

# **Northfield Hills Condominium Association Rules and Regulations**

## **Introduction and Overview**

Welcome to Northfield Hills Condominium Association.

We are glad that you have chosen to live in our community. Because of the nature of our Community, it is imperative that we all respect the rights of our neighbors. Good communication is the key. All communities do need rules and regulations however, to ensure a high quality of life for all residents.

This booklet has been developed to acquaint you, the Co-owners of Northfield Hills Condominium Association, with our Rules and Regulations, which have been developed with three basic objectives in mind:

- As a member of a self-governing Association, you have a responsibility to respect the rights and privacy of your neighbors and fellow Association members in their use of the Common Elements.
- As a homeowner, you have a right to privacy and the use of your property.
- The Board of Directors has the duty of protecting and preserving the Community and its assets and aesthetics.

As a Co-owner, resident, or lessee, you are responsible for reading and understanding these documents, as they inform you of your rights and responsibilities. These responsibilities are not an infringement of individual rights, but rather a common-sense approach to multi-dwelling living.

It is also the responsibility of each Co-owner or resident to ensure that each member of his household understands the importance of observing these rules and regulations. In addition, when you sell your Condominium, it is your responsibility to transfer the Condominium Documents (Master Deed and Bylaws) and this booklet of Rules and Regulations to the purchaser.

As a Co-owner, you are responsible for the general upkeep and appearance of your unit, as well as compliance with all Condominium Documents and City of Troy codes and ordinances. Violation of the Condominium Documents may result in fines.

With everyone's cooperation, we will enjoy a peaceful coexistence in our Community.

# **Management of the Association**

## **Board of Directors**

The governing body of Northfield Hills Condominium Association is a Board of Directors composed of seven Co-owners. In odd-numbered years, four are elected to two-year terms. In even-numbered years, three are elected to two-year terms. The Board members elect officers after election results are announced at the Annual Meeting, which is held on the first Tuesday of May. In accordance with the Association's Bylaws, the Board has the powers necessary to manage and administer the affairs and maintenance of the Northfield Hills Community.

Board members are your fellow Co-owners, who volunteer their time, talents, and skills for the benefit of the Association. They are entrusted to enforce the Bylaws and the Rules and Regulations and to resolve problems, which arise.

Scheduled Board meetings, which are open to Co-owners and residents, are held monthly on the fourth Wednesday of each month except May and December. The Board meets in executive session after these meetings to handle assessment delinquencies, personnel issues, and other confidential matters. These meetings are not open to Co-owners.

## **Management Company**

Northfield Hills employs a Management Company to oversee the daily operations and activities of the Community. This includes maintenance of the Common Grounds, Clubhouse, swimming pool, and tennis courts. The Management Company handles daily accounting functions, such as collection and deposit of assessments. They also process accounts payable and payroll. The Management Company acts as an agent of the Board of Directors.

The on-site staff of the Management Company includes the Property Manager, Maintenance Superintendent, Management Coordinator, evening and weekend Clubhouse receptionists, and lifeguards. Offices are located in the Clubhouse at 1750 Brentwood Drive. Flyers are prepared by the Management Company and hand-delivered to each Condominium by volunteers to keep all residents aware of pertinent information and announcements, usually on a twice monthly schedule. The Management Company's main office is the location of the detailed accounting records.

## Assessments and Fees

All Co-owners must pay a monthly maintenance fee (assessment). The common expenses are the cost of operation, administration, maintenance and management of the Condominium Complex, as well as funding of reserves which are scheduled in the Association's Long-range Plan of Capital Improvements (such as roofing, repainting, asphaltting, etc.).

The monthly amount for each unit is calculated by allocating each year's total budgeted common expenses to each unit's percentage of value. This is determined by the square footage of each unit in relation to the total livable space of the whole complex. Each unit's percentage of value is defined in the Association's Master Deed.

The monthly maintenance fee is due and payable on the first of each month. Payments received by the Management Company after the tenth of the month are considered late, and the Co-owner is charged a late fee. A Co-owner who is in arrears for more than two months will be subject to legal action by the Association.

You may arrange an electronic transfer of your payment by requesting an authorization form at the Clubhouse. This is a no-cost convenient way to assure your payment is credited to your account on time, and this option is the recommended method of payment. (See **Forms Section** for sample.)

You may mail your payment with coupons provided by the management company, or you may place your envelope with payment and coupon in the secure payment slot on the counter of the reception desk in the Clubhouse. However, if that method is used, your payment must be deposited there no later than the third business day of the month to insure it will be transported to the accounting offices of the management company by the tenth.

It is imperative for the financial stability of the Association that all assessments are paid on time. A delinquent Co-owner places a burden on his neighbors and creates unneeded stress on others.

Failure to keep your account current will result in the loss of voting privileges and may also result in forfeiture of facility privileges. (See Bylaws, Article VI, Section 2)

Please notify the Property Manager immediately if changes in your financial circumstances affect your ability to pay your monthly maintenance fees.

# **Insurance**

## **Association Insurance Responsibilities**

The Association, under its insurance policy package, provides coverage for all Common Elements and Limited Common Elements (buildings and grounds) based on a “single entity” format. The Association’s insurance policy covers all buildings and units AS THEY WERE ORIGINALLY CONSTRUCTED. This includes all walls, floors, ceilings, and everything else, which was a part of the original unit, which has not been replaced or altered. See Bylaws Article IX, Section 1(a) for additional details.

In accordance with the Bylaws, all premiums for insurance purchased by the Association are administrative expenses and are included in the annual budget.

For further information regarding NHCA’s insurance coverage, please contact the Property Manager.

## **Co-owners Insurance Responsibilities**

All Co-owners are REQUIRED to purchase a Condominium insurance policy (commonly known as a Form HO-6 policy) which provides protection for real property not covered by the Association’s insurance, such as improvements and betterments which were not part of the original construction. This policy also covers personal property, liability exposure and other incidental exposures, which may include losses from mold and ice damming. See Article IX Section 1(b) for details. Subsection (iii) of this Bylaw deals with ice damming and mold exposures and it should be noted that not all insurance companies include coverage for these exposures under their Condominium policies.

## **Sharing Information**

### **Notice of Annual Meeting**

A notice of the Annual Meeting is mailed to each Co-owner in April. This notice includes:

- Resumes of candidates for membership on the Board of Directors
- The ballot
- Survey (if any)
- Treasurer's financial report from the previous year

The Annual Meeting is held on the first Tuesday in May.

### **Flyers**

Flyers include information such as details of scheduled Community events, safety issues, pool opening and closing of the pool, etc. As a general rule, flyers are published at two- or three-week intervals. Volunteer Court Captains deliver flyers to each Unit. Additional copies are available at the Clubhouse.

### **Website**

[www.northfieldhillsoftroy.com](http://www.northfieldhillsoftroy.com) is the official web site for the Association. Many of the pages are available to the general public. People interested in our Community can learn about our Association and facilities from the text and numerous photos. Co-owners can register to gain access to printable documents, forms, and newsletters.

