

Rules and Regulations
Hidden Glen Condominium Association

Hidden Glen Condominium
COMMUNITY HANDBOOK

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1. Community Handbook

The Board of Directors has developed this Community Handbook as a convenient reference manual for the Co-Owners. It is important to note that the Community Handbook was not prepared or reviewed by legal counsel. In the event of a conflict between the Community Handbook and the Master Deed and Bylaws, the latter shall prevail. The policies and restrictions outlined in the Community Handbook are subject to modifications and additions at any time and without notice by the Board of Directors. The Community Handbook will be updated upon significant modifications and/or additions to these policies. **Rules contained in this handbook which are not found in the Bylaws will be considered “policy”; and will be fully enforceable under the Bylaws.**

2. Information Regarding Our Property

2.1. Definitions, Restrictions

2.1.1. Common Areas

The community is divided into “General Common Elements” and “Limited Common Elements” as defined by the Bylaws.

“General Common Elements” – include the land, roads, parking areas, sidewalks, utility networks, exterior walls and roofs.

“Limited Common Elements” – include the windows, doors, air conditioners, porches, patios and building foundations (basement walls).

Please note that the preceding statements are neither complete nor represent a legal definition. Please reference the Master Deed for a complete legal description of the General and Limited Common Elements.

The Co-Owner is responsible for the maintenance of the limited common elements.

Please note that the Co-owner is responsible for the cost to repair or replace a General Common Element due to damage or negligence by the Co-Owner.

2.1.2. Restrictions per Master Deed and Bylaws

Following is a summary of the restrictions outlined in Section VI of the Condominium Bylaws. This list is provided to the Co-Owner as a convenient, abbreviated reference only. In the event of a conflict between the following list and the Bylaws, the latter shall prevail. The Board has also established “policies” which are a supplement to the Bylaws.

2.2. Maintenance: Alterations and Modifications

The Co-Owner shall maintain his unit and limited common elements in a safe, clean and sanitary condition. Any non-approved alteration/modification to General Common Elements, Limited Common Elements or Common Convertible Elements (areas immediate to the unit) have to be brought back into the previous condition at the Co-Owner’s expense and may be subject to evaluation by a professional contractor at the Co-Owner’s expense.

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2.2.1 Maintenance and Service Requests

All non-emergency requests for maintenance of a general common element must be made **in writing utilizing the Maintenance Service Request Form provided by the Property Management Company**. Blank service request forms are available from the Property Management Company. All Maintenance Service Requests should be mailed to the Property Management Company.

Emergency service can be reported by telephone 24 hours a day. Please reference the address and telephone information outlined in Section 4. It is imperative that all Co-Owners notify the Property Management Company of an alternate source for a key to your unit in the event of an emergency. However, in the event of an emergency problem that requires immediate access to a unit, the contractor will be authorized by the Property Management Company to take whatever action is required to gain access to a unit.

2.2.2 Alterations and Modifications

All alterations and modifications to the structure or appearance of General and Limited Common Elements require the **prior** written approval by the Board of Directors. Some exceptions include upgrades of the interior of the Co-Owner's unit like: interior painting, trim, interior light fixtures. Major changes to interior floor coverings and bathrooms need approval by the Board of Directors.

All Alterations and Modification Requests should be mailed to the Property Management Company. Use the attached blank Alteration/Modification form (see attachment 5.1.). Forms can be obtained from the management company.

The Unit owner is responsible for damage to Common Elements or any Unit(s) in the Association as the direct and/or indirect result of work performed by or for that Co-Owner.

2.3 Other Regulations General

The use of firearms, air rifles, pellet guns, B-B guns, bow and arrows or other similar dangerous weapons or projectiles is prohibited on the premises. The storage of flammable or hazardous materials is prohibited.

Fireworks which are approved for sale in the state of Michigan (only) are permitted on the weekends immediately before and after Independence Day. However, use of fireworks must be supervised at all times by an adult and may in no way interfere with the quiet enjoyment of other co-owners.

2.3.1. External Common Elements (Utilization, Modification)

No Co-Owner shall modify the exterior of the Unit or the Limited or General Common Elements without written approval from the Board of Directors. Any Co-Owner desiring to build a deck or patio must submit plans for written approval by the Board of Directors prior to commencing any construction.

No satellite dishes are to be installed without prior approval of the Board. If a dish is installed without approval, violation letters requiring removal of the dish and approval of an Alteration/Modification Form will be sent to be completed and applicable fees will apply. If the dish is still up after two weeks it will be taken down at the Co-Owner's expense. All satellite dish installations must be reviewed and approved by the Board of Directors before installation. Accurate

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information including, but not limited to, satellite size, height and placement location must be on the Alteration/Modification Form. Satellite dishes are at no time to be installed on the brick, roof or siding.

Satellite dishes which measure more than 24” in diameter (per Bylaws) are not allowed. (Check latest FAA ruling)

Any external installation of wires, telephone/internet/TV/satellite cables and power cables on top of the ground and/or along the walls/siding of buildings is strictly prohibited. Placement and installation of wires must be included in an Alteration/Modification Form. No storage sheds, storage bins, or other such items are to be stored outside of the unit, except in the association approved deck boxes. Please reference attached deck box policy for guidelines.

No Co-Owner shall perform any landscaping, planting of trees, shrubs, flowers or place any ornamental material upon the Common Elements without written approval from the Board of Directors. (Please reference Section 2.2.2. for additional information). The Association is responsible for providing weeding and care of the landscaping beds adjacent to the units. If you would prefer to perform your own weeding and care of the area adjacent to your unit, you must notify the management company in writing each spring so the association’s vendor can be notified of your preferences.

Potted fruit or vegetable plants are allowed, as designated in the attached vegetable plant policy. Please be sure to refer to the policy for specific restrictions.

No signs of any kind shall be placed in Common Elements or Limited Common Elements without approval from the Board. All signs, except one “For Sale” sign placed in a window, must be approved by the Board.

The Board has adopted a Board Policy Statement regarding pets.

No pets (cats included) shall be allowed to run loose on the Common Elements. Pets must be attended by a responsible person at all times. Dog runs and staked leashes are prohibited. Leashes are required to physically restrain pets. The Co-Owner must immediately clean-up feces deposited by a pet. Feces need to be disposed of immediately (cannot be left on the porch in a bag, etc.). Care and restraint should be provided so that no pet is obnoxious or offensive due to noise, odor or unsanitary conditions.

Only one (1) bird feeder is allowed per unit.

Sidewalks, landscaped areas, roads, parking areas, porches and stairs shall not be obstructed in any way or used as a play area for children.

While skateboarding and biking are allowed, several activities commonly associated with these sports are prohibited. Ramps, rails, or any additional device introduced into either sport is prohibited. The skateboard maneuver known as “grinding” is not allowed. The Association urges anyone partaking in these activities to wear the appropriate safety gear. Furthermore, anyone conducting these activities should realize that they are doing so at their own risk and hold the Association harmless in case of injury.

Front porches are to be clear of objects including, but not limited to, bikes, gas grills (acceptable only for two bedroom units), children’s toys and clutter. Patio furniture, plants and small decorations are permitted. Written approval is required for objects not mentioned. Please refer to the attached Patio-Outdoor furniture policy for specifics on what items are permitted on porches/patios/decks/rear areas.

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Littering on any common or common convertible element is not allowed. This includes general trash, bottles, cans and cigarette butts. Co-Owners or guests of Co-Owners found littering will receive violations/fines.

2.3.2. Internal Use of Units

No immoral, improper, unlawful, offensive activity is allowed in a Co-Owner's Unit or on the Limited or General Common Elements. No unreasonably noisy activities are allowed on any Common Element or within any Unit.

A Co-Owner is allowed to keep two (2) domesticated animals as pets in one Unit. Additional animals require approval from the Board. (Stated elsewhere)

2.3.3 Garbage and Garbage Pick Up

The Association prides itself on the attractiveness of Hidden Glen. Therefore, the Board has adopted a strict policy regarding the disposal of trash in the dumpsters. No outside storage for refuse or garbage shall be maintained or used. All trash must be placed completely **in** the dumpsters with the lid closed. If the front side of a dumpster is full, place the trash in the back of the dumpster. If trash is placed in a dumpster, but still visible this may constitute a violation per our trash policy. Violators will be warned and fined accordingly.

Please note that the regularly scheduled collection day may be postponed by one day following holidays.

The Co-owner must make arrangements for the removal and disposal of appliances, carpeting, furniture, mattresses or other large objects. **Rizzo Environmental at 586-772-8900**, for pick up arrangements. In addition, the Co-Owner is responsible for the appropriate disposal of hazardous or flammable chemicals, paint, motor oil and other items not suited for landfill disposal. Please remember the items placed in the trash may cause damage when the trash is compacted, i.e. paint cans, which causes damage to the roadways. These items are NOT to be placed in trash dumpsters; Co-owners should arrange for proper disposal. Remember to add kitty litter to paint cans or leave the lid off and allow paint to dry completely before placing out for trash pick-up. Any penalties assessed to the Association due to a Co-Owner violation will be charged to that Co-Owner.

If a Co-Owner is interested in recycling on a regular basis, they must pick up a recycling bin and guidelines for use at the Canton Treasurer's office. Bins are emptied weekly on Wednesdays. Co-Owners may place recycling bins by the closest dumpster on the previous evening and must return them to their unit within 24 hours.

2.3.4. Parking, Traffic

Each Unit in our community has a carport. Additional parking is available in clearly marked open parking areas. Only licensed passenger vehicles are allowed to be parked in Hidden Glen. Each Unit may have no more than three (3) vehicles belonging to or associated with it for a period of 3 days or more unless they have been given permission from the Board of Directors. If two or more vehicles are parked simultaneously, at least one must be in the Unit's designated carport. Parking is restricted to carports and clearly designated parking spaces.

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Additional parking is allowed on West Franklin Drive:

- East side, along the road
- West side, along the road between Peerce Court and Jan Circle.

No trailer, house trailer, mobile home, bus, boat, boat trailer, camping vehicle, motorcycle, snowmobile, recreational vehicle, commercial or inoperable vehicle of any description shall, at any time, be parked, stored, or maintained at Hidden Glen. Any unlicensed vehicle, unused vehicle, commercial vehicle, recreational vehicle, boat, trailer, motorcycle, etc. will be towed at the Co-owner's expense.

RV's or camping vehicles are allowed to park for loading and unloading purposes only. These vehicles may be permitted to be parked in a way that will not obstruct other vehicles for three (3) days. This is pursuant to the recorded Bylaws.

