



**RULES AND  
REGULATIONS OF  
ST. LAWRENCE ESTATES**

June 15, 2018

**REVISED June 2, 2020**

These rules were updated by the Board of Directors of St. Lawrence Estates Condominium Association, (SLECA) June 15, 2018 **and revised June 2, 2020.**

### **RECITALS**

WHEREAS, the St. Lawrence Estates Condominium Association ("SLECA") is responsible for governance and maintenance of the St. Lawrence Estates Condominium ("the Community"); and

WHEREAS, SLECA exists pursuant to applicable Michigan Law, including the Michigan Condominium Act and the Michigan Nonprofit Corporation Act, as well as the Condominium Documents for St. Lawrence Estates Condominium; and

WHEREAS, SLECA is authorized to adopt and enforce reasonable rules and regulations in the interests of the Community, pursuant to the Michigan Condominium Act and the Condominium Documents for St. Lawrence Estates Condominium, and in the past has done so; and

WHEREAS, SLECA desires and intends to adopt reasonable restrictions governing various aspects of life in the Condominium and the use and alteration of the Common Elements of the Condominium, in the best interests of the Community and consistent with the Condominium Documents and the Michigan Condominium Act.

NOW THEREFORE, SLECA adopts the following policies, restrictions and regulations for the Community, 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 Community, and which shall supersede any previously adopted rules on the same subject matter.

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## **I. LANDSCAPING:**

**A. Landscaping Season Defined:** The Landscaping Season shall be defined as April 15<sup>th</sup> thru November 15<sup>th</sup>.

**B. Mulch:** Mulching material will be provided and installed by SLECA. Co-owners have the discretion at their own expense for mulching the beds adjacent to the front and sides of their units using only Association identified mulch. Any Co-owner discretionary refreshing of mulch must use the current approved mulch specification "Brown Enviro-mulch (Double Cut Brown)". Co-owner is responsible for all costs. One available source is Plymouth Rock Landscaping, Schoolcraft Road, Plymouth, Michigan.

**C. Potted Plants:** Potted plants may be placed on porches and decks during the Landscaping Season, in accordance with this rule. On front porches, a maximum of four (4) planters may be displayed. They must be manufactured of clay or resin material, cement or terra cotta in color (white is not allowed). Dead plants in any pot or planter are to be removed/replaced immediately. All containers for such potted plants must be removed and stored upon expiration of the Landscaping Season. White material covering any plants at any time is prohibited including during the winter season. Styrofoam plant covers are not allowed. Plants may be protected by dark green or neutral burlap with wood stakes installed and not visible to public view. The only exception to this is potted evergreens on porches or decks, front or rear, which may be displayed year-round. Potted plants are prohibited on sidewalks. Three planters (same as size/color description above) may be placed in beds adjacent to the unit only during the Landscaping Season and must be removed and stored during the remainder of the year. White winter plant protective covers on Co-owner or Association landscaping is not allowed.

**D. Trellises:** Temporary trellises may be used as support for climbing type ornamental plants. Out of season they must be removed and discarded, or placed in storage. Trellises cannot be attached to the building (including aluminum downspouts) in any manner, but may be attached to the Co-owner's deck in a temporary manner. They must be beige, black, verde green or clay tone in color. The building shall not be used in any manner for the support of climbing plants.

**E. Annual Flowers:** Annual flowers may be planted in the beds adjacent to each Unit. Annuals shall not exceed 48" inches in height and must be removed by the Co-owner no later than November 15. Dead plants must be removed/replaced immediately. Flowers may not be planted around single trees in the General Common Elements.

**F. Perennials:** Perennials of any type may not be planted by Co-owners without submitting a Modification request and written SLECA approval. Personal gardens of perennials existing as of June 1, 2012 will be allowed to remain, and personal gardens are prohibited from being created going forward. The SLECA maintains the right to plant perennial material in the landscaping areas of the Condominium. With respect to personal gardens of perennials existing as of June 1, 2012, no ground cover is allowed, (examples ivy, myrtle, etc), perennials shall not exceed 48” inches height and all perennials must be properly maintained, with dead plants removed immediately.

**G. Hanging Baskets:** Hanging baskets may be displayed in accordance with the following provisions:

1. Limit 4 baskets per Unit
2. Baskets may only be hung from a “Shepherd’s Hook” (in adjacent beds) and may not be hung from any portion of the Units or buildings, including gutters.
3. Baskets and shepherd’s hooks must be black, verde green or clay in color.
4. Baskets of wire construction must have a coca mat liner.
5. White baskets are prohibited.
6. Dead or wilted plants in hanging baskets must be removed/replaced immediately. The SLECA reserves the right to remove baskets hung in Common Elements if not maintained by Co-owner.
7. Shepherd’s hooks must be removed upon expiration of Landscaping Season and stored.
8. No baskets can be hung or supported from trees.

**H. Artificial Flowers or Greenery:** Artificial flowers or greenery, plants or trees are not allowed except as permitted under Section M of this Article.

**I. Plantings for Deck Screening.** Co-owners will be permitted to use plantings of shrubbery or evergreen material around a rear deck. Plans for such plantings must be submitted to the SLECA via a Modification Request for review and approval of the plant material and location prior to any planting. Such material must be maintained at a height of no more than 68 inches above the deck floor by the Co-owner. If the Co-owner does not maintain the plant material at the specified height, SLECA will perform such maintenance and the costs shall be assessed to the Co-owner. This height restriction does not apply to large trees and evergreens planted and maintained by the SLECA that are in proximity to a deck.

**J. Ornaments (Landscape):** One (1) permanent ornament may be displayed in the established beds adjacent to the exterior of each Unit. This ornament can be of one of the following types:

<b>Material Type</b>	<b>Color</b>	<b>Size Limitation</b>
Poured concrete or resin	Concrete, black, or verde green	30” height, 20” diameter
Metal	Copper, bronze, patina, verde green, black	60” height

**Solar or low voltage walkway or driveway lighting is prohibited.**

**K. Lawn Repair:** The SLECA shall, on a monthly basis, restore all damaged General Common Element lawn areas located adjacent to all Limited Common Element driveways during the Landscaping Season. Winter damage to lawns adjacent to driveways shall be repaired by April 15, each year, weather permitting. Damage that results from winter snow removal operations shall be the responsibility of the snow removal contractor. Co-owners must, at their own cost, repair damage to the lawn adjacent to their driveways, caused by Co-owners, Co-owner guest and Co-owner service contractors. The cost of lawn repairs made by the SLECA due to lawn damage caused by Co-owners, their guests or invitees that is not repaired by Co-owners to the satisfaction of SLECA, shall be financially assessed to Co-owners in accordance with Article VI, section 14 of the Bylaws.

**L. Sprinkler Heads:** May be added at the Co-owners expense with prior written approval from the SLECA. The SLECA irrigation system contractor must be used.