### **Community Newsletter**

"The View from the Hills" is the newsletter of the Northfield Hills Condominium Association. It is published monthly, except January and August and delivered to each condo by volunteer Court Captains. Co-owners may submit articles, items of interest, or Community service announcements. The newsletter does not receive funding from Co-owners' maintenance fees or the Association. It is supported solely by the sale of advertising. Additional information is available about editorial policy and advertising rates in each issue or you may call (248) 641-9070.

# COMMUNITY FACILITIES

## Volunteering Opportunities

There are a number of interesting opportunities for you to contribute to the quality of life in our Community while becoming acquainted with other Co-owners and residents. These opportunities include:

- Membership on the Northfield Hills Condominium Association Board of Directors (NHCA)
- Participation on committees such as:
  - ❖ Activities
  - ❖ Clubhouse
  - ❖ Grounds
- Written contributions to publication our newsletter, *the View from the Hills*
- Service as a Court Captain - delivering flyers and newsletters

There are also opportunities for three Co-owners to serve on the Board of Directors of the Community Association of Northfield Hills (CANH) representing our Condominiums. The CANH is an alliance with nearby homeowners (Northfield Hills Condominium Association Homeowners Association (NHHA) with whom we jointly own and maintain the parkland, woodland, and Beachwood Lake

## The Clubhouse

**The Clubhouse is a “SMOKE FREE” facility.**

The Clubhouse provides an added benefit to living in a Northfield Hills Condominium. It is the hub of many activities which provides:

- the Great Room, with its panoramic view of the swimming pool and parkland
- pool tables for a game of billiards
- tables for card games
- the library loft, where books may be borrowed and contributed
- the Body Shop, where weight and exercise equipment is available for your use
- participation in one of our residents’ groups, such as the Knitting and Book Clubs
- numerous events sponsored by the Activities Committee

The Clubhouse is open to residents during the following hours:

Monday through Friday	9 AM - 10 PM
Saturday	11 AM - 10 PM
Sunday during the seasons when the pool is closed	11 AM - 5 PM
Sunday during summer when the pool is open*	11 AM - 10 PM

\* Sunday before Memorial Day through Sunday before Labor Day

## **Use of the Clubhouse**

Whenever you enter the Clubhouse, the management staff may ask for proof of your identity as a Co-owner or resident, because it is not possible for them to recognize all members of our Association.

The Condominium Co-owner has the option of retaining the right to use of the Clubhouse and other facilities when their Condominium is leased. However, if the Co-owner chooses to transfer this right to the lessee, the Co-owner must complete a *Co-owner Release Form* acknowledging transfer to the lessee for the lease period.

**The following Clubhouse Rules are divided into sections for easier reading:**

### **Clubhouse Guests**

- Co-owners or lessees may have 4 guests per unit at one time. When entering the Clubhouse, the sponsoring resident must register each guest with the management staff.
- Co-owners must accompany guests at all times. If the Co-owner leaves the Clubhouse, the guests must also leave.
- The Co-owner is responsible for the conduct of guests and for any damages caused by guests.
- Co-owners and residents have priority for the use of the Body Shop equipment, saunas, and billiards tables. Guests must forfeit use of these facilities when residents are waiting. If necessary, the management staff has the right to insure this privilege for residents.
- Co-owners and residents will be given priority for all Activities Committee sponsored events requiring advance reservations.

### **Clubhouse Rules**

- Proper attire, including shirts and footwear, is required at all times in the Clubhouse. The locker and shower rooms, saunas, and the Body Shop are excluded.
- Use of the kitchen and its equipment is for authorized social functions only.
- Persons using the Clubhouse facilities and equipment are responsible for damage, which occurs during the time of their use. Damage must be reported immediately to the management staff.
- No pets of any kind are allowed in the Clubhouse. Service dogs are permitted.

## Library

Book donations are accepted at the discretion of the management staff. Borrowing and returning books is based on an honor system.

## Billiards Room

The Billiards Room is located adjacent to our on-site offices. There are two billiards tables which are available for use by our residents. Residents are required to sign out billiards equipment at the reception desk. It is important, due to the proximity to the offices, to keep the noise level to a minimum during office hours.

- Billiards tables are available for one-hour periods. The management staff may extend this time if no one else is waiting to play.
- The tables will be checked for damage after use. The resident signing out equipment is responsible for any damages.
- Residents under 18 years of age are prohibited from using the billiards tables prior 5 PM on weekdays. This does not apply if accompanied by an adult. (The 5 PM rule is suspended during the summer as a courtesy.)
- Residents 12 and over may play after 5 PM, at the discretion of the management staff
- Children under 12 years of age are prohibited from playing.

## Body Shop

- The Body Shop is equipped with various exercise equipment for use by our residents and have specific requirements.
- All persons using the Body Shop must sign in at the reception desk.
- No person under 15 years of age is permitted in the Body Shop.
- A resident aged 15 to 18 may use equipment in the Body Shop if a parent or adult guardian has completed a Body Shop Permission Sheet. This permission confirms that the Co-owner accepts responsibility for the youth's use of the equipment and for any resulting injury or damage. The *Body Shop Permission Sheet* will be kept on file at the reception desk.
- Use of the treadmill is limited to 30 minutes. The management staff may extend this time if no one is waiting to use the treadmill.
- No food is permitted in the Body Shop.



## Sauna

The men's and women's locker rooms are each equipped with a sauna for use by our residents. Individuals with health issues should consult a physician before using a sauna.

- All persons using the sauna must sign in at the reception desk.
- No person under 18 years of age may use the sauna.
- No food is permitted in the sauna or locker room.
- No furniture is permitted in the sauna.

## Group Activities

Groups who meet regularly at the Clubhouse include:

- Bridge
- Pinochle
- Book Club
- Knitting Club
- Water Aerobic Exercise (in the swimming pool during the summer)

Residents are welcome to initiate a new group at any time.

## Clubhouse Rental

Co-owners may rent rooms in the Clubhouse for private functions. Rentals are restricted to non-profit social functions and are subject to all state regulations of the Michigan Liquor Control Commission and the Michigan Gaming Control Board.

*Club East Rental Agreements* are completed in the Clubhouse with the management staff. The agreement provides details of all fees associated with rentals.

***The Co-owner must agree to be present for the complete duration of the function.***

The Co-owner will be held responsible for the conduct of the guests. If the Co-owner leaves the Clubhouse, the function will terminate immediately.

### **Maximum Capacity:**

Great Room.....	80
Emily Mueller Room .....	50

### **Rental Fees**

Great Room. ....	\$200 (base rent)
Emily Mueller Room .....	\$100 (base rent)

### **Security Deposit**

Great Room .....	\$200
Emily Mueller Room. ....	\$100



The following functions are **not** permitted:

- office parties
- sports banquets
- commercial ventures
- open house functions

The following rules apply:

- Excessive noise, rowdiness, and foul language are prohibited.
- The stereo system, billiards room, Body Shop, saunas, locker rooms, swimming pool, tennis courts, and business phones are not available for use by attendees at a private functions.
- Use of the Emily Mueller Room is encouraged for parties held for younger children.
- Security deposits are accepted only in the form of a check issued by the Co-owner or lessee who signs the contract.
- The cost to repair any damages, replace any missing Clubhouse property, or pay for any necessary additional janitorial services will be deducted from the amount of the security deposit. Costs which exceed the amount of the security deposit will be added to the Co-owner's account which must be paid to the Association.
- The Co-owner who signs the contract must pay the management staff for supervision of the Clubhouse premises during periods of time before and/or after the scheduled Clubhouse hours on the day of the function. The amount owed will be paid at the hourly rate of compensation stated in the rental contract and must be paid before the Co-owner leaves the Clubhouse at the end of the function.
- Clubhouse hours are 11 AM to 5 PM on those Sundays when the swimming pool is closed. Functions that are not contained within these hours will require compensation of the management staff for the additional supervision time.

