



THE LAKES OF WOODBRIDGE CONDOMINIUM ASSOCIATION

www.thelakesatwoodbridge.com

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RESIDENT MANUAL

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INTRODUCTION

As Co-Owners of The Lakes of Woodbridge, residents share ownership within a condominium structure governed by recorded legal documents and duly adopted policies. The property, including the Units and Common Elements, is subject to restrictions and standards established by the Master Deed, the Bylaws, and resolutions adopted by the Board of Directors. These governing documents are binding upon all Co-Owners, occupants, tenants, guests, and invitees.

The Lakes of Woodbridge is a community of 186 condominium Units located within the Woodbridge Hills planned community in the City of Portage. Residents value the convenience of condominium living combined with a park-like setting and professionally maintained common areas.

This Resident Manual is intended to serve as a practical reference guide summarizing key policies, rules, and resolutions adopted by the Board of Directors of The Lakes of Woodbridge Condominium Association (the “Association”). It is provided for convenience only and does not constitute a complete restatement of the Master Deed, Bylaws, or applicable law. All Co-Owners are strongly encouraged to review the recorded governing documents in full to obtain a comprehensive understanding of their rights and obligations.

All policies contained herein are adopted pursuant to the Michigan Condominium Act, MCL 559.101 et seq., the Association’s Master Deed, and Article VI of the Bylaws, unless otherwise indicated.

AUTHORITY OF THE BOARD OF DIRECTORS

Pursuant to Article VI, Section 19 of the Bylaws, the Association, acting through its Board of Directors, has the authority to adopt, amend, and enforce reasonable rules and regulations concerning the use of the General Common Elements and other matters consistent with the Michigan Condominium Act, the Master Deed, and the Bylaws. This authority extends to the initial Board of Directors and to all successor Boards duly elected in accordance with the governing documents.

Any rules or amendments adopted by the Board shall be furnished to all Co-Owners and shall become effective thirty (30) days after mailing or delivery to the designated voting representative of each Co-Owner, unless otherwise specified. Such regulations may be revoked by the affirmative vote of more than fifty percent (50%) of all Co-Owners, both in number and in value, in accordance with the Bylaws.

The Board of Directors reserves the right to interpret, amend, and enforce all policies and rules in accordance with the governing documents and applicable law.

In the event of any conflict between this Resident Manual and the recorded Master Deed or Bylaws, the recorded governing documents shall control.

PROPERTY MANAGEMENT

The Lakes of Woodbridge Condominium Association retains Berkshire Hathaway Property Management Company to provide professional management services on behalf of the Association. Management services include coordination and oversight of grounds maintenance, building maintenance, vendor services, financial administration, and owner communications. The management company acts at the direction of the Board of Directors in carrying out the day-to-day operations of the Association.

Management Company Contact Information:

Berkshire Hathaway Property Management Company
6312 Stadium Drive
Kalamazoo, Michigan 49009

Property Management Team

- **Lindsay Flynn – Operations**
Call: (269) 488-0133
Text: (269) 615-0723
Email: lindsayflynn@bhhsmi.com
- **Diane Bornhorst – Account Assistance**
Call: (269) 488-0161
Email: dianebornhorst@gmail.com
- **Kelsey Bernard – Client Relations Administrator**
Call: (269) 488-0112
Email: kzooleasing@bhhsmi.com
- **Amber Tyler – Maintenance Coordinator**
Call or Text: (269) 488-0137
Email: kzooworkorders@bhhsmi.com

Co-Owners are encouraged to contact the appropriate team member directly for questions regarding operations, billing matters, or maintenance concerns.

Emergency Procedures

For after-hours emergencies, please call or text (269) 488-0137 and leave a detailed voicemail if necessary. A management representative will respond within approximately ten (10) minutes if the situation qualifies as an emergency.

An emergency is defined as a condition involving:

- Uncontrollable or active water intrusion or flooding affecting the exterior of the Unit or building structure
- A significant structural breach (e.g., a large opening caused by a storm) creating an immediate risk of water penetration or security concern
- Fire - In the event of a fire, call 911 immediately. After safely exiting the building and contacting emergency services, notify the management office at (269) 488-0137.

Issues that do not meet the above criteria will be addressed during normal business hours.

Work Orders and Maintenance Requests

Routine (non-emergency) maintenance requests may be submitted through the Co-Owner's Propertyware online portal, or by contacting the management office by phone or email.

Non-urgent work orders are reviewed and scheduled in coordination with other service requests to maximize operational efficiency and fiscal responsibility. Whenever possible, service calls are grouped so contractors may address multiple items during a single visit, allowing the Association to manage vendor minimum billing requirements in a cost-conscious manner.

Communication and Information Resources

The Board of Directors and the Management Company primarily use email communication to inform Co-Owners of projects, community updates, and Association matters.

Maintaining current contact information with the management office ensures that Co-Owners receive timely and accurate communications from the Association.

The Association's official website contains governing documents and important records, including the Master Deed, Bylaws, Rules and Regulations, forms, meeting minutes, newsletters, and financial reports. Co-Owners are encouraged to reference these materials regularly.

Website: www.thelakesatwoodbridge.com

Additional communication resources include:

- The Association's Facebook page (search "The Lakes of Woodbridge") for updates and reminders.
- The Community Calendar, available on the Association website, detailing scheduled projects and activities.
- To email the collective Board please use the Association Email:
thelakesofwoodbridge@gmail.com

ASSOCIATION FEES AND ASSESSMENTS

Online Account Access and Payments

All Co-Owners are provided access to an online account portal through Propertyware. This portal allows Co-Owners to review account statements, monitor balances, and establish automatic payments for Association fees.

Monthly Association fees are due and payable to Berkshire Hathaway Property Management Company on or before the first (1st) day of each month. Each Co-Owner's monthly assessment is calculated based on the percentage of ownership assigned to the Unit, as set forth in the Association's Master Deed. Specific assessment amounts may be confirmed with the Management Company.

