

Welcome to Highland Lakes Condo Association!

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

Condominium Ownership provides many amenities as well as obligations. Highland Lakes is a self-managed "Co-Owner" Association. We are NOT a rental Community and as such, 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 new Board Directives published in the Herald.

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 the responsibility and duties necessary to administer the affairs of the Association. Meetings are conducted nine (9) times per year on the third Monday of the month, but check the Herald for specific dates and times. You can personally address the Board at the "Co-Owner Forum" portion of the meeting.

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

Census Form: Highland Lakes requires all residents to ensure a current census form is on file at the clubhouse. This form is completed when you move in and should be updated when there is any change to your situation (i.e. phone number/email address changes, new vehicles, new pet information, etc). The co-owner is responsible for ensuring the census form is up-to-date.

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

Alterations to your Unit: The Co-Owner is responsible for major alterations. A Major Alterations packet should be obtained from the clubhouse that details necessary steps and approvals. You must submit the modification request form and receive approval from the Engineering Committee and Board *before* beginning your modification.

A request to make changes to your landscaping is handled in a similar manner. A Grounds Committee Request form can be obtained from the clubhouse and approval must be granted *before* beginning your changes.

Keys: It is highly recommended that a key to your unit be supplied to the clubhouse in case of emergency.

Please note: The Association has the irrevocable right of access to each unit during reasonable hours when access is necessary to maintain, repair, or replace the common elements or any portion of a unit that the association maintains, or if it is necessary, for an emergency to prevent damage to the common elements or another unit. The Association will not repair or pay for damage to a unit if a key is not supplied.

Monthly Assessment: Payment is due the first of the month and is considered delinquent after the 10th. Late charges will be applied.

Robo-Call: Highland Lakes utilizes an automated system that notifies residents of important information. The automated system broadcasts a message to your phone and/or email address.

Parking: All residents' vehicles should be registered at the clubhouse. Each unit has access to two numbered parking spaces with in the courts. One parking space 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 vehicles on the street (where permitted) or in the clubhouse parking lot.

Patio: Care and maintenance of the deck/patio/front porch is your responsibility. These areas must be kept clean and in good repair. Residents are responsible for correctly storing personal property as outlined in the Co-owner manual.

Pets: Co-owners may have no more than two (2) pets. Animals other than house pets are not permitted. Dogs must be licensed by the Township of Northville and registered on the census form on file at the clubhouse. Dogs and cats *must* be on leashes when on common grounds. Owners are responsible for immediate clean-up and any damages caused by their animals.

Pool: Co-owners in good standing can enjoy the pool along with a 'limited' quantity of their guests. A Highland Lakes ID (updated annually) is required for access. Please refer to the published pool rules for specifics and the Herald for pool hours.

Satellite Dish: Co-owners must submit and seek approval from the Engineering Committee and Board *prior* to installation. You can obtain a form from the office.

Snow Removal Policy: 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.

Generally, maintenance staff will service all roadways first, the clubhouse parking lot will be cleared next. The court lots driving lanes will be cleared next. Finally, the parking spots will be cleared.

There will *not* be snow removal during the weekends or holidays unless there is a significant snowfall.

Residents are advised to keep a container of ice melter on hand to sprinkle on their sidewalks which is available free of charge at the clubhouse. Please bring your own container for transport to your unit.

Highland Lakes Herald: This monthly magazine is distributed to each resident and is considered the 'official' communication between the Association and Co-owners. It contains important information about the community, minutes from the Board meetings and Committees, as well as seasonal programs. A community calendar is on the back cover of every issue.

Trash: The Association employs a company to remove trash from the bins located in the courts. Yard waste, bulk trash, recycling trash and trash pick-up dates are listed on the back page calendar of the Herald. Please follow the guidelines as outlined in the Co-owner's manual.

Web Site: Highland Lakes maintains a website at <https://www.hlca.us/>. The website is updated with pertinent information and houses the By-Laws, Master Deed and Co-owner manual. Information about the Board of Directors and committees is also on the website.

If you are not sure about any of the rules of the Association, please contact the clubhouse office at 248-349-4006 for clarification.

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



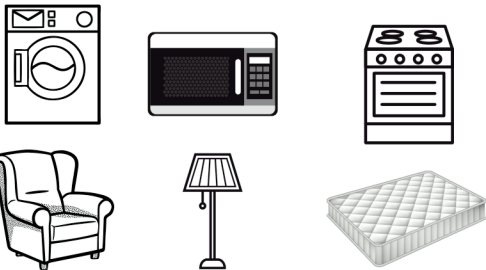
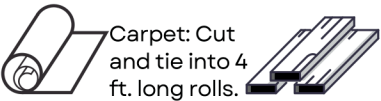
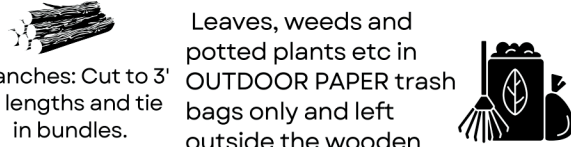


OUTSIDE YOUR UNIT: Limited Common Element

- 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.**

Trash Collection Policies & Procedures

Prior to disposal, **keep** bulk items, construction debris and yard waste **on your patio** until the **day before** pick up.

