



HIGHLAND LAKES CONDOMINIUM ASSOCIATION

CO-OWNER'S MANUAL

Revised: August 23, 2017

Authorized by Board of Directors: August 21, 2017

20301 Silver Spring Drive - Northville, MI 48167
Tel: 248-349-4006 • Fax: 248-349-8821
Website: www.hlca.us • Email: clubhouse@hlca.us

TABLE OF CONTENTS

Section 1: Introduction.....	1-1
History.....	1-1
About This Manual.....	1-2
Section 2: New Resident Information.....	2-1
Registering with the Office.....	2-1
Helpful Hints for Condominium Living.....	2-1
Association Hours.....	2-2
Section 3: What To Do About	3-1
Fire, Severe Injury, or Police Emergency.....	3-1
Basement Leak.....	3-1
Extended Absence.....	3-1
Gas Odor.....	3-1
Illegal or Suspicious Behavior.....	3-1
Power Outage.....	3-1
Severe Weather.....	3-1
Water Line Breaks.....	3-1
Section 4: Association Membership.....	4-1
Section 5: Community Government.....	5-1
Board of Directors.....	5-1
Management.....	5-1
Annual Meeting.....	5-1
Special Meetings.....	5-2
Study Meetings.....	5-2
Section 6: Committees and Social Groups.....	6-1
Clubhouse Committee.....	6-1
Community Social Committee.....	6-1
Court Liaison Committee.....	6-2
Engineering Committee.....	6-2
Finance Committee.....	6-2
Grounds Committee.....	6-2
Herald Committee.....	6-2
Lakes Ecology Committee.....	6-2
Pool Committee.....	6-2
Recreational Vehicle Committee.....	6-3
Tennis Committee.....	6-3
Cards and Games.....	6-3
Women’s Luncheon Club.....	6-3
Section 7: Association Services.....	7-1
Building Insurance.....	7-1
Common Area Maintenance.....	7-1

Exterior Building Maintenance.....	7-2
Lawn and Shrub Care.....	7-2
Payments After Hours.....	7-2
Pest Control.....	7-2
Resale Listing.....	7-2
Security.....	7-2
Service Complaints.....	7-2
Snow Removal.....	7-2
Table and Chairs.....	7-3
Tools.....	7-3
Trash Removal.....	7-3
Utilities.....	7-3
Section 8: Community Rules.....	8-1
Common Elements.....	8-1
Landscaping.....	8-1
Sprinklers.....	8-1
Prohibited Activities.....	8-2
Decks and Patios.....	8-2
Modifications.....	8-3
Painting.....	8-4
Payments and Penalties.....	8-4
Pets and Other Animals.....	8-5
Smoke Detectors and Fire Extinguishers.....	8-5
Trash Disposal.....	8-5
Unit Interior.....	8-6
Utilities.....	8-6
Vehicles and Parking.....	8-6
Watercraft.....	8-8
Section 9: Recreational Facilities.....	9-1
Clubhouse.....	9-1
Lakes.....	9-3
Swimming Pools.....	9-3
Tennis Court.....	9-5

SECTION 1: INTRODUCTION

HISTORY

The site of Highland Lakes was a gravel pit, purchased and developed by Levitt Residential Communities, Inc.

Originally planned for 1,400 units, Highland Lakes concluded its development with 691 units in 91 residential buildings on 167 acres with three lakes. The units were completed in 14 separate phases in the early 1970's, each with its own master deed. The 14 master deeds were consolidated into one Master Deed, including By-Laws 1 and By-Laws 2, and were recorded with Wayne County on January 18, 1984.

The first annual meeting of the Highland Lakes Condominium Association was held in the Northville Public Schools office on January 30, 1976. The purpose of this meeting was to elect the first seven-member Board of Directors, independent of the developer, as required by the Association By-Laws. The annual meeting date was later changed to the third Monday in May. Annual elections now are held by mail-in ballots (which also may be dropped off at the clubhouse).

Highland Lakes was managed by a management company for several years after it became independent of the developer. On June 11, 1982, the Association was surprised to discover that the management company had declared bankruptcy. The Board of Directors immediately established a staff and procedures for interim self-management at Highland Lakes. This proved to be so beneficial that self-management has continued to this day.

On July 20, 1991, Highland Lakes held an anniversary celebration, organized by a committee of co-owners, to commemorate the first 20 years and honor the original owners who continued to reside here.

It takes a great deal of time and effort to manage this community. We are the largest land area in the Township, with a budget of more than 3 million dollars that is second only to that of the Township itself. The more than 2,000 residents of this community create a situation not unlike a small city. We provide services comparable to a city except for police and fire protection. The seemingly simple task of removing snow from sidewalks, parking lots and streets takes on a new dimension considering the large area. Nor is it easy to maintain 80 acres of lawn.

Highland Lakes has experienced many changes through the years, from a country community to a center of rapid development. The services provided by the Association have been improved and expanded and property values during good economic climates have escalated at an

amazing rate. It took the volunteer and professional efforts of many to develop Highland Lakes to this point in its history. The community is a reflection of its people and only you can make it better. So, don't just live here; become a part of **your community** . It's a very special place.

ABOUT THIS MANUAL

To enhance readability, only the masculine nouns and pronouns appear in this manual. The opposite gender is implied whenever appropriate.

This manual incorporates all the Association's procedures, rules and regulations in effect on the date of publication. Subsequent changes will be published in the Highland Lakes Herald and will be incorporated into this manual in the form of revisions. This manual in its entirety is incorporated into the By-Laws of the Association by reference.

SECTION 2: NEW RESIDENT INFORMATION

It is important to register with the office and provide the required information about your family, your vehicles, and your gas appliances. The following forms must be kept current:

Census Form – Contains emergency telephone numbers of family members or others who may have a key to your unit. Also provides the information necessary to issue ID cards.

Voter Registration Form – Must be completed and signed so that you or your designee may vote in the Association's annual election. Each unit is entitled to one vote.

When you register with the office, you will be given the following items:

Co-Owners' Manual – Contains valuable information about living in Highland Lakes including services provided, your obligations, and regulations.

Directory – Lists current residents with telephone numbers and addresses.

Payment Vouchers for Monthly Assessments – Will be issued if you have not received them from the previous co-owner.

Boat Stickers – Required for all boats.

