

Stonehenge

Condominium Association



Community Handbook

Revised 11/21

STONEHENGE CONDOMINIUM ASSOCIATION

ADDRESS: Clubhouse and Maintenance Office
23535 Meeting Hall Lane
Novi, Michigan 48375

Phone: 248.477.8862
Fax: 248.477.1978
After Hours Emergency Only: 800.821.8800

www.stonehengeofnovi.com

Hours: 9:00 a.m. to 4:30 p.m. Monday, Wednesday and Friday

Property Manager: Curt Norrod
Maintenance Manager: Devlin Carey

Office Coordinator: Elyse Van Houzen

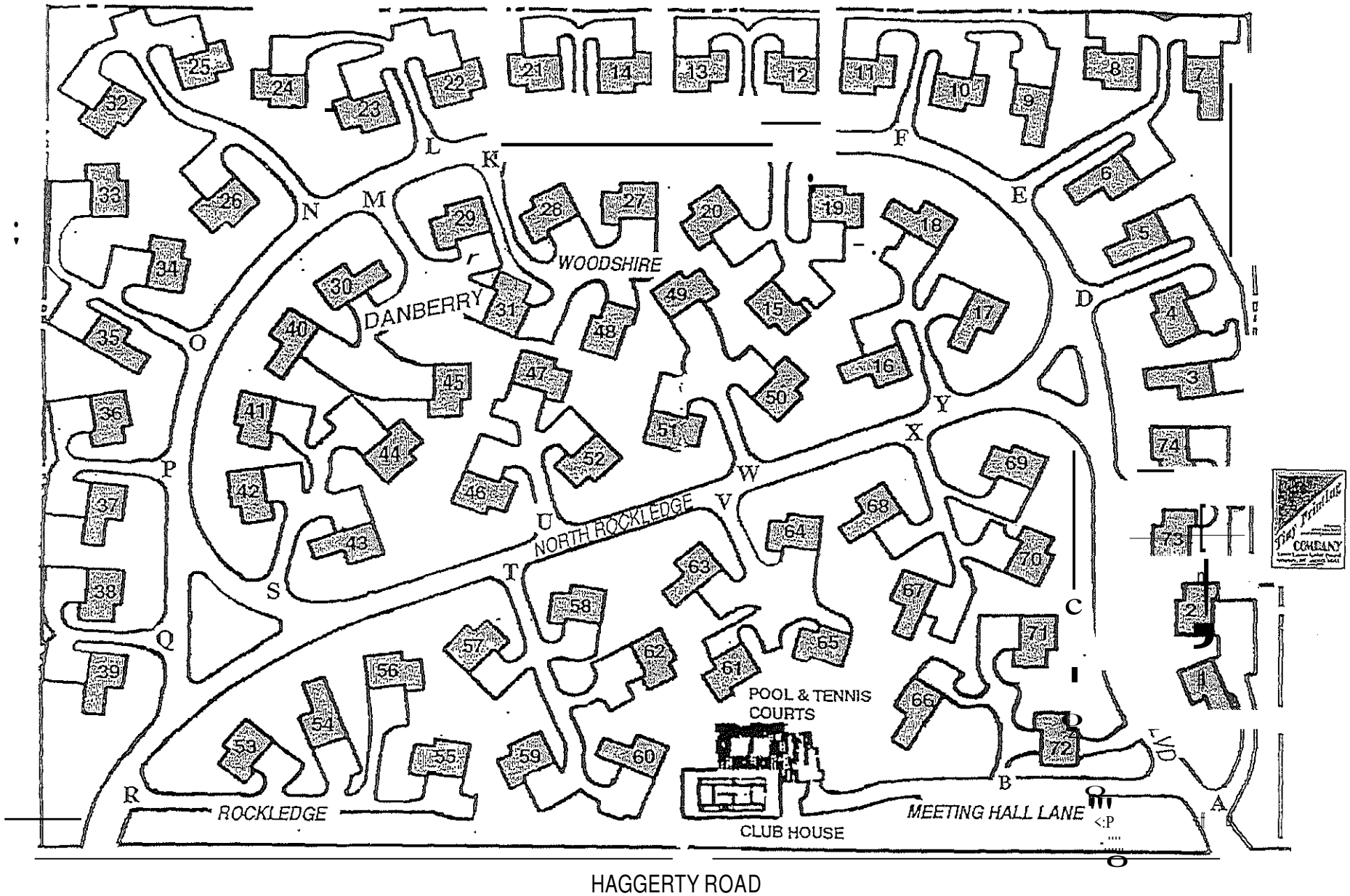
MANAGEMENT: Association Management, Inc. (*ami*)
47200 Van.Dyke Avenue
Shelby Township, MI 48317
Phone: 800.821.8800

BILLING QUESTIONS: Association Management, Inc. (*ami*)
47200 VanDyke Avenue
Shelby Township, MI 48317
Phone: 800.821.8800

The Stonehenge Condominium Association "Community Handbook" is for convenience **ONLY**. The condominium Master Deed, By-Laws, etc. remain the official governing documents. To obtain a copy of these documents, please contact the Management Company.

EMERGENCY AND LOCAL NUMBERS

| | |
|--|--------------|
| Police and Fire Emergency | 911 |
| Police Non-Emergency | 248.348.7100 |
| AT & T | 800.822.2020 |
| Bright House Cable | 248.553.7300 |
| Consumers Energy | 800.477.5050 |
| DTE | 800.477.4747 |
| <u>Hospitals:</u> | |
| William Beaumont Hospital | 248.471.8000 |
| Providence Park | 248.465.4100 |
| St. Mary Mercy Health System; | 734.655.4800 |
| Miss Dig | 811 |
| www.missdig.org | 800.482.7171 |
| Novi City Hall (Business Calls) | 248.347.0485 |
| Novi Fire Department | 248.349.2162 |
| Novi Post Office | 248.349.3152 |
| Novi Public Library | 248.349.0720 |
| <u>Schools:</u> | |
| Novi Community Education Office | 248.449.1206 |
| Evening Office | 248.449.1717 |
| Novi Community School District | 248.449.1200 |
| Novi High School | 248.449.1500 |
| Novi Middle School | 248.449.1600 |
| Novi Transportation Center | 248.449.1245 |
| Village Oaks Elementary | 248.449.1300 |



Stonehenge Condominium Association

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Stonehenge Condominium Association Matrix

Below is a guide to maintenance responsibilities for various elements of condominium units, common elements, and limited common elements. This is only a general guideline. The controlling documents are the Master Deed, By-laws and policies adopted by the Board of Directors thereunder, and all final decisions will be governed by those documents and policies. Casualty losses will be covered by insurance and are generally paid for with Insurance proceeds.

