



HIGHLAND LAKES CONDOMINIUM ASSOCIATION

CO-OWNER'S MANUAL

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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 early 1971, 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. Now, annual elections 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.

We recently celebrated our 50th Golden Anniversary to commemorate our success as a community and honor the original owners who continue to reside here.

We are the largest Homeowners Association in the Township, with a budget of more than 3.5 million dollars that is second only to that of the Township itself.

Highland Lakes has experienced many changes through the years and continues to improve and expand our services. Property values continue to rise. Our community is successful because of the tireless efforts of the co-owners who volunteer their time as well as professional knowledge. Highland Lakes is an incredibly special place that reflects the values of its people.

ABOUT THIS MANUAL

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 serves as a reflection of the By-Laws of the Association.

SECTION 2: NEW RESIDENT INFORMATION

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

1. **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.
2. **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 information about the following:

1. **Co-Owners' Manual** – This manual contains valuable information about living in Highland Lakes including services provided, your obligations, and regulations. It can be found online under the Highland Lakes Condominium Association webpage along with the Master Deed and By-Laws.
2. **Directory** – The directory contains the current resident's telephone numbers and addresses. It is distributed annually.
3. **Payment Vouchers for Monthly Assessments** – the vouchers will be issued if you have not received them from the previous co-owner. Updated vouchers are sent annually in September.
4. **Boat Stickers** – Required for all boats and watercrafts (i.e., water boards)
5. **ID Cards** – Enable each member of your household to use the amenities.

HELPFUL HINTS FOR CONDOMINIUM LIVING

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

- Become familiar with 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.
- Stay informed. Read the minutes of the Board of Directors meetings published in the monthly Herald or, better yet, attend the meetings.
- Join a committee. It's a fantastic way to meet people, have fun, and serve your community.
- Use the amenities (swimming pool, athletic courts, clubhouse, etc.)
- Participate in the social activities.

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. (Oct 1 – April 30)
11:00 a.m. – 9:00 p.m. (May 1 – Sept 30)

Sunday: 12:00 p.m. – 5:00 p.m. (Oct 1 – April 30)
11:00 a.m. – 9:00 p.m. (May 1 – Sept 30)

SECTION 3: WHAT TO DO ABOUT . . .

Become familiar with this information *before* you need it in an emergency

FIRE, SEVERE INJURY, OR POLICE EMERGENCY

Call **911 immediately**; provide type of emergency and location; then attend to any victims. This gets lifesaving help on the way without delay. 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 severe 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 during 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. 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.

GAS ODOR

Vacate the property and 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

Call 911 immediately.

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. It is important for you to know where your water shut offs are located.

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 or having any outstanding violations) the member and all residents of the unit may be denied use of the amenities.

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

In the case of a lease or land contract, the owner or seller may assign his rights in writing to the use of the communal areas and amenities 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 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.

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, approves the budget for the next fiscal year which runs from October 1 through September 30.

The Board 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 ELECTION

Only members in good standing with a completed voter designation form on file are eligible to vote in the annual election.

The Board of Directors annual election process is as follows:

- April - first notification of the election is mailed to co-owners
- April (3rd Monday)- A "candidates' night" is held in the clubhouse prior to the Board of Directors meeting
 - candidates must be co-owners of Highland Lakes and members in good standing
 - co-owners have an opportunity to meet/evaluate the candidates
- Ten (10) days before election - second mailing which includes a ballot, proxy, resumes of the candidates, instructions for voting, and return envelope is mailed to co-owners

It is important to read the voting instructions carefully.

ANNUAL ELECTION (continued)

Process (continued).

- 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.

Any amendments to the Master Deed or By-Laws, or any other matter requiring a vote, would be placed on the ballot. Please contact the office with any questions

ANNUAL MEETING

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.

BOARD MEETINGS

Meetings are conducted nine (9) times per year on the third Monday of the 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 Highland Lakes Herald.

SPECIAL MEETINGS

Special meetings of the Board are called to address specific or urgent issues. Each year, the Board inspects the common grounds, recreational amenities, 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 address complicated issues and discuss alternatives. These sessions are closed to all, except special invitees. 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 regarding clubhouse rental regulations, maintains the library, and co-sponsors certain social activities. Further information about the clubhouse may be found in the Recreational Amenities 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 Highland Lakes 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.

