



Rules and Regulations

North Bay Condominium Association

TRASH/RUBBISH REMOVAL:

Standard trash collection is every Thursday. For your convenience, and at your expense, the company under contract provides special pick-up service for large items. Please contact the Management Company for further information. The following rules apply for trash/rubbish removal:

- Trash must be in tightly sealed containers and/or trash bags and put out to the curb **NOT BEFORE 6:00 PM** or one hour before sundown, whichever comes first on the evening prior to pickup.
- Trash containers must be taken in at the end of the pickup day.
- Co-owners are responsible for cleaning up remaining debris after pickup.
- Storage of garbage containers on the exterior of the condominium is strictly prohibited.

SNOW REMOVAL:

- The company under contract will remove snow from the driveways and walks unless they are obstructed by an automobile or personal property of any nature. (co-owners may request, at their expense, additional snow removal)

WATERCRAFT, BOARDWALKS and SEASONAL BOAT DOCKS:

- The Association shall be responsible for the annual installation and removal of seasonal boat docks.
- Each seasonal dock and boardwalk is assigned to a building or buildings, and shall be for the exclusive use of the respective co-owners and their guests.
 - Upon written request of a co-owner, the Board of Directors may assign dock slips in a manner that ensures that the largest watercraft is moored furthest from the shoreline and/or ensures that the condo unit located furthest from the boat dock will be assigned a slip nearest to shoreline.
- Only during the boating season, watercraft and water toys allowed on the lake may be stored in the area under the deck. Watercraft and water toys may not be stored on the beaches. From October 15th through April 14th, Watercraft and water toys may not be stored in the area under the deck.

PERSONAL PROPERTY:

- Basketball backboards are permitted provided they are stored in the garage when not in use.
- No co-owner may leave personal property of any description (*including by way of example and not limitation: bicycles, basketball nets, toys, statues or sculptures*) unattended on or about the Common Elements, general or limited.
- Grills are prohibited from use under any covered porch or wood deck. All smoke damage resulting from the use of grills and or fire pits will be assessed against the co-owner(s) responsible for such damage.
- Holiday decorations, such as Christmas and Hanukkah lights, plants, wreaths, etc., may be put up no earlier than October 15th and removed no later than March 1st. The use of nails or screws to attach decorations should be minimized and only non corrosive/non rusting nails should be used to prevent staining and discoloration.

PETS:

- Pets SHALL NOT be left unattended, and SHALL be under control of the co-owner at all times.
- Co-owners are responsible for any damage caused by their pet and SHALL immediately remove all excrement caused by their pet, from the common elements, limited or general.

NOTE: All City of Novi Ordinances and Master Deed provisions supersede any Association rule or regulation.



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ALTERATIONS/MODIFICATIONS:

- An Alteration Request (*see Alteration/Modification Request form*) shall be completed and submitted to the Management Company for any changes to any of the Common Elements, limited or general.
- Within 45 days of receipt of an Alteration Request, the Management Company will send the requesting co-owner, and co-owners residing in the requestor's building, a written response advising of approval or rejection of proposed alteration.
- NO construction shall begin without the EXPRESS WRITTEN APPROVAL OF THE BOARD.
- The Board of Directors ("The Board") reserves the right to use any of the authorities granted to it under the Master Deed, Condominium Bylaws and/or the Condominium Act, as well as any other rights available to it, to enforce these policies and the related procedures, including the immediate removal of unauthorized/unapproved alteration(s) at the co-owner expense.
- The following alterations are permitted provided the Co-owner submits an Alteration Request (*see Alteration/Modification Request form*) along with a check for the fifty dollar (\$50.00) inspection fee (where applicable) to the Management Company and meets all requirements of the respective alteration specification. Please note that the co-owner must receive WRITTEN APPROVAL OF THE BOARD prior to any modification of the general and/or limited common elements:

1. **BRICK PAVER PATIO EXPANSION (*see specification*)**
2. **SPIRAL STAIRCASE (*see specification*)**
3. **FRONT PORCH UPGRADE ALTERATION (*see specification*)**
4. **RETRACTABLE AWNING (*see specification*)**
5. **PORTABLE BASKETBALL SYSTEM (*see specification*)**
6. **STORM DOOR (*see specification*)**
7. **OPTIONAL EXTERIOR LIGHTS (*see specification*)**
8. **MAILBOX (*see specification*)**
9. **TEMPORARY TENT (*see specification*)**
10. **SATELLITE DISH (*see specification*)**
11. **HOT TUB/JACUZZI (*see specification*)**
12. **DECK STAIN (*see specification*)**
13. **ADDITION OF HANDRAIL TO ENTRANCE WAYS**

