

Welcome to Highland Lakes Condo Association!

This is a summary of important information about your new community.

PLEASE TAKE THE TIME TO READ THIS INFORMATION

Everyone buys into Highland Lakes for different reasons. Condominium Ownership provides many amenities and many obligations. Highland Lakes is a self-managed "Co-Owner" Association. We are NOT a rental Community and as such, you have a vested interest in the operations, improvements, and maintenance of the Association. Highland Lakes Condominium Association is **DEED-RESTRICTED** via our By-Laws and Master Deed. The By-Laws were developed to protect the interests, values, and ascetics of our community and the Co-Owners. It is **mandatory** that you abide by the procedures, policies and rules set forth in the By-laws, Master Deed, and directives of the Board of Directors in order to avoid mistakes that may be costly to you. Management and the Board are here to help you make owning a Condo in Highland Lakes a great experience; we are also here to make certain that all Residents follow the rules and By-Laws, which help protect everyone's interests.

We cannot emphasize enough how important it is for you to read, understand and follow The By-Laws, .Master Deed, Co-Owner Manual and Board Directives published in the Herald.

Board of Directors: Directors are Co-Owners that are elected on a rotating basis to the Board each year and serve as volunteers for their terms that vary from one up to two years. The Executive Officers of the Association are members of the Board that serve as President, Vice President, Treasurer, and Secretary. The Board is the governing body of the Association and set policy and procedures based on the Master Deed and By-Laws. Meetings are conducted every third Monday of the month at 7:30 P.M. at the Clubhouse. You can personally address the Board at the "Co-Owner Forum" portion of the meeting. Please take time and stop in, it is a good time to get acquainted with the issues discussed by the Board.

Management: Is lead by a Full-Time Property Manager and Administrative staff that is based in the Highland House (Clubhouse). Some of the Property Manager's functions are the daily management of the Association, supervising our Maintenance, Administrative, Security, and Life Guard Teams, carrying out the By-Laws, Master Deed, policies, procedures, rules and Board directives, community relations and protecting the interests of our Co-Owners.

Co-Owner Manual: Contains important community information as well as rules and procedures. Please refer to it regarding any aspect of your new community.

Exterior Modifications: The Co-Owner pays for modification to windows, doors, doorwalls, decks, etc., according to established specifications. You must fill out and submit the modification request form and seek approval from the Engineering Committee and Board before beginning your modification. The correct forms and policies can be obtained from the Clubhouse office. It is your obligation to make certain that your contractor follows the procedures as outlined in the modification request package. Also, after the work is completed, it is your obligation to request an inspection by our Maintenance Dept. of the work that was completed.

Keys: Can be securely stored at the clubhouse in the event you or your family lock yourselves out of your condo. It may be necessary for Management to enter your unit in case of an emergency. Please provide the office with a key to your unit.

Monthly Assessment: Due at the first of the month; delinquent after the 10th. Late charge will apply.

Landscape Changes: Request to make changes to the exterior landscaping are handled via a Grounds Committee request form that can be obtained from the Clubhouse office. The Co-Owner must submit and request approval from the Grounds Committee and Board for any changes according to the established specifications as stated in the By-Laws, Co-Owner Manual and Board Directives. The Co-Owner is responsible for the expenses related to any approved changes.

Parking: Each Condo has TWO parking spots (Garages are' one spot) residents are allowed to park in your Deeded Spots only or on street if allowed by the Township. Guest parking is NOT allowed in another unit's spots (unless you have written permission) nor should guests park illegally. Additional parking (by permit) is available in Clubhouse parking lot. ***Illegal parking hurts everyone. -Please pay attention to signage and direction. Illegally parked 'vehicles will be ticketed and towed at owner's expense without further notice or warning.**

Patio: Must be maintained according to the standards of the Association. Personal property such as toys and lawn furniture cannot be left overnight on common ground.

Peladow (Ice/Snow Melter): Provided to all Co-Owners. You can obtain your supply at the Clubhouse. Please bring your own container for transportation.