Inside The Enclosure	Outside The Enclosure	No Disposal	Dumpster - Clubhouse
<p>Trash</p> <p>USE HEAVY DUTY PLASTIC TRASH BAGS ONLY</p> <p>Properly bagged and tied trash bags ONLY into the trash carts inside of the wooden trash cart enclosures.</p>  <p>Deposit dog droppings into tied shut plastic bags and drop into trash cart.</p>  <p>Latex paint cans must be dried out and disposed of in a trash bag.</p>	<p>Bulk Items (Pickup on 2nd and 4th Monday)</p> <p>All bulk items are to be placed OUTSIDE of the wooden trash cart enclosures.</p> <p>Appliances & Furniture</p>  <p>Construction Debris</p>  <p>Carpet: Cut and tie into 4 ft. long rolls. Cut lumber to 4 feet lengths. All nails MUST be removed.</p> <p>Contractors are prohibited from disposing construction debris at Highland Lakes.</p> <p>Yard Waste / Apr.- Nov. (Dates on Herald Calendar)</p>  <p>Branches: Cut to 3' ft. lengths and tie in bundles. Leaves, weeds and potted plants etc in OUTDOOR PAPER trash bags only and left outside the wooden trash cart enclosures.</p>	<p>Hazardous Waste</p> <p>Hazardous Waste Items are NOT permitted to be disposed of on premises at anytime:</p> <p>Dry Cell Batteries Gasoline</p> <p>Paint Thinner Toxic Waste</p>  <p>Oil Lead-Acid Batteries</p> <p>Antifreeze</p> <p>Also-any other material with labels that read warning, danger, poison, caution or hazardous</p> <p>E-waste (electronics, TVs, computers, cell phones)</p> <p>Look up https://search.earth911.com for further info.</p>	<p>Cardboard Boxes</p>  <p>Flatten cardboard and dispose of them in the recycle dumpster located in the clubhouse parking lot.</p>

Residents are responsible for keeping the trash enclosure free of litter. Thank you for keeping your community clean! Revised September 1, 2022



TRASH COLLECTION AND PICKUP SCHEDULE

WHEN	WHAT	WHERE
GENERAL TRASH (including dog droppings)		INSIDE
Anytime	Put general trash (incl. planter pots) into heavy duty large plastic trash bags Put dog droppings into plastic bags tied shut	Drop the trash bags and dog droppings in tied shut plastic bags into the trash carts inside the wooden trash carts enclosure
Mondays and Thursdays	Pick up by trash hauling company	From wooden trash carts enclosures
Prior to disposal, keep large bulk items, construction debris and yard waste in YOUR PATIO until the day before pickup		
LARGE BULK ITEMS* AND CONSTRUCTION DEBRIS**		OUTSIDE
2nd and 4th Sundays	Put out large bulk items and resident's own construction debris	Outside of wooden trash carts enclosures (visible to trash haulers)
2nd and 4th Mondays	Pick up of large bulk and residents' generated construction debris by trash hauling company	From outside of wooden trash carts enclosures (visible to trash haulers)
YARD WASTE (Leaves, plants, flowers etc.) * (April – November)		OUTSIDE
Sundays (April – November)	Put out yard waste (incl. plants only- no pots) in outdoor paper trash bags .	Outside of wooden trash carts enclosures (visible to yard waste haulers)
Mondays (April – November)	Pick up of yard waste in outdoor paper trash bags .	From outside of wooden trash carts enclosures (visible to yard waste haulers)
RECYCLING - LARGE CARDBOARD BOXES		DUMPSTER - CLUBHOUSE
Anytime	Flatten Cardboard boxes – before deposit only	Deposit In RECYCLE DUMPSTER at Clubhouse parking lot
HAZARDOUS MATERIAL*** (incl. OLD MEDICATION)		NO DISPOSAL AT HLCA
Never	Hazardous material and electronic waste (TV, computers, etc.)	NOT permitted for disposal on premises at any time

*For specific information and clarifications, see **TRASH COLLECTION POLICIES & PROCEDURES** document.

Construction debris, **generated by contractor, must be hauled away by **contractor**.

*** Please contact the Wayne County's Resource Recovery Coordinator for more information at (734) 326-3936.
See <https://www.twp.northville.mi.us/services/solid-waste-collection/household-hazardous-waste-collection-hhw>

Highland Lakes Condominium Association, Inc.
Association and Co-Owner Responsibilities

One of the most frequently asked question is what the Association's responsibilities are and what is Co-Owner responsibility?

This is a list of the most commonly asked questions. Any upgrade or betterment to the unit is the Co-Owner's responsibility. Examples include the following: new carpet, wallpaper, new paint, finished basement, new appliances, etc. This would also include any item not on the original building specifications (items added by owners). Please call the office to request a work order for any Association maintenance responsibilities.

Association Maintenance
Responsibilities:

Asphalt (roads and parking areas)
Association provided mailboxes
Association provided front porch light fixtures
Basement leaks – exclusions
Chimney caps
Clubhouse and tennis courts
Concrete walks and curbs
Court lights
Electrical to the point at which it enters the circuit breaker box
Exterior siding
Extermination
Fence and fence gate
First step to front porch and threshold
Lawn
Maintenance on all common ground
Power washing
Plumbing to the point at which it breaks off from the main line running through each building
Roofs
Shrubs and trees on common ground
Shutters
Street signs and posts
Sump pumps
Supporting structure of building
Swimming pool and beach area

Co-Owner Maintenance
Responsibilities:

Air conditioning
Appliances
Back patio
Back stoop and steps
Doors including garage doors
Doorbells
Electrical wiring and fixtures
Fireplace and hardware
Floors and floor coverings
Flower beds
Front porch slab and bricks
Furnace
Hot water tank
Interior decorating
Interior plumbing lines/fixtures
Outdoor water spigot
Patio landscaping
Railings/ramps
Storm doors
Wall coverings
Windows – interior/exterior and seals

Special Note: The current owner of the unit assumes full responsibility for any modification to the unit from the "as built" condition. Should these cause an issue into adjoining units, the owner of the unit where the modification was made would be responsible to repair to "as built" condition for their unit and the effected adjoining units.

**This is a general reference list – specifics can be found in the Master Deed, Bylaws and Board resolutions.

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!***