



Guidebook

Reference to Condominium
By-laws, Rules and Regulations

Revised December 2017

Building # _____ Unit # _____

To: Moravian Meadows Association Co-owners

Re: Moravian Meadows Guide Book

Dear co-owners,

The enclosed is the third issue of the Moravian Meadows Guide Book. The purpose of this booklet is to provide a quick reference to our condominium by-laws. This guide is not intended to cover all facets of the Master Deed, By-laws and Articles of Incorporation documents. The intent of this document is to provide a quick reference for answers to the most frequently asked questions.

As changes occur, additional pages will be added and/or updated as necessary. Please replace them as indicated at that time.

This booklet, along with your current Master Deed, By-laws and Articles of Incorporation need to be turned over to a new co-owner upon the sale of your unit.

Please keep this booklet in a safe place, as there will be a \$ 25.00 charge for a replacement. The cost of replacing the Master Deed, By-laws and Articles of Incorporation set is \$75.00.

Table of Contents

Section I

Map of Condominium pages 4-5

Section II

Condensed by-laws pages 6-12

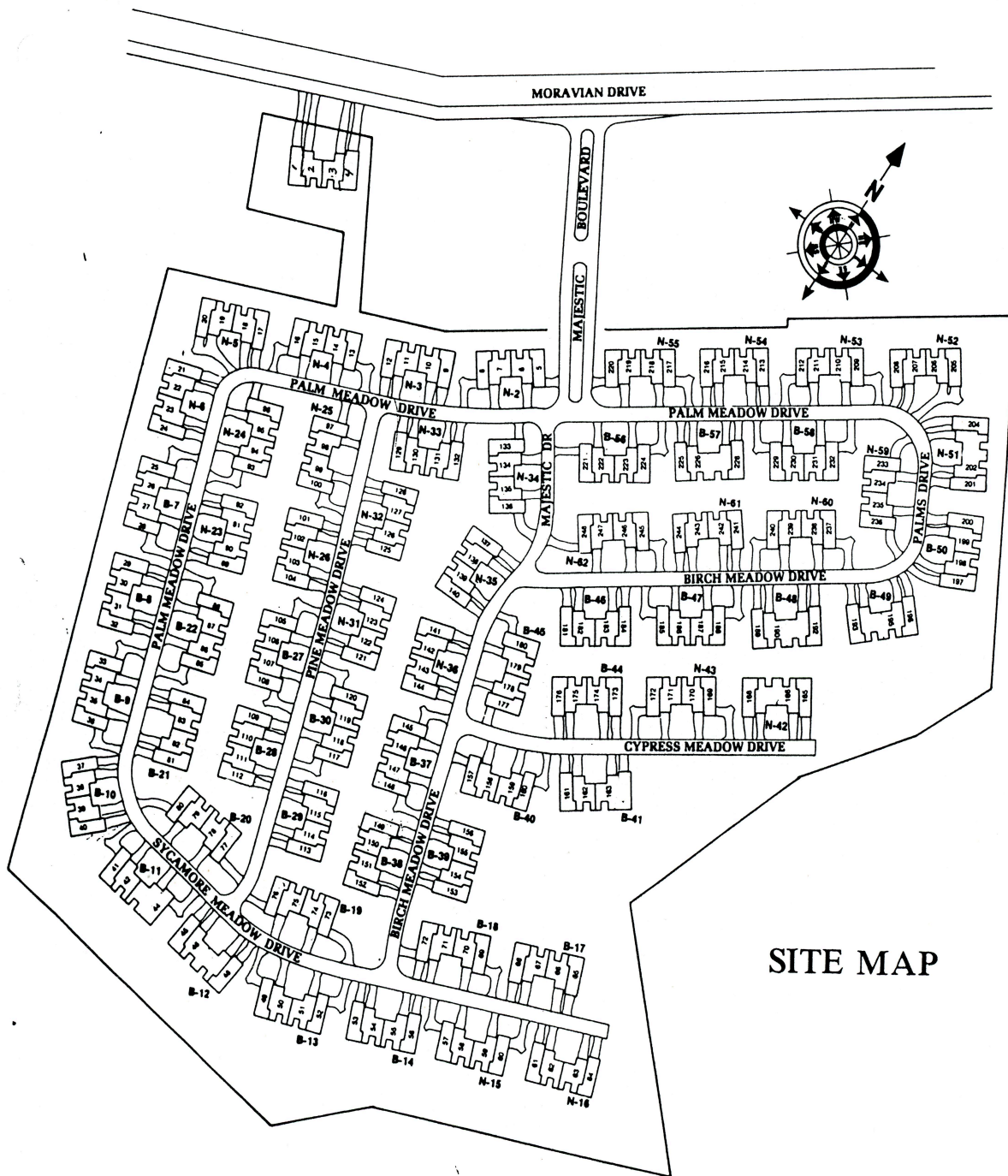
Section III

Rules and Regulations pages 13-17

Section I

Map of Condominiums

MORAVIAN MEADOWS



SITE MAP

N NON-BASEMENT
B BASEMENT

A CONDOMINIUM PARADISE

Section II

Condensed By-laws

Moravian Meadows Guide Book

This is not to be used as a legal document. These are only highlights of the actual governing documents. These are Rules and Regulations adopted by the Moravian Meadows Condominium Association Board of Directors.