| No. | Item | Owner | Assoc | Comments |
|-----|---|-------|-------|---|
| 1 | All upgrades from basic standard | X | | For all purposes |
| 2 | Air conditioner – including outdoor pad | X | | |
| 3 | Basement drain | | X | Clogged drain clearing, not from negligence |
| 4 | Basement rod holes & cracks | | | Leaks from rod holes & cracks, leaking & exposed |
| 5 | Brick Walls- will be replaced w/wood | | X | Not enclosed or co-owner installed fencing |
| 6 | Cable | X | | |
| 7 | Carpets | X | | |
| 8 | Caulking Exterior | | X | |
| 9 | Caulking Interior | X | | |
| 10 | Damages covered by Assoc Ins policy | | X | |
| 11 | Decks- all outside decks & porches | | X | Unless built by co-owner (28,29,30,31 & 72) |
| 12 | Decks- areas under all decks & porches | X | | Includes all decks built off patio |
| 13 | Dirt – topsoil | | X | |
| 14 | Doorbells & buttons | | X | But not chimes or transformer |
| 15 | Doors painting | | X | Only when building is painted |
| 16 | Driveways | | X | |
| 17 | Edging material around beds & decks | X | X | |
| 18 | Electrical lines at & after meter | | X | |
| 19 | Electrical lines up to unit meter | | X | |
| 20 | Entry door exterior painting | | X | Original equipment |
| 21 | Entry door repair & replace | | X | Original equipment |
| 22 | Exterior dryer vent outlets | | X | |
| 23 | Extermination-exterior | | X | |
| 24 | Extermination-interior | | X | Cause may result in charge back to co-owner |
| 25 | Fencing & gates (patio) | X | | |
| 26 | Furnaces- humidifier, air cleaners, etc. | X | | |
| 27 | Furniture | X | | |
| 28 | Garage door (weatherstripping) | | X | |
| 29 | Garage floors | X | | |
| 30 | Gas line at & after meter | | X | |
| 31 | Gas line up to unit meter | | | Consumers Energy |
| 32 | Gutter & downspout cleaning | | X | |
| 33 | Gutter & downspout repair | | X | |
| 34 | Handrails | X | | Co-owner must submit letter to Board for approval |
| 35 | House numbers | | X | Must keep visible from street for Fire Dept. |
| 36 | Inside structural elements | | X | Broken trusses, floor joists, stairwell to basement |
| 37 | Interior decorating - paint wallpaper, etc. | X | | |
| 38 | Interior vent pipes- dryer, bathroom, etc. | | | |
| 39 | Interior walls, floors & ceilings | X | | Association, only if caused by leaks |
| 40 | Lawn sprinkler system | | X | |
| 41 | Lawns | | X | Grass seed |
| 42 | Light bulbs-exterior | X | | |
| 43 | Light bulbs -interior | X | | |
| 44 | Light fixtures-garage front & light sensor | | X | |
| 45 | Light fixtures-porch | | X | |
| 46 | Light fixtures- side & back | | X | |
| 47 | Mailboxes | | X | |
| 48 | Outside trim boards | | X | |
| 49 | Plumbing fixtures | X | | |

BUILDINGS AND GROUNDS MASTER PLAN

The Buildings and Grounds Committee has written the following Rules and Regulations, approved by the Board of Directors, to provide guidelines to create a desirable atmosphere. This 'Master Plan' for landscaping enhancement and maintenance includes policy and procedural implementation with a budget allocation to enable such plans. Co-owners may purchase a copy of the By-Laws from the Stonehenge office or they may be downloaded from the Stonehenge website at www.stonehengeofnovi.com.

HELPFUL HINTS

1. Please observe the rules; they were made to protect the residents and your property.
2. Consider your neighbors in your lifestyle and activities.
3. Serious neighborhood problems should be directed to the Board of Directors in writing.
4. Pay your monthly association fees on time, on or before the first of each month. If you have a financial problem, contact the Board of Directors immediately.
5. Join a committee, if only part time. You will help yourself and the community.
6. Get to know your neighbors, if for nothing more than establishing a secure neighborhood where we look after each other.
7. Landscaping is encouraged, but first, contact the Board of Directors for approval of your plans.
8. Watch the bulletin boards at each entrance for notices of meetings, snow alerts, etc. Read your 'Stonehenge Journal' newsletter for notices and announcements.
9. If you see something you think isn't right, call the Stonehenge office. Stonehenge is your community.
10. If in doubt as to garbage removal holiday pick-up times, check the entrance message board.

PREFACE

As a homeowner, you have a right to privacy and use of your property. However, as a member of the Association, **YOU HAVE A RESPONSIBILITY TO RESPECT THE RIGHTS OF YOUR NEIGHBORS AND FELLOW ASSOCIATION MEMBERS IN THEIR PRIVACY AND USE OF COMMON AREAS AND THE COMMUNITY FACILITIES.** For a definition of common areas, please see your bylaws.

It may take some adjusting to accept the fact that your co-owner neighbor not only can but will insist on such things as: refraining from letting your pets run loose, refraining from loud disturbing noise or parking in other than designated areas.

While some of the following rules and regulations may seem restrictive to those moving from private homes, they are intended to protect your legal rights as a member of the community. Violations of these rules will result in penalties established by your Board of Directors and enforced by our Management Agent or City Authorities if violating a city ordinance.

By virtue of purchasing in our Condominium Community we all agreed to accept and be legally bound by the By-Laws of our corporation. It should be clear that it is the responsibility of each co-owner, resident or renter to acquaint each member of their household, particularly young adults and children to these rules and regulations. If everyone cooperates, we will all benefit by having a desirable and fine community.

ACCESS TO THE UNITS

The Association or its duly authorized agents shall have access to each unit from time to time during reasonable working hours, upon notice to the resident, as may be necessary for the maintenance, repair or replacement of any of the common elements. It may be necessary to have access to the units at times without notice to prevent damage to the common elements or to another unit. It shall be the responsibility of each resident to provide access to his unit by notifying the Association of a neighbor or friend who has access to the unit. It is also recommended that an individual's cell and work phone numbers be furnished to the Association so the resident may be contacted, if necessary. It is important to update these numbers and email addresses when appropriate. Should it be necessary to gain access in an emergency, and the co-owner/resident or tenant cannot be reached any damage done to doors or windows shall be the responsibility of the co-owner/resident.

Sidewalks, yards, landscaped areas, driveways, roads, parking areas and porches shall not be obstructed in any way, nor shall they be used for purposes other than what they are obviously intended. No bicycles, basketball hoops, scooters, skateboards, vehicles, chairs or benches may be left unattended on or about the common elements.

AIR-CONDITIONERS

Window type air-conditioners that protrude beyond the face of the window are not allowed due to visual appearance or possible structural damage.

APPLIANCE AND FIXTURE FAILURE

The By-Laws for Stonehenge identify this in Article VI, Section 16. If your water heater, air conditioner condensate line, bathroom fixture, or any appliance fails, causing damage to a neighboring unit, the responsibility for repairs lies with the unit owner whose appliance failed. This cost would include the ceiling and walls of a garage that is damaged by the unit above it.