Please observe the "No Parking" and Handicapped Parking signs along our community streets. Violators will be notified (sticker or warning letter) and subsequently fined for parking violations. Guests should only park in open spaces.

2.3.5. Holiday Decorations

Decorating for all holidays, except Christmas, may be done one month prior to the holiday, and removed no later than two weeks after the holiday. Decorations are limited to holiday flags, and porch decorations. Porch decorations are not to exceed three (3) feet in height. The American Flag, seasonal and team flags, are permitted in front of buildings. The following are the policy restrictions to Christmas decorating:

- Lighted wreaths and swags fastened to porch areas are permitted.
- All decorations and extension cords must be UL (Underwriters Laboratories) approved for outdoor use.
- Holiday decorations may be up from Thanksgiving until January 15th.
- Inflatable decorations not to exceed three (3) feet in height.

2.3.6 Window and Door Replacement and/or Installation

All installation or replacement of windows, storm doors, solid front doors and their frames require the prior approval by the Association. There are specific colors designated for both storm doors and entry doors, which can be obtained from the management company. Please be aware that when requesting approval for any glass components, decorative and/or beveled glass will not be approved and is not acceptable.

a. **Windows:** When replacing any windows, please provide specific details on the Alteration-Modification Form, which is available from the Property Management Company. Please include the following on the form:

- Installation company name and contact number;
- Brand;
- Color and material of window frame and surrounding trim material; and
- Proposed date of installation, if known.

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b. **Doors:** When replacing a storm door, installing a storm door where one is currently missing and/or replacing solid front door, you must indicate the color of the door and whether or not the door frame will be replaced or fixed due to damage and deterioration.

Please provide specific details on an Alteration/Modification Form, available from the Property Management Company:

- Color;
- Material;
- Solid or Glass;
- What it looks like (panels); and
- Date of installation or project completion, if known.

2.3.7 Deck/Patio awnings

The Board has approved the use of a retractable awning to cover the patio/deck area. A specific color and vendor has been designated for this purpose. Please see the attached policy regarding this and be sure to submit an alteration/modification form for approval prior to installation.

2.3.8. Guests of Co-Owners

Guests of Co-Owners or renters of Co-Owner's Units are obligated to follow the rules and regulations of the Association. The visited Co-Owner/tenant will be held responsible for any violation or damage to the Association property.

2.4. Smoke and Heat Detectors

2.4.1. Smoke Detectors

Do not remove or tamper with the hardwired smoke detectors. This system is wired throughout your home with a battery backup. If all detectors go off at the same time, check to be sure there is no smoke due to a fire. If smoke detectors go off because of cooking, use a towel, fan or open a window to decrease smoke. Detectors will shut off by themselves if there is not a fire and do not affect any other Co-Owners. Do not paint the smoke detectors, as this may damage their effectiveness. It is the Co-Owner's responsibility to replace the backup batteries in the smoke detectors twice a year.

Smoke detectors are generally only effective for a period of ten (10) years. Due to this, all smoke detectors on the property were replaced in calendar year 2012 at the Co-Owner's expense. Please be mindful of this in the future and replace as necessary.

2.4.2. Heat Detectors

Do not remove or tamper with the hardwired heat detectors. This system is hardwired throughout your home with a battery backup. If detectors go off, check to be sure there is not a fire and contact the Canton Fire Department to notify them that it is a false alarm. If the system will not turn off, contact the Property Management Company.. Heat detectors in the two bedroom apartment-style units are monitored, and you should alert the monitoring company if they have been triggered. Heat detectors are distinguished by a plastic disc on the lowest part containing 8 small holes.

Each year a mandatory inspection must be performed to check that the heat detectors are operating properly. This inspection is required by Canton Township and the inspection reports must go to the

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Canton Fire Marshall. If an appointed inspection is missed all costs accrued to have the inspection company return will be charged to the Co-Owner whom missed the appointment.

2.5. Fire Pits & Gas Grills

A fire pit is defined as a device whose primary purpose is to hold/control a fire in an outdoor environment, and is not considered a grill by retailers and Canton Township.

NOTE: Digging a fire pit in the ground is not permitted!

The Board currently allows fire pits, but reserves the right to revoke this privilege if a Co-Owner's actions are deemed to be: negligent, reckless, or dangerous by the Board of Directors. When in use, and until properly cooled, the fire pit must be between 9 and 12 feet away from the Co-Owner's Unit and must be closer to the Co-Owner's Unit than any other. Flames may not exceed four (4) feet (measured from the ground). No explosives, fuels, oils, or chemical additives may be added to the fires. Fires must be FULLY EXTINGUISHED when usage is complete. A fire extinguisher or hose must be present.

The Board reserves the right to inquire about the presence of a fire extinguisher and inspect it. This inspection does not free the Co-Owner of any liability and should not be a substitute for a full inspection conducted by a professional. The Board of Directors recommends an annual checkup of all fire extinguishers by the local fire department, or a recognized professional.

THE CO-OWNER ASSUMES FULL LEGAL LIABILITY IN THE CASE OF AN INJURY OR DAMAGE DONE TO PROPERTY BY A FIRE CREATED IN THEIR FIRE PIT, OR ANYWHERE ELSE.

Accordingly with the City of Canton's fire ordinance in current standing, the use of gas (propane) or charcoal grills are not permitted on the second story of any home at any time. The use of gas or charcoal grills on the first story of the home must be done outside 10 feet away from any structure and must not have any trees, buildings, garage ports, or any items placed above the grill or within the 10feet. This is a city ordinance that must be adhered too.

2.6. Dryer Ducting

The flexible hose (duct) that leads from a Co-Owner's clothes dryer to the vent outside the building shall be constructed of aluminum/metal. White vinyl ducting is prohibited, as it poses an extreme fire hazard and is prohibited by the Township. Co-Owners are responsible for performing regular removal of lint and debris from their dryer duct.

2.7 Vacant Unit Winterization Policy

In order to protect property of the Association, the Board of Directors has adopted a Vacant Unit Winterization Policy. It is important to remember that the failure of water source plumbing within an unoccupied unit during the winter months can cause severe damage to the vacant unit as well as adjacent units. All co-owners are encouraged to read this policy and ensure that their units are properly prepared for the winter months if they are vacant during that time.

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2.8 Bed Bug Policy

While the Board has not received reports of bed bugs within units at Hidden Glen, it desires to adopt reasonable restrictions and policies to facilitate the prevention and potential treatment of bedbug infestation. This policy has been deemed advisable to avoid losses and liability to the Association. The Bedbug Policy is applicable to all units.

2.9 Enforcement

All violations are subject to a reprimand by the Board of Directors in the form of a warning letter indicating that the violation must be corrected within 14 days or the co-owner will be subject to subsequent violations and fines. The fine schedule is as follows:

1st Offense: **Warning Letter**
2nd Offense: **\$25.00 & Hearing with the Board of Directors**
3rd Offense: **\$50.00**
4th Offense: **\$100.00**
Additional Offenses: **\$100.00**

All fines are due in full along with remittance of the current month's assessment.

If any Co-Owner fails to maintain, repair or replace a Limited Common Element which is appurtenant to his Unit, which affects the appearance of the community, or the safety, health or welfare of other Co-Owners, the Association may (after notice to such Co-Owner) maintain or repair the applicable Limited Common Element. An amount equal to one hundred fifty (150%) percent of the cost thereof shall be assessed against such Co-Owner (By-Laws: Section 2.3 (c)). This rule also applies to any damage to Common Elements.

3. Administrative Information

3.1. Dues and Assessments

All Dues (Association Dues, Assessments, Special Assessments and Fines) levied against a Unit at a monthly rate are due by the first calendar day of the month for the following month with a grace period of 10 days if not otherwise specified. Dues (Association Dues, Assessments and Special Assessments) are separate installments. Buildings 20-34 (Units 39-146) have an additional monthly assessment for gas consumption which is also due monthly.

3.1.1. Default in Payments

a. **General:** A Co-Owner shall be in default of his assessment obligations if he fails to pay any assessment installment when due. A late charge of Twenty Five and 00/100 (\$25.00) Dollars will be assessed by the Association for every separate installment upon any assessments in default for ten (10) or more days until the assessment installment together with the applicable late charges are paid in full.

If a Co-Owner is late on a gas assessment and dues, this will constitute 2 late fees.

b. **Leased Units:** Co-Owners have the right to lease their Unit within the regulations and procedures of the Bylaws. When a Co-Owner who leases a Unit is in arrears to the Association, the Association may give written notice of the arrearage to the tenant occupying a Co-Owner's Unit under

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a lease or rental agreement. The tenant, after receiving the notice, shall deduct from the rental payments due to the Co-Owner the amount of the arrearage and all future assessments as they fall due and shall pay such amounts directly to the Association or its legal representative. (This is in Section 6.12 Bylaws and part of the Michigan Condominium Act).

c. **Notification to Mortgagee:** The Association may report any unpaid assessments due from a Co-Owner to the Co-Owner's mortgage company.

d. **Legal Measures:** Any account with a delinquency exceeding sixty (60) days may be turned over to an attorney to commence legal and/or collection proceedings. Any legal/administration fees arising from this action will be added to the Co-Owner's account.

e. **Other Remedies:** In the event any Co-Owner defaults in the payment of any annual assessment installment levied against his Unit, the Association shall have the right to declare all unpaid installments of the annual assessment for the pertinent fiscal year to be immediately due and payable.

All of these remedies (fines, legal fees, and other remedies) are cumulative and not alternative.

3.1.2. Partial Payments/Payment Plans:

Any partial payments (incomplete payment, installments per payment plan) will be applied to the account balance as follows:

- a. First, all legal costs accrued;
- b. Second, any interest charges and fines;
- c. Third, to pay the gas assessment in total (applicable for units 39-146);
- d. Fourth, to pay Special Assessments in total (if levied); and
- e. Fifth, to pay the Association Dues.

Please note: While not required, the Board strongly recommends that anyone who experiences a financial hardship should immediately write a letter to the Board explaining the situation and request any concessions if necessary. All too often people write to the Board AFTER receiving notice of foreclosure.