Association of Co-owners

The Moravian Meadows Condominium project located in the Township of Clinton, Macomb County, Michigan shall be administered by the Moravian Meadows Condominium Association of co-owners, responsible for the management, maintenance, operation and administration of the Common Elements, easements and affairs of the Condominium Project in accordance with the Condominium governing documents and Michigan Condominium laws. All persons entering upon or acquiring any interest in any unit of the Common elements shall be subject to the provisions and terms set forth in the Condominium Documents.

Condominium

A condominium is a form of real property and each unit has the same legal attributes as any other form of real property under restrictions as are contained in the Condominium Documents or as otherwise may be applicable to property.

Condominium Documents

The Master Deed, By-Laws, Articles of Incorporation and Rules and Regulations have been issued to all co-owners. Once again, it is very important that these documents be available for transfer to new co-owners / buyers upon execution of the buying and selling of a unit. Costs to replace these documents will be at the expense of the co-owner.

Board of Directors

The Board of Directors shall be comprised of seven (7) members consisting of co-owners in good standing. The Board of Directors shall govern the affairs of the Association.

Duties of the Board of Directors

- To make rules and regulations as required managing, administering, and maintaining the Condominium Project and the Common Elements.
- To levy and collect assessments from the co-owners and to use the proceeds for the purposes of the Association.
- To contract for and employ firms, corporations or other agents to assist in the management, operation, maintenance and administration of the Condominium Project.
- To establish committees and to appoint persons for the purpose of implementing programs which are not required by the Board of Directors.

Officers/Board Members/ Responsibility

- President – Presides over all meetings, in charge of insurance, legal matters and concrete.
- Vice President – Presides over meetings if the President is not able, in charge of leasing and sales of condominiums.
- Secretary – Keeps minutes of all meetings and perform all duties to the office of the Secretary.
- Treasurer – Responsible for the Association’s funds, collection of all assessments, monthly maintenance fees, maintaining checking and savings accounts, sending out late fee notices to delinquent accounts and paying all invoices.
- Other elected Board members – Landscaping, security lighting, modification approvals, pest control, roof maintenance, exterior painting, sprinkler system, brick repair and violation enforcement process.

If the need to contact the Board arises for any reason, the Board should be contacted in writing by leaving a “Work Order Request” in the gatehouse mailbox. Phone calls are to be used for **emergency purpose only**.

Monthly Assessments

The By-laws provide that the Board shall have the authority to increase the general assessment. See Article II, section 3 of the By-laws.

Insurance

- A. The Condominium By-laws require that the Association is properly insured for fire and extended coverage, vandalism and malicious mischief, liability, workmen's compensation, and Directors E & O (Error and Omissions). The annual insurance premium is included in monthly general assessments.
- B. Homeowners insurance is the responsibility of the individual co-owner or resident. Co-owners/residents should check with their insurance agent to assure they have the proper HO-6 coverage for the interior and contents of the unit as well as liability coverage. Also, confirm you are covered for improvements or additions made to the interior.

Maintenance

Each co-owner/resident shall maintain his unit and limited Common Elements in a safe, clean and sanitary condition. He or she shall also use due care to avoid any damage to any of the Common Elements including but not limited to utilities, all conduits and systems, and any other elements which may affect other condominium units.. See Article IV of the Amended and Restated Master Deed for a detailed list of each Co-owner's and the Association's maintenance, repair and replacement responsibilities.

Alterations and Modifications

Regardless of who pays, the co-owners shall not make alterations to the exterior appearance, make structural modifications to his or her unit, or make changes in any of the Common Elements including exterior painting or the erection of antennas, lights, materials, awnings, doors, shutters, newspaper holders, mailboxes, satellite dishes, landscaping or other exterior attachments or modifications without **the written approval of the Board of Directors**. All exterior doors and windows replacements must match the color of the unit's trim. Garage door replacements need to match pattern and color of the standard for the complex.

Advertising

Signs (including "for sale") or other advertising devices of any kind shall not be displayed on vehicles, buildings and Common Elements. Real Estate "for sale" signs are permitted in the window of the condominium.