# Tennis Courts

The tennis courts are a “SMOKE FREE” area.

The Association has three tennis courts and a practice board for the use of our residents.

## Tennis Court Reservations

- Courts can be reserved with the management staff no earlier than 6:30 PM on the day before the reservation.
- Courts may be reserved on a one-hour basis for 2 single players, or on a two-hour basis for doubles, with at least a one-hour time lapse between reservations.
- Reservations are limited to 2 hours per Condominium per day.
- Reservations begin on the hour, and players must arrive 5 minutes before the hour or forfeit the reservation.
- The Clubhouse must be notified of cancellations at least 1 hour before the reserved time. If you do not cancel, you will not be allowed to make reservations for the following day. Please do not make reservations unless you are certain to keep them.
- The management staff has the right to evict anyone from the Clubhouse for mischievous, rowdy, or offensive behavior. Any repetition of this behavior will result in the loss of privileges to use the tennis courts.

## Time and Duration of Play

The management staff will issue reservation slips which are obtained at the reception desk and must be posted on the court door at the time of play. The name of each player and his unit number must be written on the reservation sheet at the reception desk at the time of play.

Single players who have played 1 hour, or doubles players who have played 2 hours, as listed on the reservation sheet, cannot reserve or play during the next hour of play.

### Exceptions:

- If an unreserved court is open, a reservation slip must be obtained from the management staff. Waiting resident players have first choice over those who have just finished playing.
- It is strictly against the rules for 2 single players to sign up for 2 consecutive hours of single play.

## **Special Events**

- With prior announcement, the Tennis Sub-committee may set aside certain courts and times for tournaments.
- There shall be no tennis lessons, instructions, or clinics for private gain permitted.

## **Tennis Guests**

One guest and one resident are permitted for singles, and two guests and two residents for doubles.

## **Tennis Court Conduct**

- Only tennis players, properly attired, are allowed on the courts at all times.
- Only tennis shoes may be worn.
- Smoking is prohibited on the courts.
- Eating or gum chewing is not allowed inside the tennis court fence.
- Beverages must be in non-breakable containers.
- Skateboards, roller blades, and bicycles are not allowed on the tennis courts.
- No animals are allowed on the courts at any time. Players' pets may not run loose or be tied anywhere on the Common Grounds while players use the courts.
- Spectators with pets must have them on a leash.
- Repeat offenders of rules of court conduct will be banned from the courts for the season.

## Swimming Pool

**The pool deck and the pool terrace are “SMOKE FREE” areas.**

A heated swimming pool is available for residents’ use from Memorial Day Weekend through Labor Day each year.

The water temperature in the pool is thermostatically controlled and maintained between 78 and 80 degrees Fahrenheit. Changes in water temperature are not rapid. If the outdoor temperature drops significantly overnight and the water temperature cools, the pool heater will start automatically. However, depending upon the degree of temperature change, several hours may be required to restore the water temperature.

**The Association and its Board of Directors will not be responsible for loss of or damage to personal property.**

### Pool Hours of Operation

The pool opens Saturday of Memorial Day weekend in May and closes Labor Day Monday in September. Hours of operation are as follows:

Sunday – Thursday.....	11 AM – 9 PM
Friday, Saturday, and holidays.....	11 AM – 10 PM
Sunday, if following day is a national holiday.....	11 AM – 10 PM

Comments or complaints regarding the pool or its operations should be directed to the management staff in the Clubhouse. A resident must complete a complaint form obtained at the reception desk. **All complaints must be in written form.**

**The following rules apply to everyone using the swimming pool.** The word “adult” is used frequently. For purposes of these rules, an “adult” is any person 18 years of age or over.

### Pool Identification

Pool identification bands are issued to all Co-owners and eligible family members upon request. They are available from the management staff. Records are maintained at the reception desk to verify valid identification.

- Pool identification will be issued to renters and eligible family members when a Co-owner signs and registers their Co-owner Release Form, transferring the Co-owner's pool privileges to the lessee, at the Clubhouse.
- Guest pool identification will be issued to Co-owners' guests (a maximum of 4 at any given time). **All Co-owners, residents, and guests must wear pool identification bands at all times within the pool enclosure. There are no exceptions to this rule.**
- Replacement pool identification bands are available at a cost of \$5.00. If the lost band is found and returned within the same season, the payment will be returned.

## Children

- Children aged 3 through 11 will be issued special colored pool identification bands.
- No child wearing diapers will be allowed in the main swimming pool at any time.
- No child under the age of 3 will be allowed in the main swimming pool at any time.
- Children who are not toilet trained are not allowed in the main pool, in compliance with Michigan Department of Health Act 368 of the Public Acts of 1978 rules for public swimming pools.
- An adult or a responsible babysitter (age 14 or older) must accompany children when using the main pool, the kiddie pool, the pool enclosure and the locker room.
- Parents must sign a release form confirming that a responsible babysitter will accompany their child and that the Co-owner accepts responsibility for the babysitter's actions. This form must name the babysitter and will be kept at the reception desk.
- Children must have close parental, adult, or babysitter supervision at all times.

## Pool Guests

- Each unit is permitted a maximum of 4 guests at any one time. Residents under 18 years of age are limited to 1 guest at any one time.
- All guests must be registered with the management staff and are issued guest identification bands which **must be worn at all times**. Guest pool identification bands must be returned to the reception desk when guests leave for the day. The Co-owner will be charged \$5.00 for each guest identification band which is not returned.
- Residents who sponsor guests must accompany them, when obtaining identification bands and using the pool facilities.
- Guests must follow all pool rules.
- Co-owners are responsible for the actions of their guests.

## **Pool Safety**

- Lifeguards' primary responsibility is to maintain orderly and safe conditions.
- Lifeguards may remove any person who violates pool rules.
- Repeated violations will result in the loss of pool privileges for the current season.
- Running, boisterous or rough play, wrestling, etc., are not permitted in the pool enclosure.
- Only 1 diver at a time is permitted on the diving board.
- No diving is permitted off the side of the board or the side of the pool deck.
- Guard stands are for use by the lifeguards only. Climbing, playing on, or diving from the guard stands is not permitted.
- There are 2 marked lanes designated for the sole use of those swimming laps.
- The lifeguards may close the diving board to allow swimming in the diving well.
- Residents are only allowed the use of flotation devices provided by the Association (noodles, etc.) or personal safety devices.
- Safety equipment must not be tampered with or used for anything other than its intended purpose.
- The lane dividers in the pool may not be played with or sat upon.
- Sitting on the pool steps is not allowed.
- Michigan law requires that the pool must be closed for at least half an hour when the lifeguard determines there is thunder or lightning in the area.
- Throwing any hard object is prohibited to avoid injury to other swimmers. Soft beach balls and other soft water toys are acceptable.
- Prohibited items include: tennis balls, footballs, beanbag balls, Frisbees, water guns and any item that could potentially cause injury when used or thrown.