ASSOCIATION FEES

The “**ASSOCIATION FEE**” is sometimes referred to as the maintenance fee. This is misleading. It is called the association fee because, although maintenance is a large part of our expenses, many other factors enter into the budget. Examples of other factors which must be provided for are: insurance on buildings and grounds; water and sewer and gas bills; yearly audit and legal expenses; telephone; mailings and the managing agent’s fee. For these reasons, the monthly dues are best described as “association fees”.

Prior to each Fiscal year, the Association budget is developed by the Budget Committee and Management Agent. This budget takes into consideration budget and expense data from past

years, plus any anticipated inflationary impacts. Inflation is considered so that there is not a budget short fall for which the Board would levy an additional assessment. The final draft budget is presented to your Board of Directors for modification and/or approval. You are then notified of your association fee. A budget breakdown by elements of expense is then made available for your review.

Association fees are due the first day of each month, **to be postmarked NOT LATER THAN THE FIFTEENTH day of the month.** Payments received postmarked after the fifteenth will be considered delinquent (late) and subject to a \$25.00 late processing fee. If this delinquency is carried into the second month, the Management Agent will initiate collection action, ranging from written notifications to foreclosure action, at your expense. The Association reserves the right to deny privileges of the common facilities (pool, clubhouse, tennis courts), to a co-owner whose association fees are delinquent.

AUTOMATIC PAYMENT (ACH)

You can arrange to have your monthly dues automatically deducted from your checking and/or savings account. You may fill out an "Automatic Payment Authorization Form" also referred to as an Automated Clearing House form (ACH), available at the Stonehenge office and online at www.stonehengeofnovi.com, and submit same to **ami** or drop off the form at the Stonehenge office during office hours or through the drop box. There is no charge for this service.

BALCONY

The draping of rugs, towels, blankets, and/or clothing is not allowed over the railing of balconies. Balcony plantings must be freestanding. Damage may occur as a result and may require repairs including new wood, painting or welding.

BARBEQUE GRILLS

By order of the City of Novi Fire Department, the use of "open flame" barbeque grills shall not be permitted **WITHIN GARAGES, ON DECKS** or on **BALCONIES**.

The Novi Fire Prevention Code prohibits the use of open-flame cooking devices on balconies, and within ten feet (10') of any combustible construction. Section 307.5 of the International Fire Code, adopted by the City of Novi, states:

Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within ten (10feet) (3048 mm) of combustible construction.

The Fire Code also prohibits the use of LP-gas fueled cooking devices on balconies or within ten feet (10') of combustible construction. This code does not restrict the use of these

devices in one-and two-family dwellings (single homes and duplexes) and it does not prohibit the use of electric cooking appliances. (i.e. George Foreman type grills).

Other combustible concerns

Propane tanks

Propane heaters

If you have any questions regarding this matter, please contact the Fire Prevention Division at 248.349.2293. Fire safety is your responsibility. Cautious use of barbecue grills is a must.

BASKETBALL HOOPS

Basketball hoops (portable) are not allowed to remain on common ground. Portable basketball hoops may only be brought out for immediate play, but then must be retired out of sight to either the garage or basement.

BIRD FEEDERS

Bird feeders are not allowed.

BUSHES/SHRUBS/TREES

All bushes/shrubs and trees on common ground are the responsibility of the Association based on the following:

1. Scheduled trimming and pruning as needed. You can obtain a "do not trim" ribbon from the Stonehenge office
2. Removal of dead shrubs and trees.
3. Replacements (as determined by the Board of Directors or Committee)
 - a. Dead bushes and trees will be replaced by the Association from an approved list UNLESS it is determined by the Board of Directors that replacement is unnecessary. Board approval is required if the selection is not on the approved list.
 - b. Live bushes and trees will 'not' automatically be replaced. Approval of the Board is required. Replacement may be at the co-owner's expense and will become the property of the Association.
 - c. Staff assistance for shrub planting (only) may be available upon request.
 - d. New shrubs and tree plantings in limited and general common areas are subject to Board approval at the co-owner's expense.
 - e. The Association has a tree spraying policy. Contact the office for details. Individual requests may be submitted to the office.
 - f. The approved list of bushes and trees can be obtained from the website.
 - g. If you have special needs or concerns regarding your shrub trimming, please contact the office.

Stonehenge By-Laws: Article VI, Section 12.

CABLE

Everyone should be aware that cables laying across the sidewalks and roads may be hazardous. If you have had cable installed that has not been buried, or if you see cable laying across a sidewalk or road, please call the appropriate cable company to have them bury it.

CLUBHOUSE

To apply for rental of the clubhouse, you may call the Management Coordinator at 248.477.8862 during normal business hours to request an application form and to make sure the date requested is available. Provided with the application forms will be a complete set of the clubhouse rules and regulations. No pets of any kind are allowed in the clubhouse area. **THE CLUBHOUSE IS A NON-SMOKING FACILITY. The clubhouse capacity is 44.**

DECORATIVE FLOWER BED LIGHTING

Placement should not impede lawn care or snow removal – must be in the limited common element alongside porches and at least one foot inside the border of the limited common element. This must be solar lights only. These lights will be installed at co-owner(s)' risk and expense.

DISTURBANCES

DISTURBANCES OR NOISES IN OR OUT OF ANY UNIT should be discontinued between 11:00 p.m. and 8:00 a.m. Loud playing of radio's, TV's, or other musical instruments or the use of an air horn is discouraged at any hour. **DISTURBING THE PEACE IS A COURT MATTER. CALL THE NOVI POLICE AND NOTIFY THE ASSOCIATION THE FOLLOWING DAY.**

ELECTIONS AND MEETINGS

Directors are elected to a two (2) year term at an election held prior to the Annual Meeting which is held on the **Third Tuesday in March**. The Board of Directors elects officers of the Board after the Annual Meeting is held in the executive session.

In order to have a coherent continuation of administration, Board members are elected to service two (2) year terms in alternate years. Four (4) Board members are elected in one year, and three (3) the next in order to achieve 'staggered' terms of office.

Board of Directors meetings are generally held on the SECOND MONDAY OF THE MONTH in the clubhouse at 7:00 pm and can be scheduled at the discretion of the Board. All Board meetings are open to the co-owners. A period of open discussion will be provided on each meeting agenda to provide co-owners a forum to discuss items of general interest. Notice of upcoming Board meetings will be posted at the entrances to the complex.

FIREARMS

No persons, except officers of the law, shall carry firearms or any missile-propelling device of any description, fireworks, or explosive substance within the condominium grounds. The Stonehenge By-Laws: Article VI, Section 8.

FLAGS

The American flag is permitted to be displayed year-round provided it remains in good condition, unfaded and without fabric tears.