ECOLOGY COMMITTEE

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

ENGINEERING COMMITTEE

The committee works closely with the Maintenance Department to review co-owner requests for exterior modifications such as patio/deck installations, railings, doors, storm doors, window and door wall 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 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, or modify any landscaping, 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 assists with the monthly production of the Highland Lakes Herald to ensure it is informative, entertaining, and reflective of the interests and values of the community.

POOL COMMITTEE

The Pool Committee provides recommendations to the Board for the maintenance and use of the pool amenities. The committee meets during the spring/summer to prepare for the pool opening and maximize pool use and efficiency. A description of the pool amenities may be found in the Recreational Amenities section.

SOCIAL/SPECIAL INTEREST GROUPS

There are several different social events along with special interest group meetings throughout the month. Refer to the Highland Lakes Herald calendar for dates.

SECTION 7: ASSOCIATION SERVICES

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

BUILDING INSURANCE

Each condominium owner **must** carry a homeowner's condominium policy to cover the condominium itself, individual property, additions or betterments, and liability. Refer to the By-Laws for further details.

CHAIR RENTAL

Co-owners may borrow metal chairs from the clubhouse for a function in their own units. Residents must sign for the chairs and make a \$25.00 deposit which will be refunded when the chairs are returned in good condition 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 scheduled in the clubhouse.

COMMON AREA MAINTENANCE

The Association maintains all recreational amenities on the property. Tennis courts and swimming pool/beach 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.

The Association has an ongoing program to maintain asphalt surfaces in the community, except for Silver Spring Drive which is a county road.

Silver Spring lighting is provided by DTE. Please call them direct at 800-477-4747 or online at DTEenergy.com to report problems.

If you notice that a street or parking lot court light is not functioning properly, please notify the office. Adequate light is a key 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 co-owner is solely responsible for maintaining their patio landscaping 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

Co-owners may advertise with one “for sale” sign in the unit’s window. A free-standing “open house” sign may be displayed from 10:00 a.m. to 6:00 p.m. on the day of the open house.

SECURITY

The Association may hire security guards to patrol during the summer. Their primary responsibility is to keep uninvited non-residents from using or damaging the property. You may be asked to provide proof that you are a resident. The security guards enforce parking rules and answer complaints.

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

Highland Lakes Condo Association has an adopted snow removal policy that can be found online at HLCA.us or published in the Herald (usually November). The policy is required as part of our Risk Management procedures and keeps Co-Owners informed of what to expect from the Association.

Here are the basics regarding plowing and snow blowing:

Within 48 hours (or less depending on weather and amount of snow)

FIRST DAY:

Main streets, clubhouse, main sidewalks, and center of courts

SECOND DAY:

Approach walks, porches, parking spaces (only if courts are clear of cars)

Please refer to the website for greater details.

TOOLS

A tool shed outside the clubhouse contains items to help residents maintain their units. From April 1 through November 1 assorted tools/equipment are available. These items may be borrowed overnight by signing for them in the office.

TRASH REMOVAL

Trash/Garbage

The trash is picked up two (2) times each week, usually in the morning, subject to change and except holidays. Please check the Highland Lakes Herald calendar for details.

There is a trash bin enclosure in almost every court. Only carts inside of the trash corral will be emptied. Carts must be in the trash corral to be emptied.

- Place trash and household garbage inside heavy duty PLASTIC GARBAGE BAGS and tie them securely. This is the LAW.
- Put dog droppings in a small plastic bag when picking it up and then place the secured bag in a trash bin.
- Place empty planters, after soil and plants have been removed, into garbage bags and not into paper bags.
- Do not throw loose trash in the garbage bins.
- Do not place hazardous material in the garbage - Highland Lake's solid waste haulers, by law, can never accept E-waste or hazardous waste.
 - What is E-waste?
 - E-waste is basically any consumer electronic equipment that a person no longer wants, such as computers, printers, back-up power supplies, batteries, iPads, cell phones or TVs and monitors.
 - What is household hazardous waste?
 - Waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment.
- Watch for hazardous waste locations on social media and in print or contact Wayne County Department of Environmental Quality at 1-734-326-3936 for correct disposal procedures and locations.