ID Cards – Enable each member of your household to use the facilities.

HELPFUL HINTS FOR CONDOMINIUM LIVING

The following suggestions can make the unique lifestyle of condominium living a pleasant experience:

- Know the Master Deed and By-Laws. They document your rights and responsibilities as a co-owner.
- Observe the rules. They were made to protect all residents and their property.
- Get to know your neighbors and look after each other's welfare.
- Stay informed. Read the minutes of the Board of Directors meetings published in the Herald or, better yet, attend the meetings.
- Join a committee. It's a great way to meet people, have fun, and use your talents for your community.
- Use the facilities (swimming pools, tennis courts, lakes, clubhouse, exercise room, saunas, billiard room, library) and participate in the social activities.
- Be considerate of your neighbors.
- Above all, relax and enjoy Highland Lakes.

ASSOCIATION HOURS

Business

Monday through Friday: 9:00 a.m. to 5:00 p.m. Holiday closings are posted on the clubhouse doors and announced in the Herald.

Clubhouse

Monday – Friday: 9:00 a.m. – 9:00 p.m.

Saturday: 12:00 p.m. – 9:00 p.m.

Sunday: 12:00 p.m. – 5:00 p.m. (12:00 p.m. – 9:00 p.m. May 1 through September 30)

SECTION 3: WHAT TO DO ABOUT . . .

FIRE, SEVERE INJURY, OR POLICE EMERGENCY

Call 911 immediately; then attend to any victims. This gets life-saving help on the way without delay. The 911 number provides a computerized display to the officer handling the call that verifies the location and the owner of the property while you are relaying the type of emergency in progress. In case of fire, **do not** open doors or windows except to leave the burning premises. **Do not re-enter a burning building.**

BASEMENT LEAK

Call the office at (248) 349-4006. If this is a serious leak and the office is closed, call the emergency number (248) 349-4043. If the leak is not a serious problem, a work order will be completed and the Maintenance Department will investigate and arrange for the repair.

EXTENDED ABSENCE

It is recommended that you leave a key in the office or let the office know who to contact in your absence in case of emergency. It is suggested that you turn your water off. If you leave town in the winter, turn the heat to between 55 and 60 degrees. Also, do not leave your car in your court's parking lot as this will hinder snow removal. Park your car in the clubhouse parking lot and notify the office that you have done so.

GAS ODOR

Call the gas company at (800) 477-5050. They will respond to this emergency. Also call the office (248) 349-4006 to inform the staff of the problem and the action taken.

ILLEGAL OR SUSPICIOUS BEHAVIOR

Report any such activity to the Northville Township Police Department (248) 349-9400.

POWER OUTAGE

Call Detroit Edison at (800) 477-4747. If the power outage results in water coming into your basement because the sump pump cannot operate, inform the office immediately. After hours, call the emergency number (248) 349-4043. In such emergencies, the Maintenance Department uses a gas generator to prevent damage.

SEVERE WEATHER

Monitor local radio and television channels.

WATER LINE BREAKS

Call the Northville Township Water Department (248) 348-5820 immediately. Then notify the office (248) 349-4006. If the office is not open, call the emergency number (248) 349-4043 and

a message will be relayed to the appropriate person. If the break is in your unit, attempt to shut the water off yourself or ask a neighbor to help. It is important for you to know where your water shut-offs are located. **Become familiar with this information before you need it in an emergency.**

SECTION 4: ASSOCIATION MEMBERSHIP

Association membership is defined in By-Laws 1 as: "Each co-owner shall be a member of the association and no other person or entity shall be entitled to membership." All rights and responsibilities belong to the co-owner whose name is on the deed for each unit, as recorded with Wayne County.

A "member in good standing" is a member who has no outstanding obligation to the Association such as overdue or unpaid Association assessments, late fees, or other violations. A member in good standing is entitled to all the benefits and services of the Association. If a member is not in good standing (delinquent), the member and all residents of the unit may be denied use of the facilities. In cases of severe delinquency, some services may be discontinued as provided in the Master Deed.

Details of the Association benefits available to members in good standing are found in the sections covering association services and recreational facilities.

In the case of a lease or land contract, the owner or seller may assign his rights in writing to the use of the common areas and facilities to the tenant or purchaser. If these rights are assigned, the owner/seller loses them.

SECTION 5: COMMUNITY GOVERNMENT

BOARD OF DIRECTORS

The Master Deed, and By-Laws 1 and By-Laws 2, are the legal documents by which the Association is governed. Specifically, By-Laws 2 establishes a seven-member Board of Directors, all of whom must be co-owners, and gives the Board all of the powers and duties necessary to administer the affairs of the Association. The Directors serve two-year terms and elect the president, vice-president, secretary, and treasurer. The Board holds regular meetings in the clubhouse at 7:30 p.m. on the third Monday of each month. All co-owners of Highland Lakes are encouraged to attend. An opportunity to address the Board is available during the “co-owners’ forum.” The Board meeting minutes and the minutes of committee meetings are published in the monthly newsletter, the Herald.

One of the Board’s major tasks is discussion and approval of the annual budget. Management prepares the initial budget recommendations with input from the various committees. The Board of Directors, with the advice of the Finance Committee, then approves the budget for the next fiscal year which runs from October 1 through September 30. The Board also is responsible for employing a Property Manager and establishing the rules and regulations for the community. For specific information regarding the Board of Directors and the officers of the Association, refer to By-Laws 2. The Board establishes policy for the Association and management carries out those policies. All members of the Board are volunteers and serve without compensation. Board members are covered by a Directors and Officers Liability Insurance policy at the expense of the Association. They are indemnified by the Association against all reasonably incurred or imposed expenses and liabilities while performing in this capacity according to By-Laws 2, Article 8. The names of the current Directors are listed in each edition of the Herald. Anyone interested in serving on the Board is encouraged to submit a resume to the office before the third week in April.

MANAGEMENT

Highland Lakes Condominium Association is self-managed. This means that, instead of hiring a management company, the Board employs a staff to handle the day-to-day activities.

