

**Preserve on Fellows Creek
Condominium Association
Rules and Regulations**

2016-09-20

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A. Exterior Appearance

1. Exterior key or keyless garage door remote switches are allowed and are to be mounted on the outside wood jam only.
2. One flag may be displayed by each unit. The flag holder may only be attached to the wooden fascia of garage or porch pillars. Flags must be mounted high enough to allow safe passage by visitors. Upon removal of holder, damage to wood must be repaired.
3. Decorative objects are permitted, provided they are reasonable in nature and number and placed only on limited common elements. Objects cannot create trip hazards, impede use of porches or walkways, or be placed on grass areas that would hamper landscaping services.
4. Co-owners must store their deck/lawn furniture during the winter season. If left outside during the winter months, must be securely covered and stored in the rear of the unit, to prevent damage to common elements.
5. An Alteration Modification form must be submitted when painting the garage door. Must be white or buckwheat in color matching existing color. See samples on POFC website: <http://www.pofc-canton.com/docs/POFC%20Exterior%20Color%20Samples%202016.pdf>

Reference: By-laws, Article 6, Section 3

B. Bird Feeders

1. To prevent rodents and other animals from entering or damaging our buildings, animal control specialists have recommended not allowing bird feeders in the association.
2. Feeders may not be attached to buildings.
3. Feeders in naturalize areas behind units must not impede landscape services and require an approved alt-mod.
4. Only non-seed hummingbird feeders are allowed on decks or patios.

Reference: By-laws, Article 6, Section 3

C. Decks and Patios

All units are required to have a deck or balcony and units with a walk-out basement are required to have a patio. Approval of an alt-mod request is required to construct, replace, repair, or otherwise modify existing decks and balconies.

1. Decks

- a. Must be constructed of pressure treated wood or composite wood products
- b. Require wood or metal railings
- c. Must be finished with a cedar, mahogany, redwood or clear stain. See samples on POFC website: www.pofc-canton.com/docs/POFC%20Exterior%20Color%20Samples%202016.pdf.
- d. The recommended size of decks and patios is 12' x 17' and approval of variations will be contingent on the location and aesthetics of particular units and buildings

- e. Wood or steel railings are required on all decks and balconies
 - f. Second story staircases are not permitted
 - g. Retractable attached awnings, such as Sunsetter and Marygrove brands, are permitted on decks and patios with an approved alt-mod. Awnings should conform to the size and shape of the deck or patio and should be earth tones compatible with the building exterior.
2. Patios
 - a. Must be concrete or paver bricks and match the footprint of the deck or balcony above
 - b. Floors may be stamped and colored in earth tones compatible with the building exterior
 3. Co-owners are responsible for the maintenance of decks and patios, including cleaning, painting and staining. Decks and patios are inspected, annually, and notification of required maintenance will be sent to co-owners.

Reference: By-laws, Article 6, Section 16

D. Egress Windows

Egress windows are allowed for the purpose of having an emergency exit from non-walkout basements. An egress window:

1. Requires a township permit, an approved POFC Alteration-Modification and a notarized Agreement Regarding Modification of Common Elements form that is to be filed with Wayne County by our attorney. The co-owner is responsible for the cost of filing. Contact the management company or get necessary forms on the POFC website.
2. Must incorporate existing basement window, but may not exceed the current height or width of current window. The inside sill height may be no more than 44 inches above basement floor and the windows must have grate and lid that holds 200 lbs. The lid must be flat and flush with building and lock from the inside. Pictures of acceptable egress windows on POFC website.

Reference: By-laws, Article 6, Section 3

E. Exterior Lights

1. External Light fixtures may only be replaced with fixtures that match the existing models and require an approved alt-mod.
2. Co-owners are responsible for replacement of LED bulbs in garage carriage front and back porch lights.

Reference: By-laws, Article 6, Section 3

F. Outdoor Grills, Fire Pits and Fire Safety

1. Only outdoor grills with propane fuel are permitted in the complex.

2. The following are, exclusively, not permitted:
 - a. Charcoal grills
 - b. Patio and deck torches
 - c. Fire pits
 - d. Fireworks
3. A co-owner, renter or guest shall not ignite or cause or permit to be ignited, any type of open fire in the complex.