3.2. Information Questionnaires

a. **Information about Leasing and Rental:** A Co-Owner desiring to rent or lease a Unit shall provide the Association, at least ten (10) days prior to presenting a lease form to potential lessee, with a written notice of the Co-Owner's intent to lease the Unit. Any Co-Owner seeking to lease a Unit shall also use the additional form(s) provided to such Co-Owner by the Association. The Co-Owner shall complete the requested information regarding the lease no later than the start date of the lease. The Co-Owner has to inform the Association with a written notice about any change in the lease, no later than the date the change occurs. (Consider combining 3.2.1 with 3.3, as they are related).

3.2.1. Enforcement

Co-Owner's default of providing any of the information requested according to Section 3.2.1 of the Policy Manual will be addressed with the regulations according to Section 2.5 (Enforcement) of the Policy Manual.

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3.2.2 Rental of Co-Owner unit

A Co-Owner must provide written notice to the Board of Directors of the intention to lease a unit per Article VI, Section 6.12 of the Bylaws. Please contact the Property Management Company for the required Hidden Glen Lease Addendum. All rental or lease agreements must be submitted to the Board of Directors for approval, prior to the execution of the lease. All Lease Agreements will remain on file with the Property Management Company. Co-owner should provide a Tenant Registration Form and updated tenant contact information to the Property Management Company.

4. Attachments On Following Pages of Handbook

- 4.1 Violations and Fines
- 4.2 Collection of Delinquent Accounts
- 4.3 Alteration/Modification Request Form
- 4.4 Awning policy
- 4.5 Deck Box policy
- 4.6 Rental Registration Form
- 4.7 Telecommunications Wiring and Cabling
- 4.8 Exterior Light Fixture Policy
- 4.9 Patio-Outdoor Furniture Policy
- 4.10 Satellite Dish policy
- 4.11 Vegetable Plant policy
- 4.12 Vacant Unit Winterization Policy
- 4.13 Designation of Voting Representative
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Hidden Glen Condominium Association Board Policy Statement

Violations and Fines

Whereas, the Board of Directors of Hidden Glen Condominium Association is empowered to govern the affairs of the Association, and

Whereas, it may, from time to time, become appropriate for the Board of Directors to initiate a Notice of Violation for apparent non-compliance with the regulations of the Association and to assess fines for violations,

Therefore, be it resolved that the policy for the issuance of such notices and for the assessment of fines for violations shall be as follows:

1. All Notices of Violation (Notices) are subject to appeal to the Board within the time limits given and in the manner prescribed in the Notice. Notices, which are successfully appealed, will remain on file, for continuity of policy, but will not be counted in the fine schedule.
2. Notices that are properly appealed, as in paragraph 1, will not result in fines or other action pending final disposition of the appeal. If the appeal is successful, the Notice will be dismissed. If the appeal is unsuccessful, the fine, if any, will be due and payable within ten days, and then added to the co-owners account if still unpaid. Correction of the situation which lead to the Notice first being issued must occur within the time specified in the letter advising of the unsuccessful appeals or another Notice may be issued.
3. Notices may be issued immediately for any apparent violation that comes to the attention of the Board. However, at the sole discretion of the Board, there may be an Alleged Violation Letter issued instead of a Notice, describing the violation observed and providing an opportunity to correct the situation within a given time. If the condition remains uncorrected, a Notice of Violation may be issued.
4. Co-owners who desire to call an apparent violation to the attention of the Board are requested to send, in writing, all available information, such as dates, times, names, addresses, location and description of the apparent violation, and any other pertinent details, to our management agent, Herriman & Associates, Inc. A Report of Alleged Violation form is available for this purpose. The report of an alleged violation, whether using a letter or form, must be signed by at least one co-owner, with his/her Unit Number, address and telephone number included. The signature of a second co-owner would be helpful but is not required. Any notices to the alleged violator will not cite the name of the complainant, however the complainant may be asked to appear at a hearing as a witness if the allegation is disputed.
5. Each Notice of Violation that has not been successfully appealed will be counted when applying the fine schedule.
6. The fine schedule is as follows:
 - 1st violation, no fine
 - 2nd violation, \$25.00
 - 3rd violation, \$50.00
 - Additional violations, \$100.00 each

Policy approved by the Board: January 18, 2010
Policy mailed to co-owners: April 16, 2010
Policy effective: Immediately

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Collection of Delinquent Accounts

Whereas, the Board of Directors of Hidden Glen Condominium Association is empowered to govern the affairs of the Association, and

Whereas, co-owners are required to make assessment payments to the Association, and

Whereas, it may be necessary to collect on delinquent accounts as a result of non-payment of Association assessments,

Therefore, be it resolved that the policy for the collection of delinquent accounts shall be as follows:

1. The monthly assessment is due on the first of each month. Any balance remaining after the tenth of the month is delinquent and a late fee of \$25.00 shall be added to the account.
2. A late notice will be mailed to a delinquent co-owner showing the total balance due including late fees and any collection costs. A late notice is a courtesy and is not required. Failure of management to send a notice or of the co-owner to receive the notice, shall not prevent further collection action, or excuse the co-owner from payment of all delinquent assessments, late fees and collection charges.
3. When the delinquent balance of an account is equal to or greater than one (1) months assessments the Association's legal counsel shall be directed to notify the co-owner that:
 - A. A lien may be recorded against the unit if the arrearage is not paid within thirty (30) days.
 - B. All collection costs will be added to the member's account.
 - C. The remaining balance of the annual assessment will be immediately due and payable, if the arrearage is not paid within thirty (30) days.
4. If thirty (30) days after the above notice is sent, the balance is not paid the Association's legal counsel may record a lien against the co-owner's unit and so notify the co-owner.

5. If the account has not been paid in full within 30 days of filing the lien, the Board may then authorize the Association's legal counsel to commence a suit at law against the delinquent co-owner for all sums due to the Association including, but not limited to, late charges, assessments due through the remainder of the fiscal year, legal costs and collection fees, legal fees, court costs incurred by the Association to collect the delinquency, or to foreclose upon the Association's lien against the unit, whichever course is deemed more beneficial to the Association.
6. All payments shall be applied to the Unit account as follows:
 - o First all legal costs accrued to enforce the payment
 - o Second any collection costs, interest charges, and late fees
 - o Third to pay off the gas assessment in total (applicable for units 39-146)
 - o Forth to pay off any additional or special assessments
 - o Fifth to pay off the assessments (association dues)

Policy approved by the Board: February 17, 2010

Policy Revised by the Board: April 19, 2010

Policy mailed to co-owners: April 20, 2010

Policy effective: May 20, 2010

Policy revised April 28, 2011 (Item #5 "30 days" had been "10 days")

Policy revision effective April 28, 2011

Policy revision effective November 13, 2014 (Item #1 "\$75.00" had been "\$25.00")

Policy revised and rescinded as of February 16, 2015

Policy revision effective retroactively November 1, 2014 (Item #1 \$25.00 had been \$75.00)

**Hidden Glen Condominium Association
Request for Modification Approval**

Name: _____ Phone: _____

Address: _____ Unit #: _____

Nature of Modification:

Describe in detail using additional sheets and/or sketches as needed: _____

Modification Will Affect The Following:

Check all items that are applicable.

Exterior Appearance

☐

Structural Parts of Unit

☐

Limited Common Elements

☐

General Common Elements

☐

Landscaping

☐

Other

☐

If Approved, Modification Will Start On: _____ Anticipated Completion Date: _____

Contractor Name: _____ Phone: _____

Contractor Address: _____

The co-owner must obtain all appropriate permits and arrange any necessary inspections by local government's building and/or other appropriate officials or departments. If the work involves excavation, the co-owner must arrange to have underground utilities identified by "Miss Dig" by making such arrangements himself/herself and irrigation system components are to be identified by the Association's contractor, to the extent that they can reasonably be located (the co-owner must contact the Association's management firm who will make such arrangements with the irrigation contractor). All such costs, as well as any and all costs to repair damages, as well as all consequential damages, shall be born by the co-owner.

No modification shall commence without prior Board approval. An inspection of the completed modification shall be conducted by the Board of Directors to ensure compliance with all appropriate Hidden Glen Condominium Association restrictions and with reasonable standards of quality and aesthetics.

All maintenance, repairs and/or replacement of modification become the responsibility of the co-owner and subsequent co-owner(s).

The Association may require the co-owner to enter into a related separate agreement that details the co-owner's current and future responsibilities in connection with an approved modification.

Co-owner Signature

Date

This Modification Request has been evaluated by the Board of Directors and is:

☐ ACCEPTED with the following restrictions _____

☐ REJECTED due to _____

Completed for the Board of Directors by: _____

Date

**Hidden Glen Condominium Association
Board Policy Statement
Installation of a Awning Device
Exterior Awnings**

Whereas, the Board of Directors of Hidden Glen Condominium Association is empowered to govern the affairs of the Association (Condominium Bylaws, Article VI, Section 3), and

Whereas, co-owners may, subject to the restrictions described herein, install the following awning device:

1. An awning device must be designed to be retractable, either manually or motorized.
2. The approved awning device may be purchased at Marygrove located in Livonia Michigan. The color is Linen Tweed #4633. The sizes are limited;
 - 2.1. 12' wide x 10' projection over deck
 - 2.2. 15' wide x 10' projection over deck
 - 2.3. Valence on both awnings shall be straight and not sea waved.
 - 2.4. Frame color shall be beige.

Whereas, such installation shall be the responsibility of the individual Co-owner and must be performed by a professional installer; the aforementioned awning device must be installed above on the appurtenant rear area deck of the individual Unit, provided the following conditions have been met:

- 1) Any proposed alteration or modification to install an awning device to a unit must be submitted to the Association for advance approval, as stated in the Condominium Bylaws.
- 2) The Co-owner requesting the modification shall adhere to the approved specifications that were developed by the Association.
- 3) A returned copy signed depicting that the request has been accepted must be returned to the respective co-owner. (such form is available through the Management Company), and
- 4) The entire installation, including all wire routing and training, must be done by a professional installer and in a professional manner. Up to 3' of wiring shall be visible on the outside with the remaining wiring installed within the walls of the Unit.

The co-owner making an improvement or modification shall be liable for the cost of repairing any damage to the common element caused by building or maintaining the improvement or modification. Furthermore, the co-owner and all subsequent co-owner(s) shall allow access if necessary to the common elements to which the Association is responsible to maintain, repair or replace. Removal and re-installation of the awning is the responsibility of the co-owner.

Therefore, be it resolved that each Co-owner must file with the Association a Request for Modification form which shall include a complete description of the awning device to be installed, a complete description of the proposed mounting method and arrangement. Further, the Management Company shall be empowered to approve a Request for Modification if it meets the above criterion pursuant to the Management Company's reasonable interpretation.