FLOWERS

Flowers may be planted in limited common areas at the co-owner's expense. Seasonal plantings are to be maintained and removed by the co-owner as well.

GARAGE DOOR RULES

It is the intended purpose of the garage (space) attached to each unit to be used primarily as a parking space for that unit. All of us are assigned two (2) specific "limited common" parking spaces. One is in your garage, and the other is the space directly behind your garage door. Per the Master Deed, those spaces are assigned to each unit. Therefore, the primary use of the garage space for each unit is only for:

1. Parking
2. Some limited storage as is described in Exhibit "B" of the Association's By-Laws
3. Ingress and egress for the co-owner(s) to the attached unit
4. Proper storage of sealed refuse containers

All other uses of the garage space are inappropriate and are considered a misuse of the garage space. Such misuse of the garage space may result in complaints from other co-owners, or on-site staff. Complaints for misuse may be addressed to the management office, in writing, and will be referred for the action in accordance with the Association's procedures for violation notices, fines, etc.

GARAGE DOOR (OPENING AND CLOSURE)

For purposes of garage doors on each unit, the "use" of the garage door will mean the opening of the garage door for the purpose of ingress or egress of the person (co-owner), vehicle (car/truck), or any article required to be moved in or out of the unit. The use (opening) of the garage door for gaining access to the garage space for any purpose other than those stated in "Garage Use Rules" will be considered a violation of the Association's Garage Door Policy and will be subject to action as provided for in the Association's policies regarding notices, fines, etc. for violations of the Association Rules and Regulations.

GARAGE SALE GUIDELINES

Garage sales may be held with permission of the Board of Directors with the following stipulations:

1. The sale must be held within the confines of the garage only.
2. Garage sale items may not be placed on the common areas or lawns.
3. A temporary sign may be placed at the north and south entrance to the complex denoting the sale at "XXX" address for only a stipulated time; not overnight.
4. Special consideration must be given to shopper's cars parking locations so as to not impede other residents' use of designated parking areas.
5. Garage sale items may be advertised if desired.
6. Proper care must be given to trash or debris from the sale.

GARBAGE REMOVAL

The common elements, general or limited, shall not be used for storage of supplies, materials, personal property or trash. Trash should be placed in appropriate refuse containers and acceptable plastic bags and stored in garage until Thursday 5:00 PM. All bags should be securely tied and cans covered. For bulk items or furniture you must call Waste Management to schedule a large pickup. Do not place bulk items at curb before the day Waste Management can pickup. Place trash within the green stripe at the curb of the main street **NO EARLIER THAN 5:00 P.M. ON THURSDAY FOR PICKUP ON FRIDAY.**

Please note that placing rubbish out prior to 5:00 p.m. on the day before the regularly scheduled trash pickup date will result in a \$100.00 fine.

HOLIDAY PICK-UP: If our regular rubbish pickup day falls on a holiday, then the Rubbish Removal Company will make the pickup on the next following day after the holiday. (Sundays excluded) If the holiday is before our regular pickup day, then our pickup day that week will be moved back one day. If the holiday falls after our regular pickup day, there is no adjustment to our pickup schedule. If in doubt, check the entrance message board.

Hazardous waste and/or materials (car batteries, non-latex paint, motor oil, etc.), may not be put out for normal trash pick up, they must be delivered to the city's Hazardous Pickup site. For more information regarding hazardous waste disposal, please call RRASOC at 248.208.2270. The City of Novi typically holds a Hazardous Waste Day in the Fall. Information on this event can be obtained from the City.

MISSING GARBAGE CANS: If you are missing or have lost your garbage can, it may be held in the Maintenance Garage. Please put your name and/or address on your trash can so you can identify your own garbage can. After windy weather, our Maintenance Manager rounds up several of these garbage cans. In addition, **garbage cans that have not been picked up and put away by the following day,** will be removed and stored in the Maintenance Garage. You may claim your garbage can in the Maintenance Garage during normal business hours and you may be liable for a storage fee.

GARDENS (VEGETABLE PLANTINGS)

Plantings in the common areas are prohibited. All plantings are limited to balconies and inside patios. Stonehenge By-Laws: Article VI, Section 12.

GENERAL RESPONSIBILITIES

The Association will provide live power to the POINT OF CONNECTION to your wall outlet plug or switch. Association responsibility also includes: lawn care, snow removal, asphalt repair/replacement in courts and parking areas (not on the main streets), cement repair/replacement (sidewalks, porches and steps), exterior building repairs and maintenance, roofing including chimneys and gutters, sump pumps, utility and plumbing lines WITHIN THE WALLS TO THE POINT OF CONNECTION to the interior appliances and fixtures.

EXAMPLES OF CO-OWNER RESPONSIBILITY FOR MAINTENANCE AND/OR REPAIR:

Patio fences, air conditioner and furnace units, water heaters, appliances, electrical fixtures, plugs and switches, smoke alarm system (an appliance), faucets, sinks, garbage disposals and all caulking and tile grout, flooring tile, or carpet, interior paint, and decorations. **If accessible, repair may include items such as traps, plumbing drain lines, and tub or shower lines.**

Specific items not mentioned above will be given a determination for responsibility in keeping with previously established guidelines and the condominium documents. Also, please see the maintenance and repair responsibility matrix attached with this handbook, and available online at stonehengeofnovi.com.

GRASS

Irregular conditions of the lawn should be reported to the Stonehenge office.

HOSE HANGERS

Free standing hose stands are allowed with Board approval. Co-owners should submit a letter to the Board of Directors requesting approval. While not in use, all hoses should be stored off the lawn, neatly.

HOSES

Maintenance, care and replacement of hoses are the co-owner's responsibility. While not in use, the hoses should be stored off the lawn.

INSURANCE: PROPERTY AND LIABILITY

The Stonehenge Condominium Association provides all risk property coverage and general liability insurance for all the common elements of the Association. **The coverage's conform to the By-Law requirements and provide for all buildings based on the original plans and specifications.**

The insurance responsibilities of the association, and each co-owner, are detailed in Article IV of the Condominium By-Laws. In summary, the association provides coverage for all common elements including all interior walls, ceilings and floors as well as all equipment or fixtures as originally installed by the developer.

Co-owners are responsible to carry a "Condominium Owners" Policy (sometimes referred to as a H0-6 Policy). Such insurance should be in place to cover your personal contents, betterments and improvements, and instances of co-owner liability for acts or occurrences for which they may be held liable.

It is important that every co-owner discuss their insurance options with a qualified insurance agent in order to fully protect their rights and insure against responsibilities in the event of casualty, negligence, etc.

LANDSCAPING BORDERS

Borders around buildings, patios, and common areas may be edged with a border, but are limited to the following approved materials: vinyl edging, railroad ties, wolmanized wood, rocks, or bricks. Any variation from the above listing requires Board approval. Purchase, installation and maintenance of border materials are the responsibility of the co-owner(s). Planting areas using border fencing outside the patio area is prohibited.

