

***MEADOW GROVE CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS***

Adopted June 1, 2004

Rules and Regulations

Meadow Grove Condominium Association Parking Rules and Regulations

1. No unlicensed motor vehicles or trucks, recreational vehicles, boats, trailers, motor cycles, motor scooters, mopeds, bicycles, inoperable vehicles or vehicles designed and intended for other than normal street use shall be parked or stored on the common drives, parking areas or elsewhere on the Condominium Property, other than in garages appurtenant to Units.
2. No more than one automobile or other motorized mode of transportation shall be kept on the Condominium property by the persons residing in any Unit outside of the garages, without the prior written approval of the Association and that vehicle must be parked in the Owners driveway or garage. If you register your vehicles with the Association the Board will then grant you the needed approval listed above.
3. No commercial vehicles or trucks shall be parked on or about the Condominium except for the making of deliveries or pickups in the normal course of business. Any vehicle with advertising driven by an occupant must always be parked inside a garage.
4. Parallel street side parking is prohibited, to permit emergency vehicles access.
5. Parking is prohibited in Guest Parking spots by Unit Occupants. A guest being any person visiting an occupant for a period not exceeding 72 hours.
6. Parking is prohibited in Handicap Guest Parking spots by Unit Occupants and guests except those guests with proper Handicap designations. A guest being any person visiting an occupant for a period not exceeding 72 hours.
7. No vehicle maintenance may be performed on any vehicle except in a garage.
8. Owners will be responsible for cleaning up oil or gasoline from their driveways.
9. A speed limit of 15 miles per hour must be observed within the complex.
10. In addition to remedies under the Rules and Regulations Violations Procedure, any vehicle or equipment in violation of these rules is subject to immediate towing, without notice, at the owner's expense.

Meadow Grove Condominium Association Trash Removal and Recycling Rules and Regulations

Trash removal and collection of recyclable materials for Meadow Grove Condominiums occurs on Monday morning about 6:00 a.m. Trash must be secured in a covered container. Recycling items should be placed in the blue recycling container.

Trash cans and recycling containers must be set in front of the unit next to the street after 6:00 p.m. on the evening prior to pickup. If you are going to be away, make arrangements to have your trash cans set out after 6:00 p.m. on the day prior to garbage pickup.

Meadow Grove Condominium Association Pet Rules and Regulations

1. A Pet Registration Form must be completed and filed by all pet owners with Kramer-Triad Management Group. Forms can be obtained from Kramer-Triad Management Group.
2. There is a limit of two (2) pets to a unit. No exotic pets.
3. All pets must be confined to the interior of units except while on a maximum 8-foot leash and under the Co-owners/Residents direct control per Pittsfield Township Ordinance. No dog or other pet may be confined to a patio, porch, deck, or tree, etc. unless accompanied by an adult.
4. Any droppings left by a pet must be immediately and thoroughly removed. When walking your pet, you must carry a scoop and/or disposable bag. It will be the pet owner's responsibility to repair any damage to the lawn or other damage incurred by their pet.
5. It is prohibited to tie a pet to a tree, shrub or stake.
6. Excessive noise from any pet either inside or outside a unit is prohibited.
7. Any visiting pet with an excessive stay of greater than 5 days must also be registered with Kramer-Triad Management Group. The Co-owner/Resident is responsible for any damage caused by a visiting pet.

Meadow Grove Condominium Association Miscellaneous Rules and Regulations

1. Only gas or electric grills are permitted. Charcoal grills are prohibited on wooden decks. All grills must be stored in the garage or on the deck or patio when not in use.
2. Patios and decks may contain appropriate outdoor furniture but shall not be used for storage.
3. Grills, chairs, personal property, toys, bicycles, etc; may not be left unattended on the common grounds.
4. Stereos, TVs, radios, and other musical instruments must be kept at a sound level that is not a source of annoyance to their neighbors or interferes with the peace and harmony of the Co-owners/Residents.
5. Use of firearms, BB guns, bow and arrows, etc. is absolutely prohibited on or about the Association property. Parents/Guardians will be held responsible for the behavior of their children in this regard.
6. The feeding of geese and ducks is prohibited. Any deterrent harmful or disruptive behavior to geese or other wild life is prohibited. Bird feeders are allowed but must not be placed where they will be a nuisance, such as by an entryway or walkway.
7. Satellite dishes are approved according to the FCC guidelines.
8. Planter boxes on the exterior of patio rails, stairway rails, or exterior latticework are prohibited. Any planters used on decks or patios should not become a nuisance to other Co-owners/Residents.
9. A Co-owner/Resident may not rent or lease all or any part of their unit unless registered with the Association Managing Agent. Neglecting to do so shall result in breach of Association Documents and will result in fining of Co-owner. See Article IX LEASES on page 25, 26 of Exhibit "A" of the Association By-laws and Addendum to Lease for details.

Meadow Grove Condominium Association Violation Procedures

The violation of any of the provisions of the by-laws and/or the rules and regulations will be grounds for assessment of a monetary fine.

Reported violations must be submitted in writing and sent to Kramer-Triad Management Group for Meadow Grove Condominium Association. You should include as much detail as possible on the violation form. The managing agent will send a copy of the violation form to the Board of Directors.