**M. Holiday Season & Decorations:** The Winter Holiday Season shall be defined as being from November 15<sup>th</sup> thru January 15<sup>th</sup>. Winter holiday decorations may be placed adjacent to the Unit starting on November 15<sup>th</sup>. All winter holiday decorations, must be removed by January 15<sup>th</sup> to permit winter pruning by our landscaping company. Other holiday decorations throughout the year (Examples; Halloween, Easter, July 4<sup>th</sup>) may be displayed for 2 weeks prior to the holiday and must be removed no later than one week after the holiday. (The SLECA encourages that decorations be limited to two or three **outdoor items or displays** per Unit). **Any ground displays or projection lighting must be located within 20 feet of from Co Owners Unit front porch step. There shall be no new mechanical fasteners installed by Co-owners into the building structure including wood and brick masonry for outdoor decorations. No decorations shall be mounted to the building structure above a height of 9’-0” above the ground or pavement surface. Inflatable displays are limited to (1) per unit. Hours of operation for all outdoor holiday lighting or lighted ground displays are from 4PM to 11PM.**

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## **II. PETS and ANIMALS:**

**A. Pet and Animal Restrictions:** Refer to the Association By-Laws Article VI “Restrictions” Section 5 for animal and pet ownership, approvals, and Co-owner responsibilities.

**B. General:** At all times when pets are on the Common Elements, including, but not limited to patios, porches and decks, a responsible adult must be present and attending the pet in question. If a pet is on a deck, the deck must have an approved gate in accordance with the DECK rules. Refer to Section IV of these Rules and Regulations - Decks and Porches). All dogs must be licensed by the City of Northville and all dogs and cats must be registered with the SLECA. Forms for approvals and registrations are available from the management company for the SLECA. No electronic fences of any type or style are allowed including perimeter controls in the Commons Areas. All pets must be on a leash.

**C. Bird and Animal Feeding:** Bird feeders or animal feeders of any type are prohibited anywhere on the Common Elements, Limited or General, including decks. The use of grain/seed products, including corn and nuts, for the feeding of birds or animals is prohibited.



### III. SIGNS:

**A. Security and For Sale Signs:** Article VI, Section 10 of the Bylaws states that, ‘Only one (1) “For Sale” sign may be displayed per a Unit. “For Sale” signs must be removed within three (3) days of signing a purchase agreement for the sale of the Unit. A sign may be displayed in the window of the Unit. Additionally (1) “Open House For Sale” sign may be displayed at the entrance to St. Lawrence Estates Condominium Association for five (5) hours on each Saturday and Sunday between 12:00 and 5:00 PM. No signs may be placed on the Common Elements, either Limited or General including Security Service Signs **or Security Device Notification signs** except as provided in this Regulation (Flags are covered in Section D below). Security Service Decals/Signs may be placed on the inside of a window, (1) per each side of a Unit. Such signs/decals may not exceed 6 inches x 6 inches in size.

The SLECA reserves the right to remove and discard all signs, advertisements, or decoration in violation of this policy without notification.

**B. Garage Sales:** Garage sales are not allowed.

**C. Estate Sales:** It is recognized that an estate sale may be necessary to dispose of a deceased Co-owner’s tangible items because of the deceased Co-owners Will, a court order, or the wishes of the Co-owner’s survivor. This policy may be applied to other types of Co-Owner sales (with the same intention) at the discretion of and with the advanced written approval of the SLECA with adherence to each element of this policy. Because the scope of the process is usually overwhelming to the survivors, an estate sale specialist typically runs estate sales. The specialist has experience with pricing items and usually has a following of customers. The specialist is also able to dispose of unsold goods in an unsentimental manner after the sale.

Therefore, a one-time only estate sale to dispose of the majority of materials owned by a deceased Co-owner may be conducted in the Condominium under the following rules:

1. The estate sale shall be conducted by an estate sale specialist (the “Specialist”).
2. The SLECA must be provided a 30-day notice in advance of the scheduled sale.
3. The SLECA must approve the estate sale in writing prior to the date of the sale. **The Specialist or Co-owner is required to sign a document available from the Association Manager agreeing to the terms of these regulations prior to Association approval.**

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4. A bond check in the amount of \$500.00 shall be made payable to the SLECA and be directed to the SLECA management agent prior to the sale. The bond will be returned after all conditions are met and after inspections of the grounds.
5. One (1) "Estate Sale" sign belonging to the Specialist may be placed in the front lawn of the deceased Co-owner's Unit and one (1) directional sign may be placed at the SLECA entrance. The size of these signs shall not to exceed 24" x 24".
6. This one-time only estate sale shall be held between the hours of 9 a.m. and 5 p.m. on consecutive days of either Thursday, Friday and Saturday.
7. Display of the estate sale items is restricted to the interior of the deceased Co-owner's Unit. No items may be displayed on the Common Elements, including the lawn or driveway of a Unit. Items cannot be visible from the exterior of a Unit.
8. Garage doors are to be kept closed at all times except for removal of items too large to exit the front door of the Unit. Once an item is removed from the garage, the garage door is to be immediately closed.
9. The Specialist shall deliver certificates of insurance to the SLECA naming the Association as additional insured. In the event of the failure of the Specialist to hold and provide said certificates to the SLECA, the Association may, obtain such insurance on behalf of such Co-owner and the premiums therefore shall constitute a lien against the Co-owner's Unit which may be collected from the Co-owner in the same manner that assessments may be collected in accordance with Condominium Documents.
10. Management of parking is the responsibility of the Specialist including:
  - a. Parking is permitted on one side of the road for the sale: Therefore; "No Parking" signs are to be provided by the Specialist for the other side of the road.
  - b. The Specialist will provide a parking monitor to enforce appropriate parking during the hours of the estate sale, e.g., not blocking driveways and utilizing visitor parking before roadways
11. Violation of this policy shall constitute forfeiture of the \$500.00 Bond.

**D. Flags:** One (1) U.S. flag, of a size not to exceed 3 feet by 5 feet, may be displayed on the exterior of the Unit. Flag holders must be affixed to the wood of the Unit and may not be mounted on a vertical stand on the porch or in the Common Elements, unless fully enclosed within a Limited Common Element. Team flags may be displayed on the exterior of the Unit in same holder on game day only.

## **IV. DECKS AND PORCHES**

- A. Use of Decks, Porches, Patios and Other Common Elements:** Patios, porches, decks and/or other General or Limited Common Elements of the Condominium shall not be used for bathing, swimming or any similar or related activity. Hot tubs, jacuzzis, swimming pools and wading pools are expressly prohibited. Patios, porches, decks and/or other General or Limited Common Elements of the Condominium shall not be used, enclosed or modified as a dog or other pet run or pen. No wood burning fire places, fire pits or (Chimineas) are allowed on decks.
- B. Rear Decks:** Everything is to be removed from rear decks upon the expiration of the Landscaping Season with the exception of tables, weighted umbrella bases and barbeque grills. Patio chairs may be stowed under the table covered with a black, brown, **tan/taupe** or dark green fitted and secured table cover. No planters are allowed on the deck railings or deck outside of the Landscaping Season. (See Article I, Section C for Potted Plants regulations). Plastic stack chairs/tables may be used, but must be removed from the deck when they are not in use. A floor covering, rug/carpeting, may be placed on the Co-owner's rear deck during the Landscaping Season. This rug/carpeting must be of a neutral earth tone color and must be removed upon expiration of the Landscaping Season. No carpeting or rugs shall be permitted on front decks or porches of a Unit, with exception of foot mats). These regulations also apply to lower level walk out decks. **To achieve consistent lighting throughout the community and to avoid light glare, existing building mounted exterior lights (above or below decks) operated by Co-Owner shall not operate from 11PM to 6AM. Motion sensor light fixtures are allowed that are programmed to shut off within a maximum of 10 minutes. No new or additional light fixtures are allowed. Lamps in these light fixtures may be incandescent or LED with a color temperature rating maximum of 3000K to 4100K (Warm to Cool White). Incandescent maximum light wattage is limited at 150 watts per lamp and the equivalent lumens in LED lights.**
- C. Front Wood (Decks) and Porches:** A small table and chairs may be stowed in such a manner, as not to be visible from the streets when not in use and may remain on the **wood** front deck during the Landscaping Season. **Everything on front wood decks and porches**, except potted evergreens, must be removed no later than November 15<sup>th</sup> because of snow removal maintenance. Plastic stack chairs/tables are not allowed on the front **wood** decks when not in use. No carpeting or rugs shall be permitted on front **wood** decks or porches of a Unit.