Pets: Are limited to domestic animals only (No farm animals). Quantity of pets and keeping of aggressive animals are regulated by the Township. All animals must be on a leash while outside your condo (Township Law) and Co-Owners are responsible for immediate clean up. .

Pool: Is for the exclusive enjoyment of Co-Owner's in good standing and a limited' quantity of their guests. Annually updated Highland· Lakes ID is required for access to the pool. Please refer to the published Pool rules for specific details and dates and hours of operation. .

Satellite Dish: You must submit and seek approval from the Engineering Committee and Board prior to installation. You can obtain a form from the office. It is your responsibility to make certain that your contractor follows the procedures for installation; you also need to request an inspection of the installation by our' maintenance department after the work is completed.

Snow Removal Policy: Basics are as follows: The Maintenance Team will remove snow and ice during normal working hours and only after the snow exceeds 1 1/2 inches. There will not be snow removal during the weekends or holidays unless there is a significant snowfall. Plowing of the courts is done in two phases, first the centers are plowed and then (perhaps the second day) the parking spots are plowed (ONLY if Co-Owners remove their cars from the lots). The snow removal policy is published in the Herald each winter season. You will need to have a good understanding of the procedure for snow removal.

The Herald: A monthly magazine that is the official communication between the Association and our Co-Owners. It contains important information about your community. You will be updated on community news and seasonal programs you need to know about.

Trash: Use heavy-duty trash bags and follow the procedures on page five (5) of this packet. Please follow the guidelines posted on the trash bin for disposal of appliances, leaves, grass, furniture, and carpet. *It is **FEDERAL LAW** and **YOUR** responsibility to hire a contractor to properly remove Freon from appliances prior to disposal. YOU must also remove doors/lids/latches from such appliances to prevent children or animals from becoming trapped in them. Failure to follow these guidelines will result in fines.

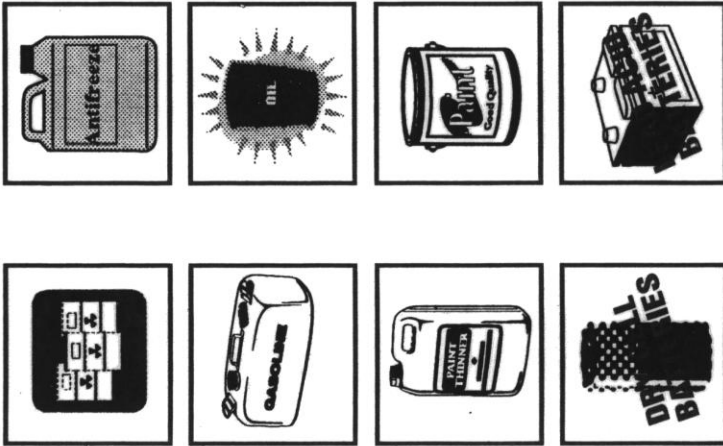
On behalf of the Board of Directors and the Management of Highland Lakes

WELCOME!

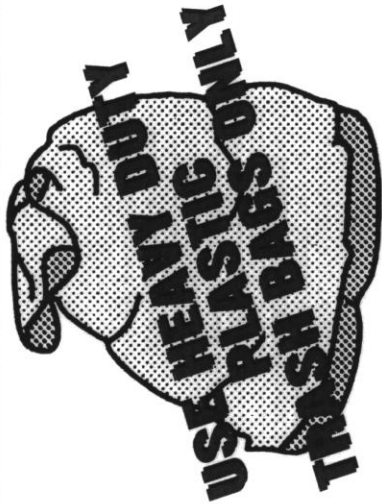
TRASH PLACEMENT & PICK UP POLICY

RESIDENT USE ONLY: Please use plastic trash bags for trash and garbage!
All compost/yard waste MUST be in paper bags!