Payments may be submitted in one of the following ways:

- Online: Through the Propertyware portal via ACH payment
- By Mail: Checks should be made payable to *The Lakes of Woodbridge* and mailed to:

The Lakes of Woodbridge
6312 Stadium Drive
Kalamazoo, MI 49009

Late Fee and Collection Policy

(Board Resolution – October 23, 2015 – Updated Resolution March 24, 2026)

This policy is intended to ensure the timely collection of Association dues, which is essential to maintaining the financial stability and proper operation of the community. The policy applies to all regular dues and special assessments.

The following actions will be taken when an account carries an outstanding balance as of the 10th day of the month:

- **After the 10th of the month:** A late fee of **\$25** will be assessed. A late notice will be sent by First Class U.S. Mail and email on the 11th of the month, or the following business day if the 11th falls on a weekend or holiday.
- **After thirty (30) days outstanding:** An additional late fee of **\$50** will be assessed. A late notice will be sent by First Class U.S. Mail on the 11th of the applicable month, or the next business day if the 11th falls on a weekend or holiday.
- **After sixty (60) days outstanding:** A lien may be recorded against the Unit. Notice will be sent by Certified U.S. Mail. The Co-Owner is responsible for all costs, fees, and expenses incurred by the Association in connection with lien placement and enforcement.
- **After one hundred twenty (120) days outstanding:** At the discretion of the Board of Directors, the Association may pursue wage garnishment and/or foreclosure. The Co-Owner shall be liable for all legal fees, court costs, and collection expenses incurred by the Association.

Allocation of Payments Received

All payments received by the Association will be applied in the following order of priority, as permitted by law:

1. Fines
2. Damage or repair costs
3. Past-due Association fees
4. Current Association fees

Use of Association Fees and Utility Responsibilities

Monthly Association fees fund the operating budget, which includes, but is not limited to, utilities for Common Elements, general administration, grounds and building maintenance, and capital improvement projects.

Co-Owners are individually responsible for their own utilities, including water, sewer, electric, and gas, with the exception of trash collection, lawn care, and snow removal, which are provided by the Association.

Financial Reporting and Assessments

The Board of Directors provides a financial update each month through the Association newsletter, which is distributed by email and made available on the Association's website. The Annual Operating Budget and Reserve Budget Plan are provided to all Co-Owners annually and are also available for review on the Association's website.

The Board of Directors retains the authority to levy special or additional assessments when necessary for the repair or replacement of Common Elements or to address budgetary shortfalls resulting from unforeseen or extraordinary expenses. Written notice of any approved assessment will be provided to all Co-Owners and will include the purpose of the assessment, the amount due, and payment terms.

Master Association – The Moors of Portage

The Lakes of Woodbridge is a member of a Master Association, the Moors of Portage. The master association is currently managed by LASR, and quarterly payments in the amount of \$70 should be made directly to LASR. As quarterly fees are adjusted, LASR will provide notice to all Co-Owners directly.

For questions regarding the Moors of Portage or your quarterly payment, LASR may be contacted at:

Call: (269) 888-1808

Email: office@lasrmanagement.com

Mail: 328 W. Milham Avenue, Portage, MI 49024

<https://www.lasrassociationmanagement.com>

BOARD OF DIRECTORS

The Lakes of Woodbridge Condominium Association is governed by its Co-Owners through an elected Board of Directors. The Board is responsible for the administration of the Association and for making decisions in the best interests of the community as a whole, in accordance with the Master Deed, Bylaws, and applicable law.

The Board of Directors consists of up to five (5) volunteer Co-Owners, each serving staggered two-year terms. Board members are elected by the Co-Owners at the Annual Association Meeting.

As Board members serve on a volunteer basis, Co-Owners are asked to respect their time and role. All questions, concerns, and requests should be directed to the Management Company, which serves as the primary point of contact and coordinates communication between Co-Owners and the Board.

Meetings and Board Elections

An Annual Association Meeting is held each year, typically in April, for the purpose of conducting Board elections and reviewing the Association's budget. Written notice of the Annual Meeting will be mailed to all Co-Owners in advance, in accordance with the Bylaws. If you are interested in being considered for a Board position, please complete and return the **Nomination Application Form** available on the website.

The Board of Directors also meets regularly throughout the year to conduct Association business. Co-Owners who wish to raise an issue or request that a topic be discussed at a Board meeting must submit their request in advance to the Management Company so the matter may be considered for inclusion on the meeting agenda.

Co-Owner Attendance at Board Meetings

(Board Resolution – August 25, 2006)

When a Co-Owner has a specific matter for Board consideration, the Co-Owner may be invited to attend the opening portion of a Board meeting for a designated period of time, at the discretion of the Board.

Meeting Minutes and Records

Approved Board meeting minutes are made available to Co-Owners and are posted on the Association's website. Minutes will be distributed by email and posted online once they have been reviewed and approved by the Board of Directors.

Committees and Co-Owner Involvement

If you are interested in joining a committee or have a recommendation for a committee or community event, please contact the management company. There is currently an active Landscaping Committee if you have interested in joining.

Any Co-Owner volunteers are required to sign a **Waiver of Liability** which is available on the Association website.

Co-Owners are encouraged to consider serving on the Board and attend the Annual Meeting.

There is a community drop box on the property that any Co-Owner can place their fee payment, completed forms, etc. for the management company to collect weekly. The box is located at the dead end of Moors Pointe Way off Woodbridge Lane.

OCCUPANCY, USE, RENTALS AND SALES

(Article IV; Article VI, Section 20; Second Amendment – November 8, 2017)

The Association is intended to function as a residential community of primarily owner-occupied homes. Leasing and sales are permitted only in strict compliance with the Master Deed, Bylaws, and duly adopted Board policies. All Co-Owners, purchasers, tenants, and occupants are subject to the governing documents and applicable law.

Residential Use and Occupancy

Dwelling Units and Common Elements shall be used solely for residential purposes consistent with single-family occupancy. Business or commercial activity is prohibited.