ANNUAL MEETING

The annual election of the Board of Directors is held the week prior to the annual meeting. The first notification of the election is mailed to co-owners in April. A second mailing which includes a ballot, proxy, resumes of the candidates, instructions for voting, and return envelopes is sent ten days before the election. It is important to read the voting instructions carefully. Any amendments to the Master Deed or By-Laws, or any other matter requiring a vote, also would be placed on the ballot. If you have questions or need help with the voting procedure, please contact the office. Only members in good standing with a completed voter designation form on file are eligible to vote. **Your vote for the members of the Board of Directors is one of your most important rights and responsibilities as a co-owner in Highland Lakes.**

A “candidates’ night” is held in the clubhouse prior to the Board of Directors meeting the third week in April. Copies of the candidates’ resumes are available at this meeting. This offers co-owners an opportunity to meet the candidates and evaluate their qualifications. Board members are elected for two-year terms. The terms are staggered so that three members are elected every other year and four members are elected on alternate years. All candidates must be co-owners of Highland Lakes and members in good standing.

The annual meeting of the Association is held on the third Monday in May at the clubhouse. One-third of the co-owners must be represented in person or by proxy to validate the meeting. Results of the annual election are announced at this meeting and the new members of the Board of Directors are installed.

SPECIAL MEETINGS

Special meetings of the Board are called to address specific or urgent issues. Each year, the Board inspects the common grounds, recreational facilities, and the exterior of each residential building and documents areas which may require special attention.

Executive sessions to deal specifically with personnel matters, delinquencies, or other sensitive issues are closed to attendance by co-owners.

STUDY MEETINGS

Study meetings may be called to allow Board members to acquaint themselves with complicated issues and discuss alternatives. These sessions are closed to all except special invitees and no formal action can be taken until presented at a regular Board meeting.

SECTION 6: COMMITTEES AND SOCIAL GROUPS

Ad hoc committees, appointed by the president of the Board of Directors, are established to achieve specific short-term objectives, and are dissolved after the purpose has been fulfilled.

The president appoints three members of the Board of Directors to the Employee Evaluation and Development Committee, which is restricted to appointees due to confidentiality. This committee annually reviews employee performance evaluations, and recommends benefit and compensation adjustments, as well as developmental procedures or organizational changes, to the Board. This committee edits the Employee Handbook and may be called upon to review other personnel matters.

Standing committees are one of the mainstays of our condominium management. Each standing committee has its own set of operating rules. Most committees require co-owners to attend two or three consecutive meetings to be eligible for membership and voting privileges. Officers are elected by the membership of each committee. Members of the Board of Directors are appointed by the president as liaisons to each standing committee.

Minutes are kept by each committee including the subjects discussed and recommendations to the Board. These minutes are reviewed at the monthly Board meeting and action is taken on any recommendations. The committee minutes are published in the Herald each month.

Meetings of committees are listed monthly on the calendar on the back of the Herald and posted in the clubhouse. Most meetings are held in the clubhouse. The Herald lists the current chairperson and Board liaisons for each standing committee and their telephone numbers. Questions regarding the committee or the meeting time should be directed to the office or the chairperson.

Please note: Although committees are part of the governing process of the community and are problem-solving forums, individual problems with neighbors, maintenance, rules, etc. should be resolved directly with management.

CLUBHOUSE COMMITTEE

The Clubhouse Committee makes recommendations to the Board and management related to maintenance and improvements needed in the clubhouse and with regard to clubhouse rental regulations, maintains the library, and co-sponsors certain social activities. Further information about the clubhouse may be found in the Recreational Facilities section of this manual.

COMMUNITY SOCIAL COMMITTEE

The Community Social Committee organizes a variety of family-oriented social activities for the community.

COURT LIAISON COMMITTEE

The court liaisons are volunteers who distribute the Herald to residents of their courts, a valuable service that cannot be provided by the staff. On occasion, the court liaisons may be asked to disseminate additional information.

ENGINEERING COMMITTEE

This committee works closely with the Maintenance Department and reviews co-owner requests for exterior modifications such as patio/deck installations, railings, doors, storm doors, window and doorwall replacements, and internal structural changes. Request forms for such modifications are available at the clubhouse or online at HLCA.us.

FINANCE COMMITTEE

The Finance Committee makes recommendations on Association financial matters, assists with the annual budget, reviews the monthly financial statements, and assesses investment opportunities for the benefit of the Association.

GROUNDS COMMITTEE

The Grounds Committee, which meets during the spring and summer, provides recommendations to the Board for the maintenance and beautification of the common grounds. A co-owner who wishes to remove or replace a tree or shrub in an area of the unit other than the patio must submit a completed Grounds Request Form (available at the clubhouse) to the committee. The committee reviews the requests before making recommendations.

HERALD COMMITTEE

The Herald Committee oversees the monthly publication of the Highland Lakes Herald. The Herald is the official communication to the co-owners and provides the official minutes of the Board and committee meetings, official notices, current listings of personnel and committee chairpersons, notices of social activities, as well as miscellaneous community news.

LAKES ECOLOGY COMMITTEE

The Lakes Ecology Committee's purpose is to promote, improve and beautify the lakes and shorelines of all water areas in Highland Lakes for the benefit of all residents.

POOL COMMITTEE

The Pool Committee makes recommendations to the Board concerning the maintenance and use of the pool facilities and items for the budget, and sponsors numerous social activities. The committee meets during the spring and summer to prepare for the opening of the pool and maximize its use and efficiency during the season. A description of the pool facilities may be found in the Recreational Facilities section of this manual.

TENNIS COMMITTEE

The Tennis Committee makes recommendations for maintenance and use of the tennis court

SOCIAL GROUPS

- The Women's Pinochle Club meets every Wednesday in the clubhouse library from 12:30 p.m. to 3:00 p.m.
- The Highland Lakes Euchre Club meets in the Library at 7:00 p.m. on the first and third Friday of the month.
- The Highland Lakes Women's Luncheon Club meets in the clubhouse at noon on the first Thursday of the month, followed by lunch (usually arranged at a local restaurant). This group also participates in some fund-raising activities for the benefit of local charitable organizations.

These meetings, as well as other Association-sponsored social events also are listed in the calendar on the back of the Herald.

SECTION 7: ASSOCIATION SERVICES

The Association provides many services, some performed by our Maintenance Department and others by outside contractors.

BUILDING INSURANCE

Our buildings are insured on an all-risk blanket basis for approximately \$123,885,000. To keep our costs reasonable, this policy carries a \$5,000 loss deductible per occurrence. The condominium owner is responsible for paying the first \$350 of the loss when damage occurs to the interior of the condominium in certain situations. The Association maintains a special fund to cover the balance of the deductible.