HAZARDOUS WASTE ITEMS THAT WILL NOT BE PICKED UP:



Also—Any other material classified as Hazardous by the Dept. of Transportation



Properly bagged and tied trash/garbage is the only object placed **INSIDE** of the rubbish bin.

YARD WASTE

NOTE: Bag ALL leaves, grass and weeds.

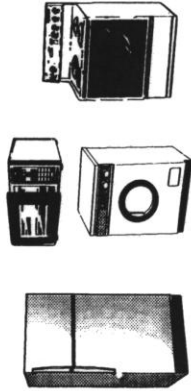


Branches: Cut to 3' ft lengths and tie in bundles.

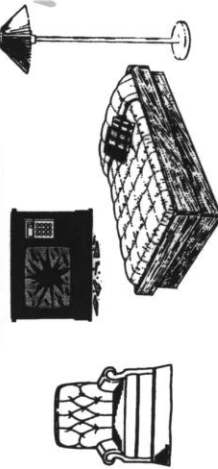


LEAVE THE FOLLOWING ITEMS OUTSIDE THE RUBBISH BIN:

OLD APPLIANCES



OLD FURNITURE



NOTE: Federal Law Requires a Certified Technician TO REMOVE FREON from Air Conditioners, Dehumidifiers and Refrigerators BEFORE DISPOSAL. All Air Conditioners, Dehumidifiers and Refrigerators MUST be Tagged with Certificate of Removal. **NO EXCEPTIONS**

CONSTRUCTION DEBRIS

Carpet: Cut and tie into 4 foot long rolls



Cut lumber to 4 foot lengths. All nails MUST be removed.



CONTRACTORS ARE PROHIBITED FROM DISPOSING CONSTRUCTION DEBRIS AT HIGHLAND LAKES

Thank you for keeping your community clean!

FOR HAZARDOUS WASTE CORRECT DISPOSAL PROCEDURES & LOCATIONS PLEASE CALL 734-326-3936

Highland Lakes Condominium Association • Census Form

Unit Address: _____ Building: _____ Unit: _____

Owner Information:

Owner(s) of Record: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Number: _____ Work: _____ Cell: _____
Email: _____

Owner(s) of Record: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Number: _____ Work: _____ Cell: _____
Email: _____

Renter Information:

Name of Renter(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Home Number: _____ Work: _____ Cell: _____
Email: _____

Name of Renter(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Home Number: _____ Work: _____ Cell: _____
Email: _____

Other Adult: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Number: _____ Work: _____ Cell: _____
Email: _____

Children Information (occupants only):

Number of children living in the unit: _____
Name: _____ Birth date/age: _____
Name: _____ Birth date/age: _____
Name: _____ Birth date/age: _____
Name: _____ Birth date/age: _____

Other Adults/and or Temporary Residents (only co-owner(s) complete this section):

Name: _____
Work: _____ Cell: _____ Email: _____

Name: _____
Work: _____ Cell: _____ Email: _____

Note: All residents (including children) must show proof of residency before an ID card will be issued.

Emergency Information:

Name: _____ Address: _____

Phone number: _____ Do they have a key to your unit? Yes ___ No ___

Relationship: _____

Do you keep a key to your unit at the Clubhouse for emergency purposes? _____

Please Note: *If the building shut-offs or sump pump is located in your unit you MUST leave a key at the Clubhouse.*

Appliance Information:

Gas logs: _____ Gas range: _____ Gas patio light: _____ Gas dryer: _____ Gas grill: _____

Pet information:

Pet type: _____ How many? _____ Pet type: _____ How many? _____

Vehicle Information:

Year: _____ Make: _____ Model: _____ Color: _____ Plate #: _____

Year: _____ Make: _____ Model: _____ Color: _____ Plate #: _____

- ***Please Note:*** *Only TWO vehicles are permitted in the Court. Additional vehicles must use the Clubhouse or Street (where permitted). The usage of unnumbered or guest spaces is NOT permitted.*

Boat: _____ Type: _ Color: _ Where stored: _____ Permit #: _____ RV lot: _

New Owner:

Have you received? Master Deed: _____ By Laws I & II: _____ Co-owner Manual: _____

Would you like a meeting with the Association to assist with understanding the privileges and obligations of living within Highland Lakes Condominium Association? Yes ___ No ___

Would you prefer a telephone call? Yes ___ No ___

- ***Please Note:*** *To receive periodic updates and information from the association from our robocall system, please opt-in by texting "ALERT" to 22300 from your cell phone.*

What committees would you be interested in?