Pursuant to Article IV, Section 14, maximum occupancy limits are as follows (including residents and overnight guests within any 24-hour period):

- One-bedroom Unit: Five (5) persons
- Two-bedroom Unit: Seven (7) persons
- Three-bedroom Unit: Nine (9) persons

These occupancy limits apply equally to Co-Owners and tenants.

Leasing Restrictions

- **General Residential Limitation** - No Unit shall be used for other than residential purposes. Persons not of the same immediate family residing together may occupy a Unit only with written consent of the Board of Directors, which shall not be unreasonably withheld.
- **Minimum Ownership Requirement** - Pursuant to the Second Amendment *(November 8, 2017)*, a Co-Owner must own the Unit for a minimum of twelve (12) months before leasing is permitted.
- **Minimum Lease Term** - No Unit may be leased for a term of less than twelve (12) months. Short-term rentals are strictly prohibited. If a lease is terminated prior to expiration of its initial twelve-month term, the Co-Owner may not re-lease the Unit to any third party during the remaining portion of that initial twelve-month period.
- **Entire Unit Only** - Only the entire Unit may be leased. The rental of individual rooms or partial interests is prohibited.
- **No Subleasing or Assignment** - Subletting or assignment of a tenant's lease interest is not permitted.
- **Intent to Lease Form Required** - Any Co-Owner wishing to lease a Unit must complete and submit the Intent to Lease Form, available on the Association website.

Board Approval Process (*Article VI, Section 20*)

Prior written approval of the Board of Directors is required before any lease may be executed and any tenant may occupy a Unit. Before accepting an offer to lease or rent a Unit, the following must be submitted to the Association:

- Completed **Intent to Lease Form**
- Copy of the proposed lease agreement (completed but not executed) (all leases must be in writing)
- Tenant name(s) and contact information
- Criminal background check results for each proposed tenant.

The Board has twenty (20) days after receipt of the required information to either:

- Approve or deny the transaction; or
- Exercise the Association's First Right of Refusal by designating the Association, an existing Co-Owner, or another Board-approved purchaser or lessee on the same terms.

Any attempt to lease or rent without complying with these procedures is deemed a breach of the governing documents and is null and void.

Owner Responsibility for Tenants

The liability of a Co-Owner continues notwithstanding the leasing of a Unit.

All leases must incorporate a clause requiring that tenants are subject to and in compliance with the Master Deed, Bylaws, Rules and Regulations, any Amendments and the Michigan Condominium Act.

If a tenant violates the governing documents:

1. The Association will notify the Co-Owner by either mail or email.
2. The Co-Owner shall have fifteen (15) days to investigate and correct the violation or advise the Association that no violation occurred.
3. If not cured, the Association may institute eviction proceedings and/or pursue monetary damages against both the tenant and Co-Owner.

If a Co-Owner is delinquent in assessments, the Association may notify the tenant to deduct the arrearage and future assessments from rental payments and remit them directly to the Association. Such deduction shall not constitute a breach of the lease.

Renter Communication Policy

(Board Resolution – August 22, 2001)

Tenants shall receive Association communications and notices. However, the Co-Owner remains the responsible party for compliance and all financial obligations.

Vacant Units

If a Unit will be vacant for more than thirty (30) consecutive days, the Co-Owner must submit a **Vacant Unit Form** to the Association. The form is available on the Association's website.

Sale of Units and First Right of Refusal

Before listing or selling a Unit, the Co-Owner must submit to the Association the **Intent to Sell Form**, which is available on the Association's website. In addition to the form, the following items are required:

- The executed sales agreement
- The name, address and contact information of the proposed purchaser or tenant
- The Buyer must complete and sign the Intent To Sell form

Any attempt to sell without complying with these procedures is deemed a breach of the governing documents and is null and void.

Pursuant to Article VI, Section 20:

- The Association retains a First Right of Refusal to purchase, lease, or designate a purchaser on the same terms offered by a third party.
- The Board has up to twenty (20) days to approve the transaction or exercise its rights.

The First Right of Refusal does not apply to:

- Transfers by gift or inheritance to a household member
- Foreclosure sales of a first mortgage
- Subsequent resale by a first mortgage holder following foreclosure

If a transaction is consummated on terms different from those disclosed, the Association retains the right to disapprove and designate a purchaser or lessee within twenty (20) days of learning of the actual terms (or within one year of consummation, whichever occurs first).

Buy-In Fee

Upon transfer of ownership, a Buy-In Fee equal to one percent (1%) of the gross sale price is due at closing and payable directly to the Association. (*Board Resolution – October 27, 2025*)

If a current resident purchases an additional Unit within the community, only the difference in the buy-in fee shall be due. No credit or refund will be issued if the calculated difference is less. (*Board Resolution – June 19, 2024*)

PETS AND ANIMALS

(*Article VI, Section 5*)

The Association permits limited household pets subject to the restrictions set forth in the Master Deed and the following regulations. These rules are intended to protect the health, safety, and quiet enjoyment of all residents and to preserve the condition of the Common Elements. These provisions apply to all Co-Owners, residents, tenants, guests, and invitees.

Permitted Animals

Pursuant to Article VI, Section 5 of the Bylaws:

- No animal shall be kept in the Condominium or permitted on the premises other than:
 - Domesticated cats
 - Dogs weighing less than forty (40) pounds at full maturity. Puppies whose adult weight is expected to exceed forty (40) pounds are prohibited, regardless of current size.
 - Aquatic or marine animals maintained in an aquarium within a dwelling unit
 - Birds maintained in cages within a dwelling unit
- A maximum of two (2) domesticated pets (cats and/or dogs) per Unit is permitted.
- Animals must be owned by the Co-Owner. No breeding is allowed on the property.
- No pets may be brought onto or kept on the Condominium property by any guest or tenant without advance approval from the Association.
- No savage, dangerous, or aggressive animal may be kept.

Registration Requirements

All dogs and cats must be registered with the Association prior to residing on the property. The **Pet Registration Form** is available on the Association website.

The following documentation is required in addition to the Pet Registration form:

1. A current color photograph of each pet
2. Current rabies vaccination certificate and veterinary records
3. Proof of current Kalamazoo County dog licensing (for dogs).

