

Applegate I Condominium Association
Architectural Policy
September of 2018

Policy Resolution Number 02-002, Revision 04, revised on April of 2018 of the Applegate I Condominium Association (hereby known as the Association), located in Novi, Michigan and defined as Oakland County Subdivision Plan No. 98. This resolution pertains to the Architectural Rules and Regulations. This policy is effective on April of 2018 and is intended to assist Co-Owners as they go about making alterations or modifications to the exterior of their units by providing guidelines and indicating any restrictions that may apply.

Where there is any deviation from this policy, the Association Master Deed as amended will apply. Past alterations or modifications that are not in conformity with this policy, but have **expressed written approval** of the Board of Directors are considered to be “grandfathered”.

According to Article VI, Section 3, of the Applegate I Condominium Association Bylaws, all Co-Owners **MUST** obtain written approval from the Board of Directors prior to the commencement of any alteration or modification to the exterior of their units. The duly elected Board of Directors of the Applegate I Condominium Association is responsible to enforce the rules and regulations of the Architectural Policy.

If a Co-Owner sells his / her unit, all alterations / modifications performed by the Co-Owner must be disclosed to a new Co-Owner. The Co-Owner needs to submit a letter to the Management Company stating the new Co-Owner will assume responsibility for all alterations/modifications.

A Co-Owner wishing to make an alteration or modification to the outside of his / her unit must submit an " Alteration / Modification/ Installation Request Form" to the Applegate I Board of Directors. The Board of Directors will review the information and make a decision at the next regularly scheduled Board meeting. The Managing Agent will be notified of the Board's decision and will notify the Co-Owner in writing. In the event the Co-Owner would like approval for an alteration prior to the regularly scheduled Board meeting, the Co-Owner may contact a Board member. Either the Board member or the Co-Owner must obtain **three signatures** from the Board of Directors.

Alterations or modifications shall not prevent or limit the Association from performing normal maintenance or repair work. If an alteration or modification obstructs normal maintenance or other necessary repairs, the Co-Owner shall be responsible to remove the obstruction until repair or maintenance work is completed.

In the event emergency repairs are necessary which require the removal of an alteration or modification, the Association shall remove the obstruction in whatever manner is deemed necessary and the Co-Owner shall bear the cost of removal. The Association shall not be held responsible for replacement or repair to any Co-Owner alteration, modification or addition.

Either a qualified licensed contractor or the Co-Owner may perform the modification work. If a licensed contractor performs the work, the contractor must provide proof of liability insurance in the amount of at least \$500,000.00, workers' compensation insurance and proof they are licensed in the field of intended work. In either situation the Co-Owner needs to submit exact specifications and a detailed description with drawings of how the installation will be completed. A Board member will need to review with the Co-Owner the proposed alteration before any work is started.

Building permits are required for structural alterations or additions. An application form is available by contacting:

The City of Novi. Building Department
45275 West Ten Mile Road
Novi, MI 48375
248-347-0415

Any specifications provided in this policy are minimums required by the Association. The City of Novi may have additional requirements for structural additions or alterations that must be followed. In all cases, the City building codes shall prevail.

Window(s) and Sliding Glass Door Wall(s)

Replacement Windows - All windows **MUST BE WHITE MAINTENANCE FREE EXTERIOR FINISH EITHER VINYL OR VINYL CLAD DOUBLE HUNG. THE GLASS MUST BE THERMAL PANE WITH MUNTIN GRILLS BETWEEN THE GLASS OR ON THE INTERIOR. THERE ARE NO PICTURE WINDOWS OR GLASS BLOCKS ALLOWED IN ANY WOOD FRAMED WINDOW OPENINGS.** NOTE: When replacing any windows where there are shutters or flower boxes, you must notify the window company that the exterior size of the windows cannot change. Also, if shutters need to be removed, " button fasteners" not screws must be used to reattach them.