Fine Assessment Procedure

First violation: The Board of Directors, or their managing agent, will send a letter to the Co-owner/Resident of record citing the violation and the action necessary. The Co-owner/Resident is invited to discuss the matter at the next scheduled board meeting.

Second violation of the same offense: A \$25.00 fine, due and payable in ten days.

Third violation of the same offense: A \$50.00 fine, due and payable in ten days.

Subsequent violations of the same offense: A \$100.00 fine. In addition, the matter will be referred to the Association legal counsel.

Modifications

Standard Planting Specifications

Residents can plant annuals, bulbs, or perennials in any established garden area. For any other plantings, including shrubs, obtain permission from the Landscape Committee and the Board of Directors. When your plan has been accepted, follow the approved plan.

- Plant to insure that drainage is maintained in the area and that the ground slopes away from the building.
- Planting cannot interfere with the irrigation/sprinkler system.
- Planting cannot interfere with mowing or snow removal.
- Use weed block or weed the area yourself.
- Use double shredded hardwood bark to mulch your garden. (May be purchased at *Nature's Garden Center* on Michigan Avenue in Saline, MI)
- Include a sketch of the proposed plan.
- Edging around the planting area is optional. If you do decide to use edging, it must be professional grade 6' black plastic.

Restrictions

- No trellises. You cannot plant any climbing varieties.
- Nothing can be planted that will mature to more than 4 feet. For example: Sunflowers.
- No fast multiplying varieties. For example, mint or Purple Strife.

RECOMMENDED PLANTINGS PER LANDSCAPE COMMITTEE

Name	Preferred Light	Soil Type	Flowers
Shrubs			
Azalea	Dappled sunlight/ partial shade	Rich humus soil	Early Spring
Dwarf Bumming bush	Sun/partial shade	Moist, acid soil	n/a
Dwarf Cottonester	Full sun/partial shade	Any good soil	Late Spring
Flowering Almond	Full sun/partial shade	Any good soil	Mid-Summer
Hydrangea	Dappled sunlight/ partial shade	Rich humus soil	Spring
Dwarf Lilacs	Full sun/partial shade	Alkaline soil	Late Spring/Early Summer

Name	Preferred Light	Soil Type	Flowers
Little Girl/Uttle Boy Holly	Sun/partial shade	Add plenty of peat moss when planting	Summer
Miniature Spireas	Full sun	Any good soil	Mid-Summer
Potentille	Full sun	Any good soil	Late Spring
Mock Orange - Philadelphia variety	Full sun/partial shade	Any good soil	Late Spring/Early Summer
Potentille	Full sun	Any good soil	Late Spring
Rhododendron	Dappled sunlight/partial shade	Well drained, slightly add soil	Late Spring
Slender Deutzia Summer	Full sun/partial shade	Any good soil.	Late Spring/Early
Dwarf Vibumums	Full sun/partial shade	Acid or alkaline soil	Late Spring
Variegated Weigiela	Full sun/partial shade	Any good soil	Late Spring
Winter Green Boxwood	Partial shade	Alkaline or neutral soil	n/a
Perennials			
Achillea (Yarrow)	Full Sun	Any good soil	Summer/Fall
Astillbe	Sun/partial shade	Needs ample moisture	Early Spring
Bleeding Heart	Sun/partial shade	Humus rich soil	Late Spring
Campanula (Bellflower)	Sun/partial shade	Well drained, good soil	Summer/Early Fall
Canterbury Bell (Biennial)	Full Sun	Well drained, good soil	Summer
Chrysanthemum	Full sun	Any good soil	Late Summer/Fall
Columbine	Sun/partial shade	Any good soil	Late Spring
Coneflower (Purple)	Sun/partial shade	Well drained, good soil	Mid-Summer/Fall
Coral Bell	Sun/partial shade	Any good soil	Early Spring
Coreopsis	Full Sun	Well drained, good soil	Summer
Crocus	Full Sun	Well drained, good soil	Early Spring
Daffodil	Full Sun	Well drained, good soil	Early Spring
Daisies	Full sun	Any good soil	Depends on the variety
Day Lily	Full sun	Humus rich soil	Depends on the variety
Dianthus	Full sun	Well drained, neutral or alkaline soil	Spring/Summer
Geranium (Cranesbill)	Sun/partial shade	Well drained, good soil	Spring/Summer/Fall

Fern	Shade/partial shade	Any good soil	n/a
Hosta	Shade/partial shade	Any good soil	Mid/Late Summer
Iris	Full sun	Any good soil	Late Spring
Liatris (Blazing Star)	Full sun	Humus rich, good soil	Summer
Monarda	Full sun	Any good soil	Mid/Late Summer
Peonies	Full sun	Any good soil	Late Spring
Roses: hybrids, miniature, or Floriabunda	Full sun	Any good soil	Depends on the variety
Shasta Daisy	Sun/partial shade	Well drained, moist soil	Early Summer/Fall
Tulips	Full sun	Any good soil	Late Spring

Meadow Grove Condominium Association

Architectural Control Policies and Procedures

POLICIES

To promote the esthetic harmony and continuing attractiveness of the Meadow Grove community and to facilitate the beneficial operation of the residential areas thereof by making provision for community appearance standards and coordinated administration of those items related to community appearance, the Architectural Control Committee and the Board of Directors has approved the following Architectural Control Policies and Procedures.

