

Stonehenge Condominium Association Matrix

3/21/2011

Below is a guide to maintenance responsibilities for various elements of condominium units, common elements, and limited common elements. This is only a general aid. 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 up-grades from basic standard	X		For all purposes
2	Air conditioner - including outdoor pad	X		
3	Basement drain		X	Clogged Drain Clearing if not from negligence
4	Basement rod holes & cracks		X	Leaks from Rod Holes or Cracks (if leaking & exposed)
5	Brick Walls (not repairing; will replace with wood fence)		X	But not enclosed or co-owner installed fencing
6	Cablevision cable	X		Owner to call Cable Service Provider
7	Carpets	X		
8	Caulking - other		X	Exterior caulking
9	Caulking - Routine - Part of routine painting		X	
10	Damages covered by Assoc. Ins. Policy		X	
11	Decks - all outside decks and porches		X	Unless built by co-owner (28, 29, 30, 31 & 72)
12	Decks - areas under all decks and porches	X		Includes all decks built off patio
13	Dirt/Top Soil		X	
14	Door bells and 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		
18	Electrical lines at and after meter		X	
19	Electrical lines up to unit meter		X	
20	Entry door exterior painting		X	Original equipment
21	Entry door repair and replacement		X	Original equipment
22	Exterior dryer vent outlets		X	
23	Extermination - external		X	
24	Extermination - internal		X	Cause may result in charge back to co-owner
25	Fencing and Gates (Patio)	X		
26	Furnaces, including humidifier, air cleaners, etc.	X		
27	Furniture	X		
25	Garage door opener	X		
26	Garage door painting		X	
27	Garage door panel replacement		X	
28	Garage door (weatherstripping)		X	
29	Garage floors	X		
30	Gas line at and 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 be kept visible from street for Fire Dept.
36	Inside structural elements		X	Broken truss, floor joint, stairwell to basement
37	Interior decorating - paint, wallpaper, etc.	X		
38	Interior vent pipes - dryer, bathroom, etc.	X		
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 - external	X		
43	Light bulbs - internal	X		
44	Light fixtures - garage front & light sensor		X	
45	Light fixtures - porch		X	
46	Light fixtures - side and back		X	
47	Mailboxes		X	
48	Outside trim boards		X	
49	Patio's inside	X		

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No.	Item	Owner	Assoc.	Comments
50	Plumbing fixtures	X		
51	Porches & steps (Code is not more than 8" high)		X	All risers must be equal
52	Railings (lower deck)	X		Co-owner must submit letter to Board for Approval
53	Railings (porch)	X		
54	Railings (upper deck)		X	
55	Roof		X	
56	Satellite/Direct TV	X		Co-owner must submit letter to Board for Approval
If co-owner no longer has service, they must remove dish. (Dish CANNOT be attached to building)				
57	Screen doors and window screens	X		
58	Security system			Not applicable
59	Sewer backups		X	Unless caused by co-owner abuse
60	Sewer lines after entry into unit		X	
61	Sewer lines up to point of entry into unit		X	And/or City DPW
62	Shrubs & flower beds around unit	X		Modifications only with Board permission
63	Shrubs & flower beds in common areas		X	Outside of patio area
64	Shut-off Valves on Appliances (water heater, humidifier)	X		Except Bldg Shut-offs for Water & Gas
65	Siding - brick, vinyl & wood		X	
66	Skylights			Not applicable
67	Smoke detectors	X		
68	Snow removal - streets, driveways & walks		X	
69	Splash blocks		X	
70	Storm doors	X		
71	Storm sewer system		X	
72	Sump pumps & internal lines		X	
73	Sump pump exterior lines		X	
74	Telephone lines at & after unit connection	X		
75	Telephone lines up to unit connection	X		Co-owner/AT&T
76	Trees		X	Board discretion on removal or replacements
77	Walkways		X	
78	Water heaters	X		
79	Water lines after entry into unit		X	Unless damaged by co-owner
80	Water lines to point of entry into unit		X	Outside water spigot
81	Window & doorwall frames & mechanisms		X	
82	Window & doorwall glass replacement		X	
83	Window & doorwall screens	X		
	Cable is covered (paid for) by: Co-owner			
	Electric is covered (paid for) by: Co-owner			
	Heat is covered (paid for) by: Association			
	Water is covered (paid for) by: Association			
Matrix/Office				

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 our young adults and children, of the value of observing these rules and regulations. If everyone cooperates, we will all benefit by having a desirable and fine community.