A qualified licensed and insured contractor should install the windows. The contractor must remove the shutters before caulking and install flashing around the new window. If necessary, the contractor shall replace trim boards, reattach the vinyl siding or rewrap aluminum trim. The exterior window wrap should be the picture frame style (no sill) except on brick areas. The trim wrap should be kept to a maximum of 1-1/2 to 2 inches in width around the window and door wall perimeter and must fit inside the J-Channel on the new vinyl siding. Before the contractor leaves the premises, a Board member must inspect the window installation.

The Co-Owner is responsible for maintenance of the windows and /or sliding glass door wall units. including water leaks.

If the windows currently do not have muntin grills and the Co-Owner has the windows replaced, they **MUST** have the new windows installed with muntin grills.

Basement Windows

The Co-Owner may replace his / her basement windows with either the window style that is currently in the openings or glass block. If glass block is used the pattern should be Decora and at least two glass block windows should have vents for airflow. No basement egress wells.

Window Boxes

The Co-Owner may plant flowers in the window boxes attached to the exterior of their units. If the Co-Owner elects to do so, the window box **MUST** have a plastic liner prior to filling with soil. If a plastic liner is not used, the Co-Owner will be charged to replace the window box. The window box length for a Newton is 47" and for a Baldwin / Ranch 57'. Plastic liners can be purchased at any nursery, hardware, or craft store. Additional window boxes or planters should not be mounted and /or hung on the fences, balcony railings, brick, or the exterior siding. The

Co-Owner may hang planters on his / her front porch railings, as these are the responsibility of the Co-Owner.

Front Door Recommended/Approved Styles

Co-Owners wishing to replace their front entry doors must first obtain written permission from the Board of Directors. When submitting your completed Alteration / Modification Form, you need to submit the manufacturer's name and picture of the new door style.

The front entry door should be a steel door with appropriate size sidelight to fit the rough opening. Note the exterior trim and sidelight are components of the front entry door unit and should be replaced in conjunction with the front entry door. The following styles manufactured by Milliken Millwork, Inc., are recommended / approved by the Board of Directors and can be purchased at most hardware/home improvement stores:

- > Solid / No Windows - Model # TS21
- > Half Moon / with muntin grills - Model # MJ225 or TS225
- > Half Glass / with muntin grills - Model # MJ51 or MJ55 or TS51 or TS55
- > Oval - Half Door with beveled glass - Model # AG647HM or MJ647HM
- > Bevel Glass Heirloom may be used in place of clear glass in any of the approved styles above and sidelights. If Beveled glass is used muntin grills will not be required

NEW

- > 9 Lite ½ Lite 2- Panel Internal Blind GBG – Model# 681 RLB GBG
LOWE
- > 6 Lite Direct Glazed Craftsman 2- Panel- Model# 806

A qualified licensed and insured contractor should install the front entry door unit. The door unit includes the door, exterior trim and sidelight as one complete unit. The contractor must properly caulk and install flashing around the new door units. If necessary, the contractor shall replace trim boards, reattach the vinyl siding or rewrap aluminum trim.

The Co-Owner is responsible for maintenance of the front entry door unit, including water leaks.

All the front entry doors must be painted one of the following Sherwin-Williams paint colors approved by the Board of Directors:

Green English Ivy SW2935
Red Vermillion SW2914 (Burgundy)
Blue Loyal SW6510
Herringbone - Siding Color - Almond
Wood Grain – Oak
Off White

NEW

- > Oceanside SW6496
- > Rookwood Blue Green SW2811

Screen Storm Doors

Currently the original screen storm doors are dark brown. The Co-Owner may stay with his / her existing brown screen storm door. However, if a new screen storm door is installed, it must match the Herringbone/Almond vinyl siding installed on the buildings. The list below is approved by the Board of Directors:

Forever by Andersen - Color Almond FD- 4

- > Full View Model # HD-3000 or Model # HD-2500
- > Full View Triple Track Full View Model # HD-2500
- > Full View Self Storing Model # HD-2000

NEW

- > Andersen 3000 Series Full view Aluminum Storm Door
- > Andersen 3000 Series Self-Storing Aluminum Storm Door
- > EMCO (by Andersen) 300 Series Triple Track Aluminum Storm Door

Exterior Light Fixtures

Front Porch Light Fixture - The Co-Owner may not replace the current style mounted on the front of the unit next to the front entry door.