Policy approved by the Board: June 20, 2011
Policy mailed to all co-owners: June 30, 2011
Policy effective: Immediately

Hidden Glen Condominium

COMMUNITY HANDBOOK

June 27, 2016

The following is an addition to the Hidden Glen Condominium Association Handbook that reflects the current Rules and Regulations set forth by the Board of Directors of the Association.

As of the date of this letter, please know that Rule and Regulation **2.3.6.B Doors** and **4.4 Awning Policy** has been updated and is now in effect as it was properly motioned, seconded and approved by the Members of the Board of Directors at the regular monthly meeting on June 13th 2016.

****Please take a moment to add this page to the back of your Handbook that was provided to each condominium owner according to our warranty deed information on file.**

****If you are currently leasing out your condo, it is your responsibility to provide this information to your lessee and have them abide by all Rules and Regulations set forth.**

2.3.6.B **Doors**

There are two (2) styles of doors that are permitted within the Association. Front doors must be approved through a modification request form that is submitted to the Management Company and approved by the Board of Directors. The two (2) styles are the following:

1. Six paneled door.
2. Four paneled door with a square style window on the top section of the door.

4.4 **Awning Policy**

The current color code within the Rule and Regulation 4.4 is no longer available at Marygrove Awning (Linen Tweed). Therefore, the following color codes are permitted within the community upon completion of a modification request form that is submitted to the Management Company and approved by the Board of Directors.

Atlantic Glacier #372, Café Burgundy #170, Summer Green #362, Khaki Beige #140, Natural Cabernet #443, Desert Sand #360, Linen #200, Café Black #000, Harbor Gray #361.

Very truly yours,
Marcus Management, Inc.

Justin A. Marcus,
Agent for Hidden Glen Condominium Association
cc: File HG.19
 Board of Directors

Hidden Glen Association

Board Policy Statement

Deck Boxes

Hidden Glen Association wishes to promote harmonious living conditions, maintain community standards, and provide fair and equitable treatment of all co-owners, residents and guests. These goals are best achieved when all residents are aware of and abide by the various rules and restrictions. The first step in this process is awareness.

Therefore, the Board of Directors of Hidden Glen Association is empowered to govern the affairs of the Association (Condominium Bylaws, Article VI, Section 6.13)

- The Association has approved of 2 styles of Deck Boxes that can be placed on a deck or rear patio
- The size that is approved is a 50 gallon or 83 gallon deck box.
- The manufacture is Suncoast and the color of the deck box must be in sand or brown.

Therefore be it resolved, that co-owners are permitted to maintain one deck box on the deck or rear patio. Co-owners may purchase the deck boxes directly from the Association. Co-owners are to contact Management for details on the cost.

Policy approved by the Board: June 1, 2015
Policy effective: Immediately

HIDDEN GLEN CONDOMINIUM ASSOCIATION

OFFICAL RENTAL REGISTRATION FORM

OWNER'S NAME(S): _____

OFF-SITE ADDRESS: _____

HIDDEN GLEN CONDOMINIUM ADDRESS OR UNIT NO: _____

HOME TELEPHONE #: _____ **OTHER#:** _____

CELL TELEPHONE # _____ **E-MAIL** _____

Please place the following information into my unit file so that the person(s) listed below can be contacted in the case of an emergency relating to me or to my unit.

RENTER INFORMATION:

NAME(S): _____

HOME TELEPHONE #: _____ **OTHER#:** _____

CELL TELEPHONE # _____ **E-MAIL** _____

LEASE DATES: _____

I certify that I am the co-owner of this unit and have a valid lease for the rental of this property. Further, I understand that I must supply current lease information and keep this information current with the management company in order to continue leasing at the property. I also certify that I have supplied the renter with all documents related to Hidden Glen Condominiums, including the Master Deed, Bylaws, and our community's Rules and Regulations. I understand that any violations by my renter(s) are my responsibility to correct and I will be held responsible for any fines or damage that they may cause. My renter(s) also understands the importance of maintaining the appearance of the community. I am attaching a copy of the current lease with my renter(s), as is required.

Signed: _____ **Date:** _____

This form is in compliance with the Bylaws of the Association. In order to register your rental with the Association, you must complete this form and return it with a copy of the current lease promptly to:

HIDDEN GLEN CONDOMINIUM ASSOCIATION

c/o Marcus Management, Inc.
28545 Orchard Lake Road, Suite A
Farmington Hills, Michigan 48334

**Hidden Glen Condominium Association
Board Policy Statement
Telecommunications – Wiring & Cabling**

Whereas, the Board of Directors of Hidden Glen Condominium Association is empowered to govern the affairs of the Association (**Condominium Bylaws, Article VI, Section 6.13, and**

Whereas, co-owners may, subject to the restrictions described herein, install the following antenna devices:

- 1) Cable for TV, Satellite Dish, Telephone, or other devices may not be attached on the outside of the unit.
- 2) Townhouse style units may have cables or wires installed at one entry point at the basement level or the first level of the unit. Cable or wires installed for the second floor bedrooms must be a wire fish through the interior walls.
- 3) Apartment style units may have cables or wires installed at one entry point. Entry point is into the living room near the exterior aluminum cable or wire trim cover. Second floor apartment style units must have cable or wires under the trim piece currently installed for such wires to reach the second floor apartment style unit. Apartment style units who wish to have cable or wires installed in the bedrooms must install cables or wires on the interior of the unit.

Therefore, such installation shall be the responsibility of the individual co-owner and must be performed by a professional installer as specified in the above criteria.

Policy approved by the Board: March 15, 2010
Policy mailed: April 16, 2010
Policy effective: Immediately

Hidden Glen Condominium Association Board Policy Statement Exterior Light Fixtures

Whereas, the Board of Directors of Hidden Glen Condominium Association is empowered to govern the affairs of the Association (**Condominium Bylaws, Article VI, Section 6.13**), and

Whereas, the Association is responsible to maintain, repair and replace light fixtures that are attached to their unit and illumination of same, subject to the restrictions described herein:

- 1) Exterior front light fixtures need to be illuminated from dusk to dawn
- 2) The fixture shall be maintained in good working condition
- 3) A co-owner may replace the fixture after submitting a complete request for modification form
- 4) The request for modification form shall include details including a picture of the proposed replacement
- 5) Motion light fixture are permitted in the rear of each unit
- 6) A motion detector light fixture shall be designed to turn on and off automatically
- 7) The motion detector light fixture shall be used to replace existing rear light fixture
- 8) The motion detector light fixture must be UL approved
- 9) The motion light detector shall be a 240 degree motion detector and must be uniform with other outdoor fixtures which are black in color.
- 10) The motion detector light fixture shall shine on the ground at a 45 degree angle
- 11) The motion detector light fixture bulb shall be no larger than a normal halogen flood light spot bulb, up to 100 watts

Therefore, be it resolved that the Association is responsible to maintain, repair and replace the exterior light fixtures and each Unit shall illuminate the front fixture from dusk to dawn each day. Failure to do so shall violate the condominium documents and its policy and rules and regulations.

Policy approved by the Board: March 15, 2010
Policy mailed: May 7, 2010
Policy effective: Immediately

Hidden Glen Association Board Policy Statement Patio - Outdoor Furniture

Hidden Glen Association wishes to promote harmonious living conditions, maintain community standards, and provide fair and equitable treatment of all co-owners, residents and guests. These goals are best achieved when all residents are aware of and abide by the various rules and restrictions. The first step in this process is awareness.

Therefore, the Board of Directors of Hidden Glen Association is empowered to govern the affairs of the Association (**Condominium Bylaws, Article VI, Section 6.13**)

Whereas, co-owners may, subject to the restrictions described herein, store outdoor patio furniture and other outdoor items:

TOWNHOUSE STYLE UNITS:

THE REAR PATIO (Limited Common Element area only) may have furniture or other items placed on it as further described. This furniture must be patio type furniture, functional, (as opposed to decorative) and well maintained. Storing items on Common Elements, for example around the side of unit and/or in the front of buildings, shall be prohibited. Outdoor furniture shall be placed on the limited common element (rear patio) only at the rear of your unit.

Rear Patio Furniture: Only patio furniture and outdoor cooking grills may be kept on the patio during the winter months. Flowerpots with evergreen plants are also allowed on the rear patio. Any damages caused by items contained on a patio will be the responsibility of the respective co-owner.

Other items such as but not limited to, lightweight stackable resin chairs, empty plastic plant pots, garden supplies, bikes, and toys must be stored inside for the cold weather season. Furthermore, indoor furniture, indoor folding chairs, shoe racks, and trash cans are prohibited anywhere on common elements, limited or general.

Therefore, co-owners are permitted to have and to store patio style furniture, one grill, evergreen potted plants, one approved doormat and one an "association approved" deck box on the patio on a regular basis.

THE FRONT PORCH (Limited Common Element area only) may have furniture or other items placed on it as further described. This furniture must be patio type furniture, functional, (as opposed to decorative) and well maintained.

Front Porch Furniture

- The large porch may have two patio chairs and one small table, or one outdoor bench, one patio chair, and one small outdoor table and one approved doormat. During the

winter season, two evergreen potted plants are permitted and during the warm seasons 3 seasonal potted plants are permitted.

- The small porch may have one patio chair and one evergreen potted plant or two summer seasonal plants.
- Indoor furniture, indoor folding chairs, shoe racks, and trash cans are prohibited anywhere on common elements, limited or general

THE SIDE OF TOWNHOUSE UNIT (Limited Common Elements area only) may have only small approved garden ornaments or lighting.

FOR TOWNHOUSE UNIT WITH NO REAR DECK/PATIO Installed (Limited Common Elements area only) may not install patio furniture or other items; only one outdoor grill, seasonal bike storage, and approved landscaping is allowed.

APARTMENT STYLE UNITS:

The patio (limited common element area) may have furniture or other items placed on it as further described. This furniture must be patio type furniture, functional, (as opposed to decorative) and well maintained. Storing items on Common Elements, for example around the side of unit and/or in the front of buildings, shall be prohibited. Outdoor furniture or shall be placed on the limited common element (patio) attached to your unit.

Patio Furniture: Only patio furniture and outdoor cooking grills may be kept on the patio during the winter months and two flowerpots with evergreen plants. Any damages caused by items contained on a patio will be the responsibility of the respective co-owner. Co-owners are permitted to have and to store patio style furniture; two patio chairs or a bench, and one small patio table, or one portable removable grill, or two evergreen potted plants, one approved doormat and/or one "association approved" deck box on the patio on a regular basis.