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**D. Decks and Privacy Wall Construction & Alteration:** Adding to an existing grade supported deck or addition of a grade supported deck shall require written approval from the SLECA. Construction must conform to existing decks within the Condominium using wolmanized (Pressure Treated) lumber. No existing grade supported deck can be enlarged to a size greater than 144 Square Feet. The maximum length of any enlargement shall be 14 feet and the maximum Depth (as measured from the deck's abutment to the Unit) shall be 12 feet. (If you are reconstructing a previously erected deck, it may be reconstructed to the size of the original, or the maximum size allowed under the Amended and Restated Superseding and Consolidation Master Deed ("Master Deed"). All new decks must conform to the maximum size allowed under the Amended and Restated Master Deed). Gates may be installed on a deck's entrance or exit to the Common Elements, provided that it swings inward toward the deck, is latched at all times, matches the design, architecture and materials of the deck in question, and has been approved in writing by SLECA. Additions to second floor decks are not allowed. Privacy Walls may be added to existing decks and advanced written approval from the SLECA is required. Such privacy walls may not exceed seven feet in height nor may they exceed six feet in length as measured from the deck's abutment to the Unit.

**E. Deck Maintenance**

In order to preserve the decks and maintain an acceptable "fresh finish appearance level", all decks must be power washed and re-stained at a minimum 3-year interval or sooner if the SLECA determines the deck appearance is not "fresh finish appearance or in need of repair". Decks can be cleaned and stained at the Co-owners expense by contacting the management company for the SLECA.

**Maintenance of wood front porches (Power washing and staining) is the responsibility of SLECA. Repairs of wood front porches is the responsibility of the Co-owner.**

**Maintenance and repair of rear decks is the responsibility of Co-owners. Any repair or re-construction requires a Modification Request submission to the management company for the SLECA. The full description of said work to be undertaken must accompany any request for repair or replacement. Replacement requires a deck plan drawn to a scale for SLECA review. Not filing a Modification Request may result in the removal of any non-conforming or unacceptable construction work as determined by the SLECA. New re-construction will then be done in full compliance with the Condominium Documents by the SLECA, and the Co-owner will be assessed for the removal and repair/reconstruction work.**

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**Minor repairs for individual floor deck floorboards, guardrail, handrail and steps can be replaced to match exactly the component identified to be repaired and does not require a building permit from the City of Northville.**

**Guard rail replacements must conform to the SLECA New Guardrail Design Documents dated December 2018 that regulate structural design requirements for current building code conformance. A building permit is required from the City of Northville. Component wood replacements shall be stained per SLECA standards.**

**Floorboard replacement shall be one of the following:**

- A. 2x4 or 2x6 nominal size Wolmanized pressure treated lumber. An alternating pattern of 2x4 and 2x6 is allowed. Diagonal or herringbone pattern is not allowed. Staining of decking per SLECA standards is required within 6 months of installation.**
- B. Composite decking conforming to ASTM D-7032.04, ASTM E-84 Fire Surface Burning Characteristics, consisting of recycled wood and Low Density Polyethylene (LDPE) with factory integral color. Square Edge board width of 5.5” and actual minimum thickness of .82” (1” square edge board.) Gapping and fastener hardware shall be stainless steel per manufacturers recommendations. Acceptable product is TREX Company Inc, “Transcends” Collection, “Gravel Path” color. Decking direction shall be perpendicular to the deck joists. Diagonal or herringbone pattern is not allowed. Tongue and groove installation is not allowed. Rim boards or fascias of this material are not allowed. Guardrail post and individual guardrail members of this material are not allowed.**

**Co-owners are responsible for understanding the performance limitations and maintenance requirements, dimensional differences and tolerances of floorboard replacements other than Wolmanized pressure treated lumber and that the use of composite and PVC products may result in building code regulated structural improvements to the deck structure at the Co-owners expense, including possible additional deck joists and beams.**

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**F. Deck and Privacy Wall Color (Stain):** Advanced written Board Approval is required. The deck of privacy wall must be painted to match the color on main structure siding.

Sherwin Williams Formula: Super Deck Deck Stain NV5424 Railings, Spindles, Fascia Boards, and Floor: St. Lawrence Taupe Optional for Deck Floor (slightly darker color) Sherwin Williams Cypress Moss #SW3041 Formula: Super Deck	Sherwin Williams 49295 Grand River Ave. Novi, MI 48375-1019 (248) 347-6380 or  Sherwin Williams 39841 Traditions Drive Northville, MI 48168 (248) 347-0941
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**G. Screening or Barriers on Decks, Porches or Patios:** No screening or other barrier, other than approved railings meeting City of Northville Building Code shall be installed on decks, porches or patios, nor shall there be any change in construction or appearance of these areas without the advanced written approval of the SLECA.

**H. Front Porches:** No furniture, equipment or anything but approved pots and planters shall be placed on front porches (For Front **Wood Decks**, see Section C, above).

**I. Porch and Step Replacement:** The following Front Porch and Step Repair/Replacement Regulations are in place to preserve the architectural integrity of St. Lawrence Estates and to disallow variations.

- Front/entry steps and porch repair or re-construction must adhere to the architectural style of the Condominium and duplicate the original design intent of brick materials or simulated brick pattern. It is incumbent on the repair re-construction company to obtain bricks of the same color and style to match the original.
- Any repair or re-construction requires a Modification Request submission to the management company for the SLECA. Full description of said work to be undertaken must accompany any request to re-construct any porch or step.
- Not filing a Modification Request will may result in the removal of any non-conforming or unacceptable construction work as determined by the SLECA. New re-construction will then be done in full compliance with the Condominium Documents by the SLECA, and the Co-owner will be assessed for the removal and repair/reconstruction work.

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- Porches and steps can be constructed as follow;
  1. Brick porch stair risers, treads, and porch deck are to be brick; color and style as outlined above to match existing materials.  
OR
  2. Poured concrete porch caps and treads with brick imprinted pattern on surface and visible edges. Colored concrete, if desired, to be approved by SLECA.
  3. Precast concrete steps are allowed for (1) or (2) step design only in lieu of the above.
- Feasibility issues, should they arise, may require the evaluation by the SLECA, along with a second Modification Request fully describing the issue, and a full description of solutions.
- Repair and re-construction work may only be done by masonry construction firms approved in advance by the SLECA.
- Prior to any work being done, said construction workers must attend a pre-construction meeting with a delegated representative from the SLECA in order to ensure compliance.
- No work is to be performed on Sundays.
- A building permit must be obtained from the City of Northville for any re-construction of a porch or steps, and a of a copy of final inspection submitted to the management company for the SLECA.