The Association's Board of Directors is responsible for the approval of alterations and modifications to all Limited Common Elements. The Condominium bylaws stated in Article VI, Section 3, contain the general requirements. They are:

6.3 Specific Prohibitions. Without limiting the generality of the foregoing provisions, use of the Project and all Common Elements by any co-owner shall be subject to the following restrictions:

- (a) Alterations and Additions. A co-owner may make alterations, additions or improvements within his or her unit without the prior written approval of the Association, but such co-owner shall be responsible for any damage to other units, the common elements, the condominium property, or any part thereof, resulting from such alterations, additions or improvements. No co-owner shall make any alterations, additions or improvements to any common element, nor make changes to the exterior appearance or structural members of his or her unit without the prior written approval of the Association. The Association shall not approve any alterations or structural modifications, which would jeopardize or impair the soundness, safety or appearance of the Project and the Association may provide plans and /or specifications required to be used for any particular improvement. The Association may also, in its discretion, require as a condition of approval of any plans, an agreement for special assessment of increased maintenance charges from any co-owner whose proposed appurtenances and related improvements will cause the Association abnormal expenses in carrying out its responsibilities with respect thereto under the Master Deed. The purpose of the Section is to assure the continued maintenance of the Condominium as a beautiful and harmonious residential development, and will be binding upon both the Association and upon all co-owners. Further, the restrictions hereby placed upon the Condominium Property will not be construed or deemed to create negative reciprocal covenants, easements or any restrictions upon the use of the area of future development described in the Master Deed or any portion thereof unless, until and only to the extent such land is included in this Project by Master

General

1. The Board has appointed an Architectural Control Committee to enforce the Community policies and review applications for alterations and modifications.
2. Alteration and modification requests will be considered only if submitted in accordance with procedures established by the Board.
3. These requests shall be acted on in writing, within 30 days of receipt.
4. The initial approval granted by the Board shall constitute only as authority to construct. Any construction so approved shall be in accordance with the approved request, the municipal building code and shall be subject to the Board's and municipality's final inspections.
5. The Board reserves the right to use any authorities granted to it under the Master Deed and Condominium bylaws as well as any other rights available to enforce these policies and related procedures.
6. Alterations/modifications made by a co-owner and/or contractor shall be done without expense or liability to the Association. Co-owners shall be responsible for the following but not limited to:
 - 6.1. Damage to sod, landscaping, irrigation system, utilities and building exteriors during construction.
 - 6.2. Damage to neighboring units during construction.
 - 6.3. Injury to themselves, members of the public and workmen.
 - 6.4. Damage to their unit or neighboring units caused during or after construction as a result of improper construction or a change in drainage.
 - 6.5. Maintenance of patios, decks, or landscaping installed in accordance with Article IV, Section 3, of the Master Deed.
 - 6.6. Removal and/or relocation of any existing structures, landscaping, etc., in connection with said installations.
 - 6.7. The subsequent removal of patios, decks or landscaping, as required to allow access to the Association, municipality, or utility companies for the purpose of carrying on necessary repairs or maintenance.
 - 6.8. Removal of construction debris/trash shall be within two days of alterations/modification completion.
7. Alterations/modifications once started shall be completed in a timely manner, without delay.
8. The Property Management Company or Architectural Control Committee shall act as receiving agent for all alteration and modification requests, concerns, applications, and correspondence.
9. The Association reserves the right to periodically inspect alterations/modifications for adequate maintenance and if in the Association's opinion adequate maintenance has not been made, request the same of the co-owner. Should co-owner fail to comply, the Association reserves the right to arrange for needed maintenance and charge co-owner for the same plus a 10% service charge for arrangements made.

Specifics

1. Approved alterations shall be constructed only within the limited common elements or in the convertible area as defined in Exhibit "B" to the Master Deed.
2. Approved alterations shall not impair the view, privacy, and enjoyment of neighboring units. It will be generally required that:
 - 2.1 Existing grade shall not be changed to result in impaired water drainage for the building (or neighboring buildings).
 - 2.2 Access shall be provided to enable outside utility meters to be read.
 - 2.3 The property Management Company shall be contacted when existing irrigation lines or sprinkler heads are to be moved. Owner is responsible for moving sprinkler heads, repairing damaged lines and the costs related thereto.
3. The installation of approved alterations shall not prevent the Association from performing normal maintenance and repair work.
4. Approved alterations shall be in conformance with the architectural standards of the Association:
 - 4.1 Decks: Decks may be altered or built by extending the deck out into the convertible area - 12' from the outside wall. The width cannot exceed the co-owner's limited common area. Deck material shall be western cedar, weather resistant (treated or wolmanized), #2 construction grade or better.
 - 4.2 Where decks are being installed, existing sod will be removed and replaced with 2" of crushed stone, float stone, river rock on visqueen, or patio blocks. Alternatively the area can be landscaped. No storage under decks is permitted at any time.
 - 4.3 Deck railings and skirt or fascia boards will be stained the appropriate color as designated by the Association. The Association may elect to perform the staining and bill the co-owner to ensure uniformity.
 - 4.3.1 Deck Staining: Decks shall be stained, not painted. Stain must be of the wood-penetrating, oil-based type and clear in color. Acceptable deck stains are as follows:
Olympic Natural Look Protector Plus (Available through Deck Detail 734-420-1700)
Sikkens-SRD Sealer (Available at both Ann Arbor Paint & Wallpaper 734-971-0868 & 734-662-6690 and Anderson Paint 734- 995-4411)
 - 4.4 No steps to grade shall be allowed outside the periphery of the convertible area. Where the deck already occupies all of the convertible area, steps shall be cut into the deck floor adjacent to the unit, using treads and risers that fall within township specifications. No more than 48" in length may be removed from the deck floor for the step installation. Whatever opening is cut into the deck floor must be surrounded by a combination of the unit wall, the gate and a railing similar to the outside deck railing if a railing exists.
 - 4.5 If an existing deck is modified to incorporate a gate and steps, *structural support* for the modified deck shall meet township specifications.
5. Window reflective film treatment manufactured by US Lamco, Inc. shall be allowed on the inside of windows and door walls. The film shall have no more than 30% reflective and three