According to our By-Laws, when a condominium building is damaged, the Association's insurance policy will restore it to the same condition called for in the original specifications if the Association policy is deemed primary for the loss. This includes the standard refrigerator, stove, carpeting, and any other item included in the original plans plus one coat of paint on the walls. Improvements or alterations by any co-owner, such as upgraded windows and doorwalls, stove or refrigerator other than standard models, upgraded carpeting, patios, wallpaper, paint, paneling, window treatments, ceilings, tiling, basement partitions, light fixtures, etc., are not covered by this insurance. These improvements are the responsibility of the individual co-owner. Whether the Association insurance is primary depends on the cause of the loss. If the loss is attributable to something that was the responsibility of the Association to maintain under the Master Deed, then the Association policy is deemed primary and The Association insurance will cover the loss as stated above. If the loss is attributable to something that was the responsibility of the co-owner to maintain under the Master Deed, then the co-owner's insurance policy is primary and covers the loss in its entirety up to the insured amount of that policy. Specific details are listed in Article 4, Section 1€ of the Bylaws. **Due to the distinction between primary and secondary carriers, each condominium owner should carry a homeowner's condominium policy to cover the condominium itself, personal property, additions or improvements, and liability.**

COMMON AREA MAINTENANCE

The Association maintains all of the recreational facilities. Tennis courts and swimming pool areas are maintained by our Maintenance Department. [The lifeguards employed by the Association maintain the chemical](#) balance of the water. Deck areas and shower and locker room areas are cleaned and disinfected daily. The three lakes are chemically treated each spring and summer to keep them free of weeds and algae, and to comply with State of Michigan Health Department regulations. Warnings are posted along the banks of the lakes prior to treatments to advise residents not to swim in or consume fish from the water for a specified number of days.

The Association has an ongoing program to maintain asphalt surfaces in the community with the exception of Silver Spring Drive which is a county road.

Street lighting is provided by Wayne County and paid for by the Association. If you notice that a street or parking lot light is not functioning properly, please notify the office. Adequate light is an important factor in protecting property and personal safety.

EXTERIOR BUILDING MAINTENANCE

The Association maintains roofs, siding, paint, caulking, flashing, gutters, etc. on the exterior of each unit as well as maintaining the clubhouse and maintenance buildings. Requests for exterior repairs should be submitted to the office.

LAWN AND SHRUB CARE

The Association is responsible for mowing, trimming and edging lawn areas, and for trimming shrubs and trees anywhere on the common grounds. The Association will not maintain your patio or flower beds.

PAYMENTS AFTER HOURS

You may drop your payment in the mail slot located in the front entry of the clubhouse.

PEST CONTROL

The Association contracts with a pest control company which will spray for pests inside and/or outside. Residents who report a pest problem will be added to the list for the next visit.

RESALE LISTING

Although it is not a sales office, the Association office keeps a list of units currently for sale. Co-owners may request that their units be added to this list. It is provided to prospective buyers who inquire at a cost of 25 cents a copy to cover the expense of printing. Other options for advertising include one "for sale" sign in the unit's window and free-standing "open house" signs may be displayed from 10:00 a.m. to 6:00 p.m.

SECURITY

The Association may hire security guards to patrol during the summer and other high-activity periods. Their primary responsibility is to keep uninvited non-residents from using or damaging the property you pay to maintain and use; so, don't be offended if you are asked to provide proof that you are a resident. The security guards also enforce traffic and parking rules and assist in emergency situations.

SERVICE COMPLAINTS

If you have a complaint regarding a service provided by the Association or a question concerning your account, call the clubhouse. Management will review the problem and work with you to solve it.

SNOW REMOVAL

Roadways and Court Lots.

Beginning with a 1-1/2-inch accumulation of snow as measured at the site during normal daytime business hours, the maintenance staff will service all roadways first. The clubhouse parking lot will be cleared next. Then, the court lots will be cleared beginning with the driving lanes. It is extremely important that residents remove their cars from their courts so that the parking spaces can be cleared. Snow removal will not occur on evenings or weekends unless the accumulation exceeds 4 inches as measured at the site.

Sidewalks.

All sidewalks will be serviced by our Maintenance Department when accumulation reaches 1-1/2 inches (but only during daylight hours and under suitable conditions). We have many miles of sidewalks which require a substantial amount of time to complete; therefore, your patience is appreciated. On days following snowfalls, the sidewalks will be serviced for drifting and icy conditions if necessary. If windy conditions interfere, service will begin as soon as possible. Residents should keep a container of ice melter on hand to sprinkle on their sidewalks. This substance will not harm the grass and is available free of charge at the clubhouse entrances and in a closet inside the clubhouse. Please bring a plastic bucket (no paper or plastic bags) and help yourself.

TABLE AND CHAIRS

Co-owners may borrow one table and up to 10 chairs from the clubhouse for a function in their own units. Residents must sign for the items and make a \$25.00 deposit which will be refunded when the furniture is returned in good condition. The table and chairs must be returned on the following day. Arrangements may be made during regular business hours only. Rentals may be restricted if they conflict with an Association-sponsored or rental event schedule in the clubhouse.

TOOLS

A closet in the clubhouse contains items to help residents maintain their units. In the winter, the closet is filled with ice melter. From April 1 through November 1, a ladder, electric lawn mower, hedge trimmers, clippers, shovels, picks, rakes, a wheelbarrow, etc., are available. These items may be borrowed overnight by signing for them in the office.

TRASH REMOVAL

The Association employs a company to remove trash from the bins located in the courts on Mondays and Thursdays. The bins are swept weekly.

UTILITIES

The Association pays the gas bill for the entire community. Furnaces and water heaters burn gas and a portion of the monthly assessment is used to pay this bill. Surcharges are added to the monthly assessment for extra gas appliances such as stoves, dryers, grills, fireplace logs, or gas lights. The Association also pays the water and sewer bills for the entire community and a portion of the monthly assessment is used for this purpose. As rates continue to climb, conservation at every opportunity is encouraged.