Clubhouse _____ Court Captain _____ Engineering _____ Family Social _____ Finance _____ Grounds _____
 Insurance _____ Pool _____ RV Lot _____ Tennis _____ Herald _____ Vision _____

For more information about these committees, please visit our website: HLCA.us

Certification:

By signing below, I certify that the above information is accurate to the best of my knowledge, and I/we acknowledge and understand the Association Deed, By-laws, Rules and Regulations.

Co-Owner signature: _____ Date: _____

Co-Owner signature: _____ Date: _____

Renter signature: _____ Date: _____

Renter signature: _____ Date: _____

OFFICE USE _____ DATABASE _____ ROLODEX _____ ACCOUNTING _____ NEW NEIGHBOR

COUPONS SENT _____



HIGHLAND LAKES CONDOMINIUM ASSOCIATION

20301 Silver Spring Drive • Northville, Michigan 48167
Phone: 248- 349-4006 • Clubhouse@HLCA.us • Fax: 248-349-8821

Voter Registration and Designation of Voting Representative

The undersigned, being the Co-Owner(s) of Unit Number _____ in Highland Lakes
Condominium Association

Name of Co-Owner: _____

Name of Co-Owner: _____

Highland Lakes Address: _____
(Address of property owned in Highland Lakes)

Pursuant to Article 1, Section 2(e) of the Condominium By-Laws I (we) hereby appoint the following
Highland Lakes Condominium Co-Owner as the Designated Voting Representative for our unit.

NOTE: Only ONE person per unit is allowed to vote in an election. PLEASE FILL OUT THE
DESIGNEE IN THE SECTION BELOW. You may *Name Yourself* as the Designated
Voting Representative or you may choose to *designate another Co-Owner or Director to vote
on your behalf*. In either case, you need to enter information below, sign and return this
form to the Clubhouse.

Name of Designee: _____
(Note: only one person's name can appear on the above line or the form is void.)

Designee Address: _____

City, State, Zip: _____
City State Zip

Co-Owner Signature: _____ Date: _____

Co-Owner Signature: _____ Date: _____

*Thank you for participating in the Highland Lakes Condominium Association election
process. We appreciate your input and please remember that your vote counts!*

HLCA MASTER LIST OF ALTERATIONS REQUIRING APPROVAL BY HIGHLAND LAKES

This document declares all alterations to condominium units within the Highland Lakes Condominium Association that must, first, be approved by the Engineering Committee, Property Management, and the Board of Directors of Highland Lakes.

This alterations list is governed by the Highland Lakes by Laws and will be enforced by Management and the Board of Directors of Highland Lakes.

Penalties (see below) will be enforced for non-compliance with the approval process of the following items:

WITHIN THE OWNERS UNIT: Limited Common Element

- Fireplace Installation or reconstruction
- Any venting or chimney changes, all must be approved.
- Basement floor/wall breakout for plumbing, venting or other
- Interior - wall construction, removal, or any structural changes
- Installation of High Efficiency Furnaces (90% plus) and venting

OUTSIDE YOUR UNIT: Limited Common Element

- Gas Grill and Gas Lamp Installation or removal
- Front Porches, Rear decks, and Rear patio construction
- Patio Awnings
- All windows
- Screen Doors, Entry Doors, and Door Walls (Patio Doors),
Garage Doors
- Satellite Dish Installation or Alteration
- Ramps and Handrails

****NOTE: Penalties for non-compliance modifications may include fines and removal of non-compliant items at the co-owners full cost.**