Failure to register a pet within thirty (30) days of residency will result in a fine of \$50 per month per unregistered pet until compliance is achieved.

Leash, Supervision, and Conduct

- No animal may run loose on the Common Elements.
- All pets must be attended at all times by a responsible person while on the Common Elements.
- All dogs must be leashed, and leashes may not exceed six (6) feet in length. The leash must be held by a person of sufficient age, size, and discretion to maintain complete control of the animal.
- Pets may not be left unattended outdoors, tied outside, or allowed to roam freely.
- Cats must be maintained as indoor pets only.
- Pets are not permitted to enter another resident's patio, deck, porch, or limited common area.
- Feeding or caring for stray, feral, or wild animals—including geese—is strictly prohibited. Stray or injured animals should be reported to local animal control authorities.
- Pets shall be cared for and restrained so as not to create excessive noise, odor, or unsanitary conditions which may cause a disturbance for any other Resident.
- No pets are allowed to be left leashed/tied outside unattended.

Sanitation and Waste Disposal

- Animals must be taken off paved areas and onto green space for purposes of relieving themselves.
- Pet owners and handlers must immediately clean up all pet waste.
- Waste (dog waste and cat litter) must be securely bagged and disposed of in designated pet waste receptacles or in the Owner's personal trash container.
- Pet waste may not be disposed of in trash bins located near seating or walkway areas.
- Cat litter may not be disposed of in toilets or on the Common Elements.

Liability and Indemnification

Any person who causes or permits an animal to be brought onto or kept on the Condominium property shall indemnify and hold harmless the Association for any loss, damage, injury, or liability arising from the presence of such animal. Pet owners are fully responsible for any damage, costs, expenses, or injuries caused by their pets to persons or property.

Any agent or vendor of the Association, any Co-Owner, or any member of a Co-Owner's household has the right to seize, contain, or confine any animal found loose on the Condominium property and return it to its owner or deliver it to the custody of Animal Control, the police department, or humane society. The Association shall have no liability for such action.

Guest Pets

- Co-Owners are responsible for pets belonging to their guests.
- Guest pets are subject to all Association rules and restrictions.
- Guest pets may not remain on the property for more than fourteen (14) days, consecutive or non-consecutive, within a calendar year without completing a Pet Registration Form and receiving approval.

Enforcement and Penalties

Violations of the pet rules are subject to the Association's enforcement procedures and may result in the following fines:

- First offence - Verbal or written warning – No fine
- Second offense – \$250 fine
- Third offense – Written notice requiring removal of the pet within seven (7) days

Failure to remove a pet following a third offense constitutes a continuing violation and may result in additional enforcement action, including legal proceedings.

Service and Assistance Animals

Residents with ADA-compliant service animals or legally recognized assistance animals must submit required documentation to the Association for review. Such animals are subject to reasonable regulations consistent with applicable federal and state law. Breed, weight, and numerical limitations shall not apply where prohibited by law; however, behavioral, sanitation, and safety requirements remain enforceable.

MODIFICATIONS AND ALTERATIONS

(Article VI, Sections 3 and 11)

To preserve the structural integrity, safety, sound-conditioning standards, and uniform exterior appearance of the Condominium, all exterior, structural, and Common Element modifications are strictly regulated.

Board Approval Required

Pursuant to Article VI, Section 3, no Co-Owner shall:

- Make alterations to the exterior appearance of a Unit
- Make structural modifications to the Unit, including interior walls through or in which there exist easements for support or utilities
- Make changes to any Common Elements, whether limited or general
- Attach or modify any element that impairs sound-conditioning provisions between Units without the express written approval of the Board of Directors.

This restriction includes, but is not limited to:

- Exterior painting or color changes
- Installation of antennas, satellite dishes, lights, awnings, windows, storm doors, or exterior doors
- Structural changes to interior or exterior walls
- Any exterior attachments or visual modifications

The Board may approve only those modifications that do not impair the soundness, safety, utility, structural integrity, or aesthetic uniformity of the Condominium.

Landscaping Restrictions

(Article VI, Section 11)

No Co-Owner shall perform landscaping, plant trees, shrubs, or flowers, or place ornamental materials upon the Common Elements except within the Co-Owner's patio, courtyard, or deck area appurtenant solely to the Unit.

Within those areas:

- Plantings must be limited to containers, pots, boxes, or tubs designed for planting purposes
- Containers must be of a design and material approved by the Association
- All plantings and containers must be maintained by the Co-Owner.
- Containers may not be placed in a manner that impedes lawn care maintenance.

Modification Request Procedure

All modification requests must be submitted to the Association, by completing a **Modification Request Form** available on the Association website.

Requests must include:

- A detailed description of the proposed work
- Plans, drawings, specifications, or contractor proposals (as applicable)
- Any additional documentation required by the Form

Co-Owners should allow 30 days for Board review. No work may commence without written approval.

Failure to obtain prior written approval where required constitutes a violation of the governing documents and may result in fines, mandatory removal of unauthorized alterations, and/or legal action at the Co-Owner's expense.

Maintenance Responsibility

Any approved modification becomes the sole responsibility of the current and all future Co-Owners of the Unit. This includes all maintenance, repair, and replacement costs associated with the modification.

The Association assumes no responsibility for approved alterations beyond original builder specifications.

Co-Owners are encouraged to review the **Association's Responsibility List** to clarify maintenance obligations. If uncertainty exists regarding responsibility for any component, the Co-Owner must contact the management company prior to commencing work. For your convenience, the Association's website includes a **Contractor Contact Information List**, which provides contact details for local vendors.

Building Element Replacement Policy

Over time, various upgrades and modifications beyond the original builder's specifications have been installed by current or prior Co-Owners. The Association will repair or replace building elements only to the original standard builder specifications. If a Co-Owner wishes to upgrade a repair or replacement to a higher standard, the Co-Owner shall pay the difference between the standard specification cost and the upgraded quality cost. (*Board Resolution – September 28, 2017*)

Exterior Modifications and Enclosed Porches

All maintenance, repair, replacement, painting, cleaning, and upkeep of enclosed porches and other owner-installed exterior modifications shall be the sole responsibility of the Co-Owner.