SECTION 8: COMMUNITY RULES

Your obligations to the Highland Lakes Condominium Association and to the other residents include the care and maintenance of the unit, deck or patio, common grounds, recreational facilities, and the behavior of your visitors. Much of your enjoyment of your home in Highland Lakes results from the cooperation of your neighbors just as theirs depends on you. The following regulations were passed by the Board of Directors, as authorized by the Master Deed, for the benefit of all.

COMMON ELEMENTS

Common elements may be defined loosely as all Highland Lakes Condominium Association property except unit interiors, garage interiors, doors, windows, decks or patios, and deeded parking spaces. The common elements are for use and enjoyment by all residents. Residents are responsible for seeing that their guests conform to Association regulations.

Landscaping

Residents may not move, damage or destroy any existing turf, trees, flowers, shrubs or rocks. Nor may they plant anything or place any decorative objects or materials on common areas without permission of the Board of Directors. Grounds Request Forms are available at the clubhouse or on line at HLCA.us. Any permitted landscaping, objects or materials, except for shrubs, shall be the responsibility of the co-owner to maintain. If not maintained satisfactorily, the Association has the right to maintain or remove and assess the co-owner for the cost. The Association may remove any obstructions which restrict access or services without responsibility for repair or replacement whether or not the installation was approved.

The Association is responsible for trimming all shrubs in the common areas of the community. For special requests regarding shrub trimming, contact the office at 248-349-4006. To have shrubs removed, a Grounds Request Form should be submitted to the office for review by the Grounds Committee and recommendation to the Board. Co-owners are reimbursed \$10 a shrub, up to two a year, for replacement of dead or diseased shrubs.

Sprinklers

Only authorized personnel are allowed to operate the sprinkler systems. If a problem arises with any of the sprinklers, please notify the office. The area in front of your unit does not have a sprinkler system. Please keep the area green by watering. Be sure to pick up your sprinkler and hose after watering. The Association is not responsible for any hose or sprinkler damaged by the lawn-mowing equipment.

Prohibited Activities

1. Damaging any common element or other property found therein.
2. Disposing of any materials except in the receptacles provided for such purposes in accordance with the instructions on such receptacles and the procedures outlined under "Trash Removal."
3. Displaying any sign (other than permitted "for sale" signs), advertisement, notice, banner or emblem without written permission of the Board of Directors.
4. Leaving items of personal property in any common area.
5. Permanently taking common grounds for private use.
6. Building any structure on common grounds without prior written approval of the Board of Directors.
7. Starting a fire anywhere except in grills provided for that purpose or as otherwise approved by the Board of Directors.
8. Solicitation, door-to-door selling or canvassing.
9. Camping except sponsored events approved by the Board of Directors.
10. Fireworks are not allowed on Association property.
11. Any illegal activity or other behavior that disturbs the peace or creates danger to others.

Your assistance is requested to keep Highland Lakes safe and attractive. Please notify the office of anyone who violates any of these rules.

DECKS AND PATIOS

Several restrictions apply to deck and patio areas. No firewood may be stored there between May 1 and September 30, and **no rubbish is to be stored there at any time**. No object may be attached to the fence except the American flag. Neither these areas nor any common area may

be used for drying or airing of clothing or other materials. According to Northville Township regulations, "Recreational burning shall only be allowed on the property of one-and-two family homes. No burning shall be permitted on the property of any multi-family dwelling, i.e. apartments, condominiums or townhouses." The only exceptions are charcoal, electric, propane or natural gas grills which are allowed in the patio area but must be located a minimum of 10 feet from any building.

A gate may be installed in the rear fence at the co-owner's expense. Gate size, materials, and architecture must conform to that of the fencing adjacent to the gate. As with any modification, approval to install a gate must be obtained by submitting a plan to the Engineering Committee (see section on modifications). Gates must be latched at all times. Should the gate fall into disrepair, management will require the co-owner either to repair the gate or to remove it and its hardware from the fence.

Residents are responsible for all plantings and care of the deck or patio area. No structure, such as a trellis, may be constructed higher than the top of the fence. Only trees which reach a maximum height of 15 feet and are not within 10 feet of the unit may be planted in this area.

Decks or patios must be kept clean and in good repair. If conditions such as excessive grass length, weeds, debris, pet droppings, etc., exist, the co-owner will be requested to return the area to acceptable standards within 10 days. Otherwise, the Maintenance Department will clean the area and the owner will be assessed a minimum charge of \$75.00 to cover the cost of time and materials.

MODIFICATIONS

Structural or other changes requiring approval by the Board of Directors currently include but are not limited to:

1. Awnings
2. Decks or patios
3. Entry doors
4. Fireplaces
5. Furnaces
6. Handrails.
7. Major interior alteration (moving or cutting into walls)
8. Ramps
9. Satellite dishes
10. Storm doors
11. Windows or doorwalls

Co-owners wishing to make such modifications must submit a completed Modification Request Form (available in the office or on line at HLCA.us) to the office. Completed forms will be reviewed at the Engineering Committee meeting (second Tuesday of each month) and then submitted to the Board at the next monthly meeting. Co-owners are notified of the decision the day after the Board meeting. As part of the process, a refundable deposit of \$50.00 is required. It is suggested that this amount be withheld from the contractor until the inspection is passed, at which time the deposit will be returned. Non-compliance with these procedures resulting in violations of the Master Deed or By-Laws of the Association will require co-owners to correct the violations at their own expense.

On rare occasions, emergency modification requests which demonstrate an immediate need resulting from an overriding health or safety issue may be approved.

PAINTING

Exterior painting of siding, doors and shutters is performed periodically by the Association. Co-owners may paint their front doors, but only a color existing on their building is allowed. Fences may not be painted or stained. Fences will age naturally and repairs will be made with pre-aged cedar boards.

PAYMENTS AND PENALTIES

Full monthly assessments, including any special charges, are due by check or money order on the first of the month and are considered delinquent unless received by 5:00 p.m. on the 10th of the month. Co-owners whose accounts are more than 10 days past due will be sent an official notice reflecting the past due amount including late fees. Delinquent co-owners are not entitled to use any of the general common elements of the Association or to vote at Association meetings. Co-owners who are delinquent more than 45 days will receive written collection notice explaining:

1. In the event of default in payment of any portion of the account, the Association will declare the entire account due immediately. If the account is not satisfied within 75 days, the Association may discontinue the furnishing of any utilities or services upon seven (7) days' written notice.
2. The Association's attorney will begin the collection process by sending a demand letter.
3. All attorney fees and costs incurred in collecting the account will be charged to the co-owner.