## **Miscellaneous**

- All residents and guests, including children, must wear suitable swimwear.
- Nothing may be hung on the railings or fencing in and around the pool area enclosure.
- No one is permitted in the Clubhouse with wet clothing.
- Residents and guests should enter and exit the pool, using the gate from the pool terrace.
- Climbing is prohibited on any of the fences in the pool area.
- A red flag will be flown on the flagpole if the pool must be closed during normal pool hours. Notice will also be displayed on the Clubhouse Drive sign.
- Smoking is not permitted on the pool deck or the pool terrace area. A designated smoking area is provided near the pool and is equipped with chairs and disposal receptacles.
- The management staff has the right to evict anyone from the Clubhouse for mischievous, rowdy, or offensive behavior. Any repetition of this behavior will result in the loss of privileges to use pool and surrounding areas for the summer.



## Health and Sanitation

- All applicable Oakland County and State of Michigan Board of Health rules and requirements are hereby incorporated into the NHCA rules:
- Persons with infections cannot be admitted to the pool facilities. Persons with an apparent infectious condition will only be admitted to the pool upon presentation of a physician's statement indicating the condition is not communicable.
- A cleansing shower with soap is to be taken before using the pool. Shower clogs or thongs are recommended footwear in the shower area for your safety. No street shoes are allowed in the pool enclosure.
- A foot spray is located at the entrance to the pool deck and must be used before entering the pool deck from the upper terrace.
- Spitting or otherwise polluting the swimming pool water or related facilities is prohibited.
- No child shall be allowed in the main pool unless toilet trained.
- Only children 3 years and above who are toilet trained are allowed in the main pool.
- No pets are allowed in the pool enclosure or the terrace.
- No eating or drinking is allowed in the pool enclosure.
- Only battery-operated audio equipment with earphones is allowed on the terrace or in the pool enclosure.
- Only canned drinks and plastic containers are permitted on the terrace. ***NO GLASS containers are allowed on the terrace or the pool deck. Drinking water in plastic containers is permitted in the pool enclosure.***
- Bicycles, skateboards, skates, etc., are not permitted in the pool area or terrace. All bikes must be parked in the bike rack.
- Items including, but not limited to: hairpins, bobby pins and hair curlers are not permitted in the pool.
- Excess suntan lotion should be removed before entering the pool.
- Smoking, eating, and loitering are not permitted in the locker rooms, saunas or shower rooms.
- Each Co-owner, resident, and guest uses the pool at his or her own risk.

## Common Grounds

“**Common Grounds**”, for the purposes of this document is defined as the common lawn areas of Northfield Hills. These areas are owned and shared by **all** Co-owners and their families. No one has an individual front, back or side lawn.

Northfield Hills encourages Co-owners to improve the Common Ground areas around their individual units. It is imperative, however, that **before making any modification**, you **must** complete a *Modification Request* form and receive approval from the Association to ensure that the modification complies with Northfield Hills regulations.

### Common Elements

The “**Common Elements**” are those areas within the boundaries of our Community, which are shared in common by all Co-owners.

The “**Limited Common Elements**” are front porches, rear patios, and garages reserved for an individual Co-owner’s use only.

The following regulations are intended to ensure the uniformity of our beautification program, without interfering with the work of the maintenance crews. **All modifications must be in compliance with the Northfield Hills regulations which are detailed below.**

### Grounds

- Children and adults playing games such as soccer, baseball, etc., must use the recreation areas and facilities near the Clubhouse or on the CANH parklands, not the common lawn areas.
- Festive lights may only be installed on Common Grounds on or after October 25 and must be removed no later than March 1. These lights may only be lit October 25 through October 31 and from Thanksgiving Day through January 15. No other decorative outside lighting may be installed or lit without first obtaining written permission from the Association.
- Non-lighted festive decorations must be seasonally appropriate.
- No items such as, but not limited to: trash cans, recycling bins, bicycles, toys, tools, machinery or trailers of any type may be stored on Common Grounds, whether it is in the front, side or rear of a unit. Items will be confiscated when fines are assessed. (See **Fines Section**)

### Landscaping

Front or side beds, which were installed, as part of the Association’s landscaping plan, cannot be removed. Co-owners may add plantings to these beds if they choose.



## Plantings

Prior to adding planting beds on the outside of patio fences, Co-owners must complete a *Modification Request* form and receive Association approval.

- Side beds may be approximately 5 feet in depth from the fence.
- Rear beds may be 6 feet in depth from the fence.
- Flowerbeds around trees should be planted in a circle. The circle should not exceed approximately 2 feet, measured from the side of the tree to the edge of the bed.
- Plantings by Co-owners around court signs are prohibited.
- Approved edging materials may be used to delineate the edge of the bed. Flowers must be planted 6 inches from the bed edges. This will protect them from damage by lawn maintenance equipment.
- Topsoil, mulch and/or wood chips may be added to plantings in beds. If these materials are used, edging must be used to prevent these items from being spread into the grass and interfering with the lawn maintenance equipment.
- Installation of window boxes, hanging brackets, freestanding trellises and arbors also requires an approved *Modification Request* form.
- Co-owners who plant trees on the Common Grounds must obtain written approval from the Association prior to any planting. A list of approved trees is available at the Clubhouse.
- Co-owners who prefer to maintain the flowerbeds and shrubs in front of their units must place colored stickers visibly on a front window of the Condominium to notify the maintenance crews to bypass these beds. The stickers are available at the Clubhouse. A reminder is published in a flyer at the beginning of the planting season.
- Placing statuary, birdbaths, birdhouses, feeders, etc., on the Common Grounds requires completion of a *Modification Request* form and approval.

**Co-owners are responsible for maintaining planting beds on the outside of patio fences. If a unit is purchased which has existing planting beds outside its fences, the new Co-owner is responsible for maintenance of the beds or removal of the plantings.**

- Common Grounds *Modification Request* forms are available at the Clubhouse. (See **Forms Section** for sample)

# Co-owner Responsibilities

You acknowledge membership in Northfield Hills Condominium Association by purchasing a Condominium here. This requires you to meet certain obligations that this membership places on all Co-owners. In this section, we will identify and clarify these obligations.

## Patio Responsibilities

### Height Limits of Patios

The top surface of your patio must not exceed the height of the bottom of the door wall regardless of the choice of patio materials. Patios should also be pitched away from the door wall to allow water to run away from the building's foundation.

### Patio Regulations

The following Patio Regulations have been formulated by the Grounds Committee to preserve the beauty and general appearance of Northfield Hills.