Other items such as but not limited to, lightweight stackable resin chairs, empty plastic plant pots, garden supplies, bikes, and toys must be stored inside for the cold weather season. Furthermore, indoor furniture, indoor folding chairs, shoe racks, and trash cans are prohibited anywhere on common elements, limited or general.

Therefore be it resolved, that co-owners are permitted to store, one outdoor cooking grill, patio style furniture, evergreen potted plants, one "association approved" deck box, and one door mat on the patio on a regular basis. Further be it resolved, that co-owners are permitted to store, acceptable patio furniture, evergreen potted plants and one door mat on the front porch on a regular basis. All other items must be stored inside during cold weather season. Cold weather season is considered to be Nov1- May 1.

Policy approved by the Board: March 15, 2010
Policy mailed to all co-owners: April 16, 2010
Policy effective: Immediately: Immediately

**Hidden Glen Condominium Association
Board Policy Statement
Satellite Dishes and Television Antennas**

Whereas, the Board of Directors of Hidden Glen Condominium Association is empowered to govern the affairs of the Association (**Condominium Bylaws, Article VI, Section 6.13, and**

Whereas, co-owners may, subject to the restrictions described herein, install the following antenna devices:

- 1) An antenna designed to receive direct broadcast satellite service, provided that the antenna is one meter or less in diameter,
- 2) An antenna that is designed to receive video programming services via multipoint distribution services, provided that the antenna is one meter or less in diameter or diagonal measurement,
- 3) An antenna that is designed to receive television broadcast signals, and

Whereas, such installation shall be the responsibility of the individual co-owner and must be performed by a professional installer; the aforementioned antenna devices may be installed on the appurtenant rear limited common element of individual units provided the following conditions have been met.

- 1) Any proposed alteration or modification to a unit must be submitted to the Association for approval, as stated in the Condominium Bylaws
- 2) The co-owner may be required to complete an indemnification statement and maintenance and removal agreement prescribed by the Association, and
- 3) The entire installation, including all wire routing and training, must be done by a professional installer and in a professional manner, and
- 4) Pole for dish must be within 18" of the building (does not include 18" from deck, porch or patio), and
- 5) Pole installation shall be installed in the back of the unit, unless signal is not obtainable in this position), and
- 6) Pole cannot exceed 3 feet in height, and
- 7) Wiring shall be installed pursuant to the Cable Wiring Policy.

Therefore, be it resolved that each co-owner must file with the Association a Request for Modification which shall include a complete description of the device to be installed, a complete description of the proposed mounting method and arrangement, and the name of the company which will be installing the device. Further, the Management Company shall be empowered to approve a Request for Modification if it meets the above criterion pursuant to the Management Company's reasonable interpretation.

Policy approved by the Board: March 15, 2010
Policy mailed: April 16, 2010
Policy effective: Immediately

Hidden Glen Association

Board Policy Statement

Vegetable Plants

Hidden Glen Association wishes to promote harmonious living conditions, maintain community standards, and provide fair and equitable treatment of all co-owners, residents and guests. These goals are best achieved when all residents are aware of and abide by the various rules and restrictions. The first step in this process is awareness.

Therefore, the Board of Directors of Hidden Glen Association is empowered to govern the affairs of the Association (Condominium Bylaws, Article VI, Section 6.13)

Whereas, co-owners may, subject to the restrictions described herein, be allowed vegetable plants as further described below:

Co-owners may have up to 3 potted vegetable plants on a private patio or deck.

Some Townhouse style buildings do not have a patio or deck. Therefore up to 3 potted vegetable plants may be placed within three feet of the backside of the unit.

The vegetable plant choices may not be obnoxious or offensive to neighbors.

Co-owners accept responsibility of the vegetable plants and pots and the Association is not responsible for any damages to the pots or plants, no matter of the cause of damage.

Therefore be it resolved, that co-owners are permitted to maintain up to three (3) vegetable plants on their patio or deck. If you do not have a patio or deck you may place the pots three (3) feet from the back side of the unit. These items must be stored inside during cold weather season. The cold weather season is considered to be Nov1-May 1.

Policy approved by the Board: May 8, 2010
Policy effective: Immediately: Immediately

Hidden Glen Condominium Association Vacant Unit Winterization Policy

WHEREAS, in accordance with the Master Deed and Bylaws of the Hidden Glen Condominium Association, the Board of Directors is authorized and empowered to govern the affairs of the Condominium, and the Association is authorized to adopt and enforce reasonable rules and regulations in the interests of the Community, pursuant to Article VI, Section 6.13 of the Condominium Bylaws; and

WHEREAS, the failure of water source plumbing within an unoccupied unit during the winter months is more likely, and such a failure may cause severe damage to surrounding units and the common elements, and

WHEREAS, it is deemed necessary by the Association and in the best interest of the members of the Association to adopt policies and procedures to reduce such risks;

BE IT, THEREFORE, RESOLVED THAT the following policy regarding access to and winterization of vacated units is hereby adopted by the Board of Directors and shall be applicable to all vacant units in Hidden Glen and shall remain in effect until changed or rescinded in accordance with the Condominium Bylaws:

1. From each October 1st through March 31st of the following year (or later as weather dictates), all vacant units within the community must be properly winterized. Proper winterization shall include, but shall not be limited to, adequate heat and electricity being maintained in the Unit kept at a temperature of at least 55 degrees Fahrenheit and notification to the Association of local contact information for emergency contacts and detailed contact information for the Co-owner's Insurer in case of casualty.
2. Upon notice or discovery of a vacated unit within the community which has not been properly winterized, the unit co-owner shall be sent notification to the address of record on file with the management company for the necessity to winterize the unit during the above time period.
 - a. The co-owner shall be required to notify the Board of Directors when such winterization is complete and to provide the information required in Paragraph 1.
3. Any co-owner failing to winterize their unit during the above time period shall receive a 10-day notice of intent to enter the unit.
4. Forced entry shall be made to any unoccupied unit that remains non-winterized or for which required information has not been provided following the 10-day notice of intent to enter for the sole purpose of winterizing the unit.

**Hidden Glen Condominium Association
Vacant Unit Winterization Policy**

Page 2 of 2

- a. Efforts will be made to minimize damage to the unit during the entry. However, the Hidden Glen Condominium Association, Herriman & Associates, Inc. (or any successor management agent), and the authorized contractor(s) shall not be responsible for any damage done during the entry or winterization.
 - b. The unit shall be properly secured upon completion of the winterization.
5. The cost of entry, winterization and other related work shall be the sole responsibility of the co-owner of the Unit. All expenses incurred will be charged to the unit account and shall constitute an assessment under the Condominium Documents secured by the statutory lien on the Unit, collectible according to the provisions of the Condominium Documents and the Michigan Condominium Act.

Policy adopted by the Board of Directors on: March 15, 2010
Mailed to Co-owners on: Included with Community Handbook
Policy Effective: Immediately

**Hidden Glen Condominium Association
Board Policy Statement
Designation of Voting Representative**

Whereas, the Board of Directors of Hidden Glen Condominium Association is empowered to govern the affairs of the Association (**Condominium Bylaws, Article VI, Section 6.13**), and

Whereas, co-owners shall file with the Association a written notice designating the individual representative who shall vote at meetings of the Association and co-owners shall provide contact information to receive all notices and other communications from the Association, subject to the restrictions described herein:

- 1) Submit first and last name of the designated co-owner of the Unit
- 2) Provide contact phone numbers to reach the designated co-owner in case of an emergency.
- 3) Provide a designated email address for routine communications
- 4) If the unit is Tenant occupied, the designated co-owner shall provide the names, email and contact phone numbers of the Tenants.
- 5) If any changes are required in order to update information on file with the Association, the designated co-owner has 7 business days to do so.

Therefore, be it resolved that each designated co-owner must file with the Association contact information as described above and shall keep the information up to date with the Association. Failure to do so shall result in additional administrative fees that will be charged to the Unit account for reimbursement.

Policy approved by the Board: December 14, 2009
Policy revised by the Board: March 15, 2010
Policy mailed: April 16, 2010
Policy effective: Immediately

HIDDEN GLEN CONDOMINIUM ASSOCIATION
Board Policy Statement
Pets

Co-owners should familiarize themselves with the Bylaw Article VI. RESTRICTIONS, Section 6.3. Pets. The following reinforces and further defines Bylaw Requirements.

1. A Co-Owner may only maintain two (2) domesticated pets per unit.
2. Pets must be registered with the Management Company. Failure to register your pet will result in a fifty dollar (\$50.00) administration fee and be subject to all additional fines per the Fines and Violations Policy and Bylaws.
3. No animal shall be kept or bred for any commercial purpose.
4. Dogs must be licensed by Canton Township and adhere to all Canton Township ordinances and requirements.
5. All pets, while outside the Unit on the Limited or Common Elements, must be leashed and the lease must be held by an adult and physically attended by a responsible person at all times. Pets shall not be left tethered, and/or unattended or fed outside. Dog runs, staked leashing, electronic leash devices including underground fences, and pets running loose are prohibited.
6. Owners of pets shall ensure that their animals are not offensive on account of noise, odor or unsanitary conditions.
7. All fecal matter dropped by the pet upon the Limited or Common Elements must be removed immediately and disposed of within the Co-owner's unit. All maintenance fees to maintain proper pet feces disposal will be passed through to the pet owner/co-owner.
8. All pet owners shall be liable for all damages incurred by their pets.
9. Pet owners shall keep their pets' immunizations current.

Therefore, all pets shall be registered with the Association and Co-owner or Tenants shall adhere to the Association's Rules and Regulations regarding pets which can be found in the Association's Bylaws, Article VI, Section 6.3, Pets. Co-owners and Tenants are expected to read the section carefully, as pet owners are expected to comply with the bylaws regulating pet ownership at all times.

Policy approved by the Board: March 15, 2010

Policy mailed to all Co-owners: April 16, 2010

Policy Effective: Immediately

Hidden Glen Condominium Association Pet Registration

The Bylaws permit Board of Directors to have all pets registered, pursuant to Article VI, Section 6.3 (c). The same Section also permits co-owners to maintain two (2) domesticated dogs or cats in a unit.

