

HIGHLIGHTS OF BY-LAWS

Our Condominium By-Laws list specific legal regulations pertaining to our community. The following highlights are for your convenience and are not legal definitions. Please refer to the By-Laws for any sections that you may wish to clarify.

PETS - Pets must be attended and on a leash whenever they are outside. The pet owners must immediately and appropriately clean up deposits of fecal matter. All pets must be registered. The Bylaws allow for one dog or two cats or one dog and one cat.

EXTERIOR MODIFICATIONS & DECORATIONS -

According to Article VI, Section 3 of the Newport West Condominium By-Laws, co-owners shall not make structural modifications (including support walls and interior walls where there are utility easements) or changes to any of the limited or general common elements **without advanced written approval from the Board of Directors**. These restrictions include, but are not limited to, exterior paint, exterior attachments, new exterior doors, skylights, alterations to decks, hot tubs and changes to existing gardens or new gardens. The intent of this provision in our By-Laws is to protect the interests of all co-owners and to maintain a continuance of the architectural style and design established at Newport West.

Co-owners, who wish to make structural modifications or changes to their unit, or to make modifications to the landscape elements surrounding their unit, must follow the established procedures and guidelines as outlined below. The Architecture/Landscaping Advisory Committee (the Committee) and your Board of Directors (the Board) will give serious consideration to all reasonable requests.

(Note: Unless otherwise stated, all approvals are for the designated unit only. Approvals of a modification for one unit does not imply a blanket approval for all units)

GUIDELINES. These guidelines will help co-owners to properly plan their modification.

The design and materials must be consistent with original Newport West specifications and similar in color and texture. Where proposed materials are different from the original, samples must be made available to the Committee and to the Board **before** construction begins.

Pressure treated lumber and non-rusting nails and screws must be used.

The co-owner(s) is responsible for checking with the City of Ann Arbor to ensure that the proposed modification is in compliance with all City codes and regulations.

The co-owner(s) is responsible for all costs incurred for the planned modification including, but not limited to, design, materials and labor. In the case of window

replacements, our Association shares some costs, and the co-owner(s) must contact the management company to acquire the list of approved window manufacturers and confirm financial details. For reimbursement, a copy of the invoice must be submitted each year.

No exterior modification shall extend more than twelve (12) feet from the original rear of the building foundation line. In some cases, this dimension may have to be reduced due to land contours, maintenance requirements, walk areas, etc. No exterior modification shall wrap around principal corners of your unit. No exterior modification shall overlap an existing division between units.

Patios are not permitted around decks that exceed the 12-foot limit.

Any stairs leading from decks also must fall within the 12-foot requirement.

All decks/patios that are twelve (12) inches above ground must have railings that are consistent with NWCA design for railings and meet current City building code.

Downspouts may not be terminated under decks; they must be extended to the edge of the deck to allow for proper drainage away from the building.

5. Gazebos, pagodas or redesigned roofs will not be approved. Also, modifications that would require a fence or similar structure to meet safety or insurance requirements will not be approved.

PROCEDURES. All co-owners who would like to make a structural or landscape modification to their unit should follow the procedure below.

Contact our management company (Marcus Management, Inc., (248-553-4700) and ask for the **Modification Request Form**.

Complete **only** those sections of the request form that pertain to your plans.

Section A: Co-owner contact information (required for all)

Section B: Evaluation questions (required for all)

Section C: Window replacements/modification

Section D: Awning request/modification

Section E: Landscape modification/addition

Section F: Structural modification/addition

3. Send your signed request to the Chair of the Architecture/Landscape Committee, including signatures from your neighbors, any drawings, photos or equipment specifications that would be helpful to the Committee.

The Committee meets monthly and any co-owner who is making a modification request may want to attend the meeting in case there are questions.

4. The Committee will review the documents at their next scheduled meeting and

forward it to the Board of Directors with a recommendation to approve or disapprove.

5. The Board will review your request at their next meeting and will approve or disapprove the request in writing. The Board is obligated to act upon the request from a co-owner(s) within thirty (30) days of receipt.

6. **A co-owner(s) may not begin work on modifications until written approval has been received.**

7. If you desire a change to an approved modification request, you need to submit the proposed change to The Committee for approval.

8. When your modification is completed, please contact the Committee chair, which will ask a Committee member to review the modification and ensure it conforms to your approved request.

9. If there is a reimbursement involved (i.e. windows), a copy of the invoice must be mailed to Pasco each year until the reimbursement is completed.

Notes:

The original signed Modification Request Form will be sent to the management company and put with the permanent file for your unit.

Section F of the Modification Request is designed so that it can be recorded with the Washtenaw County Register of Deeds, should that be necessary. The expense for recording this form will be the responsibility of co-owner(s).

FIREARMS, BB GUNS, BOWS & ARROWS - Use is prohibited on Association property.

LANDSCAPING - Changes or additions to common elements must have Board approval.

NOISE - Be considerate in terms of volume, type, time, and content.

VEHICLES - No trailers, boats, snowmobiles, camping vehicles, etc., may be parked outside of garages. Cars should be parked inside garages with the garage doors closed. The visitors parking should not be used for regular Co-Owner parking. Visitors must park their cars in designated parking areas. Vehicles that have not moved in 48 hours will be considered stored and subject to towing.

As in any community, you are expected to work out personal differences with your

neighbors yourself. If a problem cannot be resolved that relates to these or other community policies please put your complaint in writing and send it to the Board of Directors. They will, if required, issue a request of compliance.