Reference: By-laws, Article 6, Section 4

G. Garbage and Recycling

1. Garbage and refuse must be stored in garages.
2. Receptacles may not exceed 30 gallons.
3. Garbage and recycling is collected by Canton Township every Thursday morning.
4. Collection may be delayed by one day when there is a holiday. See Canton Township Website for schedule: <http://www.canton-mi.org/216/Refuse-and-Recycling-Collection>.
5. Garbage and recycling should be placed curbside no earlier than 5 PM, preceding each collection day (usually Wednesday evening).
6. Garbage cans and recycle bins must be picked up and stored in unit the evening of trash pick-up. Be conscientious and remove debris that animals or wind may have caused.
7. Arrange with neighbors, friends or family if circumstances arise when you need help putting out trash or picking up receptacles after pick up.
8. Canton Township will not pick up home improvement trash (e.g. major appliances, toilets, etc.).

Reference: By-laws, Article 6, Section 4

H. Holiday Decorations

Outdoor holiday decorations are permitted with the following conditions.

1. For safety and snow removal purposes, electrical cords may not be placed across driveways, sidewalks or block porches.
2. Decorations can be displayed one month before and 2 weeks after a holiday.
3. Should decorations attached to a building cause any damage, it will be the sole responsibility of the co-owner to repair the damage. If not repaired by co-owner, the association may assess the cost of the repairs to the co-owner.

Reference: By-laws, Article 6, Section 3

I. Landscaping

1. Annuals and perennial flowers are permitted in the limited common areas; these are generally the flower beds immediately outside of your unit entrances.

2. Flower pots, planters and solar landscape lights are permitted in the limited common areas, must not impede use of walkway, porches or driveways, and must be consistent with the general aesthetic of the community landscape.
3. Hanging flower pots are permitted with the following conditions:
 - a. Pots must only be attached to wooden garage fascia, porch fascia or pillars, or to decks, balconies and patios
 - b. Pots must allow safe passage for visitors and contractors
 - c. Once removed holes and damage must be repaired
4. Growing of vegetables is only permitted in the back of units.
5. Landscape borders around co-owners' unit are only permitted in limited common areas.
 - a. Accepted materials include river rock (no larger than 10 inches), brick colored paver bricks or plastic edging.
6. Shrub and tree planting and/or removal is permitted in the limited common areas, only with n Board approval through an Alt-Mod form. See POFC website: <http://pofc-canton.com/docs.php>.
7. All other landscape changes need the approval of the Board.

Reference: By-laws, Article 6, Section 12

J. Noise

1. No excessive noise is permitted between the hours of 10 pm and 8 am daily. For example, but not limited to; loud music, revving engine, yelling and disruptive social gatherings.
2. All exterior speakers are prohibited.
3. Exterior sirens and emergency warning lights for security systems are prohibited.

Reference: By-laws, Article 6, Section 4

K. Parking and Speeding

Canton Township Fire Department requires access to our roadway for emergencies. To facilitate such access, to enhance child safety, to facilitate snow removal efforts, and to prevent damage to lawn and sprinklers, parking on the grass, the street, or in between islands is prohibited at all times.

1. In the event a vehicle is improperly parked on the premises, the Association may use a windshield notice to inform the vehicle owner or tow the vehicle, if necessary, at the owner's expense.
2. Guest parking is for short term visitors and contractors. No other vehicles should be parked there.
3. All POFC residents are expected to make full use of their garages and driveways.
4. Vehicles with a "For Sale" sign must be parked in the resident's driveway, not in the common areas or guest parking.

5. Any vehicles parked outside of garages shall not be covered by a tarp, car cover or any other material.
6. Commercial vehicles must be kept in garages overnight.
7. If residents have a long term parking concern, or plan to host a large party, contact the Management Company for Board approval.
8. The speed limit is 15 MPH throughout the complex. Signs are posted and residents are responsible for informing their guests of this rule.
9. For the safety of co-owners and their children, the Board will enforce parking and speed regulations through the use of fines where appropriate. Failure to comply will result in:
 - i. 1st offense – written notice
 - ii. 2nd offense – a fine of \$25 and notice to meet with the POFC Board
 - iii. 3rd offense – vehicle will be towed at the co-owner's expense.

