE, in consideration of the above Recitals, the Condominium By-Laws of Steeple Ridge Condominium are amended as follows:

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ARTICLE IV, ADMINISTRATION

Section 2. Powers and Duties:

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Paragraph (b) is amended by adding the following:

- (b) 1. Association dues are due and payable the first day of the month.
- (b) 2. Co-owners will be assessed a \$25.00 late fee for Association dues not received by the 10th of the month.

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Section 4. Maintenance and Repair is amended by adding the following paragraphs:

Any expenses which would be deemed an Association responsibility must meet the following criteria in order for the expense to be paid by the Association:

- (a) Two written bids or estimates must be provided to the Board prior to the work beginning; and,
- (b) The cost of the work must receive written approval by the Board before the project begins.

If the above criteria are not met, Co-owners will be held solely responsible for payment.

Purchase orders will be required for work done; if additional work is done, a new purchase order must be requested. Additional costs will not be paid without a purchase order.

No exterior building maintenance or repairs shall be contracted by individual Co-owners. All exterior building maintenance and repairs are subject to inspection by licensed and insured persons contracted by the Association. The Association will accept responsibility and payment

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only for such services that have been approved and authorized by the Board of Directors. Any services and expenses incurred otherwise will be at the risk and expense of the Co-owner. In the event a real estate transaction is pending, the same policy applies to the Co-owner (seller) and/or agent.

Responsibilities of Unit Owners

Decks and patios: unit owners are responsible for maintenance, repair or replacement

Courtyards: unit owners are responsible for maintenance, repair or replacement, including landscaping, porches and sidewalks (excludes liability)

Fences: unit owners are responsible for maintenance, repair, or replacement, including painting (paint provided by the association)

All decks will be painted and stained in the following manner: privacy walls and railings will be stained with stain to match exterior trim, the deck floor with stain approved by the Board of Directors.

Section 5. Reserve Fund is amended by adding the following:

Services provided from monthly dues

- Lawn care
- Lawn fertilizing
- Sprinkler system
- Trash pick-up
- Water & sewer
- Snow removal, salting of drives and walks
- Outside lighting (excluding garage lights)
- Gutter cleaning
- Driveway repair
- Fall clean-up
- General exterior repairs
- Exterior insurance (according to policy coverage)

Maintenance provided from reserve fund/monthly dues

- Roofing
- Exterior painting
- Repaving driveways

SECTION VII, USE AND OCCUPANCY RESTRICTIONS

Section 2. Common Areas is amended by adding the following:

- (a) Courtyards are not considered Common or Limited Common Elements

Section 3 Specific Prohibitions.

Paragraph (f) is amended by adding the following:

For sale or lease signs only will be allowed, subject to the following restrictions:

1. Sign must be free-standing, not mounted to courtyard fence or part of building; staked in ground with wire legs, not large posts, i.e. 4 x 4.
2. Size allowed would be 12" x 18"
3. Colors of sign are unrestricted.
4. Signs are permitted in two locations: one immediately in front of unit, and another at entrance. For Perry Lake Road, second sign would be at foot of driveways.
5. There would be no time limits on sign usage, they could remain until sale (or lease).
6. Signs would display three items only:
 - "For Sale"; "Offered By"; or "For Lease"
 - By whom offered
 - A contact phone number

The first sentence of Paragraph (h) is deleted and replaced with the following:

No more than two animals (including household pets) which shall not weigh more than thirty pounds shall be kept by the occupant or occupants of each Condominium Unit without the prior written consent of the Association which consent, if given, shall be revocable at any time.

The following new paragraph is added:

(m) Land conservancy regulations, wetlands. No woodchips, visqueen, no feeding geese within three yards of land meeting water. All residents will be given an outline of conservancy regulations between lawn and pond. Violators will be fined, and will be at their own financial risk.

ARTICLE IX, LEASES

Section 1. Notice of Lease is amended by adding the following:

(a) Upon lease of a condominium, Co-owners must furnish to the lessee copies of the Master Deed, By-laws and any amendments. A written acknowledgement of receipt of these documents by the lessee must be furnished to the Treasurer of the Association. Upon receipt of the acknowledgement, an Association status letter will be furnished

ARTICLE X, TRANSFER OF UNITS

Section 4. Miscellaneous, is amended by adding the following:

(c) Upon sale of a condominium, Co-owners must furnish to the purchaser copies of the Master Deed, By-laws and any amendments. A written acknowledgement of receipt of these documents by the purchaser must be furnished to the Treasurer of the Association. Upon receipt of the acknowledgement, an Association status letter will be furnished.