If fees are still unpaid 30 days after the demand letter, a lien will be filed. Any account past due 90 or more days will be reviewed for foreclosure proceedings. Additional legal charges and expenses apply to both of these actions. A payment plan may be negotiated for past due accounts and must be submitted in writing to management for approval by the Board of Directors.

PETS AND OTHER ANIMALS

Co-owners may have no more than two (2) pets. Animals other than housepets are not permitted. Dogs must be licensed by the Township of Northville. Breeds commonly perceived as aggressive, such as pit bulls or rottweilers, are not permitted. Information about all pets should be included and kept updated on the resident census form on file in the office. This information is used to contact the owner if a pet is lost, is responsible for damages, or harms someone. Pets must be under the control of their owners at all times. Dogs and cats must be on leashes when on common grounds. Pets must be tethered to an anchoring system when outside other than with their owners, and should not be kept outside for an unreasonable period of time.

Owners are responsible for the clean-up after and any damages caused by their animals. Anyone walking a pet must carry a plastic bag to pick up droppings and dispose of them immediately in the pet waste container located in the trash enclosures. If an unaccompanied animal is found, the Association reserves the right to call Animal Control or otherwise remove the animal. If your pet is picked up, a \$20.00 fee will be charged to your account.

If anyone is continually delinquent in the care of a pet, injunctive relief may be sought. This may include removal of the pet from the owner's care. Any boarding costs associated with care of the animal by any authority will be charged to the owner, and written authorization from the Association will be required to obtain release of the animal.

Hunting, pursuing with dogs, trapping, or in any way molesting wild birds or animals are not permitted. Feeding any wild animals or waterfowl is also prohibited.

SMOKE DETECTORS AND FIRE EXTINGUISHERS

Battery-operated smoke detectors should be installed on both floors. ABC-type fire extinguishers are recommended (A for trash, wood and paper fires; B for liquids and grease fires; C for electrical fires). Residents of two-story units should consider purchasing a steel escape ladder to be kept on the upper level.

TRASH DISPOSAL

Trash must be placed in the bin located in your court parking lot. All garbage must be securely wrapped and tied in plastic garbage bags (not grocery bags). Mulch, grass, plants, and other garden refuse must be put in paper mulch bags and placed next to the bin rather than inside it. The trash removal company will not pick up yard waste in plastic bags. Tree limbs, shrubs and branches must be tied in bundles not to exceed six (6) feet long and placed beside the trash bin. Carpet must be cut into three-foot-wide strips, rolled, tied with string and placed beside the bin. Large items such as appliances, television sets, furniture, etc., must be placed beside the enclosure the night before the scheduled pick-up. Renovation trash, wood trim, etc., must be

hauled away by the company performing the work. No material with protruding nails or screws may be placed in or by the enclosure. Only latex paint cans with the paint thoroughly dried out (placing kitty litter in the paint speeds drying) may be disposed of. Under no circumstances are the trash enclosures to be used for the disposal of any hazardous materials such as solvents, oil, oil-based paints, antifreeze, transmission fluid, gasoline, paint thinner, varnish, biological chemical waste, syringes or narcotics. Residents may contact Northville Township for proper disposal procedures. Call 248-348-5800 for information regarding hazardous waste days. Wayne County also hosts Household Hazardous Waste Day collections in June and August. For information, visit waynecounty.com/bygovt/doe or call 734-326-3936.

UNIT INTERIOR

Owners must maintain their units and the limited common elements under their control in a safe and sanitary condition. Owners may decorate the interiors of their units as they wish; however, they may not tamper with or add wiring or plumbing. The common walls separating the unit from neighbors may not be modified. These are firewalls and, according to the township codes, must remain intact. Structural modifications may not be made to supporting walls and nothing may be stored in the attic crawl space.

The Association has the right to enter any unit for emergency repairs and maintenance to common elements. Owners must provide the office with a current census form containing contact telephone numbers in case of an emergency. Owners should also provide a key to the unit to be kept on file in the office. In an emergency, if no key is available and the owner cannot be reached, the Association will contact the police who will stand by while the Association enters the unit. Damage incurred as a result of such entry will be at the co-owner's expense. Problems which would necessitate this type of entry are gas leaks, water line breaks, fires, power outages, etc. In some situations, it may be necessary to enter a unit to correct a problem in another unit in the same building.

UTILITIES

When providing the new census form, it is important to complete the section regarding gas appliances to make sure you are not paying for an appliance no longer in the unit.

VEHICLES AND PARKING

A. Residents' Vehicles

All residents' vehicles should be registered at the clubhouse. The required information includes vehicle make, color, year, body style, license number, and condominium unit number.

B. Parking

Each unit has access to two numbered parking spaces within the courts. One is deeded and the other is an available space. If the unit has a garage, the garage is the deeded space. Co-owners with more than two vehicles must park the additional ones on the street (where permitted) or in the clubhouse parking lot. Guests may park in the numbered spaces of their hosts, marked guest parking spaces in the hosts' courts, on the streets where permitted, or in the clubhouse parking lot. Parking in the guest spaces is limited to four hours. Permission slips for parking up to 24 hours can be obtained from the office. Guests staying longer than 24 hours must park in the clubhouse lot or along an interior roadway.

Only operable, currently licensed vehicles are allowed to park in the clubhouse lot. For storage exceeding 24 hours, vehicles must be parked along the back row facing the curb and they must be registered in the office.

Violations of the parking policy will result in the offending vehicle being ticketed or towed at the owner's expense. Please comply with the rules and insist that your guests do likewise. Call the office to report parking problems, or you may call the Northville Township Police Department (248-349-9400) and request that they handle the matter. .

C. Prohibited Vehicles

Operation of any off-the-road motor-driven vehicles, including mini-bikes, dune-buggies, snowmobiles, converted snowmobiles, all-terrain vehicles, amphibious vehicles, or similar motorized devices is not permitted.

Vehicles not permitted in the court lots include recreational vehicles or trailers; vehicles weighing more than 4-1/2 gross tons; vehicles designed or modified for snow plows, loading or towing booms, mixing devices, tandem axles, visible tool boxes, roof-mounted emergency signal lights; or any vehicle equipped for use in commercial activities.