Type of Pet	_____
Breed	_____
Color	_____
Distinctive Markings	_____
Name	_____
The Township of Canton requires all dogs to be licensed. Is your dog licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

I have read and agree to keep my pet in full compliance with the Bylaws, Article VI, Section 6.3. I understand that, for sanitary reasons, I am responsible for the IMMEDIATE collection and proper disposition of all fecal matter deposited by my pet any place in the Commons area. The Association may charge a reasonable additional assessment as permitted in the By-laws if fecal matter is not cleaned. I will notify the Association in the event of any change in this registration.

Print Name _____

Address _____

Unit No. _____ Date _____

Signature _____

Attach a recent photo of your pet
here

Please return to:

MARCUS MANAGEMENT, INC.
28545 ORCHARD LAKE RD.
SUITE A
FARMINGTON HILLS, MI 48334

Hidden Glen Condominium Association DUMPSTER RULES & REGULATIONS

- All rubbish must be placed in plastic bags tied shut
- Cardboard must fit completely in the dumpster or cut to fit inside.
- Rubbish is to be placed inside the dumpsters
- Keep our dumpster areas clean and litter free or you will incur a \$200.00 fine

LARGE ITEMS

For larger such as bedspring, appliances and furniture items that do not fit into the dumpsters, YOU MUST contact RIZZO at (586) 772-8900 to schedule a pick up. It is the co-owners responsibility to handle pick up of such items.

After scheduling with RIZZO, acceptable large items may be put on the side of the dumpster only after 6-pm Sunday evening. Do not place large items in front of the dumpsters.

PAINT CANS

If you throw away paint cans the paint in the can MUST BE dry before disposing. Tip: by adding kitty litter and leaving the can open for a few days it will allow the paint to dry faster.

ITEMS NOT ALLOWED

- All batteries including auto batteries
- Motor oil
- Electronics
- Any type of toxic materials
- Hazard waste items such as tires, refrigerators, paint, solvents, asbestos or solvents.

If you have any of the items listed above, you need to contact RIZZO at (586) 772-8900 and they will advise on how to dispose of properly. You should also contact Canton Township at 734-394-5100, to find out when the special dates are to drop off these types of waste.

Hidden Glen Condominium Association

DUMPSTER RULES & REGULATIONS

- Keep this dumpster area clean and litter free or you will incur a \$200.00 fine.
- All recyclables must be placed in a recycling bin from the City of Canton.
- Trash is to be placed inside the dumpster container and NOT ON THE GROUND.
- If you see anyone violating these rules, please contact Marcus Management, INC.

LARGE ITEMS

For larger items such as bedspring, appliances and furniture that do not fit into the dumpsters, YOU MUST contact **RIZZO** at **(586) 772-8900** to schedule a pick up. It is the co-owner's responsibility to handle pick up of such items.

After scheduling with **RIZZO**, acceptable large items may be put on the outside of the dumpster enclosure only after 6-pm Sunday evening. Do not place large items in front of the dumpsters. Please mark items for pickup indicating the date of service.

PAINT CANS

If you throw away paint cans, the paint in the can MUST BE dry before disposing. By adding kitty litter and leaving the can open for a few days it will allow the paint to dry faster.

ITEMS NOT ALLOWED

- | | |
|--|---|
| • All batteries including car batteries | • Furniture |
| • Motor oil | • TVs |
| • Electronics | • Toilets |
| • Any type of toxic materials | • Mattress and box springs. |
| • Hazard waste items such as
tires, refrigerators, paint,
solvents or asbestos | • Items that are too large for
collection and will not fit inside
the container |

If you have any of the items listed above, you need to contact **RIZZO** at **(586) 772-8900** and they will advise on how to dispose of properly. You should also contact Canton Township at **734-394-5100**, to find out when the special dates are to drop off these types of waste.

THANK YOU FOR YOUR CARE OF THE COMMUNITY

HIDDEN GLEN CONDOMINIUM ASSOCIATION BEDBUG POLICY

These rules are adopted by the Board of Directors of Hidden Glen Condominium Association on the 21 day of April, 2011, effective as of May 15, 2011.

A. Hidden Glen Condominium Association ("the Association") is responsible for governance, maintenance and administration of Hidden Glen Condominium (the "Condominium").

B. The Association is authorized to adopt and enforce reasonable rules, regulations and policies in the interests of the Condominium pursuant to the Michigan Condominium Act and the Master Deed and Bylaws for the Condominium Documents (see Article VI, Section 6.13 of the Condominium Bylaws).

C. While the Association has received no reports and is not aware of any current bedbug infestation in the Condominium, the Association desires and intends to adopt reasonable restrictions and policies to facilitate the prevention and potential treatment of bedbug infestation in the Condominium. This Policy is deemed necessary and advisable by the Board of Directors to avoid losses and liability to the Association and shall be applicable to all Condominium Units.

NOW THEREFORE, the Association adopts the following rules, regulations and policies for the Condominium (hereinafter referred to as the "Rules"), which shall be binding upon all Co-owners and their grantees, lessees, tenants, occupants, successors, heirs and assigns who currently or in the future may possess an interest in the Condominium, and which shall supersede any previously adopted rules on the same subject matter:

1. **Bedbug Description.** Bedbugs are small, wingless insects that feed on the blood of warm-blooded animals including humans and pets. Their eggs are approximately the size of a poppy seed, and their larvae are approximately the size of a grain of rice. Adult bedbugs are about a quarter of an inch long, reddish-brown in color, and fairly flat. Bedbugs live in dark crevices, such as those in mattresses and bed frames, and they can also live in other furniture, openings in the floor, in carpeting and the like.

2. **Prevention.** In order to reduce the risk of Unit infestation, the following bedbug prevention measures should be taken by all Co-owners:

a. All bedding should be washed regularly in hot water (at least 120 degrees);
b. Floors/carpeting, baseboards and mattresses should be vacuumed regularly, with a brush-style vacuum attachment being used for mattress and baseboard cleaning, and a crevice-style vacuum attachment being used for crevices within these areas;

c. Plastic covers should be utilized on mattresses; and

d. All used furniture, accessories and clothing should be examined for bedbugs prior to such items being brought into a Unit.

3. **Detection of an Infestation.** The best way to determine whether there is a Unit infestation is to look for bedbugs in sleeping/resting areas and in areas where luggage or bags are typically kept within the Unit. In resting areas, Co-owners should particularly inspect box-springs, mattresses, bed frames, folds, and buttons on mattresses, furniture, such as desks and chairs, behind wall paper, clocks and pictures, cracks in wood floors, and under the edge of carpeting. While bed bugs are most commonly found in bedrooms, infestations can also occur in other rooms, including bathrooms, living rooms and laundry

rooms. The use of a flashlight and magnifying glass is helpful when inspecting a Unit for bedbugs.

4. Notification by Co-owner upon Detection of Infestation. If there is an infestation or suspected infestation of bedbugs in any Unit, the Co-owner must immediately report such infestation or suspected infestation to the Association. Failure to immediately report such infestation or suspected infestation by a Co-Owner may result in fines and/or costs being levied against the Co-Owner, including such costs relating to the extermination of bedbugs upon the Common Elements or in other Unit(s). If there is an infestation or suspected infestation, no bedding, mattresses, furniture, clothing, luggage or other personal property which could potentially contain bedbugs shall be removed from the Unit until the Association's pest control professional ("PCP") has properly treated such bedbug infestation, as set forth more fully below.

5. Association Action. In the event of notification by a Co-Owner to the Association of a suspected bedbug infestation, the Association shall:

a. Contact the Association's contracted PCP to inspect the potentially affected Unit(s), including Units adjacent to the reported Unit(s), for signs of bedbugs. This shall include an interview of Co-Owner(s), tenant(s), and guest(s) in these Units to determine whether they have been bitten;

b. Send notice to all Co-owners of any confirmed infestation, which notice shall include instructions for preventative measures to be taken by the Co-Owners to help contain the spread of such infestation.

c. Send instructions to the Co-owners of all affected Units regarding how to prepare their Unit(s) for the PCP, which may include, without limitation, removing clutter, sealing bedding in plastic bags, vacuuming and properly disposing of the vacuum bag, sealing the contents of drawers and closets in plastic bags, etc. A follow-up inspection of any Unit(s) previously treated for bedbugs shall be completed as may be determined by the PCP.

6. Costs. The cost of investigation, extermination and other related performed work by the PCP shall be at the expense of and will be assessed by the Association to the Co-Owner(s) of the affected Unit(s).

7. Failure to Follow Policy. If it is determined that the spread of any infestation resulted from the failure of any Co-Owner to report an known infestation or suspected infestation, from the failure of any Co-Owner to strictly follow any instructions from the Board of Directors regarding preventative measures and/or preparation of a Unit, or from the failure of any Co-Owner to provide access to and comply with any and all recommendations by the PCP regarding treatment, removal, and cleaning of a Unit, that Co-Owner may be charged for all costs resulting from such failure including, but not limited to, costs related to removal of bedbugs from other Units and Common Elements affected by the outbreak and failure to cooperate in the containment of the same.

RESPECTFULLY SUBMITTED
BOARD OF DIRECTORS
HIDDEN GLEN CONDOMINIUM ASSOCIATION

Policy Manual

2012

*Hidden Glen Condominium
Association*

Hidden Glen Condominium

POLICY MANUAL (2012 REVISION)

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Hidden Glen Condominium
POLICY MANUAL
(2012 REVISION)

1. Community Handbook

The Board of Directors has developed this Community Handbook as a convenient reference manual for the Co-Owners. It is important to note that the Community Handbook was not prepared or reviewed by legal counsel. In the event of a conflict between the Community Handbook and the Master Deed and Bylaws, the latter shall prevail. The policies and restrictions outlined in the Community Handbook are subject to modifications and additions at any time and without notice by the Board of Directors. The Community Handbook will be updated upon significant modifications and/or additions to these policies. **Rules contained in this handbook which are not found in the Bylaws will be considered "policy"; and will be fully enforceable under the Bylaws.**

2. Information Regarding Our Property

2.1. Definitions, Restrictions

2.1.1. Common Areas

The community is divided into "General Common Elements" and "Limited Common Elements" as defined by the Bylaws.

"General Common Elements" – include the land, roads, parking areas, sidewalks, utility networks, exterior walls and roofs.

"Limited Common Elements" – include the windows, doors, air conditioners, porches, patios and building foundations (basement walls).

Please note that the preceding statements are neither complete nor represent a legal definition. Please reference the Master Deed for a complete legal description of the General and Limited Common Elements.

The Co-Owner is responsible for the maintenance of the limited common elements.