The Association shall not facilitate, perform, coordinate, or pay for any work related to such modifications, including but not limited to windows, doors, siding, roofing, gutters, trim, structural components, or other elements of the modification.

Any repair or replacement affecting the exterior appearance of a modification remains subject to prior Board approval through the Modification Request process. (*Board Resolution – July 27, 2026*)

Garage Modification Resolution

Garage modifications, including but not limited to epoxy floors or painted drywall, are not maintained or repaired by the Association and remain the sole responsibility of the Co-Owner. (*Board Resolution – September 23, 2024*)

Storm Door Policy

Installation of storm doors requires prior Association approval. Storm doors must be of a type authorized by the Association to maintain uniform exterior appearance. (*Board Resolution – January 21, 1988*)

Window Screen Policy

To preserve exterior uniformity, window screens must be either all installed or all removed. Partial installation is not permitted. Any window screens requiring repair are the responsibility of the Co-Owner. *(Board Resolution – July 24, 2024)*

Energy Efficient Enhancement Policy

The Association permits energy-efficient improvements and solar energy systems in accordance with the Michigan Homeowners' Energy Policy Act (Act 68 of 2024) and the Association's **Energy Efficient Enhancement Policy**. Exterior installations may not be installed on Association-maintained Common Elements and require prior Board approval through a Modification Request Form, including system details and the licensed contractor performing the work. Any modifications become the Co-Owner's sole responsibility for maintenance, repair, replacement and removal.

Gutter Installation Resolution

Due to recurring water infiltration issues attributed to the absence of gutters, the Board now requires gutter installation on Units with basements. *(Board Resolution – July 24, 2024; Revised September 23, 2024)*

Requirements:

- Gutters must be installed on the front and back of applicable Units
- Installation must include gutters, gutter screens, downspouts, and a bubbler
- This installation is a Co-Owner responsibility
- The Association's preferred contractor must perform the work to ensure consistency
- Residents have twelve (12) months to complete installation from July 24, 2024
- Upon completion, residents must notify the management agent

Exceptions:

- Gutters are not required on covered porches.
- Bubblers must be placed approximately 8–10 feet from the Unit, where space permits.

Gutter Installation Contacts:

- Randy Ferris – 616-262-8196
- Dominic Lindsley – 269-419-3790

Bubbler Installation Contact:

- Steve May – 269-806-8262

Compliance with this policy is mandatory and intended to mitigate structural and water-related damage within the community.

DECKS AND PATIOS

(Bylaws Article VI, Sections 6, 12, and 16)

Decks and patios are considered limited common elements and must be maintained in a clean, orderly, and safe condition at all times.

Use and Appearance

- No unsightly condition shall be maintained on any deck or patio.
- Only furniture and equipment consistent with ordinary residential deck or patio use are permitted.
- Garments, rugs, towels, sheets, or similar items may not be hung from decks, patios, railings, or adjacent structures.
- Seasonal patio furniture and equipment may remain on decks or patios during winter months provided they are properly covered and maintained. *(Board Resolution – October 31, 1987)*

Responsibility

- Decks and patios are the sole responsibility of the individual Co-Owner, including all maintenance, repair, and upkeep.

Deck and Patio Maintenance Requirements

(Board Action – October 23, 2003; Board Resolution – March 2010)

- Decks must be power washed and sealed at least once every two (2) years to preserve appearance and structural integrity.
- The Association conducts periodic spring and fall inspections to identify decks requiring maintenance.
- Co-Owners will receive written notice specifying a required completion date for corrective action.
- Failure to complete required maintenance by the stated deadline may result in a \$200 fine.
- Continued non-compliance may result in additional fines of \$100 per month until correction is made.

All enforcement actions shall be conducted in accordance with the Association's governing documents and applicable law.

FLOORING ALTERATION POLICY

(Board Resolution – July 22, 2020; adopted pursuant to Master Deed Restrictions, Section 3)

The following rules governing the modification and alteration of floor coverings in second-floor Manor Units have been adopted by the Board of Directors to mitigate potential property damage and reduce noise transmission to adjoining Units. This policy is intended to promote fairness, consistency, and the quiet enjoyment of all residents within Manor buildings.

The installation of hard surface flooring—including hardwood, laminate, vinyl, ceramic tile, or stone—is not prohibited by the Association. However, Co-Owners are advised that such materials transmit significantly more impact sound to Units below than traditional carpeted flooring. Accordingly, strict installation standards and prior Board approval are required.

Co-Owners contemplating the installation of hard surface flooring are strongly encouraged to:

- Follow all manufacturer installation guidelines, including required underlayment specifications;
- Install appropriate sound-attenuating padding or membranes;
- Consider the placement of area rugs in high-traffic areas; and
- Communicate with the Co-Owner of the Unit below regarding installation timing and any post-installation concerns related to noise.

Board Approval Requirement

A Co-Owner must obtain express written approval from the Board of Directors prior to installing any hard surface flooring (including wood, ceramic tile, stone, laminate, vinyl, or similar materials) in any Unit.

The Board will not approve a hard surface flooring installation unless the Co-Owner confirms that all of the following conditions will be satisfied:

1. Floating Floor Requirement

If new hard surface flooring (other than ceramic tile or stone) is installed, it must be installed as a "Floating Floor."

A Floating Floor is defined as a flooring system in which the surface material forms a continuous layer that does not directly contact the surrounding walls. A small perimeter gap between the flooring and the walls reduces vibration transfer from foot traffic into the walls and adjoining Units. This design minimizes structural sound transmission and is therefore required for hard surface flooring other than ceramic tile or stone.

Ceramic tile and stone installations are not considered Floating Floors; however, additional sound attenuation requirements apply as set forth below.