Residents may park recreational vehicles or moving vans in their numbered spots up to 24 hours to load or unload. Vehicles required to provide a service to a resident may park in the respective co-owner's numbered parking space for the time required to perform the service.

D. Recreational Vehicles

Properly registered and licensed travel trailers; tent pop-up trailers; motor homes; van-type campers; dune buggies; snowmobiles; and trailered boats, motorcycles or ATV's in good operating order may use the RV lot. Non-commercial utility trailers, no more than

eight (8) feet long, are restricted to corner spaces. Vehicles more than 33 feet long may not be parked in the RV lot. An RV Lot Registration Form, available at the front desk in the clubhouse, must be completed and submitted with a \$20.00 fee. If approved, the co-owner will receive a key which may be kept as long as the vehicle is in the lot, the co-owner remains in good standing, and the annual fee of \$20.00 (due on June 1) is paid. Anyone using the RV lot must always close and lock the gate when leaving. A lost key will result in the assessment of a replacement fee.

E. Speed Limits

The posted maximum speed is 25 miles an hour on all residential streets. To insure safety, the maximum speed within the courts and clubhouse parking lot is 15 miles an hour.

F. Vehicle Maintenance

Vehicle maintenance on Association premises is limited to washing, waxing or minor tune-ups. Tire changes, battery boosts or other minor services are allowed in emergencies. Because of safety and environmental concerns, major repairs, oil changes or radiator flushes are not permitted. Vehicles which leak oil or other such substances must be repaired promptly. Co-owners will be assessed for cleaning and repair.

WATERCRAFT

Only paddleboats, canoes, rowboats, and watercraft (no longer than 16 feet) with battery-powered motors not to exceed 50 pounds of thrust are permitted. No other motor-driven boats are allowed.

A. Eligibility

Only HLCA co-owners in good standing or homeowners of Rippling Lane or Scenic Harbor Drive who have paid their annual recreational assessment may dock a watercraft or use the lakes. Co-owners may extend their privileges to their renters or land contract vendees who also must register the watercraft as if they were the owners.

B. Registration

A registration and sticker application for any watercraft must be completed at the office by June 1 of the year it is acquired, and is valid for the calendar year. Stickers must be applied in a clearly visible location.

C. Docking and Storage

Watercraft is to be stored in the co-owner's patio area, docked in the water tethered to the shoreline, or place on a provided boat rack. If no room is available on the boat racks, it may be placed on common ground as close as possible to the rack. Otherwise,

it is not to be stored on the shoreline. Watercraft in the patio area must not create an unsightly appearance. Watercraft should be secured with a chain and padlock. The Association is not responsible for the loss, theft or damage to any watercraft.

D. Maintenance

All registered watercraft must be maintained in operable and sanitary condition.

E. Penalties

If the watercraft is not properly registered, stickered, stored and maintained, the following actions will be taken in the order presented:

1. The watercraft will be ticketed.
2. HLCA will attempt to notify the owner, using the last available contact information.
3. The watercraft will be confiscated.
4. The owner will pay a \$75.00 impound fee before the watercraft will be released.
5. If attempts to locate the owner have failed and/or the violation has not been remedied within 30 days, HLCA will sell or otherwise dispose of the boat.

SECTION 9: RECREATIONAL FACILITIES

This section of the manual contains rules established for the use of Highland Lakes recreational facilities. These rules were established for the benefit and safety of all the residents and will be enforced equally for all residents.

CLUBHOUSE

A co-owner in good standing has the right to use the clubhouse facilities. If the unit is rented, the owner relinquishes to the renter the right to use the clubhouse and pool. This right pertains to the other residents of the unit.

Identification

Residents eligible to use the clubhouse facilities must have a Highland Lakes identification card. Front desk staff may deny entry for failure to produce identification when asked. Residents must sign in and obtain a key to use the exercise room or the sauna. Up to four (4) teen-age residents (14 or older) may have access to the Highland Room or library during normal business hours without an adult present. They will be required to sign in and leave their identification cards at the front desk until they leave. If a problem occurs (i.e., failure to follow Association rules), their cards will be held and the Property Manager will notify the parents.

Guests

Guests may use the clubhouse facilities if accompanied by the owner or renter who may have up to four (4) guests per unit a day.

Billiard Room

Equipment can be checked out at the front desk and must be returned after use. Time in the Billiard room is limited to one (1) hour, but may be extended by the staff.

Bulletin Board

There is a bulletin board in the billiard room near the coffee station for co-owners' non-commercial use. All notices are dated and kept on the board for no longer than one month.

Exercise Room

Those using the exercise room must be 18 years old with the exception that those 16 years of age may be admitted if accompanied by an eligible resident who is at least 18.

Kitchen

Cooking is limited to social functions and rental events. Authorized groups must clean up after using any kitchen facilities or a cleaning charge will be levied. The Association is not responsible for food or personal belongings left in the kitchen.

Library

Books are available for use from the clubhouse library. Returned books should be placed on the designated cart and will be reshelved by the Clubhouse Committee.

Sauna

No person under 18 years of age may use the sauna without an accompanying parent or guardian. Serious physical injury is possible within a matter of minutes in the sauna, especially for those with hidden health problems (heart murmur, scar tissue due to rheumatic fever, etc.)

Alcohol

Except for scheduled approved events, drinking of alcoholic beverages is prohibited.

Attire

Wet swimwear is not to be worn in the clubhouse proper. Bare feet are not allowed except in the exercise room, locker room, sauna, or as otherwise permitted by the Board of Directors. Ice skates, roller skates, shoes with metal cleats or any other footwear damaging to carpeting or flooring are forbidden.

Behavior

Association office staff on duty shall have the right to restrict anyone from the clubhouse for unacceptable behavior until that person is reinstated by the Board of Directors.

Food and Drink

Except as specifically authorized by the Board of Directors, consumption of food and drinks is limited to the Highland Room.

Pets

No pets are allowed in the clubhouse.

Smoking

Smoking, including e-cigarettes, is not permitted in Highland House. Smoking areas are immediately outside the outer front doors and the north side door. All disposable smoking materials must be extinguished in receptacles provided for that purpose before re-entering the building.