tints are allowed; 50% NI (light), 35% NI (medium), and 25% NI (dark). Please note: applications applied directly to glass typically void any manufacturer's glass warranties. In addition, when replacing the glass on windows, co-owners may elect to use factory reflective treated glass in the same tints and colors approved for the film above.

6. Window and *Patio Door* Screens must be the same color as originally installed on the units.
7. Flowerpots shall be allowed to be placed on limited common elements as follows:
 - 7.1 Pots must be well maintained and in good repair by co-owner; pots shall be removed by November 1 each year by co-owner.
 - 7.2 Evergreen potted plants may be left out year around.
 - 7.3 Pots shall be no larger than 14" in diameter or 14" high and terra-cotta, tan, white, or gray in color
 - 7.4 Plant material in the pots shall not exceed 15" in height at maturity.
8. Entry doors: shall be compatible with Meadow Grove Architecture and as a minimum, meet a one-hour fire rating.
9. Wind chimes, wind socks or other decorative items may be hung on the rear deck only, provided they are well maintained, and are not a nuisance to neighbors. Items must be removed if a complaint is registered.
10. Bird Feeders shall be allowed on the rear decks or convertible area where they will not infringe on neighbor's privacy or enjoyment of their privacy area.
11. Front porches (limited common element area) may have furniture placed on them. This furniture must be well maintained. Collapsible style furniture must be stored out of sight when not in use.
12. Flags may be displayed by co-owners on their units garage doorjamb.
 - 12.1 Flagpoles shall not exceed 72" in length or 3/4" in diameter.
 - 12.2 Flags shall be well maintained and in good repair by co-owner.
13. Storm doors must be full view only (Trapp #100 for example) and in the following colors: gray, white, dark green, or beige. Options such as corner grills or insignias shall not be allowed.
14. Decorative objects, such as birdbaths, or statues, shall not be allowed on the front porch or in any part of the common elements.
15. Holiday Decorations- all December holiday decorations, including outside decorative lighting, should not be operated before Thanksgiving and must be removed no later than March 1.

Meadow Grove Condominium Association

Decks and Sprinklers

- ❖ Decks are the responsibility of the co-owner. This means that general maintenance of the deck and periodic *STAINING* of the deck are to be conducted by the co-owner on a timely basis so as to maintain the aesthetics of the community and to assure the safety of all persons who may use the deck.
- ❖ The irrigation system is on and functioning. However, adjustments have to be made to the sprinkler heads and the timing stations. Additional information of importance:
 1. Substantial repairs were made on the lines due to apparent breaks in the line caused by the installation of cable.
 2. Many of the bed areas are not set up to be irrigated. This was a consideration based on the heavy clay soil conditions. Water tends to collect in the planting holes of the shrubs / trees and not drain off. Overtime, this water has a negative effect on the plantings usually resulting in drowning. The shrubs / trees are to be watered periodically by placing a hose at the base of the planting. Check around the plant prior to watering to make sure the soil is not too wet.
 3. Watering will be set up for several short sprinkles during each cycle. This will permit the water to penetrate into the soil and reduce the run-off. The frequency of watering will be set up for the season or the degree of natural rainfall.
 4. Once set up, co-owners should not reset the times. This makes it difficult and more costly to monitor the system.
 5. Wind, water pressure and other conditions can affect the spray pattern. To make frequent adjustments is extremely costly. Efforts will be made to provide maximum coverage at each sprinkler head without causing any inconvenience to the co-owner. However if over-spray does occur, please consider the situation before requesting maintenance.
 6. Maintenance requests for the sprinkler system are to be made through the Kramer-Triad office.

**MEADOW GROVE CONDOMINIUM ASSOCIATION
MAINTENANCE, REPAIR, AND REPLACEMENT GUIDELINES
WITH MATRIX**

The maintenance, repair, and replacement policies at Meadow Grove Condominium Association can be confusing. The responsibilities belong to either the Association or the Owner. To assist in the determination of responsibility for various maintenance items, a matrix has been prepared. Some general statements about policies are as follows:

1. Responsibilities for maintenance, repair, and replacement are defined by the recorded Master Deed and By-laws for the condominium association with subsequent interpretation and policy established by the Board of Directors as appropriate.
2. Performance of the maintenance, repair and replacement of the Association is the responsibility of the Board of Directors and may be delegated to the Association's Management Agent.
3. In general, the condominium association is responsible for maintenance, repair, and replacement of the General Common Elements including land, roads, sidewalks, utility networks (electrical, gas, telephone, plumbing) up to the point of unit connection, foundations, outside perimeter walls, and roofs.
4. In general, the Co-owners are responsible for maintenance, repair, and replacement of items within the inside of the perimeter walls and beyond interior utility network connection points including many of the Limited Common Elements or those items reserved only for each individual unit owners' use such as fixtures.
5. In general, the Co-owners are responsible for maintenance, repair, and replacement of all items that are damaged by themselves, guests, and or invitees regardless of normal maintenance responsibility.
6. The priority, timing, method, financing, degree, and type of maintenance, repair, and replacement for the association is up to the reasonable discretion of the Board of Directors. The costs are ultimately assessed to all Co-owners through the association fees.
7. Modification or alteration requires approval of the Board of Directors. Please submit all modification requests to the Board before commencing work.
8. These statements and the attached matrix serve only as guidelines, and if any items are in conflict with the recorded Master Deed and By-laws, then the recorded documents will prevail.

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Air Conditioner		X	
Animal Removal from Unit		X	Unless between perimeter walls or in attic
Appliances		X	
Basement			
Additions, improvements		X	
Concrete Floor	X		
Drainage	X		Away from Unit
Finished Wall, flooring, etc.		X	
Cabinets and Shelves		X	
Chimney			
Birds	X		
Cracks	X		
Flue Cleaning		X	
Leaks (water)	X		
Decks and Patios			
Deck		X	
Steps		X	
Railings		X	
Structure--All Parts		X	
Weeds		X	
Lights		X	Approved Modification Request required to change fixture.
Repairs		X	
Snow Removal		X	
Stain/Seal/Maintenance		X	
Doors, Exterior		X	
Broken Windows		X	
Frame		X	
Knobs/Lock Mechanism		X	
Surface—Inside		X	
Surface—Outside		X	Except for painting
Storm Doors		X	
Threshold		X	
Weather-stripping		X	
Doors, Interior		X	
Electrical			
Bulbs, Outlets & Switches		X	
Circuit Breakers/Box		X	Association up to breaker box.
Doorbells—all parts		X	
Fixtures		X	
Circuits/Wiring		X	That located entirely within the unit
Meter	X		Utility Company
Porch Lights		X	Approved Modification Request required to change fixture.
Garage Lights (exterior)	X		Fixture only.
Outlets, Exterior		X	
Foundations	X		

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Fireplaces			
Flue Repairs		X	
Surfaces, combustion chamber		X	
Structural, exterior	X		
Floors			
Coverings (all)		X	
Carpet, tile, vinyl, hardwood		X	
Subfloor	X		Except floor squeaks.
Furnace			
Garages			
Door Opener/Tracks		X	
Door		X	
Door Painting		X	Except painting during normal maintenance.
Floors	X		
Lights—Exterior	X		
Lights—Interior		X	
Locks, Keys, hardware		X	
Walls—exterior	X		
Walls - Interior		X	
Weather Stripping		X	
Insect/Rodent Infestation			
Damage From	X		To structure of building.
Infestation abatement	X		To structure of building.
Irrigation System			
Lawn & Grounds			
Common Areas	X		
Tree, Shrub Trimming	X		
Weed and Pest Control	X		
Plumbing			
Disposal		X	
Drain Clogging		X	
Leaks-Faucet, Fixture		X	
Leaks-Inside Walls		X	
Malfunction-Fixture		X	
Malfunction-Noise/Pipe		X	
Piping--unit			That are located entirely within unit
Sewer Backup—main lines	X		
Sewer Backup—unit lines		X	
Underground Pipes--main	X		
Water Meter	X		Utility Company
Water & Gas Lines - Interior		X	
Water & Gas Lines-Main Line	X		
Porch			
Concrete Floor—standard	X		
Light Fixture—standard		X	
Snow Removal	X		



ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Roofs, Gutters/Conduits			
Leaks	X		
Leaf Removal	X		
Vents—Soffit and Ridge	X		
Sidewalks/Driveways	X		
Smoke Detectors		X	
Sump Pumps		X	
Television Cable/Antenna			
Antenna (via Cable)		X	
Satellite Dishes		X	
Utilities			
Electric Meter	X		
Gas Meter	X		
Water Meter	X		
Walls			
Exterior	X		
Interior		X	
Partitions (interior walls)		X	
Drywall Repairs		X	
Nail pops		X	
Paint/ Wallpaper/Tile, etc.		X	
Common Wall between Units.		X	Except for structural defects.
Structural Failure Surfaces	X	X	
Windows and Doorwalls			
Broken Glass—from inside		X	
Broken Glass—from outside		X	
Caulking-exterior trim	X		
Handles & Locks		X	
Hardware		X	
Frame		X	
Painting-exterior only	X		
Screens		X	
Seals Defective-Fog		X	
Sills		X	
Weather Stripping		X	
Water Heaters		X	

**MEADOW GROVE
CONDOMINIUM ASSOCIATION**

ALTERATION/MODIFICATION REQUEST

DATE _____ BLDG. NO. _____ UNIT NO. _____

Owner Name _____

Owner Address _____

Owner Home Phone _____ Business Phone _____

REQUESTED MODIFICATIONS

- | | |
|---|--|
| <input type="checkbox"/> Exterior Appearance | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Structural Parts of Unit | <input type="checkbox"/> Common Elements/Limited Common Elements |
| <input type="checkbox"/> Other _____ | |

EXPLANATION OF MODIFICATIONS

Please note that you **MUST** submit a drawing for any modification that requires changes to the exterior building such as a deck, landscaping modification, etc. The drawing scale should be 1 / 4" = one (1) foot. Please list sizes and materials to be used.