Highland Lakes Condo Association pays fines if these rules are not followed.

Yard Waste

Outside Bin – COMPOST BAGS ONLY

- Compost such as plant debris, shrubs, leaves, flowers, must be placed in compost brown paper bags. Bags MUST NOT weigh more than 50 lbs. and cannot contain anything but vegetation. NO: dirt, rocks, concrete, pavers, glass, or plastic.

Yard Waste (continued)

- COMPOST PLACED IN PLASTIC BAGS WILL NOT BE REMOVED BY OUR TRASH HAULER. It must be placed in commercially available PAPER bags designed for this purpose. Compost pick-up starts in April and ends November 30th each year and will not be removed other than this period. Compost is picked up every-other week, watch the Herald calendar (back page) for dates. Compost bags can only be put out outside the trash corral the NIGHT BEFORE the scheduled day of compost pick-up. Store these bags in your yard until the night before.

The compost hauler will only take up to 8 bags from each corral; any more than 8 bags will be left behind.

Bulk Items

BULK ITEMS will be collected or picked up TWICE a month from a third-party contractor. Watch the Highland Lakes Herald for pick up dates. Bulk items shall be placed outside the garbage corral no earlier than the night before the designated day for pickup. It is illegal to place bulk waste outside for prolonged periods of time.

Recycling – Cardboard only

At this point, the only recycling supported by HLCA is cardboard recycling. There is a green recycling dumpster at the clubhouse where cardboard may be recycled. Please breakdown all cardboard boxes and do not over fill the dumpster.

UTILITIES

The Association pays the gas bill for the entire community. Furnaces and water heaters use natural 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.

Conservation at every opportunity is encouraged.

SECTION 8: COMMUNITY RULES

Your obligations to the Highland Lakes Condominium Association and to other residents include the care and maintenance of the unit, deck or patio, common grounds, recreational amenities, and the behavior of your visitors.

The following regulations were passed by the Board of Directors, as authorized by the By-Laws and Master Deed, for the benefit of all.

COMMON ELEMENTS

Common elements may be defined as all Highland Lakes Condominium Association property except unit interiors, doors, windows, decks or patios, and deeded parking. 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. Planting or placing any decorative objects or materials on common elements is prohibited. The Association has the right to remove any obstructions which restrict access or services and assess the co-owner for the cost without responsibility for repair or replacement, whether the installation was approved or not.

The Association is responsible for trimming all shrubs in the common elements of the community. Contact the office for special requests regarding shrub trimming. A Grounds Request Form should be submitted for shrub removal. This request will be reviewed by the Grounds Committee and sent to the Board as a recommendation for approval. Co-owners are reimbursed \$10 a shrub, up to two a year, for replacement of dead or diseased shrubs.

Sprinklers

Only authorized personnel operate the lawn 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
3. Displaying any sign (other than noted below), advertisement, notice, banner, or emblem
 - A “for sale” window sign.
 - School and sport spirit ground signs during the appropriate season within three feet of the exterior wall, not to interfere with grounds.
4. Leaving items of individual property in any common area
5. Permanently taking common grounds for private use
6. Building any structure on common grounds
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

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 element area, may be used for drying or airing of clothing or other materials.

The Northville Township ordinance that prohibits “open-burning” appliances within 15 feet of combustible construction (combustible construction includes a patio fence). This is to be distinguished from enclosed propane or natural gas burning devices, such as a BBQ. A screen around the appliance will not permit its use. Highland Lakes prohibits the use of natural wood-burning fire pits, as well as outdoor fire appliances that use propane fuel or natural gas.

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 always be latched. 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 AND PATIOS (continued)

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 accordingly.

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 and storm doors
4. Fireplaces
5. Furnaces
6. Handrails and ramps
7. Landscaping
8. Major interior alteration (moving or cutting into walls)
9. Satellite dishes
10. Windows or door walls

Co-owners wishing to make such modifications must submit a completed Modification Request Form (available in the office or online at HLCA.us) to the office. Completed forms will be reviewed at the appropriate committee meeting and submitted to the Board for approval 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 is required. 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.