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Alteration/Modification Request

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Requesting Co-Owner Information:

Name: _____

Address: _____

Phone: _____

Modifications requiring a \$50 inspection fee, adjacent co-owner signature & Board approval:

- Brick Paver Patio
- Retractable Awning
- Front Porch Alteration
- Spiral Staircase
- Tent (Does not require adjacent co-owner approval)
- Handrails
- Hot Tub/Jacuzzi

A detailed drawing, including clearly defined dimensions MUST be attached to this application prior to consideration by the Board. (contact the Management Company for specific questions/requirements)

Modifications requiring Management Company approval only:

- Storm Door
- Optional Exterior Lights
- Mailbox
- Other: _____
- Satellite Dish

Adjacent Co-owner Information:

Date	Approval Signature of Adjacent Co-owner	Address
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Date	Approval Signature of Adjacent Co-owner	Address

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PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

1. I/we agree that actual construction will be performed by a licensed contractor who is insured.
2. I/we agree to abide by ALL applicable codes/regulations and agree to pay, at my/our expense, ALL fees associated with this alteration including, but not limited to permits, inspections and Master Deed revisions/updates.
3. I/we agree to pay a fifty dollar (\$50.00) inspection fee for the following alterations:
 - Brick Paver Patio
 - Spiral Staircase
 - Retractable Awning
 - Hot Tub/Jacuzzi
 - Tent
 - Front Porch
 - Handrails
4. I/we have read all applicable sections of the Condominium Documents and I/we agree that this alteration/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the discretion of the Board of Directors.
5. I/we understand that failure to abide by the provisions listed in the master deed, by-laws and rules/regulations may result in the immediate removal of this alteration/modification at my/our expense.
6. I/we agree that ALL maintenance costs incurred by the Association as a result of this alteration will be at my/our expense.
7. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
8. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
9. All of the above information is truthful and accurate.
10. I/we agree that approval of this request will be at the sole discretion of the Board of Directors and we agree that no work will commence until written approval is received.

_____ Date

_____ Signature of Requesting Co-owner(s)

This section to be completed by the Management Company and/or Board of Directors

Approve _____
Authorized Signature Date

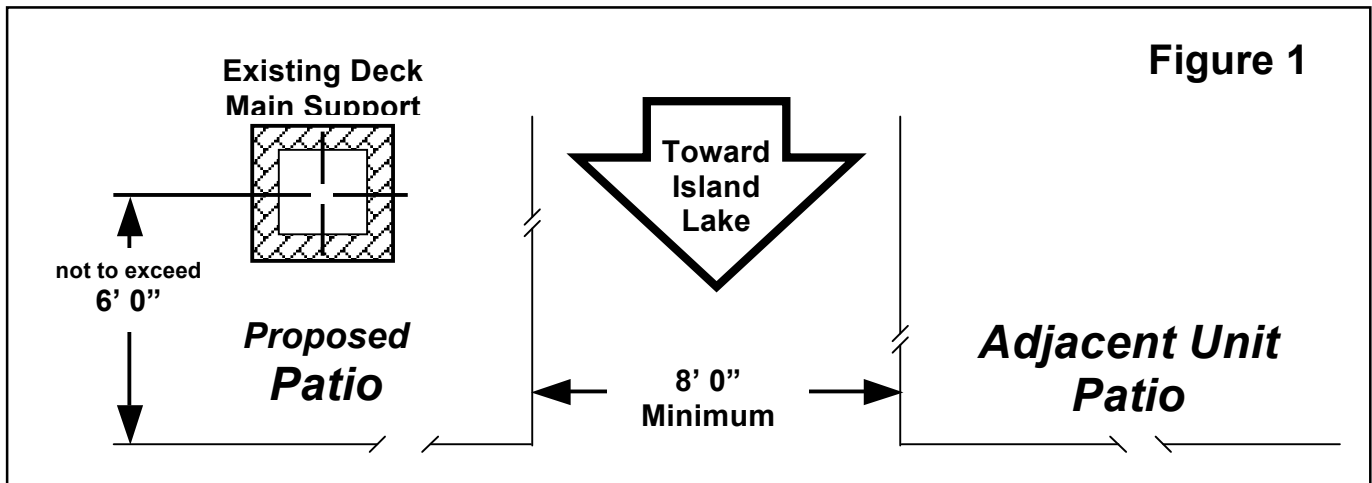
Reject _____
Authorized Signature Date

Comments:

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1) Brick Paver Patio Alteration Specification

- a. The adjacent neighbor's "reasonable expectation of privacy" shall be considered before approval of any alteration. In addition, a landscape buffer shall be maintained and/or created between units.
- b. The design of the patio shall conform to the same material specifications (color/style/shape) as those used by the developer, shall be expanded to replace the stone area before extending toward the lake, include rounded corners (where appropriate) and may include landscape modifications to minimize costs and ensure privacy.
- c. The total maximum patio size (new & existing) shall not exceed 500 sq. ft. and depending on deck location, not extend beyond 6-feet from the centerline of the deck support post. (see Figure 1). A Riverton patio may be extended a maximum distance of twenty feet from the rear of the building towards the lake.
- d. Riverton and Grand Haven patios shall be extend laterally toward the open area (not to exceed 6 feet from the edge of building or to the furthest edge of the landscaping bed) first, then expanded to replace the stone area before expanding toward the lake.



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2) Spiral Staircase Alteration Specification

- a. Spiral Staircase shall be made of powder coated or anodized aluminum, black in color and less than six-feet (6') in diameter.
- b. Spiral Staircase to be located on the side of the deck and approved by the Board of Directors for location and design.
- c. Wood railing (facing the lake) of the existing deck shall not be altered.

3) Front Porch Upgrade Alteration Specification

A Front Porch Upgrade is under consideration. The rule is yet to be determined.

4) Retractable Awning Alteration Specification

Retractable awnings are permitted, provided the co-owner submits an Alteration Request (*see Alteration/Modification Request form*) to the Management Company and receives WRITTEN APPROVAL OF THE BOARD prior to installation.

Manufacturer: Marygrove Awning

Model Number: 520 Premium Enclosed Unit

Size: 11'7" x 10', 15'4" x 10' or 19' x 10' (ten-foot [10'] maximum projection from building surface)

Material: 100% Sunbrella acrylic only

Color: Beige

Style: 4620-000 (no scallops or side curtains permitted)

Location: Ground floor or first floor, directly above patio door

Contact: Eddie Beres

Phone (248) 370-0107

Marygrove Awning

Fax (248) 370-0109

12700 Merriman Road

Livonia, Michigan 48150

5) Portable Basketball System Alteration Specification

A Portable Basketball System is permitted.

6) Screen/Storm Door Alteration Specification

Screen/Storm Doors are permitted, provided the co-owner submits an Alteration Request (*see Alteration/Modification Request form*) to the Management Company and receives WRITTEN APPROVAL prior to installation.

Manufacturer: Trapp Products (Finishing Touches Catalog)

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Model Number: 108
Size: 36"x 80"
Glass Type: Clear (no muttoms, frosting, grooves, or other decorative touches)
Color: White with brass-look and inlaid kick plate
Latch Type: Trapp Classic latch in Polished Brass Finish
Additional: All door opening trim must be white.

7) Optional Exterior Light Alteration Specification

Optional Exterior Lights are permitted, provided the co-owner submits an Alteration Request (*see Alteration/Modification Request form*) to the Management Company and receives WRITTEN APPROVAL prior to installation.

Manufacturer: Hinkley Lighting

Model Number: 2263 AP (front door) approximate price: \$106.65 each plus tax
Model Number: 2260 AP (garage, Deck, Patio) approximate price: \$52.65 each plus tax
Contact: Linda Bjarnesen Phone (248) 370-0107
Great Lakes Lighting Fax (248) 370-0109
2110 Pontiac Road
Auburn Hills, Michigan 48326

An additional light may be added over the center point of the garage overhang to illuminate the house numbers on center units. The light shall be recessed and the fixture shall not be visible from the street.

8) Mailbox Alteration Specification

Optional wall mount Mailbox is permitted provided the co-owner first receives written approval from the United State Post Office and then submits an Alteration Request (*see Alteration/Modification Request form*) to the Management Company and receives WRITTEN APPROVAL prior to installation.