**J. Porch Railings:** Any installation, repair or re-construction requires a Modification Request to be submitted to the management company for the SLECA.

- The railing is not to be attached to the brick porch, sidewalk or stonework.
- The railing is to have at least (2) supports legs embedded in concrete.
- The railing may not be attached to a building wood structure or element.
- The railing must extend past the front edge of the structure towards the entry door by a minimum of 12” or the applicable Building Code for handrails.
- The end of the railing towards the entry door must be of a closed design as to prevent catching clothing.
- The railing may be constructed of steel or aluminum but of no greater thickness of material than 1 ¼”.
- The railing is to be painted Rust-oleum Hammered Dark Bronze #239075.

- K. Underdeck Drainage Systems:** Under Deck Drainage System (for wood decks overhanging lower decks or patio space) – may be preferred to provide protection from rain and snow melt from the upper deck to the lower deck or patio area.

Advanced written approval from the SLECA is required for any under deck drainage system. A solid extruded vinyl system is to be installed within the joist space of decks. Existing deck joist spacing cannot exceed 16" inches on center for this system. If a Co-owner deck joist spacing exceeds 16" inches on center (Example 24" on center), the Co-owner will be required to have installed additional pressure treated lumber joists to achieve 12" inches on center (an additional joist between the existing joists) for the under deck drainage system installation. Additional joists do not need to be structural and can be reduced in height to facilitate the installation. Construction and installation are to be performed by a licensed builder experienced in installing underdeck drainage systems and making structural deck modifications, such as adding additional wood joists).

Specification: DrySpace as manufactured by Timbertech AZEK Building Products. Co-owners must provide a complete drainage system including Ledgers, Flashings, Combo Brackets, Horizontal V Panels, galvanized nails or coated screws. The deck drainage system must be sloped (pitched) from the Unit wall to the face of deck farthest from Unit wall. Aluminum gutter and downspouts are optional and must meet the SLECA gutter specification for size and color. The Color of Dryspace exposed products is to be "Bone". Venting of any Unit appliances from the Unit into the joist space enclosed by the DrySpace system is prohibited. The Co-owner is responsible for all cleaning, maintenance and repair.

- L. Storage Under Decks:** No storage of items, temporary or permanent is allowed under first floor level decks including, but not limited to, general purpose storage boxes or canisters.



## V. DOORS AND WINDOWS

A. **Windows:** Each Co-owner is responsible for the maintenance, repair and replacement of the Unit's windows. The Association has approved guidelines for window repair and replacements.

Any window replacement that is not a direct replacement in terms of type, exact specifications and matching style is not acceptable. A Modification Request with a complete description of the replacement product must be submitted. The following are the product manufacturers that are direct replacements:

### Window Replacement

- **Non Clad** - Specification is based on Lincoln Windows and must be or the same type and architectural style (Building #1 is an exception as it contains Hurd Windows). Replacement windows in Building #1 are to be manufactured by matching Hurd, and must be of the same type, materials and architectural style.
- **Clad Windows** – The approved window style is a clad window in wood frame matching the style of Lincoln windows and same specification. A recommended manufacturer that can meet this specification for window products is MMD Services Inc, Fowlerville, MI.

Windows Repair or Replacements (including Glass) Recommended Installers	<b>I.W.R. (Independent Window Repair)</b> 56308 North Bay Drive Chesterfield, MI 48051 Phone: (586) 749-4449 OR <b>MMD Services Inc.</b> 165 Fowlerville Rd. Suite A Fowlerville, MI 48863 Phone: (517) 851-4120 Cell : (517) 206-2736 Mark Robinson Toll free 888-836-4731
Total Window Replacement -Recommended Manufacturer and Installer	<b>MMD Services Inc.</b>

Window Repair (Note painting requirement this section).

- Must maintain existing profile when replacing wood. Sill angles can be adjusted to assure positive water runoff.
- No sectioning or partial replacement of a component. Replace full pieces matching length, width and depth only.
- Wood must be clear-select pine, no knots. No use of poplar or southern pine.
- Caulking over rotten wood to avoid replacement is prohibited.
- Composites may be available as a replacement for some wood profiles. The use of a composite must be pre-approved in writing by the SLECA.

Caulking - Window Repair, Glass Replacement or Window and Door Module Replacement

- Wood-to-Wood – Urethane (Quad or equivalent)
- Wood-to-Glass – Acrylic Latex
- Wood-to-brick - Acrylic Latex with Silicone

Note: All joints are to be caulked to eliminate water penetration into the window interior.

Painting – Wood or composite materials either used in repair or for complete window and door replacement must meet the following:

- Wood used in repairs- all wood must be pre-primed before installation.
- To be painted by the SLECA to approved color.

**Reflective Window Coatings:** If reflective (interior) coating is applied, it must be applied to all windows on that side of the unit. NOTE: Co-owner shall verify if any glass application will void any glass or window warranties.

Solar Gard SS35 Heat Reduction: 50% Glare Reduction: 62% Ultra Violet Reduction 99.9%	Recommended Supplier: Advanced Solar Solutions 724 North Rochester Road Clawson, MI 48017 (248) 588-8400
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**Window Treatments:** All window treatments shall be a neutral color or have a neutral color backing. For reflective coating on windows, please refer to the SLECA Product and Material Specifications. If installing reflective coating, all windows on any side of a Unit must have the same interior reflective coating.

**B. Skylights:** No Alterations can be made to existing skylights without a Modification Request. New skylights will be considered by SLECA via a Modification Request at the Co-Owners expense conditional on it not altering the existing wood roof structural framing of the Unit and acceptable conformance to SLECA architectural standards and context to existing building physical and aesthetic conditions adjacent to the proposed skylight location. To maintain the current installers roof warranty, Kearns Brothers is the only acceptable supplier and installer of skylights.

**C. Door Replacement Regulations:** Any and all replacement entry doors, garage doors, and deck doors must be of “like kind” to match exactly the door being replaced. **Front entry doors**, “ThermaTru” doors, are available in two grades (material composition) to match the original entry doors. Only doors with an exact specification matching those doors are acceptable for replacements. Any such replacement must be preceded by a Modification Request to the SLECA Management Company with a copy of a purchase order to assure compliance of installation of a door matching exactly “ThermaTru” specifications.

**Garage door** replacements must match exactly the door being replaced. The number of inset panels, number of rows of panels and contour of the insets and finish details must match the door being replaced. **Deck and Patio** door replacements must be preceded with a Modification Request to the SLECA management company, accompanied with a copy of a purchase order to verify compliance with these requirements, and any and all information defining appearance and dimensions. Any front deck/porch doors, (French Doors) must be replaced doors matching exactly ThermaTru doors of exact same style. At present, St. Lawrence Estates has a variety of patio and deck doors (rear of unit). Replacement of these doors will be treated on an individual basis to maintain the architectural integrity of St. Lawrence Estates. At no time will SLECA allow a door installation that changes the building structure. All door installations must be of a paintable material. To be painted by SLECA to approved color upon completion.

**D. Entry Doors:** Each Co-owner is responsible for the maintenance, repair and replacement of the entry door. The SLECA has approved guidelines for replacements. If a door requires replacement, it is to be replaced with like kind and specification and it will be painted by SLECA to an approved color.