1. Estate sales are allowed on weekends. Signs must be removed at the end of the day. Parking will be allowed on one side only to make room for emergency vehicles to pass through. **Garage doors must remain closed during estate sales. No garage sales.**

Restrictions

1. Residential use:

All of the units in the Condominium and the Common Elements shall be used for single family residential use only. A maximum of two (2) residents per bedroom is permitted.

2. Leasing and Sales:

Co-owners may sell or lease their unit. Written disclosure must be submitted to the Board of Directors prior to listing the unit. Prior to closing, prospective co-owners are required to attend an orientation meeting with a Moravian Meadows Association Board member. See Article VI, Section 2 for details.

Activities

Unreasonable noisy activity, immoral, improper, unlawful, or offensive activity shall not be carried on in any unit or upon the Common Elements. Any activity involving the use of firearms, pellet guns, BB guns, bows and arrows, or any other dangerous weapons is strictly prohibited. Use of drones and fireworks is also prohibited.

Pets

Any co-owner shall not maintain animals, including household pets, unless specifically approved in WRITING by the Board of Directors. There is an initial registration fee of \$25 for each animal being registered. Animals shall not be permitted to run loose or to be tied up at any time upon the Common Elements. Any animal shall at all times be leashed and attended by a responsible person while on the Common Elements. Feces shall be picked up immediately.

Aesthetics

The Common Elements shall not be used for storage of supplies, materials, personal property, trash or refuse of any kind. Only furniture and equipment consistent with the normal and reasonable use of such areas shall be permitted to remain there from April 1 through November 1 when such areas are reasonably in use. The Common Elements shall not be used in any way for the drying, shaking, or airing of clothing or other fabrics. Garage doors shall be kept closed at all times except to gain access to and from any garage.

Rights of Access of the Association

1. It shall be the responsibility of each co-owner to provide the Board of Directors means of access to their unit and any Limited Common Elements appurtenant thereto during all periods of absence.
2. In the event of the failure of such co-owner to provide means of access, the Board of Directors may gain access in such a manner as may be reasonable under the circumstances and shall not be liable to such co-owner for any necessary damage to their unit.
3. Suggestion – Leave a key with a neighbor or nearby relative and advise the Board of Directors who has the key.

Landscaping

1. Co-owners shall not perform any landscaping or plant trees, shrubs or flowers or place any ornamental materials upon the Common Elements without the **prior written approval** of the Board of Directors.
2. Any additional landscaping installed by the co-owner becomes the responsibility of the co-owner to maintain.
3. Co-owners of end units are responsible for maintaining the landscaping within the beds appurtenant to the unit. All shrubs and bushes are to be trimmed/groomed by July 4 each year. If the co-owner fails to have this performed the Board of Directors will contract someone to trim these bushes and shrubs and bill the co-owner for the cost of service and administration.

Wild Animals

Wild animals are not to be fed anywhere and anytime in the complex. When wild animals are fed or attempts made to domesticate them, they become fearless of humans but retain their wild nature. This presents a danger to humans. Violations to this rule shall not be tolerated.

Common Elements Maintenance

Bicycles, toys, chairs or any other obstructions shall not be left unattended on or about the Common Elements.

Maintenance fees and late charges

1. Maintenance fees are to be placed in the Gatehouse Mailbox and are due on the **FIRST** day of each month. The following amounts will be assessed for late payments:
 - a. \$15.00 late fee for payments received after the 5th day of the month.
 - b. If not paid by the 15th of the month, an additional charge of \$20 will be added.
 - c. Checks written with insufficient funds (NSF) will be assessed the same as the bank charges Moravian Meadows for returned checks.

Collection of fines

Fines shall be assessed against the co-owner and shall be due and payable together with the regular Condominium Assessment on the **first** of the next month.

Section III

Rules and Regulations

Rules and regulations Approved by the Board of Directors

Violation procedures

1. A first notice of violation written to the co-owner, no fine will be assessed. Prior to being fined, the co-owner is entitled to a formal hearing with the Board of Directors. See Article XVI of the By-laws.
2. A second notice will be issued and a \$25 fine will be assessed if the violation still exists after 15 days.
3. A third notice will be issued and an **additional** \$50 fine will be assessed if the violation still exists after 45 days.
4. If a violation still exists after 60 days, a lien will be placed upon the property subject to Board of Director approval.

Grievances

Individuals with grievances against other residents and/or co-owners are encouraged to amicably resolve their differences among themselves without involvement of the Board of Directors. However, if the grievance involves failure to abide by our By-laws, Rules and Regulations, it should be brought to the attention of the Board of Directors in WRITING. See Article III, Section 4 of the By-laws.

Overnight vehicle parking on driveways

The following type of vehicle is permitted on the driveway overnight:

1. Passenger car.
2. Sport utility vehicle.
3. Crossover sport utility and sport utility vehicles.
4. Pick up trucks, mini-vans and passenger vans for personal use.