Please note that the Co-owner is responsible for the cost to repair or replace a General Common Element due to damage or negligence by the Co-Owner.

2.1.2. Restrictions per Master Deed and Bylaws

Following is a summary of the restrictions outlined in Section VI of the Condominium Bylaws. This list is provided to the Co-Owner as a convenient, abbreviated reference only. In the event of a conflict between the following list and the Bylaws, the latter shall prevail. The Board has also established "policies" which are a supplement to the Bylaws.

2.2. Maintenance: Alterations and Modifications

The Co-Owner shall maintain his unit and limited common elements in a safe, clean and sanitary condition.

Any non-approved alteration/modification to General Common Elements, Limited Common Elements or Common Convertible Elements (areas immediate to the unit) have to be brought back into the previous condition at the Co-Owner's expense and may be subject to evaluation by a professional contractor at the Co-Owner's expense.

2.2.1 Maintenance and Service Requests

All non-emergency requests for maintenance of a general common element must be made in writing utilizing the Maintenance Service Request Form provided by the Property Management Company. Blank service request forms are available from the Property Management Company. All Maintenance Service Requests should be mailed to the Property Management Company, or completed online at www.herriman.net. Please see Section 4 for the address of the Property Management Company.

Emergency service can be reported by telephone 24 hours a day. Please reference the address and telephone information outlined in Section 4. It is imperative that all Co-Owners notify the Property Management Company of an alternate source for a key to your unit in the event of an emergency. However, in the event of an emergency problem that requires immediate access to a unit, the contractor will be authorized by the Property Management Company to take whatever action is required to gain access to a unit.

2.2.2 Alterations and Modifications

All alterations and modifications to the structure or appearance of General and Limited Common Elements require the prior written approval by the Board of Directors. Some exceptions include upgrades of the interior of the Co-Owner's unit like: interior painting, trim, interior light fixtures. Major changes to interior floor coverings and bathrooms need approval by the Board of Directors.

All Alterations and Modification Requests should be mailed to the Property Management Company. Please see Section 4 for the address of the Property Management Company. Use the attached blank Alteration/Modification form (see attachment 5.1.). Form can also be found under Service Forms on www.herriman.net.

The Unit owner is responsible for damage to Common Elements or any Unit(s) in the Association as the direct and/or indirect result of work performed by or for that Co-Owner.

2.3.1 2.3. Other RegulationsGeneral

The use of firearms, air rifles, pellet guns, B-B guns, bow and arrows or other similar dangerous weapons or projectiles is prohibited on the premises. The storage of flammable or hazardous materials is prohibited.

Fireworks which are approved for sale in the state of Michigan (only) are permitted on the weekends immediately before and after Independence Day. However, use of fireworks must be supervised at all times by an adult and may in no way interfere with the quiet enjoyment of other co-owners.

2.3.2. External Common Elements (Utilization, Modification)

No Co-Owner shall modify the exterior of the Unit or the Limited or General Common Elements without written approval from the Board of Directors. Any Co-Owner desiring to build a deck or patio must submit plans for written approval by the Board of Directors prior to commencing any construction.

No satellite dishes are to be installed without prior approval of the Board. If a dish is installed without approval, violation letters requiring removal of the dish and approval of an Alteration/Modification Form will be sent to be completed and applicable fees will apply. If the dish is still up after two weeks it will be taken down at the Co-Owner's expense. All satellite dish installations must be reviewed and approved by the Board of Directors before installation. Accurate information including, but not limited to, satellite size, height and placement location must be on the Alteration/Modification Form. Satellite dishes are at no time to be installed on the brick, roof or siding.

Satellite dishes which measure more than 24" in diameter (per Bylaws) are not allowed. (Check latest FAA ruling)

Any external installation of wires, telephone/internet/TV/satellite cables and power cables on top of the ground and/or along the walls/siding of buildings is strictly prohibited. Placement and installation of wires must be included in Alteration/Modification Form found under Service Forms on www.herriman.net.

No storage sheds, storage bins, or other such items are to be stored outside of the unit, except in the association approved deck boxes. Deck boxes are available in two sizes and can be purchased directly from the management company. Please reference attached deck box policy for guidelines.

No Co-Owner shall perform any landscaping, planting of trees, shrubs, flowers or place any ornamental material upon the Common Elements without written approval from the Board of Directors. (Please reference Section 2.2.2. for additional information). The Association is responsible for providing weeding and care of the landscaping beds adjacent to the units. If you would prefer to perform your own weeding and care of the area adjacent to your unit, you must notify the management company in writing each spring so the association's vendor can be notified of your preferences.

Potted fruit or vegetable plants are allowed, as designated in the attached vegetable plant policy. Please be sure to refer to the policy for specific restrictions.

No signs of any kind shall be placed in Common Elements or Limited Common Elements without approval from the Board. All signs, except one "For Sale" sign placed in a window, must be approved by the Board.

No pets (cats included) shall be allowed to run loose on the Common Elements. Pets must be attended by a responsible person at all times. Dog runs and staked leashes are prohibited. Leashes are required to physically restrain pets. The Co-Owner must immediately clean-up feces deposited by a pet. Feces need to be disposed of immediately (cannot be left on the porch in a bag, etc.). Care and restraint should be provided so that no pet is obnoxious or offensive due to noise, odor or unsanitary conditions.

(A restriction on the number of bird feeders allowed per household would be MUCH more reasonable.)

Sidewalks, landscaped areas, roads, parking areas, porches and stairs shall not be obstructed in any way or used as a play area for children.

While skateboarding and biking are allowed, several activities commonly associated with these sports are prohibited. Ramps, rails, or any additional device introduced into either sport is prohibited. The skateboard maneuver known as "grinding" is not allowed. The Association urges anyone partaking in these activities to wear the appropriate safety gear. Furthermore, anyone conducting these activities should realize that they are doing so at their own risk and hold the Association harmless in case of injury.

Front porches are to be clear of objects including, but not limited to, bikes, gas grills (acceptable only for two bedroom units), children's toys and clutter. Patio furniture, plants and small decorations are permitted. Written approval is required for objects not mentioned. Please refer to the attached Patio-Outdoor furniture policy for specifics on what items are permitted on porches/patios/decks/rear areas.

Littering on any common or common convertible element is not allowed. This includes general trash, bottles, cans and cigarette butts. Co-Owners or guests of Co-Owners found littering will receive violations/fines.

2.3.3. Internal Use of Units

No immoral, improper, unlawful, offensive activity is allowed in a Co-Owner's Unit or on the Limited or General Common Elements. No unreasonably noisy activities are allowed on any Common Element or within any Unit.

A Co-Owner is allowed to keep two (2) domesticated animals as pets in one Unit. Additional animals require approval from the Board. (Stated elsewhere)**2.3.4 Garbage and Garbage Pick Up**

The Association prides itself on the attractiveness of Hidden Glen. Therefore, the Board has adopted a strict policy regarding the disposal of trash in the dumpsters. No outside storage for refuse or garbage shall be maintained or used. All trash must be placed completely in the dumpsters with the lid closed. If the front side of a dumpster is full, place the trash in the back of the dumpster. If trash is placed in a dumpster, but still visible this may constitute a violation per our trash policy. Violators will be warned and fined accordingly.

Please note that the regularly scheduled collection day may be postponed by one day following holidays.

The Co-Owner must make arrangements for the removal and disposal of appliances, carpeting, furniture or other large objects. **Contact Canton Waste Recycling at 734-397-5801**, for pick up arrangements. In addition, the Co-Owner is responsible for the appropriate disposal of hazardous or flammable chemicals, paint, motor oil and other items not suited for landfill disposal. Please remember the items placed in the trash may cause damage when the trash is compacted, i.e. paint cans, which causes damage to the roadways. Remember to add kitty litter to paint cans or leave the lid off and allow paint to dry completely before placing out for trash pick up. Any penalties assessed to the Association due to a Co-Owner violation will be charged to that Co-Owner.

If a Co-Owner is interested in recycling on a regular basis, they may stop at the Canton Treasurer's office and pick up a single stream recycling bin and guidelines for use. Bins are emptied weekly on _____, Co-Owners may place their bins by the closest dumpster on the previous evening and must return them to their unit within 24 hours.

2.3.5. Parking, Traffic

Each Unit in our community has a carport. Additional parking is available in clearly marked open parking areas. Only licensed passenger vehicles are allowed to be parked in Hidden Glen. Each Unit may have no more than three (3) vehicles belonging to or associated with it for a period of 3 days or more unless they have been given permission from the Board of Directors. If two or more vehicles are parked simultaneously, at least one must be in the Unit's designated carport. Parking is restricted to carports and clearly designated parking spaces.

Additional parking is allowed on West Franklin Drive:

- East side, along the road
- West side, along the road between Peerce Court and Jan Circle.

No trailer, house trailer, mobile home, bus, boat trailer, boat, camping vehicle, motorcycle, snowmobile, recreational vehicle, commercial or inoperative vehicle of any description shall, at any time, be parked, stored, or maintained at Hidden Glen. Any unlicensed vehicle, unused vehicle, commercial vehicle, recreational vehicle, boat, trailer, motorcycle, etc. will be towed at the Co-Owner's expense. Please observe the "No Parking" signs along our community streets and Handicapped Parking spots.

(Already stated above) Violators will be notified (sticker or warning letter) and subsequently fined. Guests should only park in open spaces.

2.3.6. Holiday Decorations

Decorating for all holidays, except Christmas, may be done one month prior to the holiday, and removed no later than two weeks after the holiday. Decorations are limited to holiday flags, and porch decorations. Porch decorations are not to exceed three (3) feet in height. The American Flag, seasonal and team flags, are permitted in front of buildings. The following are the policy restrictions to Christmas decorating:

- Lighted wreaths and swags fastened to porch areas are permitted.
- All decorations and extension cords must be UL (Underwriters Laboratories) approved for outdoor use.
- Holiday decorations may be up from Thanksgiving until January 15th.
- Inflatable decorations not to exceed three (3) feet in height.
- Written approval from the Board of Directors is required for seasonal decorative items that require attachment to Common Elements, such as gutters, brick and porches. Submit an Alteration/Modification Form found under Service Forms on www.herriman.net.

2.3.7. Window and Door Replacement and/or Installation

All installation or replacement of windows, storm doors, solid front doors and their frames require the prior approval by the Association. There are specific colors designated for both storm doors and entry doors, which can be obtained from the management company. Please be aware that when requesting approval for any glass components, decorative and/or beveled glass will not be approved and is not acceptable.