LAWN FERTILIZING & WEED CONTROL

The Association has a lawn fertilizing and weed control program to apply sprays and/or granular products four (4) times a year. Approximate times are near Easter, Memorial Day, Fourth of July, and Labor Day. Please consult the Stonehenge office for exact dates. A list of chemical ingredients is available upon request.

LEASE(S)

Please submit a copy of your lease to the Stonehenge office at 23535 Meeting Hall Lane, Novi, MI 48375. The By-laws allow fourteen (14) days from the date of occupancy to submit your lease to the Stonehenge office. Failure to respond within the allotted (14) days will generate a fine of \$100 that will be assessed against your unit. Stonehenge By-Laws: Article VI – Restrictions.

Section 1 states: "No unit in the condominium project shall be used for other than single-family residence purposes".

Section 2 states: "A Co-owner may lease his unit for the same purposes as set forth in *Section 1 of this Article VI; provided that occupancy is only by the lessee and his family and that written disclosure of such lease transaction is submitted to the Association in the same manner as specified in Section 13 of the Article VI.* No Co-owner shall lease less than the entire Unit in the Condominium and no tenant shall be permitted to occupy, except under a written lease, unless specifically approved in writing by the Association. Under no circumstances shall transient tenants be accommodated. For purposes of this Section 2, a "transient tenant" is a non-Co-owner residing in a Condominium Unit for less than sixty (60) days, who has paid consideration therefore. The terms of all leases and occupancy agreements

shall incorporate, or be deemed to incorporate, all of the provisions of the Condominium Documents. Tenants and non-Co-owner occupants shall comply with all of the conditions of the Condominium Documents and all leases, rental agreements, and occupancy agreements shall so state."

Section 13 states: *"A co-owner desiring to rent or lease a condominium unit shall disclose that act in writing to the Association at least ten (10) days before presenting a lease form to a potential lessee and, at the same time, shall supply the Association with a copy of the exact lease form for its review for its compliance with the Condominium Documents.*

Copies of all leases in existence as of the effective date of this Amended Article VI, Section 13 shall be supplied to the Association within fourteen (14) days".

NEW CO-OWNERS/RENTERS

If you are a new co-owner or renter, you must notify the Stonehenge office at 248.477.8862 so that you may obtain your "Welcome Packet". There will be a nominal fee for subsequent packets.

NEWSPAPER BOXES

Newspaper boxes are allowed and must be kept in good condition by the co-owner. Boxes cannot be attached to the building.

PARKING RULES

Parking in a condominium complex is a shared experience. We all must share common driveways and parking areas other than assigned or designated spaces. Courtesy and respect for the rights of your neighbors is a must in condominium living. All of us are assigned two (2) specific "limited common" parking spaces. One is in your garage, and the other is the space outside and directly behind your garage door. Per the Master Deed, those spaces are assigned to each unit. Common courtesy dictates that you and your guests will not park in your neighbor's assigned designated parking space. Further, all residents must be engaged in educating all visitors and guests to respect their neighbor's "private" designated space. Stonehenge By-Laws: Article VI, Section 7.

Throughout the subdivision in the driveway courts, designated approved parking in courts that have room, allow for additional parking. This parking is available for anyone's use. All areas that are not designated for parking are prohibited no parking areas.

Section 9 of the Stonehenge By-Laws state that 'Except for vans and pick-up trucks used for personal transportation by a co-owner, no trailers, pick-up trucks, recreational vehicles, vans, club wagons, commercial vehicles, boat trailers,

boats, camping vehicles, camping trailers, mobile homes, dune buggies, motor homes, all terrain vehicles, 1110-peds, snowmobiles, snowmobile trailers, or vehicles other than automobiles may be parked upon the premises of the Condominium.

Parking is of particular importance during periods of snow removal work. Snow plowing cannot be done where indiscriminate parking is a problem. After the clearing of the streets, all cars behind the garages and other designated parking spaces should be moved to the streets to properly clear the courts.

In summation, courtesy and compliance with the following "Parking Rules and Regulations" is expected and appreciated.

1. Both sides of the driveways to the courts and in the courts where "NO PARKING – FIRELANE" signs are posted...parking is prohibited. The penalty for this violation can be from Stonehenge and/or the City of Novi Police Department.
2. Parking of the following vehicles is prohibited in Stonehenge: Commercial vehicles, trailers (with or without snowmobiles, boats, etc.), campers, motor homes, and/or similar vehicles. (Exception: Recreational vehicle may be parked on a "temporary" basis not to exceed twenty-four (24) hours, such as at the beginning of a vacation). After proper warning, such vehicles will be removed by the Association at the expense of the resident.
3. Disassembling or major repairs of any vehicle in the court area or on the streets of Stonehenge is prohibited.
4. No unlicensed or abandoned vehicles are allowed within the court areas or on the streets of Stonehenge. A vehicle bearing expired license plates, or an inoperable vehicle (flat tire, etc.), will be treated as not licensed.
5. Parking is prohibited on the lawns, sidewalks, in non-designated spaces, doubled behind garages, driveways or where access to fire hydrants is obstructed. Parking for the pool and clubhouse is not allowed in the adjacent courts –please use the spaces on Meeting Hall Lane.
6. Any person parking or driving in a manner so as to damage common property such as lawns, sidewalks, trees or other landscaping shall be required to pay for damages and/or repairs.
7. Vehicles beyond the number of assigned/designated parking spaces and visitor's and/or guest's vehicles may be parked in the "common" designated areas in the courts or on the street. There is no specific "visitor" parking areas in Stonehenge. "Common" parking spaces within some of the courts are provided as a result of available space.
8. No vehicle may be parked for more than forty-eight (48) hours in any common parking area within the courts.
9. The common parking areas shall not be used for pool (park and ride) parking.
10. The Association reserves the right to remove vehicles, at owner's expense, from all areas other than designated parking spaces.
11. Parking violations are to be reported to the Stonehenge office in writing. (See violation procedure).