Entry Door	ThermaTru Clad Steel door or fiberglass “Traditions” solid door with no glass. Number of panels and design shall match existing door. Color PPG Apple a Day #334-7
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**E. Lock Sets for Entry Doors:** The front and rear deck swinging doors are required to have a Kwickset bright brass and dead bolt.

<p><b>Lock Set and Door Bell</b></p>	<p>Kwickset Ultramax Society Brass Model: Chelsea (CE) LIP Single Cylinder (C3800CE, LO#), SMT Lifetime Brass Finish (US3)</p> <p>May also substitute Kwickset Electronic deadbolt Model 925, KEVO 2 DB L03 or Model 909 I03 SMT <b>99090-817</b> Function: SmartCode Deadbolt</p> <p><b>Alternate Keyless entry hardware including Smart Deadbolts utilizing digital technology is permitted based on Review and Approval by SLECA in Brass finish.</b></p> <p><b>Video <u>doorbells</u> are allowed in the same location as the original low voltage doorbell. Video doorbell color must match the paint color to which it is mounted. (Apple “Ring” color is White).</b></p> <p><b>No exterior mounted Video security cameras are allowed.</b></p>
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June 2, 2020

**June 15, 2018**

**F. Front and Rear Patio Doors:** Front patio doors may be replaced with “like kind and specification “ThermaTru” doors, swing type with 15 lites, fixed dividers. If the Co-owner prefers a slider door, an Anderson 400 Series Frenchwood slider in the prefinished sandtone color may be installed. This slider may be constructed with muntins, Colonial grilles or dividers). Glass can be High Performance Low e4 insulated glass. Exterior hardware is to be Covington in Bright Brass. The exterior of the doors are to be painted by the SLECA.

Rear patio doors may be replaced with “like kind and specification “ThermaTru” doors with or without the 15 lite design utilizing tempered low e4 glass. If the Co-Owner prefers the “Anderson” **200 or 400** Series Frenchwood slider in the Sandtone color may be installed with “Covington” bright brass hardware **upon SLECA review and approval of the Modification Request for this product.** The kick plate size must match the adjacent side lites. These doors may or may not have the dividers for Frenchwood sliders.

Front and Rear Patio Door Recommended Suppliers	Northville Lumber 615 Baseline Rd. Northville, MI 48167 (248) 349-0220
Exterior to be Painted by SLECA to approved color.	MMD Services Inc. Fowlerville, MI Phone: (517) 851-4120

**G. Storm Doors:** Must have extruded aluminum frames with electrostatically painted enamel surface.

Fox Weldoor, Harmony Series #2100 Color: Ivory Polished Brass Hardware Trigger Style Pull	Recommended Supplier: Tarnow Door 23701 Halstead Farmington Hills, MI (248) 939-5110
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June 2, 2020  
**June 15, 2018**

**H. Garage Door Replacement:**

<p>Non Insulated - Clopay Pro Series Premium Model #73 or <b>T525</b>. Insulated- Clopay Pro Series 9130, or <b>T505</b>  Both 4 x 8 Raised panels  To be Painted by SLECA to approved color.</p>	<p>Recommended Suppliers:</p> <p>Acme Door Company 25739 Van Born Road Taylor, MI (313) 291-6005</p> <p>Suburban Door Company 28003 5 Mile Rd. Livonia, MI 48154 (734) 544-5003</p> <p>Tarnow Door 23701 Halstead Farmington Hills, MI (248)939-5110</p>
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- I. Awnings:** May be installed at rear of condominium in accordance with the SLECA approved specifications. The awning is to be mounted on the building and may roll out by either a manual rod or electric crank system. It may project up to twelve (12) feet from the building face. Co-owners must specify the desired length of an awning requested. Co-owners are responsible to take the awning down and reinstall it in the event of maintenance, repair or replacement to the building exterior.

<p>Approved awning fabric is an acrylic fabric, color code #4651 “Sunbrella Silver”. Frame color is aluminum, not painted.</p>	<p>Recommended Supplier: Marygrove Awning Store &amp; More 12700 Merriman Livonia, MI 48150-1818 (734) 422-7110 <a href="http://www.marygrove.com">www.marygrove.com</a></p>
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## **VI. GENERAL**

**A. Trash:** Trash receptacles and rubbish shall not be placed on the Common Elements before 3 PM of the day prior to collection, and trash receptacles must be removed from the Common Elements and stored in the garage of the Unit by 9 PM of the day of collection. All food refuse and paper recyclables must be placed in a hard shell trash receptacle with a secure lid when placed outside for collection. All Unit addresses must be on all trash containers, and recycle bins and lids.

**B. Emergency Generators:** Natural gas fueled emergency back-up generators are allowed subject to the following regulations. Any such installation must be preceded by a Modification Request to the management company for the SLECA and must be approved in writing preceding installation, with a description of the manufacturer, product, site plan location and color. Generators must be located as approved by the SLECA in the Common Elements and extend no further into the Common Elements than the deck. All Generator installations must be installed by contractors licensed to perform this work. The installing contractor shall obtain a building or trade permit from the City of Northville before commencing the installation. Generator finish color will be approved by the SLECA based on compatibility with SLECA standard exterior colors. The generator must be mounted on a concrete or other support pad approved by the SLECA. The generator must be screened from view from the Common Elements with landscaping as recommended by the SLECA in character with other landscaping in the Condominium and the Co-owner is responsible for the cost of such landscaping. The Co-owner must furnish to the management company for the SLECA a copy of final inspection issued by the City of Northville Building Department. The Co-owner is responsible for complete maintenance, replacement and repair of the generator and the Association is not responsible for operation and performance.

### **C. Satellite Dishes and Television Antennas:**

The Board of Directors of St. Lawrence Estates Condominium Association (the Association") adopts these rules on June 16, 2018, effective 30 days after distribution to Co-owners.

- A. The Association is responsible for governance, maintenance and administration of St. Lawrence Estates Condominium (the "Condominium").
- B. The Association exists pursuant to the Michigan Condominium Act and the Michigan Nonprofit Corporation Act, as well as the Articles of Incorporation for the Association, the Amended and Restated Superseding Consolidating Master Deed and the Bylaws for the Condominium (collectively, the "Condominium Documents").

- C. The Michigan Condominium Act and the Condominium Documents (see Article VI, Section 11 of the Condominium Bylaws) authorize the Association's Board of Directors to adopt and enforce reasonable rules and regulations in the interest of the Condominium.
- D. The Association's Board of Directors desires and intends to adopt reasonable restrictions governing installation, maintenance and use of antennas (defined below) in the best interests of the Condominium and consistent with Federal Communications Commission ("FCC") rules.

The Association's Board of Directors adopts the following rules and regulations for the Condominium (the "Rules"), which are binding upon all Co-owners and their tenants, occupants, successors and assigns, and which supersede any previously adopted rules on the same subject matter:

## I. DEFINITIONS

- A. "**Antenna**" means any device used for the receipt of video programming services, including direct broadcast satellite (DBS), multipoint distribution service (MDS), fixed wireless (FW), and television broadcast (TVB). A mast, cabling, supports, guy wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance, and use of an antenna shall be considered part of the antenna.
- B. "**Co-owner**" means any owner of a Unit and, for purpose of this Rule only, includes a tenant or other occupant of the Unit.
- C. "**Exclusive-Use Area**" means the Unit or a Limited Common Element area as defined in Article IV, Section 1(B) of the Amended and Restated Superseding Consolidating Master Deed.