This work will be performed by: _____

(List address and phone if outside contractor is to be used.)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. Actual construction will be performed by a licensed builder who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense.
2. I/we have read all applicable sections of the Bylaws and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.

**MEADOW GROVE CONDOMINIUM ASSOCIATION
ALTERATION/MODIFICATION REQUEST**

Page 2

5. Decks **cannot** be installed over a drainage swale. In the event the deck does interfere with the surface drainage, I/we understand that I/we will be required, at my/our expense, to correct the drainage to the Association's satisfaction.
6. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
7. Prior to submitting a drawing of the proposed deck for approval by the Condominium Association, the co-owner must contact **DEAN WILLIAMS** of **KRAMER-TRIAD MANAGEMENT GROUP, L.L.C.**, to obtain the sprinkler company's name and phone number. The co-owner will need to obtain a letter from the contractor who installed the sprinkler system stating that the proposed deck or patio modification will not interfere with the sprinkler system. Should any sprinkler heads have to be relocated, this will be done exclusively at the owner's expense.
8. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
9. I/we understand that it is my/our responsibility to advise future assignees and/or owners of the unit of this modification and of their responsibility for same.
10. All of the above information is truthful and accurate.

NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED

_____	_____
Date	Signature of Co-owner
_____	_____
Date	Signature of Co-owner

RETURN COMPLETED FORM TO:

Meadow Grove Condominium Association
c/o **KRAMER-TRIAD MANAGEMENT GROUP, L.L.C.**
1100 Victors Way, Suite 50
Ann Arbor, MI 48108

Approved by _____ Date _____

MEADOW GROVE ASSOCIATION
ADDENDUM TO LEASE AGREEMENT

CO-OWNER (Landlord): _____

NON CO-OWNER (Lessee): _____

UNIT ADDRESS: _____

1. Lessee acknowledges that he/she has read the Master Deed, Condominium By-laws(including restrictions), Association By-law and Rules, Regulations, and Community Policies of the MEADOW GROVE Association and all amendments thereto (hereinafter referred to as "Condominium Documents"). Lessee agrees to comply strictly with said Condominium Documents and will all amendments and additions to such Condominium Documents as are allowed by law.
2. Lessee must not assign or sublet the Condominium unit without the prior written consent of the Board of Directors of the MEADOW GROVE Association. In no event shall the Lessee assign or sublet less than the entire Condominium unit.
3. Lessee acknowledges that the Board of Directors of MEADOW GROVE Association shall have the power to bring summary proceedings to evict the Lessee and/or to bring an action for money damages in the same action against the co-owner and Lessee in the event of any default by the Lessee in compliance with the Condominium Documents. Money damages shall include, but be limited to, actual attorney's fees and costs incurred by MEADOW GROVE Association in commencing any proceedings against the Lessee.
4. In accordance with Michigan Law, Landlord and the Lessee acknowledge that if the Landlord is in arrears to MEADOW GROVE Association for assessments and MEADOW GROVE Association gives written notice of the amount of arrears to the Lessee, the Lessee shall deduct such assessments from rental payments due the Landlord under the lease and pay them to MEADOW GROVE Association. The deduction shall not constitute a breach of the lease agreement by the Lessee.

Signed this _____ day of _____, 20____.

Date of Lease Expiration: _____.

IN THE PRESENCE OF:

LANDLORD:

LESSEE:

**Meadow Grove
CONDOMINIUM ASSOCIATION**

VEHICLE REGISTRATION FORM

Please complete and return to **Meadow Grove Condominium Association**
c/o **KRAMER-TRIAD MANAGEMENT GROUP**
1100 Victors Way, Suite 50, Ann Arbor, MI 48108

CO-OWNER(S) NAME _____

UNIT ADDRESS _____

CO-OWNER'S VEHICLE INFORMATION

MAKE OF CAR _____ YEAR OF CAR _____

COLOR OF CAR _____ LICENSE NO. _____

CAR DRIVEN BY _____

(if different than unit owner)

ADDITIONAL VEHICLES

MAKE OF CAR _____ YEAR OF CAR _____

COLOR OF CAR _____ LICENSE NO. _____

CAR DRIVEN BY _____

(if different than unit owner)

MAKE OF CAR _____ YEAR OF CAR _____

COLOR OF CAR _____ LICENSE NO. _____

CAR DRIVEN BY _____

(if different than unit owner)

MAKE OF CAR _____ YEAR OF CAR _____

COLOR OF CAR _____ LICENSE NO. _____

CAR DRIVEN BY _____

(if different than unit owner)

The Meadow Grove Condominium Association Board of Directors hereby grants permission/approval for the above registered resident to park more than one (1) vehicle in the driveway located at their residing unit. The vehicles may only be parked in the driveway or garage and may not be parallel parked in the driveway or on any common elements, nor in the street or guest parking area.