2. Sound Reduction Membrane (Acoustic Underlayment)

All hard surface flooring installations must include a Sound Reduction Membrane, also known as an Acoustic Underlayment, installed between the subfloor and the finished flooring material.

The required performance standards are as follows:

- Minimum Impact Insulation Class (IIC) rating of 70 for hardwood, laminate, vinyl, or similar flooring.
- Minimum IIC rating of 68 for ceramic tile or stone installations.

The IIC rating measures resistance to impact noise transmission. Higher IIC values indicate greater sound attenuation. The Board requires compliance with these minimum standards to reduce sound transmission between Units.

3. Carpet Installation Requirements

Board approval is also required prior to the installation of new carpet in any Unit.

The Board's review pertains to the carpet padding, not the carpet material itself. Approval will not be granted unless the Co-Owner represents that the carpet installation will include padding meeting the following minimum specifications:

- IIC rating of at least 72, or
- STC rating of 46–65,
- 8-pound density, and
- Minimum thickness of 7/16 inch.

The Board may recommend the following product, which meets these standards:

- *QuietWalk Natural Fiber Carpet Padding with Moisture Barrier*
Item #5201398; Model #OWCP180 (available at Lowe's)

Maintenance and Transfer of Responsibility

All flooring modifications are the responsibility of the installing Co-Owner. The Co-Owner must properly maintain hard surface flooring and related components to prevent deterioration, excessive noise transmission, or damage to adjacent Units or Common Elements.

Upon sale or transfer of a Unit, the Co-Owner must disclose the existence of hard surface flooring installations and the ongoing maintenance obligations associated with them to the subsequent purchaser.

Failure to comply with this policy may result in enforcement action in accordance with the Association's governing documents.

PARKING AND GARAGE RULES

(Bylaws Article VI, Sections 7 and 8; Board Resolution – February 23, 2007)

The following parking and vehicle regulations are adopted pursuant to the Association's Bylaws to promote safety, ensure accessibility for emergency and service vehicles, and preserve the residential character and appearance of the community. These rules apply to all Co-Owners, residents, tenants, guests, and invitees of The Lakes of Woodbridge Condominium Association.

General Parking Restrictions (*Bylaws – Article VI, Section 8*)

Nothing in this section limits the Association's ability to operate vehicles necessary for the performance of its responsibilities.

Commercial vehicles and trucks may not be parked in or about the Condominium, except when temporarily present for deliveries or pickups in the normal course of business.

All Co-Owners are required to register with the Association all vehicles kept on the Condominium premises. This is

Resident Parking Requirements

- All resident vehicles must be parked inside garages or in the Unit's driveway.
- Street parking and guest parking spaces are prohibited for resident use.
- Visitor parking spaces are reserved exclusively for guests. If a Co-Owner requires temporary approval to park in guest parking, please contact Berkshire Hathaway to request a temporary parking pass which must be displayed in the front window of the vehicle at all times.
- No more than two (2) vehicles per Unit may be kept on the Condominium property without prior written approval of the Board of Directors.
- Any Co-Owner requesting authorization for a third vehicle must submit a **Third Vehicle Authorization Form**, available on the Association website, for Board review and approval.

Prohibited Vehicles and Storage

- Recreational vehicles, boats, trailers, snowmobiles, RV's, commercial vehicles, and similar equipment may not be parked or stored outdoors on the Condominium property.
- Such vehicles may be stored inside a garage only if doing so does not displace a primary passenger vehicle to a driveway or street.
- Motorcycles and scooters must be stored within garages and may not be parked outdoors.
- Bicycles must be stored inside garages.
- Motor homes may be parked temporarily in a driveway solely for loading or unloading purposes.

Vehicle Condition and Compliance

- All vehicles parked on Condominium property must display current license registration and be in operable condition.
- Vehicles may not obstruct sidewalks, fire hydrants, mailboxes, driveways, or access routes.
- Vehicles must be parked so as to allow proper snow removal, emergency access, and mail delivery. If you have a car parked in your driveway, your driveway will not be plowed.
- Any costs incurred by the Association for return snow removal visits due to improper vehicle placement will be assessed to the responsible Co-Owner.
- Vehicles parked in posted Tow-Away Zones or in violation of these rules may be towed at the vehicle owner's expense.
- No vehicles are allowed that exceed normal noise level.

Safety and Traffic Conduct

- Emergency vehicles must be able to always navigate all streets and driveways without obstruction.
- Parking on grass, landscaped areas, or sidewalks is strictly prohibited.
- Residents and guests must observe posted speed limits.
- Drivers are required to exercise caution and yield to pedestrians, including walkers and joggers.

Garage Door Responsibilities

- Garage doors are maintained by the Association; however, automatic garage door openers, operating mechanisms, and cables are the responsibility of the Co-Owner.
- Garage doors must remain closed except during ingress, egress, or active use. This requirement supports community security, energy efficiency, pest control, and a uniform exterior appearance.

- Any damage to garage doors or Common Elements caused by a Co-Owner, tenant, or guest will be repaired at the Co-Owner's expense.

Failure to comply with these parking rules may result in enforcement action in accordance with the Association's governing documents including towing at the owner's expense.

TRASH, RECYCLING, AND DUMPSTER POLICY

(Article VI, Section 6)

Proper disposal of trash and recyclables is essential to maintaining the cleanliness and appearance of the community. All Co-Owners, residents, tenants, and guests must comply with the following requirements.

Trash Disposal

- All household trash must be securely bagged before being placed in Association dumpsters.
- Dumpsters are intended for normal household waste only. Disposal of construction materials, remodeling debris, furniture, carpeting, appliances, or other bulk items is strictly prohibited.
- Dumpster lids must be fully closed after each use to deter pests and prevent debris from escaping.
- No cardboard boxes are allowed in the trash dumpsters.

Recycling

- Recyclable materials must be disposed of in designated recycling containers only which must be stored inside except on collection days.
- Appropriate recycling must be sorted and placed in accordance with the vendor's guidelines and scheduled collection dates. Bins must be placed at the curb for pick up no earlier than the evening prior to the day of service and removed from the curb no later than the evening on the day of service.
- Boxes and cardboard must be broken down prior to disposal to conserve container space.