## II. INSTALLATION RULES

### A. Antenna Size and Type

- A. **DBS, MDS and FW (1 Meter or Less in Diameter):** Co-owners may install DBS, MDS and FW antennas that are one meter or less in diameter in an Exclusive-Use Area in accordance with Section B below. Antennas larger than one meter are prohibited.
- B. **TVB Antennas:** Co-owners may install TVB antennas, regardless of size, in an Exclusive-Use Area in accordance with Section B below.
- C. **Transmission only Antennas:** Co-owners may not install antennas that only transmit (as opposed to receive) radio, television, cellular or other signals.



B. Location and Installation

1. **Exclusive-Use Areas:** Co-owners may install antennas solely in the Co-owner's Unit or on Exclusive-Use Areas. To the extent possible, Co-owners shall locate antennas in a place shielded from view from outside the Condominium or from other Units to the maximum extent possible, provided the Co-owner can obtain an acceptable quality signal and the placement in this preferred location does not delay or increase the cost of installation or obtaining service.
  - a. **Secure:** Co-owners must secure antennas in a manner that complies with all manufacturers' instructions and so that they do not jeopardize the soundness or safety of any Common Element, person or thing.
  - b. **Wiring:** Co-owners shall install any exterior antenna wiring, if necessary, so it is minimally visible.
  - c. **Masts:** To the extent a mast is necessary, the mast height may not extend beyond the limits of the Exclusive-Use Area and may be no higher than necessary to receive acceptable quality signals (but in no event shall a mast extend more than 12 feet above the roof line due to safety concerns posed by wind loads and the risk of falling antennas and masts).
  - d. **No Obstruction:** Antennas shall not obstruct (i) access to or exit from any Unit, (ii) ingress or egress from any General Common Element, (iii) electrical service equipment, or (iv) any other areas necessary for the safe operation of the Condominium.
  - e. **No Damage:** Co-owners shall complete all installations so they do not damage the Limited Common Elements or void any warranties or in any way impair the integrity of any building or the General Common Elements.
  - f. **Contacting Association Prior to Installation Encouraged:** If the installation is routine (i.e. it conforms to the above provisions), the installation may begin immediately; however, Co-owners are encouraged (but need not) contact the Association prior to installation of the antenna to ensure that the Co-owner is installing the antenna properly and in a proper location. The Association will require Co-owners to remove at the Co-owner's cost any antenna installed in violation of these Rules, so contacting the Association prior to installation will help minimize the possibility of these costs. If the installation is other than routine for any reason (including the need to modify any Limited Common Elements), the Co-owner shall first obtain the Board of Director's written approval.

2. **Installation on and Penetration of General Common Elements Prohibited:** Co-owners shall not place or attach any antenna or wiring on or to any building exterior or roof or any other General Common Elements as defined in Article IV, Section 1(A) of the Amended and Restated Superseding Consolidating Master Deed without the Board's prior written approval and, if approved, any and all wires must follow the gutters, downspouts or roofline, but no wires may be secured to the roof. The attachment of wires or cables must be on the siding, gutter or downspout as close to the roofline as possible so that they can be painted to match the building's exterior. The only permitted penetration of the General Common Element building exterior shall be by existing previously approved cable or wire used for transmitting telecommunications or cable service signals.
- C. Maintenance, Repair, Replacement and Removal
1. **Maintenance, Repair and Replacement:** Co-owners are responsible for maintaining, repairing and replacing their antennas, and Co-owners shall not permit their antennas to fall into disrepair or to otherwise become a safety hazard.
  2. **Co-owners Responsible for Costs:** Co-owners that utilize antennas are responsible for all costs associated with the antenna including, without limitation, the following: (a) costs to maintain, replace, move or remove the antenna; (b) costs to repair damage to any property caused by the existence of the antenna; (c) costs incurred by persons injured by the existence of the antenna; and (d) costs to restore the antenna installation areas to their original condition once the antennas are no longer in use.
  3. **Removal and Restoration:** If a Co-owner sells their Unit, the Co-owner must either (a) remove the antenna or (b) obtain and provide to the Board a writing signed by the new Co-owner accepting responsibility for the antenna. Antenna removal requires restoration of the installation location to its original condition at the Co-owner's expense. If the Co-owner does not so restore the installation location to its original condition within 7 days of removal, the Association may perform the restoration at the Co-owner's expense with the costs being secured by the statutory lien on the Co-owner's Unit.
- D. Association Maintenance of Locations upon which Antennas are Installed
1. **Increased Association Maintenance Costs:** If a Co-owner installs an antenna on property that the Association maintains, the Co-owner must not install the antenna in a manner that will result in increased maintenance costs for the Association. If there are increased Association maintenance costs, the Co-owner will be responsible for those costs.

2. **Temporary Removal for Maintenance:** If maintenance requires the temporary removal of antennas, the Association will provide Co-owners with 10 days written notice. Co-owners shall be responsible for removing or relocating their antenna before maintenance begins and replacing antennas afterward. If Co-owners do not remove the antenna in the required time, then the Association may do so at the Co-owner's expense with the costs being secured by the statutory lien on the Co-owner's Unit. The Association will not be liable for any damage to antennas caused by Association removal.

**D. Sidewalk, Driveway and Street Pavement Chalk:** Sidewalk chalk may be used only on the concrete sidewalks adjacent to the Units that the children occupy, or are a guest or invitee of the Co-owner of that Unit. It shall be cleaned off each evening before dusk. Sidewalk chalk is not to be used on driveways or roadways. Sidewalk chalk is not to be used on building walls or any other surfaces other than the concrete sidewalks described above.

**E. Basketball Facilities:** Basketball poles, backboards and nets shall not be allowed to be attached to the buildings in the Condominium in any fashion. Portable basketball poles, backboards and nets may be used in the Unit's driveway, provided, that; A) they may be placed in the driveway and used only between the hours of 9AM and 8PM, and B) during all other hours when not in use, they must be fully stored in the garage appurtenant to the Co-owner's Unit.

**F. Construction Dumpsters & Temporary Storage Containers:** Co-owner seeking to store a dumpster on their driveway for the purpose of collecting construction debris from re-modeling projects must submit a written request to the management company for the SLECA. No dumpster will be allowed to be parked on the Unit's driveway or elsewhere without the written approval of the SLECA. Dumpsters may not be parked on the driveway for longer than five (5) consecutive days from Monday through Friday unless the SLECA has provided written approval for a longer time period. Dumpsters may not be parked at a Unit over a weekend. Dumpsters must have rubber tires and must be parked in a Unit's driveway on plywood or similar wood sheathing material under the tires and any part of the trailer that makes contact with the driveway surface. A violation of these conditions will result in the Association removing the dumpster from the Unit with the costs being assessed against the Unit in accordance with Article VI, Section 16 of the Bylaws

**G. Furnace and Maintenance Inspections:** Each Unit shall have the furnace(s) inspected at a minimal interval of 2 years. Such inspection shall be done by a licensed heating and cooling contractor or Consumers Energy. A copy of the inspection document shall be provided to the SLECA. If a Co-owner does not comply with this Regulation, the violation process will be rigorously followed to encourage compliance to this safety related inspection. The Co-owner and their building neighbors may all be at risk from a furnace failure. If it is determined a Co-owner has failed to have it's inspection performed the SLECA can contract for the inspection and the Co-owner will be responsible for any and all costs incurred by the Association gaining entry to the Unit and performing the necessary maintenance, as well as possible fines and attorneys' fees for the violation.