Clubhouse Rental

- Clubhouse Rental Applications are available at the office.
- Clubhouse rental is available to co-owners or lessees in good standing who must be in attendance from the beginning to the end of the function. Lessees must furnish a letter from the co-owner accepting responsibility for any damage to the clubhouse exceeding the security deposit and not reimbursed by the lessee.
- "Open door" or ticket selling at the door is not permitted.

- Any regularly scheduled meeting or event not sponsored by the Association is subject to a rental fee.
- Residents other than the renter and guests have access to the office, billiard room, library, restrooms or any other unrented areas and are requested to avoid disturbing the event.
- Additional rules concerning rental events are addressed in the Rental Agreement and are binding.

Damages

Anyone vandalizing or damaging the clubhouse or failing to comply with any provision of the rental agreement shall be restricted from using the clubhouse until reinstated by the Board of Directors. Any damages will be repaired at the expense of the responsible co-owner or lessee.

LAKES

Highland Lakes, as the name suggests, includes two entire lakes, Silver Spring Lake and Crystal Lake, in addition to a large portion of Swan Harbour Lake. The lakes are treated routinely to keep weeds under control. Warning signs are posted. The beaches maintained on the east end of Silver Spring Lake and the west side of Swan Harbour Lake are open from 7:00 a.m. to 10:00 p.m. The Silver Spring beach may be used by residents of Highland Lakes Condominium Association, Rippling Lane Homeowners Association and Silver Springs Homeowners Association. Residents of each of the above organizations have identification cards entitling them to the use of this facility. No alcoholic beverages are allowed at the beaches. Only four (4) guests are allowed per unit per day.

Swimming in all the lakes is at your own risk. No lifeguards are on duty and the Association assumes no responsibility for swimming, skating, boating or fishing on the lakes. Fishing is allowed only by residents and guests. The lakes are stocked for the enjoyment of the residents and you are encouraged to return your catch.

A nature trail surrounds Silver Spring Lake and cooperation is needed to keep the area free from litter.

SWIMMING POOLS

The Association maintains two swimming pools, a large pool with a diving board and a wading pool for small children. The large pool is staffed with certified lifeguards. No one is allowed in the pools unless a lifeguard is on duty.

Hours and General Regulations

- The traditional swimming pool season is from Memorial Day weekend through Labor Day.
- The regular pool hours are from 12:00 p.m. to 8:00 p.m., Monday through Friday, and 11:00 a.m. to 8:00 p.m. on the weekends, except as may be required for special events.
- A green flag flying at the front of the clubhouse indicates that the pool is open. A red flag indicates that the pool is closed. A yellow flag indicates that the pool will stay open later.
- All persons using the pool and related facilities do so at their own risk.
- An 18-year-old will be considered an adult.
- The Association will not be responsible for personal property left in the pool area or related facilities.
- The head lifeguard or assistant head lifeguard has the authority temporarily to revoke the swimming pool privileges of any person for reasons of misconduct or violation of any rule.
- Co-owners will be responsible for all damages caused by their children, their guest, or themselves.
- Personal radios should be played at low volume.

Identification and Admittance

- Only members in good standing and their guests will be admitted to the pool.
- Admission to the pool will be allowed **only** through the gate off the parking area. All members must sign in at the check-in desk. An ID card is required for admission. Temporary passes may be obtained at the front desk.
- All children under 10 years of age must be accompanied by an adult. Children 10 to 12 years old must be accompanied by an adult unless qualified for a dolphin patch. During Memorial Day weekend all children under 12 must be accompanied by an adult.

Sanitary Regulations

- Everyone must take a soap shower and use the footbath before entering the pool.
- No one with a skin, eye, nose, throat or other infection or ailment which may be considered communicable or tending to contaminate the water will be allowed to use the pool. Persons with excessive sunburn, abrasion which has not healed, corn plasters, bunion pads, adhesive tape, rubber bandages, etc., will not be permitted.
- Eating and drinking are allowed in the terrace area **only** and not within the pool enclosure. There will be no smoking anywhere in the pool enclosure or terrace area.
- No glass containers of any type are allowed within the pool enclosure or on the terrace.
- Everyone must wear a bathing suit. Cutoffs are permitted on the terrace only and are not allowed in the pool or pool area.
- Children wearing tight-fitting rubber (waterproof) pants and swimmer diapers will be allowed in either pool.

- No pets are allowed in the pool or terrace area.
- People in street shoes are not allowed in the pool area or shower rooms. Member spectators are welcome in the pool enclosure provided they remove their shoes.

Safety Regulations

- Entry to the pool when no lifeguard is on duty is a violation and will be subject to prosecution by the Michigan State Police or the Northville Township Police.
- Children less than 42 inches in height (shallow water depth) will not be allowed in the large pool unless an adult stays in the water with the child or the child has a dolphin patch.
- Children under 12 years of age will be issued a dolphin patch upon successful completion of the qualifying test. A responsible adult must be present when the child is given the swim test. Children under the age of 10 with a dolphin patch still must be accompanied by an adult in the pool area.
- Children using the wading pool must be accompanied by an adult within that pool enclosure who assumes full responsibility for the child.
- Strollers and other wheeled vehicles are not allowed in the main pool.
- Every weekday from 2:00 to 2:45 p.m., 4:00 to 4:45 p.m., and 6:00 to 6:45 p.m., children will be allowed to play with toys provided by the Pool Committee. No toys or balls will be permitted in the large pool at any other time. Only Coast Guard-approved flotation devices secured to the body will be allowed.
- The life line is not to be played with or sat on.
- Horseplay or running are not allowed in the pool area or related facilities.
- Only one person is allowed on the diving board at a time. More than one bounce on the board and diving off the side of the board are not permitted. Divers must make sure that the pool area is all clear. No swimming is allowed in the diving area.

Guests

- Guests may use the pool only in the company of an adult resident.
- Guests must be signed in by the resident.
- Young residents, 14 years or older, are allowed to bring one (1) guest per day to the pool without an adult present.
- Each unit will be allowed a maximum of four (4) guests per day.

TENNIS COURT

Residents who provide their Highland Lakes ID may sign out a key to the tennis court from the clubhouse office. The ID will be held until the key is returned. Residents must provide the names of any guests and sign an Athletic Courts Conduct Agreement. Residents are responsible for locking the court and returning the key when they leave. Violations will result in suspension of court privileges at the discretion of management.