Manufacturer: Whitehall

Model Number: Wall Mount Mailbox – Bronze #17628
Size: 14.5"W x 15"H x 8"D
Location: Wall surface perpendicular to Island Lake Drive and adjacent to front entry door.
Contact: American Mailbox Services Phone (800) 683-8310

9) Temporary Tent Alteration Specification

- a. Temporary tents are permitted, provided the co-owner submits an Alteration Request (*see Alteration/Modification Request form*) to the Management Company and receives WRITTEN APPROVAL OF THE BOARD prior to installation.
- b. Tents must be removed from the grounds within 72 hours of installation.
- c. Permission shall not be granted to an individual co-owner more than two (2) times per calendar year.

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- d. Should the co-owner request that the timing for the operation of the sprinklers be adjusted to prevent watering while the tent is in place, the cost for the service calls to make the adjustment and then return the sprinkler system to normal operation shall be paid by the co-owner.
- e. Any damage to the grounds, sprinklers or electrical resulting from installation, removal and/or use of the tent shall be repaired at the co-owners expense.

10) Satellite Dish Alteration Specification

- a. One (1) Satellite Dish is permitted per unit, provided the co-owner submits an Alteration Request (see *Alteration/Modification Request form*) to the Management Company and receives WRITTEN APPROVAL OF THE BOARD prior to installation.
- b. Satellite Dish SHALL be installed below the floor of the deck to a deck post or may be mounted to the roof of the unit in a location not visible from Island Lake Drive. If the co-owner mounts the Satellite Dish to the roof, they will be required to sign a Satellite Dish Affidavit and pay a \$250.00 deposit that will be returned to the co-owner when the Satellite Dish is removed from the roof and the roof is repaired to the satisfaction of the Board.

11) Hot Tub/Jacuzzi Alteration Specification

- a. One (1) Hot Tub or Jacuzzi is permitted, provided the co-owner submits an Alteration Request (see *Alteration/Modification Request form*) to the Management Company and receives the WRITTEN APPROVAL OF THE BOARD prior to installation.
- b. The Hot Tub/Jacuzzi shall not be larger than a four (4) person unit and shall contain less than 300 gallons of water.
- c. The Hot Tub/Jacuzzi shall be portable and shall not be built into the common area (limited or general).
- d. The Hot Tub/Jacuzzi shall have a cover which shall be locked when the Hot Tub/Jacuzzi is unattended.
- e. The Hot Tub/Jacuzzi shall be maintained in a clean, secure and sanitary manner.
- f. The co-owner shall provide the Management Company with proof of liability insurance in the amount not less than \$500, 000 and shall list North Bay Condominium Association as "other interested party."
- g. Enclosures for the Hot Tub/Jacuzzi are strictly prohibited.
- h. Permanent plumbing and/or electrical for the Hot Tub/Jacuzzi is strictly prohibited.

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12) Deck Stain

The maintenance of the decks and patios are the responsibility of each Co-owner in accordance with of governing documents Article IV (b) section (2) of the Master Deed.

Co-owners are required to use Benjamin Moore Arborcoat solid color exterior stain **Island Lake North Bay White** on all surfaces on the deck that are visible from the lakeside of the condo. Surfaces that are exempt from this requirement are the top horizontal surfaces of the railing and the deck floor. In other words, the stain must be used on the surface of any deck component that is visible from the water including posts, balusters or spindles, supports, fascia or skirt, etc. Co-owners can purchase the stain from Northville Paint Company, 43119 W Seven Mile Rd, Northville or Brighton Paint Company, 10288 Grand River Ave, Brighton. If you wish to purchase the stain from a different store, please call the management company for the formula. You may use any contractor you wish as long as they comply by the guideline above.

13) Handrails

- a. The installation of handrails at all entrances is permitted provided the co-owner submits an Alteration Request (*see Alteration/Modification Request form*) and a copy of the quote from the installer to the Management Company and receives WRITTEN APPROVAL OF THE BOARD prior to installation.
- b. One or two handrails may be installed at each entrance at either end/side of the entrance, but not in the middle.
- c. Handrails shall be attached to the sidewalk at ground elevation and the horizontal surface of the porch.
Handrails may not be attached to the building or the stairs.
- d. The handrails and their installation are to conform to the following:
Manufacturer – Ultra Aluminum Mfg., Inc. Howell, MI
Style – UAF 200 with three cross bars and flat post caps
Color – Bronze
Installer – Novi Fence LLC, 29330 Wall Street, Wixom, MI 48393 Phone (248) 344-9595

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