PAINTING

Exterior painting of doors and shutters is performed periodically by the Association. Co-owners front doors must be white or must match the shutters. There is an approved color scheme available at the clubhouse. Fences may not be painted or stained.

PAYMENTS AND PENALTIES

Full monthly assessments, including any special charges, are due by the first of each month. Payment is considered delinquent if not received by 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. Co-owners are encouraged to contact the Property Manager to discuss a payment plan if the account is past due. The plan must be submitted in writing to management for approval by the Board of Directors.

PAYMENTS AND PENALTIES (continued)

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 be subjected to the following:

1. In the event of default in payment of any portion of the account, the Association will declare the entire account due immediately.
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.
4. If fees are still unpaid 30 days after the demand letter, a lien will be filed.
5. Any account 90 days or more past due, will be reviewed for foreclosure proceedings.

PETS AND OTHER ANIMALS

Co-owners may have no more than two (2) pets. Animals other than house pets are not permitted. Co-owners must obtain a dog license from the Township of Northville. Breeds commonly perceived as aggressive, vicious, or wild hybrids are not permitted. Information about all pets should be included and kept updated on the resident census form on file in the office. Pets must always be under the control of their owners. Dogs and cats must be on leashes when on common grounds. Pets must be tethered to an anchoring system when outside and should not be kept outside for an unreasonable period.

Owners are responsible for the clean-up of their pets and any damages caused by their animals. Anyone walking a pet must carry a plastic bag to pick up droppings and dispose of them properly.

If an unaccompanied animal is found, the Association reserves the right to call Animal Control or otherwise remove the animal. 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 wildlife is prohibited.

SMOKE DETECTORS AND FIRE EXTINGUISHERS

Battery-operated smoke detectors should be installed on all floors. ABC-type fire extinguishers and carbon monoxide detectors are recommended. 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 designated for your court. 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 yard waste bags and placed next to the bin, rather than inside it. See the Trash Removal section under Association Services.

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 your neighbors, as well as the attic spaces, may not be modified. These are firewalls and, according to the township codes, must remain intact. Limited structural modifications may be made but must be submitted to the Engineering Committee for approval.

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. It is recommended that owners 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 because 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.

Parking

Each unit has access to two 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, guest parking spaces in the hosts' courts, on the streets where permitted, or in the clubhouse parking lot.

VEHICLES AND PARKING (continued)

Only operable, currently licensed vehicles can park in the clubhouse lot. For storage exceeding 24 hours, vehicles must be parked along the back row facing the curb and registered with 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.

B. 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 are 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 snowplows, loading, or towing booms, mixing devices, tandem axles, visible toolboxes, 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.

C. 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 ATVs 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 and sticker application form, available at the front desk in the clubhouse, must be completed and submitted with appropriate fees. If the application is approved, the co-owner will receive a key to the RV Lot, along with a sticker to place on the vehicle. Stickers must be clearly visible.

The co-owner must remain in good standing and pay the annual RV lot fee by June 1. Co-owners who use the RV lot must always close and lock the gate when leaving. A lost key will result in the assessment of a replacement fee.

No major repairs are allowed in the RV Lot.

VEHICLES AND PARKING (continued)

D. 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 that leak oil, or other such substances, must be repaired promptly. Co-owners will be assessed for cleaning and repair of the parking lot where the leak occurred.

WATERCRAFT

Only paddleboats, paddleboards, canoes, kayaks, 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

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 must register the watercraft.

B. Registration

A registration and sticker application for any watercraft must be completed at the office by June 1 of each year and is valid for the calendar year. Stickers must be clearly visible.

C. Docking and Storage

During the season, watercraft may be stored in the co-owner's patio area, docked in the water, tethered to the shoreline, or on a provided boat rack.

Off season, watercraft must be removed by November 1 from the water and safely stored. Watercraft in the patio area must not create an unsightly appearance. The Association is not responsible for the loss, theft, or damage to any watercraft.