The following vehicles are **not permitted** to be parked on the driveway or in the street overnight:

1. Trucks of all kinds with commercial lettering and signage.
2. Van conversions with cap-on.
3. Motor homes *
4. House trailers, boats, campers and snowmobiles.
5. Commercial vehicles of any configuration.
6. Motorcycles, mopeds, all terrain vehicles etc.

- Note: Motor homes, house trailers and campers will be permitted to park on the driveway 24 hours for loading and unloading purposes. Any exception to these rules requires a WRITTEN request be submitted to the Board of Directors for consideration.

Other miscellaneous rules

2. Non-emergency repairs of vehicles on streets or driveways is prohibited.
3. Parking is **not** permitted on the streets between 2 A.M. and 7 A.M..
4. The speed limit is 15 MPH throughout the complex.
5. Rubbish pick-up:
 - a. Rubbish is picked up every Wednesday unless a holiday falls on a Monday, Tuesday or Wednesday, in which case will delay pick up by one day.
 - b. Rubbish may be put out after 6P.M. the day prior to pick up or the morning of pick up. In certain handicap situations, trash will be permitted to be put out before 6 P.M..
 - c. Rubbish must be placed in trash containers supplied by rubbish hauler.
 - d. Recyclable items should be placed in the recyclable bins that are provided by the rubbish hauler.
 - e. All rubbish containers and recycle bins must be stored in the garage except for the short periods of time reasonably necessary for trash collection.
6. Outdoor and holiday decorations:
 - a. Permissible, but be cautious not to damage the buildings or Common Elements.
 - b. All decorations must be removed no later than 10 days following the holiday being celebrated.
 - c. Statues, celebratory signs or banners of any kind are not to be placed on Common Elements or visible from the roadways.
7. Outdoor furniture such as furniture, grills, and planters are allowed from April 1 through November 1.
8. Garage sales are strictly prohibited.
9. Estate sales are allowed on weekends and all signs must be removed at the end of each day. Written permission from the Board of Directors must be obtained. **Garage doors must remain closed during estate sales.**
10. In order to provide unobstructed passage for emergency vehicles, vehicles may only be parked on one side of the street.

Other miscellaneous rules (continued)

11. Outdoor water faucets

- a. Shut off water faucet by November 1st.
- b. Drain and leave open for the winter.

12. Sump pumps:

It is the co-owners responsibility to periodically check the operation of the sump pump and notify the Board of Directors in **writing** if there is a problem. The Board of Directors will make arrangements to repair or replace a faulty sump pump. Notifying your Board of Directors by using the Moravian Meadows Hotline is also advisable. Back up sump pumps are the responsibility of the co-owner.

13. Flower pots:

- a. Flowerpots are allowed from April 1st through November 1st. Eight (8) flowerpots or containers are allowed per unit whether the pots are hanging, ground level or flower boxes. The maximum diameter of pots is 30 inches. Flower boxes to be attached to the outside of the building must be approved by the Board of Directors. Flowerpots on patio walls should have a base that fits within the wall edge with no overlap and the maximum height should not exceed six (6) inches.
- b. Bird feeders are not recommended nor are they permitted. They attract rodents and create unsanitary conditions.

14. Snow removal:

- a. Our snow removal contractor will not remove snow from a driveway with a vehicle parked thereon.
- b. Damage caused due to snow removal must be reported to the Board of Directors no later than March 31st each year.
- c. Do not use rock salt on driveways, walkways, patios and porches, as rock salt is harmful to the concrete and landscaping.
- d. When snow is predicted or falling on trash pick up day, do not place trash containers on driveway. Keep driveway clear for plow trucks.

15. Operating snowmobiles and all terrain vehicles is not allowed in the complex.

16. Operating motorcycles and mopeds are allowed only to enter and exit the complex and must be stored in the garage at all times.

Other miscellaneous rules (continued)

17. Sewers:

Catch basins in our complex drain into our wetlands and subsequently flow into the Harrington Drain and Clinton River. To help protect the environment we ask residents refrain from dumping hazardous materials into our sewer system. Co-owners and residents should inform contractors doing work for them about this rule and law.

18. Snowbird and extended vacations:

Please winter proof your unit before leaving town. Make sure the Board of Directors has your emergency contact information. A key to your unit should be left with a neighbor or the Board of Directors. In the event of an emergency requiring access to your Unit, if your unit is not accessible, the Association will be forced to gain access and any damages will be the responsibility of the co-owner.

If your unit is equipped with sump pumps you must arrange to have it checked periodically in your absence. Water damage and/or excess water charges could result.

19. Winter Maintenance Process

- a. Please turn off outdoor faucet supply line.
- b. Open outside faucet, drain and leave in open position.
- c. Clean or replace furnace filters.