Received by Kramer-Triad Presented to the Board

MEADOW GROVE CONDOMINIUM ASSOCIATION

ANTENNA SATELLITE DISH POLICY

The Federal Communications Commission (FCC) adopted a rule effective October 14, 1996, preempting certain associations restrictions on the installation, maintenance, and use of direct broadcast satellite, television broadcast, and multi-point distribution service antennas (“antennas”). The Board of Directors has established reasonable rules, regulations and policies that are compatible with the desires and wishes of the co-owners they represent, as well as help to maintain and increase the property values of all co-owners of the Association. The Association has adopted reasonable restrictions governing installations, maintenance, and use of antennas in the best interest of the Community and consistent with the FCC rule.

The Association adopted the following restrictions and regulations for the Community, hereinafter referred to as the “Rules”, which shall be binding on all owners and their grantees, lessees, tenants, occupants, successors, heirs, and assignees who currently or in the future may possess an interest in the Community, and which shall supersede any previously adopted rules on the same subject matter.

1) Definitions

- a) Antenna—any device used for the reception of video programming services, including direct broadcast satellite (DBS), television broadcast, and multi-point distribution service (MDS). A reception antenna that has limited transmission capability designed for the viewer to select or use video programming is a reception antenna, provided it meets FCC standards for radio frequency emission. A mast, cabling, supports, guy wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna.
- b) Mast—Structure to which an antenna is attached that raises the antenna height.
- c) Transmission-only antenna—any antenna used solely to transmit radio, television, cellular, or other signals.
- d) Owner—any association unit owner. For purposes of this rule only, “owner” includes a tenant who has the written permission of the unit owner to install antennas.
- e) Telecommunications signals—signals received by DBS, television broadcast, and MDS antennas.
- f) Exclusive-use area—the Limited Common Elements in which the owner has a direct or indirect ownership interest and which are intended for the exclusive use and enjoyment of the owner of the unit to which the Limited Common Elements are appurtenant, as defined in the Master Deed of the Association or by written acceptance and approval of the Board of Directors.

2) Installation Rules

- a) Antenna Size and Type
 - i) DBS antennas that are one meter or less in diameter may be installed. Antennas designed to receive satellite signals, which are larger than one meter in diameter, are prohibited.
 - ii) MDS antennas one meter or less in diameter may be installed. MDS antennas larger than one meter in diameter are prohibited.

- b) Antennas designed to receive television broadcast signals, regardless of size, may be installed only if no signal may be received from inside the unit.
- c) Installation of transmission-only antennas is prohibited.
- d) All antennas not covered by the FCC rule are prohibited.
- e) No more than one antenna for each type of service may be installed by an owner.

3) Location

- a) Antennas must be installed solely in the owner's unit or exclusive-use area (Limited Common Element Area) inside screened in deck or porch.
- b) If acceptable quality signals can be received by placing the antennas inside a unit without unreasonable delay or unreasonable cost increase, then outdoor installation is prohibited.
- c) Antennas must not encroach upon any General Common Elements, any other owner's individual unit or Limited Common Element, or the air space of another owner's Limited Common Element.
- d) Antennas shall be located on the inside of the Deck or Porch Area shielded from view from the street, outside the community or from other units to the maximum extent possible. This section does not permit installation on a General Common Element, even if an acceptable quality signal cannot be received from the Limited Common Element.

4) Installation on Limited Common Elements

- a) Antennas shall be no larger nor installed higher than is absolutely necessary for reception of an acceptable quality signal.
- b) All installations shall be completed by a qualified professional so they do not materially damage the General Common Elements, Limited Common Elements, or individual units, or void any warranties of the Condominium Association or other owners, or in any way impair the integrity of an Association structure.
- c) Any installer other than the owner shall provide the Association with an insurance certificate listing the Association as a named insured prior to installation. Insurance shall meet the following minimum limits:
 - i) Contractor's General Liability (including completed operations): \$1,000,000.
 - ii) Workers Compensation: Statutory Limits

(The purpose of this regulation is to ensure that antennas are installed in a manner that complies with building and safety codes and manufacturer's instructions. Improper installations could cause damage to structures, posing a potential safety hazard to Association residents and personnel).

- d) Antennas must be secured so they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the antennas, including damage from wind velocity.
- e) There shall be no penetrations of the exterior, General Common Elements, or exclusive-use areas of the building. The following devices shall be used unless they would prevent an acceptable quality signal or unreasonably increase the cost of antenna installation, maintenance or use:
 - f) Devices that permit the transmission of telecommunication signals through glass pane without cutting or drilling a hole through the glass pane;
 - g) Devices, such as ribbon cable, which permit the transmission of telecommunication signals into a residence through a window or door without penetrating the window, wall or door;
 - h) Existing wiring for transmitting telecommunication signals and cable service signals.
 - i) If penetration of the exterior of a building is necessary, the penetration shall be properly waterproofed and sealed in accordance with applicable industry standards and building

codes. (The purpose of this rule is to prevent structural damage to the building and residences from moisture.)