- a. Windows: When replacing any windows, please provide specific details on an Alteration/Modification Form found under Service Forms on www.herriman.net for such as:
 - Installation company name and contact number;
 - Brand;
 - Color and material of window frame and surrounding trim material; and
 - proposed date of installation, if known.
- b. Doors: When replacing a storm door, installing a storm door where one is currently missing and/or replacing solid front door, you must indicate the color of the door and whether or not the door frame will be replaced or fixed due to damage and deterioration.

Please provide specific details on an Alteration/Modification Form, found under Service Forms on www.herriman.net such as:

- Color;
- Material;

- Solid or Glass;
- What it looks like (panels); and
- Date of installation or project completion, if known.

2.3.8 Deck/Patio awnings

The Board has approved the use of a retractable awning to cover the patio/deck area. A specific color and vendor has been designated for this purpose. Please see the attached policy regarding this and be sure to submit an alteration/modification form for approval prior to installation.

2.3.9. Guests of Co-Owners

Guests of Co-Owners or renters of Co-Owner's Units are obligated to follow the rules and regulations of the Association. The visited Co-Owner/tenant will be held responsible for any violation or damage to the Association property.

2.4. Smoke and Heat Detectors

2.4.1. Smoke Detectors

Do not remove or tamper with the hardwired smoke detectors. This system is wired throughout your home with a battery backup. If all detectors go off at the same time, check to be sure there is no smoke due to a fire. If smoke detectors go off because of cooking, use a towel, fan or open a window to decrease smoke. Detectors will shut off by themselves if there is not a fire and do not affect any other Co-Owners. Do not paint the smoke detectors, as this may damage their effectiveness. It is the Co-Owner's responsibility to replace the back up batteries in the smoke detectors twice a year.

Smoke detectors are generally only effective for a period of ten (10) years. Due to this, all smoke detectors on the property will be replaced in calendar year 2012 at the Co-Owner's expense. Please be mindful of this in the future and replace as necessary.

2.4.2. Heat Detectors

Do not remove or tamper with the hardwired heat detectors. This system is hardwired throughout your home with a battery backup. If detectors go off, check to be sure there is not a fire and contact the Canton Fire Department to notify them that it is a false alarm. If the system will not turn off, contact the Property Management Company or Metro Alarm at 734-326-7266. **Heat detectors in the two bedroom apartment-style units are monitored, and you should alert the monitoring company if they have been triggered.** Heat detectors are distinguished by a plastic disc on the lowest part containing 8 small holes.

Each year a mandatory inspection must be performed to check that the heat detectors are operating properly. **This inspection is required by Canton Township and the inspection reports must go to the Canton Fire Marshall.** If an appointed inspection is missed all costs accrued to have the inspection company return will be charged to the Co-Owner whom missed the appointment.

2.5. Fire Pits

A fire pit will be defined as a device whose primary purpose is to hold/control a fire in an outdoor environment, and is not considered a grill by retailers and Canton Township.

NOTE: Digging a fire pit in the ground is not permitted!

The Board currently allows fire pits, but reserves the right to revoke this privilege if a Co-Owner's actions are deemed to be: negligent, reckless, or dangerous by the Board of Directors. When in use, and until properly cooled, the fire pit must be between 9 and 12 feet away from the Co-Owner's Unit and must be closer to the Co-Owner's Unit than any other. Flames may not exceed four (4) feet (measured from the ground). No explosives, fuels, oils, or chemical additives may be added to the fires. Fires must be **FULLY EXTINGUISHED** when usage is complete. A fire extinguisher or hose must be present.

The Board reserves the right to inquire about the presence of a fire extinguisher and inspect it. This inspection does not free the Co-Owner of any liability and should not be a substitute for a full inspection conducted by a professional. The Board of Directors recommends an annual check up of all fire extinguishers by the local fire department, or a recognized professional.

THE CO-OWNER ASSUMES FULL LEGAL LIABILITY IN THE CASE OF AN INJURY OR DAMAGE DONE TO PROPERTY BY A FIRE CREATED IN THEIR FIRE PIT, OR ANYWHERE ELSE.

2.6. Dryer Ducting

The flexible hose (duct) that leads from a Co-Owner's clothes dryer to the vent outside the building shall be constructed of aluminum/metal. White vinyl ducting is prohibited, as it poses an extreme fire hazard and is prohibited by the Township. Co-Owners are responsible for performing regular removal of lint and debris from their dryer duct.

2.7. Enforcement

All violations are subject to a reprimand by the Board of Directors in the form of a warning letter with subsequent violations and fines. The fine schedule is as follows:

1st Offense: **Warning Letter**

2nd Offense: **\$25.00**

3rd Offense: **\$50.00**

4th Offense: **\$100.00**

Additional Offenses: **\$100.00**

All fines are due in full along with remittance of the current month's assessment.

If any Co-Owner fails to maintain, repair or replace a Limited Common Element which is appurtenant to his Unit, which affects the appearance of the community, or the safety, health or welfare of other Co-Owners, the Association may (after notice to such Co-Owner) maintain or repair the applicable Limited Common Element. An amount equal to one hundred fifty (150%)

percent of the cost thereof shall be assessed against such Co-Owner (By-Laws: Section 2.3 (c)). This rule also applies to any damage to Common Elements.

3. Administrative Information

3.1. Dues and Assessments

All Dues (Association Dues, Assessments, Special Assessments and Fines) levied against a Unit as a monthly rate are due by the first calendar day of the month for the following month with a grace period of 10 days if not otherwise specified (for example: The Due date for March 2011 assessments is March 1st 2011). Dues (Association Dues, Assessments and Special Assessments) are separate installments. Buildings 20-34 (Units 39-146) have an additional monthly assessment for gas consumption which is also due monthly.

3.1.1. Default in Payments

- a. **General:** A Co-Owner shall be in default of his assessment obligations if he fails to pay any assessment installment when due. A late charge of Twenty-Five and 00/100 (\$25.00) Dollars will be assessed by the Association for every separate installment upon any assessments in default for ten (10) or more days until the assessment installment together with the applicable late charges are paid in full.

If a Co-Owner is late on a gas assessment and dues, this will constitute 2 late fees.

- b. **Leased Units:** Co-Owners have the right to lease their Unit within the regulations and procedures of the Bylaws. When a Co-Owner who leases a Unit is in arrears to the Association, the Association may give written notice of the arrearage to the tenant occupying a Co-Owner's Unit under a lease or rental agreement. The tenant, after receiving the notice, shall deduct from the rental payments due to the Co-Owner the amount of the arrearage and all future assessments as they fall due and shall pay such amounts directly to the Association or its legal representative. (This is in Section 6.12 Bylaws and part of the Michigan Condominium Act).
- c. **Notification to Mortgagee:** The Association may report any unpaid assessments due from a Co-Owner to the Co-Owner's mortgage company.
- d. **Legal Measures:** Any account with a delinquency exceeding sixty (60) days may be turned over to an attorney to commence legal and/or collection proceedings. Any legal/administration fees arising from this action will be added to the Co-Owner's account.
- e. **Other Remedies:** In the event any Co-Owner defaults in the payment of any annual assessment installment levied against his Unit, the Association shall have the right to declare all unpaid installments of the annual assessment for the pertinent fiscal year to be immediately due and payable.

All of these remedies (fines, legal fees, other remedies) are cumulative and not alternative.

3.1.2. Partial Payments/Payment Plans:

Any partial payments (incomplete payment, installments per payment plan) will be applied to the account balance as follows:

- a. First, all legal costs accrued;
- b. Second, any interest charges and fines;
- c. Third, to pay the gas assessment in total (applicable for units 39-146);
- d. Fourth, to pay Special Assessments in total (if levied); and
- e. Fifth, to pay the Association Dues.

Please note: While not required, the Board strongly recommends that anyone who experiences a financial hardship should immediately write a letter to the Board explaining the situation and request any concessions if necessary. All too often people write to the Board AFTER receiving notice of foreclosure.

3.2.1 Information Questionnaires

- a. **Information about Leasing and Rental:** A Co-Owner desiring to rent or lease a Unit shall provide the Association, at least ten (10) days prior to presenting a lease form to potential lessee, with a written notice of the Co-Owner's intent to lease the Unit. Any Co-Owner seeking to lease a Unit shall also use the additional form(s) provided to such Co-Owner by the Association. The Co-Owner shall complete the requested information regarding the lease no later than the start date of the lease. The Co-Owner has to inform the Association with a written notice about any change in the lease, no later than the date the change occurs. (Consider combining 3.2.1 with 3.3, as they are related).

3.2.2. Enforcement

Co-Owner's default of providing any of the information requested according to Section 3.2.1 of the Policy Manual will be addressed with the regulations according to Section 2.5 (Enforcement) of the Policy Manual.

3.3 Rental of Co-Owner unit

No unit may be used for non-residential use.

A Co-Owner must provide written notice to the Board of Directors of the intention to lease a unit per Article VI, Section 6.12 of the Bylaws. Please contact the Property Management Company for the required Hidden Glen Lease Addendum. All rental or lease agreements must be submitted to the Board of Directors for approval, prior to the execution of the lease

Please refer also to Section 3.2.1.(b) of the Policy Manual.

4. Important Addresses and Telephone Numbers

4.1. Property Management Company

Herriman & Associates, Inc.
41486 Wilcox Road
Plymouth, MI 48170
Phone: 734-459-5440
Fax: 734-459-0690
Email: info@herriman.net
www.herriman.net

4.2 Hidden Glen Condominium Association

Hidden Glen Condominium Association
Attn: Board of Directors
41486 Wilcox Road
Plymouth, MI 48170

4.3 Emergency Phone Numbers

Medical Emergency	911
Police Emergency	911
Fire Emergency	911
Fire Department – non-emergency	734-394-5455
Police Department – non-emergency	734-394-5400
Canton Township	734-394-5100 Poison Control Center
800-764-7661	
DTE (Electric and Gas)	800-477-4747
MISS DIG	811
Comcast Television	734-459-7300
AT&T:	
- Administrative	313-221-4900
- Repair	313-221-2121
Metro Alarm	734-326-7266

5. Attachments

5.1 Alteration/Modification Request Form

5.2 Awning policy

5.3 Deck Box policy

5.4 Exterior Light Fixture Policy

5.5 Patio-Outdoor Furniture Policy

5.6 Satellite Dish policy

5.7 Vegetable Plant policy