PATIO FENCES

Wooden patio enclosures are the responsibility of the individual co-owner. Co-owners having patio fences must keep their fences in good repair and painted condition. **Prior to repair/replacement/staining co-owners must complete an Alteration/Modification form from the website and submit to the Board for approval.**

Regarding the construction of **NEW or REPLACEMENT** patio enclosure fences, the following specific standards for construction must be met:

1. Co-owners planning to erect a patio or patio enclosure must submit their request in writing. Include the type of unit and a sketch of the proposed project detailing dimensions and materials to be used to the Board of Director c/o of the Stonehenge office. Co-owners must receive board approval of their plans prior to starting construction
2. Wood fence board patterns allowed with approval are: straight edge and dog ear. The maximum height of fence is six (6) feet from the GROUND LEVEL. Previously established dimensional guidelines may be picked up at the Stonehenge office. Replacement slats must be one (1) inch by six (6) inches wide. The Board approved patio fence colors are beige grays, neutral clear stains, and taupe shades.
3. If a deck is part of or added to the interior of the patio, it CANNOT be attached to the building.
4. New patio fences must fully enclose the patio area with an OUTSIDE GATE provided for building maintenance access.
5. Patio fencing must be either rough-sawn cedar or wolmanized lumber.
6. Provisions must be made to keep window wells, window areas and sump pump outlets unobstructed.
7. Upon approval of plans for construction and prior to digging fence post locations, MISS DIG or 811 must be called to locate underground utility lines.
8. Installation of fence posts must be in the ground to a depth of at least forty-two (42) inches and MUST BE INSPECTED AND APPROVED by our maintenance department before setting the posts into the ground.
9. Steps outside the patio enclosure ARE NOT ALLOWED.
10. Upon completion of **NEW OR REPLACEMENT** patio fence construction, the co-owner must notify the Stonehenge office for a final inspection for approval. The Board of Directors retains the authority to direct co-owners to make needed repairs or corrections to maintain the established standards and uniformity throughout Stonehenge.
11. Patio fences must be removed at the co-owner 's expense, but such removal precludes the use of that area as Limited Common area assigned to that unit. As such, all patio blocks and all other such delineation must be removed, and the area returned to the "General Common Element" status at co-owner's expense. Brick patio fences may not be removed under any circumstances.

Pursuant to the Association's Bylaws, patio fences with a gate may be erected in accordance with the dimensions of the model as follows:

Maximum Exterior Patio Dimensions

| | |
|-------------|--|
| Unit Type A | 10'0" by 20'0" by 6'0" (High) |
| Unit Type B | 10'3" by 10'5" by 6'0" |
| Unit Type C | 10'3" by 10'5" by 6'0" |
| Unit Type E | Variations may be caused by different unit designs, however, the maximum exterior dimensions would be: 17'8" by 10'0" by 6'0" |

PETS

Stonehenge By-Laws for specific rules and regulations regarding pets: Article VI, Section 4.

Those residents owning pets should recognize that their pets can become a nuisance to neighbors if not properly controlled. Pet owners must comply with the City of Novi Ordinance on dog control. A copy of the Novi Ordinance governing pets is on file at the Stonehenge office or can be found on the City's Website. PETS MUST NOT BE ALLOWED TO RUN LOOSE AT ANY TIME; they must be kept in the patio area of your unit and walked only on a leash with a responsible person at the other end. This is also a City of Novi ordinance. While the pet is on a leash, the pet must not be left unattended; there MUST be a person on the other end of the leash. Tying your pet outside on a leash is not acceptable; they must be accompanied by the owner. You may not go in your unit and leave your pet tied up outside to a stake, nor can you attach the lease somewhere inside your unit while your pet is outside the unit. Stakes and/or spikes cannot be put on the common ground, or in or around bushes and shrubs. Cans or bags for feces may not be stored anywhere in sight whether they are next to a porch or in a bush or shrub. Dog feces must be disposed of in a proper receptacle immediately.

The Bylaws are clear that residents must clean up after their pet defecates. The City of Novi fine, which the Board has adopted, is "\$500.00 for littering." All pet feces must be cleaned up immediately; specific complaints may be addressed in writing to the Board of Directors. Containers such as bags, buckets, etc., containing pet feces may not be stored on or around shrubs, bushes and/or porches.

Dog bites should be reported to the City of Novi Police Department and to the Association.

In those instances where shrubs and/or lawn areas must be replaced and/or restored due to damage by pets, the pet's owner(s) will be billed for the cost. Co-owners who violate the pet rules, will run the risk of having their pet declared a nuisance and the pet may be subject to action to remove it from the complex.

POOL

The Pool use privilege of co-owners/residents will be denied to any co-owner/resident who is delinquent in association fees and/or charges due the Association. Privileges also will be revoked for anyone in default of any Association document provision.

1. The pool is open daily from Memorial Day to Labor Day; *weatherpermitting*. Specific hours of operation will be posted at the Clubhouse. **Due to staffing issues and Covid-19 hours may temporarily vary.**
2. No lifeguard is on duty. All swimming is at your own risk.
3. Residents and guests **MUST REGISTER** in the record book before entering the pool. Guests of residents must be accompanied by the adult resident when using the pool. 2 guests per co-owner.
4. Showers with soap...are required before entering the pool; this requirement is MICHIGAN LAW. (Public Swimming Pool Act)
5. Swimming in **SUITS ONLY...NO CUT OFFS, ETC., PERMITTED**. Anyone inside the pool enclosure must be wearing swimming attire.
6. Anyone with shoulder- length hair **MUST** tie it back securely when using the pool.
7. Children under fourteen (14) years old may swim if a parent (adult) is with them. Children under eight (8) years old must have an adult in the pool with them at all times. Children under fourteen (14) do not have the privilege of bringing guests to the pool unless an adult also accompanies them.
8. State law requires that children with diapers may only go into the pool if they are wearing diapers and properly fitting tight rubber pants.
9. Contamination of the pool by any swimmer (feces, dirt, trash, or food), requires closing and decontamination of the pool. (MICHIGAN LAW). The responsible party (co-owner) may be assessed up to \$500.00 to defray costs of mandatory procedures for clean-up.
10. Anyone with a cold or other communicable condition will not be permitted hi the pool. Persons wearing badges or other skin protection will not be allowed in the pool. (MICHIGAN LAW).
11. For sanitary reasons, any excessive oil or lotion must be soap showered off, each time, before entering the pool. (MICHIGAN LAW). Oils and lotions cause problems in the pool filtration equipment. Pool attendant has the authority to direct persons with suntan oil/lotion to re-soap shower before entering the pool.
12. **FOOD AND BEVERAGES ARE PERMITTED IN DESIGNATED AREAS ONLY. (MICHIGAN LAW). IN STONEHENGE, THIS IS THE FENCED IN PATIO AREA IMMEDIATELY ADJACENT TO THE CLUBHOUSE.**
13. Glass containers of any type are prohibited anywhere in the pool area.

14. No diving is permitted off edge of pool due to depth and size. (**MICHIGAN LAW) and common** sense.
15. Absolutely **NO THROWING OF TOYS, RUNNING, OR ROUGH PLAYING** in pool, on deck, pool area or in shower rooms. Pool toys may be used with the exception of foam toys that may clog the pool filters, **and kickboards**. All toys are subject to the discretion of the pool attendants. No pets of any kind are allowed in the pool, clubhouse area, or tennis courts.
16. Smoking or the appearance of smoking is not allowed in the clubhouse area or tennis courts.
17. Radios, without using headphones, are not permitted in the pool area.
18. Residents have the privilege of bringing **NO MORE THAN TWO (2) GUESTS**.
19. Residents and guests must exercise supervision over their children. Residents must inform their children of all rules and regulations for the pool.
20. Any and all injuries, however slight, must be reported in writing to the Stonehenge office as soon as possible, with all particulars.
21. **MICHIGAN LAW** requires that no shoes be worn on the pool deck. (Shower shoes or thongs are permitted if worn through shower and are visibly wet).