- Grass and weeds in the patios must not exceed 5 inches.
- Chimaeras and tiki lights are not permitted.
- Pet droppings should be controlled - no more than 1 day accumulation is permitted.
- Kiddie pools are allowed. No swimming pools or hot tubs are permitted in patios
- No more than 3 trash containers (all must have secure covers) can be stored. No loose debris should be left out.
- No food products or trash that will attract animals should be stored in patios.
- One standard tabletop umbrella, enviroshade, or umbrella screen house is permitted. No awnings, canopies, patio roofs or tents, either permanent or temporary are permitted.
- Firewood stored in the patio must be placed on a pallet or similar platform raised at least 4 inches from the ground but not to exceed the height of the fence.
- Arbors are permitted providing they are free standing and are brown, black or dark green.
- Climbing plant material on the exterior of the units is not permitted.
- No grass or tree clippings, discards, or trash receptacles, etc. can be stored outside the fence.
- Gate areas should remain unobstructed.
- Existing gates must be maintained in good working order.
- The Co-owner must maintain any plantings outside of the patio fence.
- Trees and shrubs touching buildings or interfering with neighboring units are not permitted.

***Please note:***

Patio inspections usually start at the beginning of June. If a violation is found, the Co-owner receives a violation notice. If the violation is not corrected within 5 days, a second notice is given with another inspection 3 days later. If the violation is still not corrected, the Association will notify the Co-owner in writing. Failure to correct the condition and reply to the Association **in writing** will result in a fine.

## Plant Installation and Maintenance

To minimize the potential for damage to buildings and underground utilities and interference with maintenance activities, the planting of trees in patio areas is permitted **only** with the following restrictions:

- **Co-owners must receive written approval from the Association before any tree planting.**
- All trees within patio areas are the responsibility of the Co-owner. This includes maintenance (spraying, trimming, etc.) and, if necessary, the cost of removal.
- Trees should be far enough from the building to avoid the need for subsequent removal if they touch a building or roof. Tree roots must not interfere with the fencing.
- Trees and shrubs planted in patios must not interfere with neighboring units. Tree limbs or branches may not overhang adjacent patio areas and must be trimmed at the Co-owner's expense to prevent overhang.
- Trees, interfering with maintenance activities or utilities, will be removed at Co-owner expense. This includes dead trees, which may be a hazard to the structure of the building or the fencing.

## Satellite Dishes

Co-owners have the right to the use of satellite dishes for television signal reception. Installation of a satellite dish is, however, subject to the NHCA prerequisites which address such things as size of the dish, location of installation, licensing of the installer, and methods of installation that may be used.

Northfield Hill's policy is designed to meet the Telecommunication Act of 1996 in regards to Condominium owners installing a satellite dish for television reception. Co-owners planning to install a satellite dish must seek and receive installation approval from NHCA 30 days prior to commencing work on installation of the dish. (See **Forms Section** for sample)

The guidelines for installation and placement are:

- The satellite dish may be no larger than 1 meter.
- Installation must meet all electrical, construction, safety and municipal codes and have permits, where needed. The satellite dish must be installed according to the manufacturer's instruction and guidelines.
- The satellite dish should be mounted inside your patio area. If the satellite dish is not able to receive a signal in this location, the Association must be notified and approve of the proposed alternative location before installation.
- Any and all wires must follow the gutter, downspout and/or roofline, no wires and/or cables can be secured to the roof. The attachment of wires and/or cables will be on the siding, gutter, and/or downspout as close to the roofline as possible so that they can be painted to match the building when it is re-painted.
- The satellite dish owner is solely and fully responsible for insuring and maintaining the system. The Co-owner is liable for any and all damages resulting from the system and its installation, regardless of installation approval obtained from the Association.
- If the Co-owner sells the Condominium Unit or no longer uses a satellite dish service, the satellite dish and associated hardware on the exterior of the building must be removed and the installation site returned to its original condition. The satellite dish may remain when a unit is purchased, provided that the Condominium purchaser accepts ownership of the system by providing a letter to the Association accepting the terms and conditions of this policy.

## **Architectural Updates, Modifications and Replacements**

This section is intended to insure that all modifications are in compliance with Northfield Hills' architectural standards, which are detailed below. This will maintain uniformity throughout our Community. The requirements and details of this section are based on the Bylaws of the Association.

**The Association MUST approve an Architectural Control request before the start of any installation of the items listed below.** The request, signed by the Association's Maintenance Superintendent or Property Manager, will serve as written approval by the Association of the modification as stated on the form. Architectural Control request forms are available at the Clubhouse. (See **Forms Section** for sample.)

Denial of any modification request may be appealed to the Board of Directors for final decision.

The costs of all modifications are the responsibility of the Co-owner. Applicable specifications are listed below.

### **Furnaces and Air Conditioners**

- All replacement furnaces must be fueled by natural gas. Heating fuel costs are included in the Association's maintenance fee.
- All air conditioning units **must** be operated by electricity. No other type of air conditioning is allowed in Northfield Hills Condominium Association.
- Co-owners are responsible for removal of old furnaces, air conditioners and/or ductwork from the premises.

### **Window Replacement**

- Rough opening must not be altered in any way.
- Replacement windows must be double hung with sealed insulated glass. "Low E" glass saves energy and provides fade resistance. Windows may be plain or have muntin bars in both the top and bottom. Screens must be an integral part of the window unit.
- Windows must be of good quality vinyl, vinyl-clad wood or fiberglass.
- White is the only approved color for window frames, screen frames and trim.
- Window units must be insulated between the rough opening and the window unit. Windows must be caulked to make them weather-tight.
- Co-owners are responsible for removal of old windows from the premises.



## Entrance Door and Sidelight Replacement

- Rough opening must not be altered in any way.
- All entrance doors must be the same size as the original doors.
- Doors must be made of insulated steel or fiberglass.
- Only sealed insulated glass panels are permitted.
- New doors must be properly weather-stripped.
- New doors must be painted according to the approved color scheme. Doors may be **factory painted white only**.
- Double entrance doors must have both doors the same color and design.
- Entrance doors with side panels must use steel or fiberglass panels with insulated glass sidelights. These panels should be replaced when the entrance door is replaced.
- The U.S. Postal Service does not allow installation of new mail slots. Existing mail slots are acceptable. *NOTE:* Freestanding mailboxes are not allowed.
- Co-owners are responsible for removal of the old doors from the premises.

## Entrance Storm Door Replacement

- Storm doors must be white.
- Storm doors must be the same size as the entrance door.
- Security bars are not permitted.
- Door overlays, decorative grills and jalousie storm doors are not permitted.
- Storm doors must have a metal frame at least one inch wide around the glass.
- Entrance door sidelight storm windows may be added, but they must not extend beyond the sidelight frame.
- Entrance door sidelight storm windows must cover the entire opening. The frame must be white.

## Porch Railing Installation

- Co-owners are responsible for installation and maintenance of porch railings.
- Railings must be painted black.
- Railings must be installed in the ground next to the sidewalk. Holes to secure the railing must **not** be drilled into the concrete sidewalk.
- Co-owners are responsible for removal and reinstallation of railing if the concrete porch is damaged and all or part of the porch must be replaced.

## Door Wall and Screen Replacement

- Rough opening must not be altered in any way.
- Sliding glass door wall unit must be of good quality and made of **white** vinyl, vinyl-clad wood or fiberglass.
- Each door must have sealed insulated glass. “Low E” glass is encouraged. A glass panel above the door is acceptable with original 8 foot high door walls, such as in the “St. Moritz” model. The use of muntin bars or french doors is not permitted.
- Weather-tight caulking and proper weather seals must be installed.
- Frames for door wall screens must be white.
- Co-owners are responsible for removal of the old door wall from premises.