Reference: By-laws, Article 6, Section 8

L. Pets

1. Only 2 pets or animals are permitted per unit.
 - a. Pets must be gentle in nature: Exotic, savage or dangerous animals are prohibited.
 - b. Pets must be on a leash when outside in the complex.
 - c. Pets may not be left outside unattended. Example (tethered, on deck alone).
2. Residents are required to clean up outside immediately after their pets defecate.
3. Any pets permitted to be kept in the condominium shall have such care and restraint as not to be obnoxious on account of noise, odor or unsanitary condition.
4. Any person who causes or permits an animal to be brought or kept on the condominium property shall indemnify and hold harmless the POFC Condo Association for any loss, damage or liability which the association may sustain as a result of the presence of such animal.
5. Pet owners failing to observe rules and regulations related to their pets, will be subject to action by the Board, including a requirement to remove a pet from a unit.

Reference: By-laws, Article 6, Section 5

M. Satellite Dishes and Antennas

1. The Board retains the right to approve the final location and placement of Satellite Dishes.
2. Co-owner must submit an Alteration Modification form before installation. Installation done without such approval may result in removal of the unit, all cost will be bore by the co-owner.
3. Dishes can be installed in the back of the units onto building fascia boards or deck surfaces.
4. For proper signal reception the Board will consider installation on a free-standing support pole.
5. Dishes cannot be attached to any brick, mortar, vinyl siding or roofing surface.
6. Visibility of the dish from the common roadway must be kept at a minimum.

7. The Management Company and the Preserve on Fellow Creek Condominium Association are not responsible for Satellite Dishes that are stolen or damaged.

Reference: By-laws, Article 6, Section 3

N. Sports Equipment and Toys

All sports equipment and toys, such as basketball hoops, hockey nets, bikes etc., must be stored inside of the co-owner's premises when not in use.

Reference: By-laws, Article 6, Section 7

O. Doors and Window Treatment

All doors and windows are the co-owner's responsibility to maintain in a safe, clean and sanitary condition. Any replacement or changes to doors and windows require Board approval through an Alt-mod form. See POFC website: <http://pofc-canton.com/docs.php>.

1. In order for our buildings to have uniform curb appeal from the outside, and for better resale value, the front doors of all units must conform to the following guidelines:
2. Front doors must be painted one of 3 master colors that correspond to building color: burgundy forest green or almond. See samples on POFC website: www.pofc-canton.com/docs/POFC%20Exterior%20Color%20Samples%202016.pdf.
3. Only full-glass view storm doors are permitted. The color of the storm door should match the outside trim and window casing color of other units in the same building.
4. Window treatments must be kept in good repair.
 - a. Temporary window coverings (e.g. sheets, newspaper, cardboard, etc.) must be replaced with window treatments within 3 months of the closing date on sale of a unit.
 - b. Tinted window film treatment for the protection of floors and furniture is allowed on the inside of windows and sliding glass doors.
 - c. Metallic or reflective window film treatments are prohibited.

Reference: By-laws, Article 6, Section 3

P. For Sale Signs

1. "For Sale" signs are not allowed outside of the units.
2. Co-owners must receive written approval from the Association Board prior to placing "For Sale" signs in windows.
3. Approvals for sign displays are given for 90 days. If additional time is needed, contact the Management Company.
4. No other signage is permitted.

Reference: By-laws, Article 6, Section 9

Q. Leasing

1. Upon lease of a unit, the lease agreement must be submitted to the Management Company for approval of the Board.
2. The leasing co-owner is responsible for giving their tenant a copy of By-laws and Rules and Regulations.
3. The leasing co-owner shall be held responsible for any violation that occurs by the tenant.
4. If violation is not remedied, or is repeated, the Association may evict the tenant.
5. The leasing co-owner and tenant shall be held responsible any damages caused by the tenant.

Reference: By-laws, Article 6, Section 2

R. Compliance with Governing Documents

1. As specified by the governing documents of the POFC Condo Association, any alteration or modification of common elements or limited common elements requires submission of and an alt-mod form to the Board of Directors, which is available on the POFC Website.
2. For the benefit of the entire association the rules and regulations specify the appropriate use and required maintenance of common and limited common elements, as well as circumstances when alterations and modifications to individual units must be approved by the POFC board. The rules and regulations also address circumstances which require permission of a board member or the JP Carroll Management Company, such as special needs for overnight parking, or use of common elements for special events.
3. The POFC development is inspected on an annual basis, and routinely monitored to ensure it is maintained in compliance with governing documents, including these rules and regulations. Notification of required maintenance will be sent to co-owners. The POFC board reserves the right to have required maintenance performed, and to bill a co-owner who is negligent in the fulfillment of these responsibilities.