PORCH LIGHTS

All porch, patio and balcony light fixtures are maintained by the Association. Balcony fixture replacement/repair may require an entry appointment. Replacement of existing fixtures beyond repair will be done by the Association. Replacement of operable fixtures may be done at the co-owner's expense, with the approved fixture, and becomes property of the Association. Installation of co-owner provided bulbs are upon request.

RESTRICTIONS

MODIFICATIONS:

All exterior alterations or modifications including yard areas, exterior painting, plantings, railings, patios, satellite dishes, and all other exterior surfaces must not be undertaken without written approval from the Board of Directors. Requests for modifications should be sent to the Board, in care of the Stonehenge office.

Responsibility for restoration of un-authorized modification to an 'AS BUILT' condition rests with the co-owner. Should directed restoration on the part of the responsible party not be done, the Association may initiate and complete the restoration and charge the co-owner any incurred costs (authority in the Bylaws).

RETENTION POND

The area around the retention pond is not safe for playing. Please make all children and guests aware of this hazard. **Please DO NOT feed the ducks or geese as this contributes to problems with bird feces and illness to the wildlife.**

SALES AND RENTALS

When a co-owner wishes to sell or rent their unit, the co-owner must inform the Association when the unit is listed on the market. Upon the lease of the unit, the co-owner must inform the Association of the new tenant(s)/resident(s), name(s), and phone number(s), and furnish the Stonehenge office with a copy of the lease. The Stonehenge office **MUST** have a copy of the lease on file per the Master Deed and Bylaws, Article VI, Section 1, 2, 13 and Section 14(a).

SATELLITE DISH POLICY

The installation or attachment of satellite dishes to any COMMON or LIMITED COMMON ELEMENT IS PROHIBITED. (See detailed information below). You may NOT attach or install a satellite dish to a roof, chimney, balcony, siding, railings, fence, foundation, etc. A letter must be submitted to the Board of Directors for approval before any satellite dish may be installed. You may not install the satellite dish until you receive a "Letter of Approval" from the Board of Directors. Satellite dishes may be affixed to a free-standing pole or similar free-standing device so long as it is not located on the common areas of the condominium complex. Satellite dishes must be covered or hidden behind acceptable landscape plantings. Renters need to obtain a letter of approval from their landlord to submit when requesting a "Letter of Approval" from the Board of Directors. If the renter(s) move out, the co-owner accepts responsibility to have the satellite dish removed. After approval, if you are in doubt about where you may have a satellite dish installed, PLEASE contact the Stonehenge office BEFORE YOU HAVE THE SATELLITE DISH INSTALLED. All satellite dishes must be removed if not in use. Co-owners who sell their unit, or renters who move out, **MUST** remove their satellite dish.

PERMITTED SATELLITE DISHES

The only satellite dishes that may be erected within the complex are dishes that are less than one meter (39.37") in diameter that are used to receive video programming signals from direct broadcast satellites, multi-channel multipoint distribution providers, and television broadcast stations.

DOCUMENTATION REQUIREMENTS

A satellite dish may be erected only if the documents specified hereinafter are submitted to the management agent serving the Association and the management agent verifies that the governing documents and proposed installation complies with this policy. The required documents are:

1. A completed 'Consent to Install Satellite Dish' form (contact our managing agent for a copy of this form), which will be filed in the County Records.
2. If a permit is required by the municipality or any other governmental unit, a copy of the issued permit must be provided.
3. A sketch of the area in which the dish is to be mounted, including all relevant dimensions to within 3 inches, and wire locations.
4. A copy of manufacturer's mounting requirements and warnings.
5. If the installation will involve digging a foundation, evidence of a call to MISS DIG or 811 regarding placement.

INSTALLATION REQUIREMENTS

Satellite dish installations must comply with the following:

Location

- I. The only permitted locations for dishes is on decks, on air conditioner condenser unit foundation, in patio areas, and on poles located no more than 12 inches away from the back or side of the condominium unit.
2. Neither the dish nor a mounting pole may be located in such a way or place that it will interfere with grounds or building maintenance of repairs.
3. Neither the dish nor a mounting pole may be in a location that could create a safety risk or hazard, including, without limitation, a position too close to a power line.
4. No more than 4 square feet of limited common element may be used for dish or mounting pole installation.

Mounting

1. Mounting methods must comply with the manufacturer's instructions.
2. Neither the dish, nor a mounting pole may be attached in any way to the condominium unit walls, roof, or deck.
3. If the dish is mounted on a pole, the height of the dish may not be any higher than is required for an acceptable quality signal and in no case higher than 12 feet above the unit roof.
4. The installation cannot interfere, disrupt, or block existing underground utilities, sprinkler systems, or down spouts.

Other

The following additional provisions are applicable to satellite dish installations:

- I. An approved installation under this policy applies only to that installation. An installation of a different dish is a new installation that must comply with all parts of this policy including, without limitation, a new 'Consent to Installation of Satellite' form.
2. If an installation does not comply with all parts of this policy, including, without limitation, the location sketch and manufacturer's installation instructions, the owner or tenant will be given 21 days to remove the installation. If the installation is not removed within 21 days of a notice to remove, the Board of

Directors, in its sole discretion, may fine the owner or tenant and/or remove the dish and charge the cost of removal to the owner or tenant.

3. If an owner or tenant believes compliance with this policy would preclude reception of an acceptable quality signal, a petition may be filed with the Board of Directors for a deviation from the policy. Such a petition will be considered by the Board at its next regularly scheduled meeting occurring after receipt of the petition.

SEASONAL BANNERS AND DECORATIONS

Seasonal banners and decorations are permitted on limited common grounds. The removal of decorations is to be in a timely fashion. (e.g January 31st for Christmas decorations removal).

SEASONAL SUPPLIES

Topsoil and grass seed for summer use, and salt for de-icing, is available at the Stonehenge office. Residents must provide their own container and may pick up the material in limited quantities.

SHUTTERS

Maintenance and replacement of shutters are the responsibility of the Association.

SIGNS AND SOLICITATION

No person shall expose or place any sign, advertisement, circular, notice or statement or display any banner, emblem or design in or on a common element without the express written permission of the Board of Directors. Two exceptions to this rule are the displaying of the "Flag of the United States of America" and a "For Sale" sign in the window of a unit. Stonehenge By-Laws: Article VI, Section 9.

Door-to-door soliciting or peddling is not allowed. Please note that there is a no soliciting sign posted at the entrances to our complex. If you encounter solicitors, please contact the Novi Police Department.