## Garage Door Replacement

- Rough opening must not be altered in any way.
- Door must be of same size and color as the current approved color scheme.
- Door must be constructed of steel.
- Garage door windows are not permitted.
- Decorative designs or moldings are not permitted.
- Replacement garage doors must have the same design as the adjoining garage door if that one was replaced first.
- Co-owners are responsible for removal of old garage door from premises.

## Address Number Visibility

Emergency responders must be able to quickly locate your Condominium, Therefore, the City of Troy has the following requirements when you replace your unit's address numbers:

- Each unit's address shall only be indicated by numerals. Script addresses are **not** allowed.
- The numbers may be placed horizontally, vertically or diagonally on a 45 degree angle **only**. The numbers shall be placed so that they read from left to right or top to bottom. Numbers should be placed immediately above or at the side of the main entrance.
- **Address numbers shall be no less than 4 inches in height.** The numbers should have a contrasting background and be easily visible and readable from the street under varying natural and artificial light conditions. **Brass numbers are almost impossible for emergency personnel to read at night.**
- “Aspen” and “Kingston” models have 2 visible building sides. The City of Troy requires house numbers to be located on the front of each unit. However, the fronts of these 2 models may not be visible to approaching emergency responders. **These units must have a second set of numbers facing the street or parking area to make them easy to identify.**

# Leasing a Unit

## Rental Obligations

Co-owners may lease their units as a single-family residence only. Prior written approval of the Board of Directors is required before any leasing agreement is concluded. No rooms in a unit may be rented and no tenant shall be permitted to occupy a unit except under a lease.

Co-owner's wishing to lease a unit must furnish the Association with:

- names of tenant and tenant's household members
- date of both occupation of the unit and termination of the lease
- tenant's address, unit number and phone number
- Co-owner's name, address and phone number
- a copy of the lease agreement signed by the Co-owner and the tenant

The lease agreement must include:

- provisions that acknowledge, promise and require tenants, members of their household, guests, licensees, and invitees to comply with all Condominium Documents, state and local laws, or ordinances and regulations. (For the purpose of this section "Condominium Documents" refer to the Northfield Hills Condominium Association Bylaws and Rules & Regulations.)
- signed acknowledgement must be furnished to the Association that both the Co-owner and tenant/occupant have received copies of and will comply with all Condominium Documents.
- a provision that the Co-owner acknowledges responsibility for all actions of the renters, guests and any other non-co-owner occupants, including penalties for renters' violations of the Condominium Documents.
- a requirement that the renter/occupant carry renters' insurance and provide copies of insurance to the Association.
- a requirement that the Co-owner notify the Association when the tenant takes occupancy and when they vacate the unit.
- provisions that the Co-owner and tenant/occupant acknowledge and agree that the Association may proceed directly against the renter/occupant for any action, including Summary Proceedings in the event that the Co-owner fails to cure any defaults, violations or breaches of the Condominium Documents.
- provisions that: *"When a Co-owner is in arrears to the Association for assessments, the Association may give written notice of the arrearage to a tenant occupying a Co-owner's Condominium unit under a lease or rental agreement. The tenant, after receiving the notice, shall deduct the arrearage and future assessments from rental payments due the Co-owner as they fall due and pay them to the Association. The deductions are not a breach of the rental agreement or lease by the tenant. The Association shall have the right to issue a Statutory Notice to quit for non-payment of rent to the tenant if the tenant does not tender remittance to the Association and initiate proceeding based upon that notice" per Bylaws Article 13, Section 2(e).*

- provisions that the Co-owner or renter/occupant fails to comply with any of the above requirements, a \$100.00 fine will be assessed against the Co-owner.
- a provision that the renter is subject to eviction for violation of the Condominium Documents.

## Landlord/Renter

All landlords **must** supply the Northfield Hills Association with the following information at least 10 days prior to a new tenant occupying the Condominium. An update is required annually. For each month of **non-compliance** with this rule the landlord will be **fined \$100.00**.

- A copy of the lease agreement (Bylaw requirement). A sample is available at the Clubhouse.
- A signed "Northfield Hills Condominium Association Landlord/Renter Form" with the names of all renters/occupants residing in the unit and their active telephone numbers. Renters **must** sign the top part of this form stating that they have read the Northfield Hills Condominium Association's Rules and Regulations and they agree to abide by these documents which are a Bylaw requirement. (See **Forms Section** for sample)
- A signed "Owner Release Form" with all occupants of the unit. (Our Bylaws state that when you rent your Condominium you lose your rights to the recreational facilities). If we do not receive this form, your renter will not be allowed to use the facilities (i.e. pool, tennis courts, Clubhouse). (see **Forms Section** for sample)

# General Rules

## Vehicle Regulations

### General Parking

The Community of Northfield Hills was built in the 1970's - a period when building codes focused on building the maximum number of residential units with little consideration for parking. Parking spaces were allocated on a **Community wide basis - not a per unit basis**. This has resulted in a severe shortage of parking in some courts and an excess of spaces in others. As a result, the following rules apply:

- Bylaws Article XIII, Section 7 provides that: *“each Co-owner shall park his vehicle(s) in his garage or assigned space. If the number of vehicles owned by the Co-owner exceeds the available garage space, the additional vehicle may be parked in the Co-owner’s driveway if the sidewalk is not blocked or the vehicle does not protrude into the roadway. If there is no assigned parking space available and if parking cannot be accommodated in the unit’s driveway, the second vehicle may be parked in any available space in the General Common parking areas. Maintenance of more than 2 vehicles in the Community must have prior written approval from the Board of Directors”*
- **Co-owners without garages have one assigned parking space marked with the unit number on their space.** *“All Co-owners must use their assigned space (garage or numbered space).”* One unassigned parking space may be used, if needed, on a "first come" basis. Co-owners who have more than two vehicles should not park their excess vehicles in unassigned spaces nearest to the units.
- Curbside parking is prohibited in all parking areas, courts and the Clubhouse area within the Northfield Hills. This is a violation of City of Troy Police and Fire ordinances. Police will ticket violators.
- *“The Association may assign General Common Element parking spaces for the use of the Co-owners of a particular unit or units in an equitable manner. The Association may temporarily assign a parking space in a disability situation. Any assignment of unassigned parking spaces to individual units and the disabled will be on a temporary basis. “*
- Guests may use available unassigned spaces in or near the courts being visited. Co-owners are responsible to ensure their guests do not park in spaces assigned to other units.
  - ❖ Residents and/or their guests who park in a space reserved for another unit may be fined.
  - ❖ Management may request, either verbally or in writing, that the vehicle be moved to an available unassigned space or removed from the Association's property. A second parking violation involving the same vehicle will result in a fine and towing of the vehicle.