**H. Sump Pump Inspections:** Sump pump maintenance is an important function of our Maintenance Superintendent. With only one pump servicing multiple Units in any one building, **Co-owners with a sump pump are required to allow unit entry scheduled inspections by the SLECA during all seasons and also provide prompt notification to SLECA for alarm/failure notifications of SMART monitors and pump controls.**

**I. Co-Owner and Visitor Parking:** St. Lawrence Estates Condominium Master Deed" document, Article VI RESTRICTIONS, Section 8-D "Parking Restrictions" and Section 8-E "Association Rights" are quoted for reference.

Parking Restrictions

Overnight parking on the streets of the Condominium is prohibited. Vehicles may not be parked for more than twenty four (24) hours, on a non-continuing basis on the General Commons Elements. All Co-Owner vehicles and non Co-Owner "occupants" vehicles must be parked first in the Unit garage, and then in the driveway appurtenant to the Unit. Vehicles with any commercial markings or advertising appearing on the exterior (provided they do not otherwise meet the definition of a commercial vehicle in Subsection B ((in the Master Deed)) and motorcycles are allowed, but only if parked completely in the Unit garage with the doors closed.

Association Rights

The Association (SLECA) may cause vehicles parked or stored in violation of this Section, or any applicable rules and regulations of the Association (SLECA), to be stickered and/or removed (towed) from the Condominium Premises, and the cost of such removal may be assessed to, and collected from, the Co-Owner of the Unit responsible for the presence of the vehicle in a manner provided inn Article II (Master Deed) hereof. In such cases, the Co-Owner shall be responsible for costs incurred in having a towing company respond, even if the vehicle is moved and properly parked before the towing contractor arrives at the Condominium.

(Association Rights continued)

The Board of the Directors (SLECA) may promulgate reasonable rules and regulations governing the parking and use of vehicles in the Condominium Project consistent with the provisions hereof, and may levy fines for violations of such rules and regulations or this Section. The Association (SLECA) may adopt the uniform traffic code, as adopted by the City of Northville, from time to time, as the rules governing the operation of motor vehicles, motorcycles and bicycles and for pedestrian traffic and the Condominium Project.

**J. Rule Violations Process and Fine Assessment**

The process for handling non-compliance to SLECA rules and regulations are detailed in By-Laws Article XVI, a brief restatement is contained below for your convenience with a change in Fines assessed per violation.

1. Section 2 - Process
  - a. Notice of violation – Co-owner notified of violation.
  - b. Hearing – a hearing is scheduled for the Co-owner to address the violation to the SLECA Board of Directors
  - c. Default - failure to appear at the hearing or respond constitutes a default.
  - d. Hearing decision – Upon appearance by Co-owner before the Board, or in the event of Co-owner’s default, The Board shall determine whether a violation occurred. The Co-owner is notified of Board decision.
  
2. Section 3 - After the first Fine is assessed, each week without correction moves to the next Fine level without additional hearings. After the fourth week, Fines continue to increase at \$200/ week.
  
3. Section 4 - When a Fine is assessed, payment is due the first of the next month.

**By Laws Article XVI Fines** are modified to increase Fines from to:

- |                               |                         |
|-------------------------------|-------------------------|
| 1. First Violation            | No Fine will be leveled |
| 2. Second Violation           | \$25 now \$50           |
| 3. Third Violation            | \$50 now \$100          |
| 4. Fourth Violation and after | \$100 now \$200         |

## **K. Procedure for Unit Rentals**

SLECA Procedure for New Rentals:

1) The purpose of this document is to establish a process to determine how to proceed when a rental opening becomes available.

2) Currently the Bylaws limit the number of rentals to five (5) units.

3) Should the number of rentals fall below 5 Units, the following process and procedures shall take place:

a. Any Co-owner wishing to rent their Unit must file a written request with the Board of Directors through the management company for the SLECA. The management company personnel will record the date of request and forward it to the SLECA Board of Directors.

b. The first-in/first-out method will be used on the active list and the Unit with the oldest original date will become qualified for rental when an opportunity occurs. The SLECA Board of Directors shall review and approve rental designations in the order received by the SLECA management company.

c. Once the Co-Owner is notified that a rental designation will become available for the Unit, the Co-owner will be required to show proof of their intention to rent to the SLECA management company within two (2) weeks of being granted approval (advertisements, realtor listing, etc.). Failure to do so will void the approval and remove the Co-owner's Unit from the list.

d. Should a signed lease not be forwarded to the SLECA within three (3) months from the date of designation as a rental, the unit will lose its designation, be removed from the rental listing and the next in line will be designated as a rental. The Co-owner of that unit may again request to be placed on the list, but will be placed with the date of the new request.

e. The same process and procedure will apply to the next Unit on the rental listing.

f. In any event, no Unit shall be approved for leasing unless the unit was part of the rental list.

g. Any designated rental Unit purchased by a new resident Co-owner will lose its rental designation.

h. Once a Unit is designated as a rental unit it will remain a rental Unit, even if the current lease expires. However, no rental Unit can be sold or otherwise

transferred in title as a rental Unit. If it is sold, or if the Co-owner no longer wishes to rent, that unit will lose its designation and thus opens up a new rental opportunity for the list.

#### **L. Collection of Delinquent Accounts**

St. Lawrence Estates Condominium Association (SLECA) Policy for Collection of Delinquent Accounts:

The Board of Directors of St. Lawrence Estates Condominium Association (the Association") adopts these rules on June 15, 2018, effective July 15, 2018.

#### **BACKGROUND**

- A. The Association is responsible for governance, maintenance and administration of St. Lawrence Estates Condominium (the "Condominium").
- B. The Association exists pursuant to the Michigan Condominium Act and the Michigan Nonprofit Corporation Act, as well as the Articles of Incorporation for the Association, the Amended and Restated Superseding Consolidating Master Deed and the Condominium Bylaws (collectively, the "Condominium Documents").
- C. The Michigan Condominium Act and Article VI, Section 11 of the Condominium Bylaws authorize the Association's Board of Directors to adopt and enforce reasonable rules and regulations in the interest of the Condominium.
- D. The Association's Board of Directors desires to adopt reasonable rules with respect to the collection of assessments.

The Board of Directors adopts the following rules and regulations for the Condominium (the "Rules"), which are binding upon all Co-owners and their tenants, occupants, successors and assigns, and which supersede any previously adopted rules on the same subject matter:

##### **1. Assessment Due Dates and Late Fees.**

Co-owners are required to pay Association assessments monthly (the "monthly assessment"). The monthly assessment is due on the 1st of each month. The monthly assessment is "late" if not paid in full by the 10th day of each month. The Association will automatically assess a late charge of \$25.00 per month for each month that the monthly assessment is not paid and until the monthly assessment is paid in full to reimburse the Association for reasonable administration expenses incurred by the Association as a result of any nonpayment.