SPEEDING

The speed limit throughout the Stonehenge complex is 25 mph. Due to a lack of consistent and continuous sidewalks, our streets are very often heavily used by many residents, walkers, joggers, families, pet walkers, etc. We request that drivers make every effort to observe the

25 mph speed limit so as to keep our community safe for pedestrian traffic as well as vehicular traffic. Traffic entering and exiting the courts must yield to the flow of traffic in the street. Excessive warnings for speeding will be turned over to the Novi Police Department requesting their assistance in order to resolve the matter.

SPRINKLERS

A casual observation of your sprinkler system is requested. Any abnormal activation, or head replacement should be reported to the Stonehenge office.

Due to the continuous increases in water and sewer bills, it is extremely IMPORTANT that we all try and conserve water. We all know that hot summer weather conditions can severely damage our flower beds and shrubs. Your efforts at watering these areas are appreciated. However, some owners have resorted to using sprinkler devices like moving arc sprinklers, rotating sprinklers, etc., that can be left on and unattended. In some instances, these sprinklers have been left on for hours to the point that water saturates the area and eventually drains off into the street or onto the sidewalks. That extra water is a waste and will ultimately cost all of us more than is necessary on the Association's water bill.

If you are going to be watering your plants, flower beds, shrubs, etc., please use a spray nozzle (garden hose) that you will be controlling. Ten minutes of directed watering is enough to handle the needs of our plants and shrubbery. Your cooperation and a sensible approach to watering will be appreciated by all.

TENNIS COURTS

Residents may enjoy the use of the (locked) tennis courts by obtaining access from the Pool Attendant. For access to tennis courts when the pool is closed contact the office.

1. Guests must be accompanied by a resident while playing tennis.
2. Tennis court shall be used only for tennis. Skate boarding, scooters and bicycles are not allowed.
3. Only tennis shoes or their equivalent shall be considered proper foot attire and allowed on the court.
4. If players are waiting for a court, total playing time should not exceed one (1) hour.
5. Usual tennis courtesies and etiquette should be extended to all players.
6. No pets of any kind are allowed in the tennis courts.

TREE CARE

Tree trimming and spraying will be done on a regularly scheduled basis. Individual requests may be submitted to the Stonehenge office.

TREE PLANTING POLICY

A co-owner must submit a written request to the Board of Directors to include species, size, and desired location with sketch. After written approval from the Board of Directors, the co-owner must call Miss Dig or 811. The co-owner will be responsible for the tree the first year. After one (1) year, the Association will include the tree in its ground maintenance plan, but in the event the tree dies, the decision whether or not to replace the tree will be at the discretion of the Board.

General requirements for all tree plantings:

- Trees must be 2" minimum caliper diameter or at least 6' tall for approval.
- Trees must be staked for one (1) year.
- All trees must be warranted for at least one (1) year.
- Trees must be one of the species listed below (low maintenance and hardy trees).

APPROVED SPECIES:

Red Maple, Norway Maple, Honey Locust, Spruce, Fir, Sweet Gum, non-fruiting varieties of Crab Apple and Pear trees, Dwarf Japanese Lace Leaf Maples, Bloodgoods (aka) "Japanese Maple" or others as approved by the Board of Directors.

DO NOT PLANT:

Fruit-bearing trees, Birch, Cherry, Plum, Pin Oak, Cottonwood, Russian Olive, Mountain Ash, any trees from the Willow and Elm families, "Smoke" trees and any others as may be determined by the Board of Directors.

Ivy and wall-climbing plants and ground cover plants are not permitted.

TRELLISES

Free standing trellises are limited to the interior area of patios. Trellises are limited to the height of the patio walls and/or fence. Trellises cannot be attached to the building wall or a brick patio wall.

VANDALISM AND MISCHIEF

The Board of Directors adopted a resolution to impose a \$50.00 fine to the parents of those children that are identified initiating or partaking in any type of vandalism or mischief.

Specifically, the stakes that are put out by the snow removal company to mark driveway and parking area boundaries that are being pulled out and discarded. The snow removal company relies on these markers in order to identify those boundaries and minimize damage to sod and curbing. If the stakes are removed and damage occurs, it ends up costing all co-owners more to make repairs, etc. In addition, climbing over the north and west side walls and any trees will result in a \$50.00 fine.

Fines will escalate for repeated offenses as described in the violation procedures section.

VIOLATION PROCEDURES

The following steps are to be followed in order to report a violation:

1. The violation must be reported to the Stonehenge office, in writing and signed by the complaining party with as much information as possible regarding the infraction.
2. For the first and second offense, The Board of Directors shall direct the Management Coordinator to contact the violator, by letter, citing the violation: and the remedial action necessary.

The Stonehenge By-Laws permit the Board of Directors to levy fines on its members for infractions of the rules and regulations. The schedule of fines is as follows:

- A. First offense – written warning.
 - B. Second offense - \$50.00 fine.
 - C. Third offense - \$75.00
 - D. Forth offense \$125.00 fine.
 - E. Fifth and subsequent offenses are subject to escalating fines as determined and at the discretion of the Board of Directors.
 - F. The co-owner(s) will be afforded the opportunity of a hearing regarding any fine removal action.
 - G. Any fines imposed must be paid within fifteen (15) days. If a fine is not paid within thirty (30) days of notice of same, the fine will be added to the account of the co-owner(s) in violation and will be subject to customary collection costs and further action
3. If the issue has not been resolved with the forgoing steps, the Board of Directors will refer the matter to the Association's attorney. The Management Company or the Association's attorney will notify the co-owner(s) and/or resident(s) by mail regarding such action. All attorney fees and costs incurred in enforcing the condominium By-Laws will be charged to the violating co-owner(s) or resident(s).
 4. The Management Company employed by the Association shall be empowered to act as the Association's agent to enforce and implement violation policies and proceduras necessary.

WINDOW FANS

Window fans are allowed but cannot extend outside the screens.

WINDSOCKS

Windssocks are not permitted to hang on or over the general common area.

WORK ORDER PROCEDURE FOR MAINTENANCE SERVICE

In order to more effectively provide maintenance service, please note the following:

1. Co-owner initiates a request for service by filling out a Work Order request from the website. WWW.STONEHENGEOFNOVI.COM
2. Emergency calls only may be made after office hours to *ami* 800-821-8800 which is being monitored by a live answering service. **PLEASE DO NOT MAKE REGULAR MAINTENANCE REQUESTS AFTER OFFICE HOURS.**
3. All incoming maintenance service requests are reviewed each day. Priority is given to **EMERGENCY SERVICES AND HAZARDOUS CONDITIONS**. The balance of work or service will be assigned on a prioritized basis or seasonal basis.
4. The Property Manager will review work orders in progress with the Board of Directors on a monthly basis.
5. In your request for maintenance service, be certain to include the phone number where you may be reached in the daytime.

Note: If you have a specific question regarding responsibility for a repair, you may call the Stonehenge office.