- All vehicles parked on Association premises shall be used for regular personal transportation on a weekly basis. There is no provision for the storage or parking of unused, inoperable, and/or unlicensed vehicles on Association property. Vehicles are exempted if they are not moved due to prolonged illness or vacation. Residents should notify the Association if either situation should arise.
- Article XIII, Section 7, also states that: *“Unlicensed, unusable or abandoned vehicles are prohibited on the Condominium Premises or Common Elements. All vehicles must be moved to accommodate snow removal operations in accordance with the Rules and Regulations of the Association.”*
- *“Commercial vehicles and trailers may not be parked in or about the Condominium except while making deliveries or pickups in the normal course of business.” For purposes of this Section, commercial vehicles shall be defined consistent with the City of Troy traffic code, Chapter 106, Section 8.25(4) as any trucks, vans or vehicles identified as commercial vehicles.*
- Vehicles categorized as “commercial” may be permitted for the following reasons:
  - ❖ used primarily for personal transportation
  - ❖ does not display any identifying logos, lettering or other commercial messages on or about the vehicle (except City of Troy Police, Fire and Emergency vehicles)
  - ❖ does not carry ladders or other tools or equipment on the sides or top of the vehicle, which would, normally, identify a commercial vehicle

***All vehicles meeting these criteria must be parked in the assigned parking space (driveway or garage) to which a unit is entitled.***

- *“No house trailers, boat trailers, boats, camping vehicles, camping trailers, mopeds, motorcycles, motorized scooters, all-terrain vehicles, snowmobiles or snowmobile trailers may be parked or stored upon the premises of the Condominium, unless parked in an area specifically designated therefore by the Association.”*
- Motorcycles and mopeds may be parked in the resident's garage, across the front of the assigned parking space, or in the patio enclosure of the Co-owner's unit. If it is parked in the patio area, it must be walked, not driven, across the Common Grounds.
- Recreational vehicles may not be parked or stored on Northfield Hills Condominium Association premises. (Non-commercial vans or pickup trucks used for regular personal transportation are not considered "recreational" vehicles.)

**Vehicle maintenance on Association premises is prohibited. Vehicle washing/waxing, emergency tire changes, jump starting batteries, and the replenishing of windshield washer or coolant levels are permitted. Owners are expected to have serious vehicle oil leaks repaired. Puddles of oil in the parking lots are unsightly and in many instances represent safety hazards.**

*Violation of any parking restriction shall authorize the Board of Directors to assess fines pursuant to Article XVI, Section 3 of these Bylaws.*

## Winter Parking

Vehicles must be moved out of the court parking spaces when the plows arrive in each area. The snowplow drivers will perform an initial clean-up and then return a second time to allow Co-owners extra time if necessary.

Exercise caution when plow trucks are present – the drivers' vision is limited. Salt your porch and sidewalk before a light snow. Spreading salt will help prevent ice buildup and slippery conditions. Salt is effective only for temperatures above 20 degrees.

Co-owners should not leave dog leashes, children's toys, and newspapers on sidewalks and porches. These items can become buried beneath the snow and cause injury or damage to the blower.

Vehicles should not be parked in or around the traffic circles at the end of Breeze Hill Place and Buckingham Place as this may prevent the snowplows from turning efficiently and prevent moving snow from the street. Also, large emergency vehicles use these traffic circles and parked vehicles impede their movement, slowing their response time.

Co-owners must remove cars parked in the driveway of their condo. Snowplow drivers are instructed not to plow adjoining driveways if a vehicle is parked in one of them. This pertains to all driveways, however long or short.

The City of Troy prohibits sidewalks from being obstructed. Cars parked in short driveways, where they cross the sidewalk, prevents the staff from effectively clearing your sidewalk. If the snow blower cannot be driven straight down the sidewalk to your condo's walkway, your sidewalks will not be shoveled.

**NOTE: Parking in the driveway, (except where it is long enough not to cross the sidewalk) is against our Bylaws and is subject to fines.**

Snowplows will **not** return to plow parking spaces after the day we sweep through the courts.

Do not leave decorative items on your front porch which may be damaged and will slow the shoveling process.

Co-owners with parking spaces abutting the sidewalk should make sure that the front of the vehicle does not overlap the sidewalk. This will allow snow blowers to clean the sidewalk completely without potentially damaging vehicles.

## **Court Speed Limit**

For the safety of other motorists, pedestrians and cyclists, vehicles should not exceed 10 mph.

By City of Troy traffic ordinance, speeds on Brentwood Drive, Buckingham Place, Breeze Hill Place, Whitfield Drive must be limited to 25 mph. Northfield Parkway is 35 mph.

## **Pet Control Rules**

Pets are defined as dogs and cats for the purpose of these regulations. No other animals shall be permitted unless small enough to be permanently confined to a container inside a dwelling unit.

Each dwelling unit shall be limited to a total of 2 pets. Additions through birth must be removed within 4 months.

No pet will be permitted to run loose in the Condominium area. The City of Troy and Northfield Hills have similar rules. They are:

- Pets are restricted to the interior and the fenced in area in back of each dwelling unit when not on a hand held leash. The interior fencing must be modified as necessary, at the Co-owners expense to assure that the pet does not escape.
- Pets must be on a hand held leash when outside the Co-owners unit or fenced in patio area.
- Pets cannot be tied to anything outside of the patio area.
- Pet owners must immediately remove droppings on common areas such as, lawns, streets or sidewalks.

The City of Troy no longer has an Animal Control Department. Oakland County has taken over this responsibility. (See **Community Information Section** for further information.)

## **Property Appearance**

All Limited Common areas such as patios and porches must be maintained by the Co-owner and kept free of animal litter. All yards not properly maintained by pet owners shall receive a violation notice. Pet owners will be obligated for any expense incurred for yard cleaning or replacement of sod and shrubs.

- Pet owners are responsible for any disturbance caused by their pet, such as excessive barking, howling, fighting, etc.
- Fines may be levied against pet owners who violate these pet control rules.





## Refuse Collection and Recycling

Refuse containers and recycling bins must be put out for pick up no earlier than 7 PM the day before pick up. Empty containers must be returned to the unit before dusk on the day of pick up. Northfield Hills' normal refuse collection and recycling is on Monday.

Northfield Hills is part of the City of Troy's recycling program, which saves the city hundreds of thousands of dollars a year. Each Condominium has been provided with a blue recycling bin. New residents should call the City of Troy if they do not have a bin or if extra bins are needed. Information on the City of Troy's recycling policy is available on our website as well as included in this section. Place your recycle bins out with your refuse bags on your regular pickup day. Special trucks remove recyclables separately from the normal refuse pick-up.

- Co-owners should place yard waste in a regulation trash container with a "yard waste" sticker or brown paper yard waste bags. Stickers are available at City Hall or call (248) 524-3399.
- Never put yard waste in plastic bags.
- Special rules apply for the disposal of Christmas trees at holiday time. During the holiday season, residents will be provided with additional information regarding the proper of disposal of these trees.

There are two drop-off facilities available for items acceptable for curbside pick up. They are:

- Tringali Recycling Drop-off Center 33373 Dequindre - north of 14 Mile Road
  - SOCCRA Recycling Drop-off Center – 995 Coolidge Hwy – south of Home Depot
- Co-owners who wish to recycle electronics should call SOCCRA at (248) 288-5153 to schedule a drop-off appointment.