Prohibited Use

- Contractors, vendors, or residents performing remodeling or repair work may not dispose of debris in Association dumpsters.
- Improper disposal resulting in overflow, contamination, or damage to dumpsters may result in cleanup costs being assessed to the responsible Co-Owner.

Failure to comply with this policy may result in fines, reimbursement of cleanup costs, or other enforcement action as permitted by the Association's governing documents.

ESTATE SALES AND GARAGE SALES

To maintain the residential character, safety, and appearance of the community, estate sales and garage sales are strictly prohibited.

MAILBOXES

The Association utilizes cluster mailbox units for the delivery of United States Postal Service (USPS) mail and packages.

Mailbox Keys

Each Co-Owner is responsible for maintaining and safeguarding their mailbox key. A mailbox key should be treated with the same care and responsibility as a front door key.

If a key is lost or requires replacement, the Co-Owner must contact the Management Company to request a replacement. The cost for a replacement key is \$25, which will be charged to the Co-Owner.

The Association is not responsible for lost or misplaced keys or any resulting inconvenience. If the mailbox lock requires replacement at any time, that is a Co-Owner responsibility and expense.

Package Delivery

The cluster mailbox system is designed to accommodate most standard USPS packages.

- If a package fits within the designated parcel compartment, the postal carrier will place a key in the recipient's mailbox. That key may be used to access the secured parcel locker within the cluster mailbox unit. Once you have obtained your packet, you should place the package key in the outgoing mail slot.
- If a package is too large for the parcel compartment, it will be delivered to the front door of the unit, consistent with standard USPS procedures.

The Association cannot guarantee delivery methods and assumes no responsibility for lost, stolen, or damaged mail or packages.

GENERAL RULES AND COURTESY

(Primarily Derived from Article VI of the Bylaws and Board-Adopted Policies)

The following rules are intended to preserve the safety, appearance, and residential character of the community. These provisions apply to all Co-Owners, occupants, tenants, guests, and invitees.

Residential Use and Conduct

- Units and Common Elements shall be used solely for lawful residential purposes.
- No improper, unlawful, or offensive activity may be conducted within any Unit (including any deck or porch) or upon the Common Elements.
- No activity shall constitute a nuisance, annoyance, or unreasonable disturbance to other residents.
- Residents must exercise extreme care to minimize noise, including the use of musical instruments, televisions, radios, amplifiers, and similar devices.
- No activity may be conducted that increases the Association's insurance premiums without written approval. Any resulting increased cost shall be paid by the responsible Co-Owner.

Exterior Appearance and Architectural Standards

- All window coverings must be white on the outward-facing side.
- Window screens must be either installed in all windows or removed from all windows to maintain uniformity. All window screens must be maintained and in good condition.
- Decorative flags are prohibited. The American flag is permitted and must be maintained and in good condition; however, mounting brackets may not be attached to aluminum siding and must receive Board approval.
- Plant brackets affixed to buildings are prohibited.
- Storm doors must be maintained and in good condition.

Common Area Use and Maintenance

- Common Elements may not be used for storage of personal property, supplies, materials, trash, or refuse.
- Sidewalks, yards, landscaped areas, driveways, roads, parking areas, balconies, decks, porches, and terraces must not be obstructed.
- Bicycles, vehicles, furniture, toys, chairs, or benches may not be left unattended on Common Elements.
- No sheds or unsightly structures are permitted.

- Each Co-Owner must maintain their Unit (including deck and/or porch) and limited Common Elements in a safe, clean, and sanitary condition.
- Co-Owners are responsible for damages resulting from negligent damage or misuse of Common Elements by themselves, family members, guests, or invitees. Such costs may be assessed to the Co-Owner unless covered by Association insurance.

Lakes and Water Features

(Board Resolution – January 21, 1988; Article VI, Sections 4 and 7; Board Resolution – July 15, 2004)

- Swimming, fishing, boating, or similar activities in Association lakes are strictly prohibited.
- Children must be supervised at all times near lakes and water features.
- Toys or personal property may not be left near lake areas.
- The Association assumes no liability for lake-related injuries or damages.
- Any damage to lake liners, aerators, or related Common Elements will be assessed to the responsible Co-Owner.
- If aerator repair costs exceed fifty percent (50%) of replacement cost, the aerator will be replaced.

Holiday Decorations

(Board Resolution – March 23, 2007; Amended February 26, 2016)

- Decorations may not damage any Common Element, including siding, posts, frames, windows, or roofs.
- Decorations may not be installed on roof shingles or in a manner requiring roof access.
- Decorations must be removed within ten (10) days following the applicable holiday.
- Decorations may not impair snow removal or lawn maintenance.
- Decorations may not be placed within Common Area landscaping.

Signs and Security Displays

(Article VI, Section 10; Board Resolution – September 28, 2017; Amended August 24, 2021)

- All signage is prohibited unless specifically authorized.
- “For Sale,” “For Rent,” advertising signs, stickers, lights, or devices visible from the exterior are prohibited.
- One (1) small security window decal is permitted in the lower window and lower corner of the front door.
- Decals in the lower corner of bedroom windows are permitted for fire safety identification.

Bird Feeders and Pest Control

(Board Resolution – June 25, 2002)

Each Unit may have either:

- Two (2) bird feeders; or
- One (1) bird feeder and one (1) bird bath.

Bird feeders should be placed an appropriate distance from the Unit to prevent property damage or nuisance conditions. Pest Control is a Co-Owner responsibility in all cases however if pest issues become an issue to the building structure, any nearby bird feeders will be required to be removed.

Feeding geese or other wildlife is strictly prohibited.