The Board will establish due dates and late fees for additional and special assessments if the Board levies such assessments.

All late charges are immediately due and payable and shall be assessed against and a lien upon the Unit.

2. Assessment Collection Procedures.

A. Reminder Notice.

The Association will send a reminder notice via regular mail after the 10th of the month that the pertinent assessment payment is due.

B. Legal Action.

If any portion of the monthly assessment remains outstanding for more than 90 days after payment is due, the unpaid assessment will be subject to collection by legal action. At the discretion of the Board, such legal action may consist of a lien being filed, foreclosure of the lien by advertisement, a lawsuit for judicial foreclosure of the lien, a lawsuit against the Co-owner for money damages and, once any personal judgment enters, collection may also take the form of garnishment and execution upon personal property.

To avoid such actions, Co-owners in default are encouraged to contact the Association to make payment arrangements for satisfaction of any unpaid assessments before the Association takes legal action. Please remember that pursuant to Article II of the Condominium Bylaws all late fees, interest, costs and attorneys' fees are charged to the delinquent account.

3. Application of Payments.

Co-owner payments that are made to and accepted by the Association will be applied as follows: first to costs of collection, including attorneys' fees and costs; second to any late fees, interest charges and fines; and third to installments in default in order of their due date. Accordingly, in the event payments are made that do not pay the balance in full (unless paid pursuant to an approved and signed payment arrangement), a delinquency will exist and will incur late fees in accordance with Section 1 above.

4. Payment Arrangements.

Co-owners that wish to request a payment arrangement for any delinquent balance must place the request in writing and submit it to the Association or, if the account has been turned over to an attorney for legal action, to the attorney's office. The Board will only review requests for payment arrangements in cases where the delinquency problem is not chronic, and reasons exist for extending payments.



Any Co-owner requesting a payment arrangement must state the reason why they cannot make immediate payment in full. To be approved and subject to any extenuating circumstances, any request for a payment arrangement must at a minimum propose equal payments over a period not to exceed six (6) months, sufficient to pay the entire balance in full.

During the term of any payment arrangement, late fees will not be charged so long as the Co-owner does not default in the payment arrangement terms. Upon default in any payment arrangement, the Association may proceed with further collection actions.

5. Applicability.

This Rule shall be construed in conjunction with, and not in contravention of, the various provisions of the Condominium Documents.

\* \* \* \* \*

Respectfully submitted,  
Board of Directors  
St. Lawrence Estates Condominium Association  
(SLECA)

**St. Lawrence Estates 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     | <input type="checkbox"/> | Structural Parts of Unit | <input type="checkbox"/> |
| Limited Common Elements | <input type="checkbox"/> | General Common Elements  | <input type="checkbox"/> |
| Landscaping             | <input type="checkbox"/> | Other _____              | <input type="checkbox"/> |

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 St. Lawrence Estates 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 \_\_\_\_\_

## MAINTENANCE REQUEST

Association Name \_\_\_\_\_

Unit # \_\_\_\_\_ Bldg # \_\_\_\_\_ Court # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE DESCRIBE THE AREA ON BUILDING**  
**AS IF YOU WERE OUTSIDE LOOKING AT**  
**THE FRONT DOOR SINCE CONTRACTORS**  
**MAY NOT KNOW YOUR ROOM LOCATIONS**

<input type="checkbox"/> Front	<input type="checkbox"/> 1 <sup>st</sup> Story	Left or Right Side
<input type="checkbox"/> Right	<input type="checkbox"/> 2 <sup>nd</sup> Story	Left or Right Side
<input type="checkbox"/> Left	<input type="checkbox"/> 3 <sup>rd</sup> Story	Left or Right Side
<input type="checkbox"/> Back	<input type="checkbox"/> Roof	

If this request involves work related to your unit that is not covered by the Association, as specified in your governing documents, some or all charges may be applied to your unit account. Please read your governing documents to determine Association/Owner responsibility.

\_\_\_\_\_  
Co-owner's Signature

\_\_\_\_\_  
Date

**IF COMPLETED BY A TENANT**

Has the owner been notified of this request?  Yes  No  
Has the owner authorized this request?  Yes  No  
Please provide owner's:

Name \_\_\_\_\_

Phone \_\_\_\_\_

**Fold over and mail to:**

Herriman & Associates, Inc.  
41486 Wilcox Road  
Plymouth, MI 48170-3104  
Phone 734-459-5440  
Fax 734-459-0690

**St. Lawrence Estates Condominium Association**

**ADDENDUM TO LEASE AGREEMENT**

**CO-OWNER (Landlord):** \_\_\_\_\_

**NON CO-OWNER (Lessee):** \_\_\_\_\_

**UNIT ADDRESS:** \_\_\_\_\_

1. Lessee acknowledges that he/she has read the Master Deed, Condominium By-laws (including restrictions), Association By-laws and Rules, Regulations, and Community Policies of the St. Lawrence Estates Condominium Association and all amendments thereto (hereinafter referred to as "Condominium Documents"). Lessee agrees to comply strictly with said Condominium Documents and with all amendments and additions to such Condominium Documents as are allowed by law.

2. Lessee shall not assign or sublet the Condominium unit without the prior written consent of the Board of Directors of the St. Lawrence Estates Condominium Association. In no event shall the Lessee assign or sublet less than the entire Condominium unit.

3. Lessee acknowledges that the Board of Directors of St. Lawrence Estates Condominium Association shall have the power to bring summary proceedings to evict the Lessee and/or to bring an action for money damages in the same action against the co-owner and Lessee in the event of any default by the Lessee in compliance with the Condominium Documents. Money damages shall include, but be limited to, actual attorney's fees and costs incurred by St. Lawrence Estates Condominium Association in commencing any proceedings against the Lessee.

4. In accordance with Michigan Law, Landlord and the Lessee acknowledge that if the Landlord is in arrears to St. Lawrence Estates Condominium Association for assessments and St. Lawrence Estates Condominium Association gives written notice of the amount of arrears to the Lessee, the Lessee shall deduct such assessments from rental payments due the Landlord under the lease and pay them to St. Lawrence Estates Condominium Association. The deduction shall not constitute a breach of the lease agreement by the Lessee.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**WITNESS BY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LANDLORD:**

\_\_\_\_\_  
\_\_\_\_\_

**LESSEE:**

\_\_\_\_\_  
\_\_\_\_\_

**St. Lawrence Estates Condominium Association**

**Tenant Registration Form**

**Complete this section if you are the owner of the unit but living elsewhere**

Co-owner Name		
Condominium Address	Bldg	Unit
A Copy of the Lease Agreement <input type="checkbox"/> Is Attached <input type="checkbox"/> Was Previously Sent		
Your Current Address	State	Zip
Home Phone	Work Phone	

**Complete this section if you are the tenant and living in the unit**

Tenant Name(s)		
Children Name(s)	Number of individuals living in the unit (including children)	
Street Address	Bldg	Unit
Home Phone	Work Phone	

The condominium bylaws allow no more than single-family residents to occupy a condominium unit. St. Lawrence Estates Condominium Association enforces the condominium bylaws.

Return this form to:  
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c/o Herriman & Associates, Inc.  
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Plymouth, MI 48170-3104  
734-459-5440 fax 734-459-0690