D. Maintenance/Penalties

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

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

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 an impound fee before the watercraft will be released.
5. The owner is responsible for transport of the watercraft after it is released.
6. 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 AMENITIES

This section of the manual contains rules established for the use of Highland Lakes recreational amenities. 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 amenities. 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, as well.

Identification

Residents eligible to use the clubhouse amenities 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 fitness center 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 amenities if accompanied by the owner or renter, who may have up to four (4) guests per unit per day.

Billiard Room

Equipment is stored in the Billiard Room and must be returned to its proper place. Time in the Billiard Room is limited to one (1) hour but may be extended by the staff.

Fitness Center

Those using the Fitness Center must be 18 years old, except for 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 amenities or a cleaning charge will be levied. NO food or personal belongings should be left in the kitchen after the event is completed. Ice consumption is limited to thermos size servings and no coolers of any size can be filled.

Library

Books are available for use from the clubhouse library. Returned books should be placed in the designated area 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.

Alcohol

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

Attire

Wet swimwear is not to be worn in the clubhouse. Bare feet are not allowed, except in the locker room and sauna. Ice skates, roller skates, shoes with metal cleats or any other footwear damaging to carpeting or flooring are not allowed.

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

Consumption of food and drinks is limited to the Highland Room and non-carpeted areas of the clubhouse.

Pets

No pets are allowed in the clubhouse.

Smoking

Smoking, including e-cigarettes, is not permitted.

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. "Open door" or ticket selling at the door is not permitted.

Residents have access to the office, billiard room, library, restrooms, or any other unrented areas during normal business hours.

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 includes two entire lakes, Silver Spring Lake and Crystal Lake, in addition to a sizable 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 HLCA, Rippling Lane, and deeded homeowners of Scenic Harbour current in their annual dues. Residents of each of the above locations have identification cards entitling them to the use of this amenity.

Only four (4) guests are allowed per unit per day.

No alcoholic beverages are allowed at the beaches.

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 by residents of HLCA, Rippling Lane, and deeded homeowners of Scenic Harbour in good standing and their guests. The lakes are intended 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.

The wading pool is NOT monitored by lifeguard staff.

Hours and General Regulations

- The swimming pool season is from Memorial Day weekend through Labor Day.
- The regular pool hours are:
 - 12:00 p.m. to 8:00 p.m., Monday through Friday
 - 11:00 a.m. to 8:00 p.m. on the weekends.
- Special pool event hours will be posted in the Highland Lakes Herald.

Hours and General Regulations (continued)

- 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 amenities do so at their own risk.
- The Association will not be responsible for individual property left in the pool area.
- The head lifeguard/assistant head lifeguard has the authority to temporarily 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 or their guests.

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.

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 sunburn, abrasion which has not healed, 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, including e-cigarettes, 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 are allowed in either pool.
- No pets are allowed in the pool or terrace area.
- Street shoes are not allowed in the pool area or shower rooms. Please use flip flops or shoes specific to pool areas.

Safety Regulations

- Entry to the pool when no lifeguard is on duty is a violation and will be subject to prosecution by 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 remains in the water with the child, or the child has a dolphin patch.

Safety Regulations (continued)

- Children between 10 -12 years of age may be issued a dolphin patch upon successful completion of the scheduled qualifying test given by the lifeguards. A responsible adult must be present when the child is given the swim test.
- Children using the wading pool must be accompanied by an adult within that pool enclosure who assumes full responsibility for the child.
- Children will be allowed to play with swim/dive toys brought from home. Toys, such as balls, will be permitted daily during these time frames: 2:00 to 2:45 p.m., 4:00 to 4:45 p.m., and 6:00 to 6:45 p.m.
- Only Coast Guard-approved flotation devices secured to the body will be allowed.
- The lifeline is not to be played with or sat upon.
- Horseplay or running are not allowed in the pool area or related amenities.
- 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, can 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.

ATHLETIC COURTS

Residents who provide their Highland Lakes ID may sign out a key to the athletic courts 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.

All residents and their guests must follow the posted rules:

- No foul language
- No pets
- Clean up trash
- Courts close at dusk