Winter Practices and Snow Removal

(Board Resolution – March 13, 2008; Article VI, Section 7)

- Vehicles parked in streets during snow removal operations may be plowed in or towed at the owner's expense.
- Rock salt must not be used on concrete surfaces.
- Co-Owners are responsible for maintaining safe conditions at their entry steps, sidewalk and driveway. Co-Owners are required to provide their own salt. Co-Owner must use salt with only Calcium Chloride or Magnesium Chloride to prevent damage to the concrete.
- Steps are the responsibility of the Co-Owner, although plowing contractors may shovel or salt during routine service visits.

Firearms and Dangerous Devices

The discharge or use of firearms, air rifles, pellet guns, B-B guns, bows and arrows, or similar dangerous weapons or projectiles is strictly prohibited anywhere on the Condominium premises.

Association Access Rights

The Association and its authorized agents have the right to access Units during reasonable working hours, upon notice, for maintenance, repair, or replacement of Common Elements.

In emergency situations, the Association may enter a Unit without prior notice to prevent damage to Common Elements or other Units.

Co-Owners must provide the Association with a means of access during extended absences. If access is not provided and emergency entry is required, the Association may gain access by reasonable means and shall not be liable for necessary damage caused in doing so.

All Co-Owners are recommended to have an emergency contact on file with the Association. In addition, it is recommended to leave a unit key with a neighbor or nearby family member or friend.

ANTENNAS AND SATELLITE DISHES

(Federal Communications Commission – Over-the-Air Reception Devices Rule, 47 C.F.R. §1.4000)

The Association complies with the Federal Communications Commission's Over-the-Air Reception Devices (OTARD) Rule, which protects a resident's right to install certain antennas used to receive television or wireless signals.

Permitted Antennas or Satellite Dishes

Residents may install the following reception devices for personal use:

- Satellite dishes one meter (39 inches) or less in diameter;
- Antennas used to receive over-the-air television broadcast signals;
- Antennas used to receive wireless broadband internet signals.

Location Requirements

Permitted antennas may only be installed in areas within the resident's exclusive use or control, such as patios, decks, balconies, or within the Unit. Installation on Common Elements, including roofs, exterior walls, siding, or landscaped areas, is prohibited.

Installation and Maintenance

- All antennas must be securely installed in compliance with applicable building and safety codes;
- All antennas must be placed in the least visible location possible within the permitted area;
- All antennas must not damage or penetrate building structures without prior approval.

The resident is responsible for all installation, maintenance, repair, and removal costs, and for repairing any damage to the Unit or Common Elements caused by the antenna.

The Association may enforce reasonable safety and installation standards, provided such standards do not impair signal reception or violate federal regulations.

SECURITY CAMERAS AND DOORBELL CAMERAS

Residents may install security cameras for personal safety provided the installation complies with the Association's governing documents and community standards.

Permitted Doorbell Cameras

The installation of doorbell-style cameras, such as Ring® or similar devices, is permitted when installed in the existing doorbell location on the front entry of the Unit. When installed in the existing doorbell location, no Modification Request Form or prior Board approval is required.

Additional Cameras

Any additional exterior cameras or security devices not installed in the original doorbell location require prior written approval from the Association through the Modification Request process.

Installation Standards

All security cameras must comply with the following requirements:

- Cameras may be installed only on areas appurtenant to the Unit and may not be mounted on Common Elements without approval.
- Cameras must be securely installed and must not damage siding, roofing, or other building components.
- Wiring must be installed neatly and in a manner that does not create a safety hazard.
- Cameras must be positioned to monitor the resident's entry area only and may not intentionally record inside neighboring Units or private areas such as windows, patios, or decks.

Maintenance Responsibility

Residents are responsible for all costs associated with the installation, maintenance, repair, and removal of security cameras and for repairing any damage caused to the Unit or Common Elements during installation or removal.

The Association reserves the right to require the relocation or removal of any camera that violates these standards or interferes with the safety, privacy, or appearance of the community.

NON-COMPLIANCE AND ENFORCEMENT RESOLUTION

(Board Resolution – June 2012; Article VI, Section 19)

The Association enforces compliance with the Michigan Condominium Act, the Master Deed, the Bylaws, and all duly adopted Rules, Regulations, and Board Resolutions. Enforcement actions are intended to be fair, reasonable, and progressive, with the goal of achieving compliance while preserving the safety, appearance, and orderly operation of the community.

Enforcement Authority

Pursuant to Article VI, Section 19, the Board of Directors has the authority to adopt and enforce reasonable rules and regulations governing the use of the Common Elements and Units, and to take enforcement action when violations occur.

All fines, costs, attorney fees, and expenses incurred by the Association in enforcing compliance shall be assessed to the responsible Co-Owner and collected as an assessment in accordance with the governing documents and applicable law.

Progressive Enforcement Procedure

(Board Resolution – June 2012)

The Board adopted the following enforcement procedure for non-compliance:

1. **Written Notice of Violation** - The Co-Owner will receive written notice by mail and/or email identifying the specific violation and providing a minimum of ten (10) days to correct or cure the violation.
2. **Board Review or Hearing** - If the violation is not corrected within the ten (10) day period, or if it continues, the Co-Owner may be required to meet with the Board of Directors to review the violation and discuss corrective action and potential consequences. In addition, if the Co-Owner feels the violation is not valid, they can request a hearing to meet with the Board to provide their evidence. The Co-Owner has ten (10) days to provide a response and make their request to meet with the Board to contest the violation.
3. **Initial Fine** - If the violation is not corrected following Board review, a fine of up to two hundred fifty dollars (\$250) may be imposed for the violation.
4. **Additional Fines for Continued Non-Compliance** - If the violation continues after the initial fine is imposed, additional fines may be assessed as permitted by law and the governing documents.
5. **Legal Action and Lien Placement** - Failure to pay a violation fine within ninety (90) days may result in the placement of a lien against the Unit. All legal fees, recording costs, and expenses incurred to place and release the lien shall be charged to the Co-Owner. The matter may also be referred to legal counsel for collection or other legal remedies.

Compliance Expectation

Prompt compliance with all governing documents is essential to maintaining the quality, safety, and value of the community. Co-Owners are encouraged to address violations immediately upon notice and to contact the Management Company if clarification or assistance is needed to achieve compliance.