5) Maintenance

- a) Owners who install or maintain antennas are responsible for all associated costs, including but not limited to, costs to:
- b) Place (or replace), repair, maintain, and move or remove antennas;
- c) Repair damage to any property caused by antenna installation, maintenance or use;
- d) Pay medical expenses incurred by persons injured by antenna installation, maintenance, or use;
- e) Reimburse residents or the Association for damage caused by antenna installation, maintenance or use;
- f) Restore antenna installation sites to their original condition.
 - i) Owners shall not permit their antennas to fall into disrepair or to become a safety hazard. Owners shall be responsible for antenna maintenance, repair and replacement, and the correction of any safety hazard.
 - ii) If antennas become detached, owners shall remove or repair such detachment within 72 hours of the detachment. If the detachment threatens safety, the Association may remove antennas at the expense of the owner.
 - iii) Owners shall be responsible for antenna repainting or replacement if the exterior surface of antenna deteriorates.

6) Safety

- a) Antennas shall be installed and secured in a manner that complies with all applicable city and state laws and regulations, and manufacturer's instructions. Owners, prior to installation, shall provide the Association with a copy of any applicable governmental permit, if required for safety reasons.
- b) Unless the above-cited laws and regulations require a greater separation, antennas shall not be placed within 25 feet of power lines (above ground or buried). (The purpose of this requirement is to prevent injury or damage resulting from contact with powers).
- c) Antennas shall not obstruct access to or exit from any unit, walkway, ingress or egress from an area, electrical service equipment, or any other areas necessary for the safe operation of the condominium. (The purpose of this requirement is to ensure the safety of Association residents and personnel, with safe and easy access to the Association's buildings and structures).
- d) Installations must comply with all applicable codes, take aesthetic considerations into account, and minimize the impact to the exterior and structure of the owner's unit.
- e) To prevent electrical and fire damage, antennas shall be permanently grounded.

7) Antenna Camouflaging

- a) Antennas shall remain the color as originally manufactured or painted to match the color of the owner's structure, at the discretion of the Association.
- b) Camouflaging antennas through inexpensive screening or plants is required if antennas are visible from the street, other units or other structures.
- c) Exterior antenna wiring shall be installed so as to be minimally visible.

8) Antenna Removal

- a) Antenna removal requires restoration of the installation location to its original condition. Owners shall be responsible for all costs relating to restoration of the installation location.

9) Association Maintenance of Locations upon which Antennas are installed

- a) If antennas are installed on property that is maintained by the Association, the owners retain responsibility for antenna maintenance. Antennas must not be installed in a manner that will result in increased maintenance costs for the Association or for other residents. If increased maintenance or damage occurs, the owner is responsible for all such costs.
- b) If maintenance requires the temporary removal of antennas, the Association shall provide owners with 10 days written notice. Owners shall be responsible for removing or relocating antennas before maintenance begins and replacing antennas afterward. If the antennas are not removed in the required time, then the Association may do so, at the owner's expense. The Association is not liable for any damage to antennas caused by Association removal.

10) Notification Process

- a) Any owner desiring to install an antenna must complete a notification form and submit it to the Board of Directors in care of the Management Company. If the installation is routine, and conforms to all of the above restrictions, the installation may begin immediately.
- b) If the installation is other than routine for any reason, the owner and the Management Company or the Board of Directors must establish a mutually convenient time to meet with the owner and discuss installation methods. The Management Company can be contacted during normal business hours, Monday through Friday.

11) Installation by Tenants

- a) These rules shall apply in all respects to tenants. Tenants desiring to install antennas shall obtain prior written permission of the unit owner. A copy of this permission must be furnished with the notification statement.

12) Enforcement

- a) If these rules are violated, the Association, after notice and opportunity for the owner to be heard, may bring action for declaratory relief with the FCC or any court of competent jurisdiction. If the court or FCC determines that the Association rule is enforceable, a fine of \$50.00 shall be imposed by the Association for each violation. If the violation is not corrected within a reasonable length of time (30 days), additional fines of \$10.00 per day will be imposed for each day that the violation continues. To the extent permitted by law, the State Condominium Act, and the Master Deed and Bylaws of the Association, the Association shall be entitled to reasonable attorney fees, costs and expenses incurred in the enforcement of this policy.
- b) If antenna installation poses a serious, immediate safety hazard, the Association may seek injunctive relief to prohibit the installation or seek the removal of the installation.

13) Serviceability

- a) If any provision of this rule is determined to be invalid, the remainder of these rules shall remain in full force and effect.

**MEADOW GROVE
CONDOMINIUM ASSOCIATION
Satellite Dish Notification Form**

DATE _____ BLDG. NO. _____ UNIT NO. _____

Owner Name _____

Owner Address _____

Owner Home Phone _____ Business Phone _____

EXPLANATION OF INSTALLATION

Please list where on the Limited Common Area that dish was installed. Also list any changes to Common Area that were required to run cable from dish to the inside of unit.

This work was performed by: _____

(List address and phone if outside contractor was used.)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. I/we have read the "ANTENNA SATELLITE DISH POLICY" and understand it.
2. All maintenance of this Alteration/Modification will be performed at my/our expense.
3. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
4. Any maintenance costs incurred by the Association, as a result of this installation, will be at my/our expense.
5. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
6. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for it.
7. All of the above information is truthful and accurate.

Date

Signature of Co-owner

RETURN COMPLETED FORM TO:
Meadow Grove Condominium Association
c/o **KRAMER-TRIAD MANAGEMENT GROUP, L.L.C.**
1100 Victors Way, Suite 50, Ann Arbor, MI 48108

Received by _____ Date _____