## Enforcement of the Rules

As a member of Northfield Hills, a self governing Association, you have a responsibility to respect the rights and privacy of your neighbors and fellow Association members in their use of the Common Elements. The following information is provided to ensure that all residents are aware of the remedy to violations of the rules should occur. For the purpose of this section, any reference to the "Condominium Documents" refers to the Rules and Regulations and the Bylaws of Northfield Hills Condominium Association.

### Reporting Rule Violations

- **All complaints must be submitted in writing and signed by the complainant.** The complainant's identity will **not** be disclosed. (See **Forms Section** for sample)
- Submit written complaints at the Clubhouse reception desk. For your convenience, complaint forms are available at the reception desk or on our web site at [northfieldhillsoftroy.com](http://northfieldhillsoftroy.com).
- Verbal complaints will not be accepted or acknowledged by management, committee members or the Board of Directors.

### Resolving Rule Violations

- The Property Manager will determine, if the complaint warrants action, and will notify the complaining Co-owner of his decision and the time allotted to the offending Co-owner to correct the violation.
- If action is merited, the Property Manager will notify the offending Co-owner, in writing, that a rule has been violated and advise what action must be taken by the Co-owner to correct the violation. The Property Manager may also specify a date by which the corrective action must be accomplished.
- The offending Co-owner must correct the violation to the satisfaction of the Association within the time specified in the letter.
- If the violation is not corrected within the specified time, the complaining Co-owner must notify the Property Manager of the noncompliance and he will send a second notice to the offending Co-owner by certified mail.
- If the offending Co-owner does not take action within 48 hours after receipt of the second notice, the Board of Directors will take appropriate action in accordance with the Master Deed and By Laws of the Association.

## Fines

On October 25, 2006, the Northfield Hills Board of Directors established a uniform fine structure for all fines, including patio, parking, snow removal and general infractions.

The fines are as follows:

- First complaint generates a friendly reminder
- Second complaint is a letter with a formal warning
- Third complaint is a fine letter of \$50.00
- Fourth complaint is a fine letter of \$100.00
- Fifth complaint and up is a fine letter of \$500.00 per occurrence

The first and second letters may be waived and an immediate fine may be imposed at the discretion of the Board of Directors.

Items stored on the Common Grounds will be confiscated once a fine is assessed. These items may be redeemed at the Clubhouse, Monday through Friday 9 AM - 4 PM, for a fee of \$10.00 per item. Items not redeemed within 14 days will be discarded or sold. Repetition of the same offense will result in increased fines and immediate confiscation of the items.

The Board of Directors has the authority to assess fines for failure to correct violations. Fines, when assessed, will be added to and become an integral part of, the monthly maintenance fees and failure to pay fines and fees on schedule will result in a lien being placed on the property in the cumulative amount of such fines and fees.

Residents may submit a written appeal of assessed fines to the Board of Directors.

# Community Association of Northfield Hills Park Rules & Regulations

The Community Association of Northfield Hills (**CANH**) Woodland and Parkland Property, including Beechwood Lake, is private property intended for use by the members of the Community Association of Northfield Hills and their guests.

- **Protection of Parkland and Woodland Property.** No person shall willfully mark, deface, disfigure, tamper with, displace, or remove any tables, benches, trees, shrubs, flowers, or any park property or appurtenances whatsoever, either real or personal. No structure, booth, tent, or stall shall be erected on park property any purpose without permission from the Community Association of Northfield Hills Board of Directors.
- **Traffic Regulations.** No person shall drive or park a motor vehicle on any park area except on specific occasions with prior permission from the Community Association of Northfield Hills Board of Directors.
- **Motorcycles.** No motorcycles, motor scooters, motor bikes, motor driven skateboards and such are allowed on Community Association of Northfield Hills property at any time.
- **Refuse and Trash Disposal.** No person shall dump, deposit, or leave any bottle, broken glass, ashes, boxes, cans, rubbish, waste, garbage, or other trash of any nature on Community Association of Northfield Hills property, except in proper receptacles where they are provided. If receptacles are full, all such rubbish or waste shall be carried away from Community Association of Northfield Hills property by the person responsible for its presence and properly disposed of elsewhere.
- **Fires.** No person shall kindle or build a fire on the Community Association of Northfield Hills property except in private receptacles or grills provided that they have received prior permission from the Community Association of Northfield Hills Board of Directors.
- **Fireworks.** No person shall bring onto the Community Association of Northfield Hills property, have on their possession, set off, otherwise cause to explode, any firecrackers, torpedoes, rockets, or other fireworks or explosives, or discharge them, or throw them onto the Community Association of Northfield Hills property from the adjacent land or highway.

- **Disorderly Conduct.** No person shall sleep or protractedly lounge on seats or benches or other Community Association of Northfield Hills property, or engage in loud, boisterous, threatening, abusive, insulting, or indecent language or behavior, or engage in any disorderly conduct or behavior tending to a breach of the public peace.
- **Merchandising and Advertising.** No person shall expose or offer for sale on the Community Association of Northfield Hills property any saleable merchandise unless they have obtained prior permission from the Community Association of Northfield Hills Board of Directors. No person shall paste, glue, tack, or otherwise post any sign, placard, advertisement, or inscription whatsoever on Community Association of Northfield Hills property, nor shall any person erect or cause to be erected any sign whatsoever. Exception is hereby made for advertising banners used during special events which shall be limited to 48 square feet in size. These banners shall not advertise tobacco, alcohol, or political candidates.
- **Alcoholic Beverages.** No person shall bring alcoholic beverages onto Community Association of Northfield Hills property, nor shall any person drink alcoholic beverages at any time on Community Association of Northfield Hills property.
- **Enclosures.** No person shall take down, climb over or upon, interfere with, disturb or displace or walk upon any rails, posts, boards, fence, or other structures enclosing any Community Association of Northfield Hills property or playground or portion thereof.
- **Animals.** On Community Association of Northfield Hills property, dogs shall at all times be kept under reasonable control by means of a leash. No person shall permit any other animal either wild or domestic, owned by him or under his control or custody, with exception of dogs as outlined above, to enter any part of the Community Association of Northfield Hills property except if granted special permission by the Community Association of Northfield Hills Board of Directors. Dog owners must pick up their dogs' waste and properly dispose of it each and every time their dogs soil the Community Association of Northfield Hills property.
- **Loitering.** No person shall loiter or remain upon the Community Association of Northfield Hills property or playground between the hours of 10 p.m. to 6 a.m., provided, however, that this section shall not apply to contractor of the Community Association of Northfield Hills in the course of their duties or to activities conducted under the auspices of the Community Association of Northfield Hills Property Manager. The Community Association of Northfield Hills Board of Directors is hereby empowered to waive this section when such action will serve the membership benefit and welfare.

- **Additional Rules & Regulations.** The Community Association of Northfield Hills Board of Directors is hereby empowered to make such rule and regulations pertaining to the conduct and use of the Community Association of Northfield Hills property as necessary to administer the same and to protect membership property and the safety, health, morals, and welfare of the membership and their guests, and no person shall fail to comply with such rules and regulations.

## **HELP PROTECT YOUR CANH PROPERTY**

Adopted by the Community Association of Northfield Hills Board of Directors: May 15, 2006.