Rear Porch Light Fixture - The Co-Owner may, with written approval from the Board of Directors, replace the light fixture(s) style mounted on the rear of the unit next to the sliding glass door wall. An alteration / modification form must be submitted with a picture of the lighting fixture style. No additional light can be added / mounted on the rear of a Co-Owner's unit.

Garden Lights /Solar Lights - Any garden or solar lights installed by a Co-Owner are the responsibility of that Co-Owner.

Front Porch Railings

Co-Owners may add front porch railings; they must be either wrought iron or commercial grade aluminum. Once a Co-Owner has installed a railing, the Co-Owner is responsible for maintaining the railing. If the installation of the railing requires it to be mounted into the concrete, the Co-Owner will be responsible for any damages and maintenance of the concrete porch.

Patio Cement, Brick or Stone

Co-Owners may add a cement, brick or stone patio inside their patio area. The Co-Owner shall be responsible for any maintenance or repair of this modification. Before you start your patio, project be sure to call " Miss Dig" at 1-800-482-7171". The surface must be pitched to allow water to drain away from the buildings and is not to extend under the existing patio fences.

Brick Pavers and Stone Patio must be level with the existing ground level. The existing grass and dirt should be removed approximately 4-6 inches deep. A minimum of a two-inch, well-packed layer of paver base should be added to ensure proper drainage. Co-Owners shall be responsible for damages to the common elements resulting from their construction projects. This would include any damage to sod, sprinklers, patio fences and building exterior.

Wooden Decks & Patio Porch Steps

Co-Owners may add a wooden deck inside their patio area. The Co-Owner shall be responsible for any maintenance or repairs of this modification. A building permit from the City of Novi MUST be obtained before beginning any construction.

Decks are to be built of pressure treated pine or cedar. All decks must be stained (wood tone color of your choice or natural), **NO PAINT**. It is recommended that all decks be sealed every two years with a clear wood sealant. The top surface of the main deck area must be a minimum of 6" below the interior floor of the unit and a maximum of 12" off the ground. The edge parallel to the back-patio step should be at least 3' from the back-exterior wall of the unit, and the side edge of the deck must be 18" from the patio fences. The edge parallel to the back wall should have a minimum of a 1/2" gap to allow for proper drainage. A weed barrier covered with a 1" layer of coarse gravel under the entire surface of the proposed deck area should be installed. The bottom opening around the deck must be enclosed to prevent animals from entering.

The deck can be supported by either in-ground footing or above ground footing every 3-4 feet. If in-ground footings are used, you must contact "Miss Dig" at I-800-482-7171" to mark the area for underground utilities before construction begins. **A building permit must be pulled before any construction begins. All decks must be constructed to meet or exceed the City of Novi building codes.**

The Co-Owner may replace patio Porch Steps. All patio porch steps must be replaced with either pressure treated pine or cedar and can be either stained with a clear wood sealant or stained the wood tone color of your choice. The top surface should be a minimum of 4" below the interior floor of the unit. The edge parallel to the back wall should have a minimum of a 1/2" gap to allow for proper drainage. The patio porch step can either be replaced with a 4' by 4' or extend the full length of the sliding door wall and 4' from the wall side of the building. Railings may also be added as part of the patio porch structure.

A detailed drawing must be submitted to the Applegate I Condominium Board of Directors for approval for all modifications.

Co-Owners shall be responsible for damages to the common elements resulting from their construction projects. This would include any damage to sod, sprinklers, patio fences and building exterior. Note: All construction materials must be delivered and stored in the Co-Owner's parking space until it can be carried back to the Co-Owner's patio area.

Balcony

Balcony replacement is the Association's responsibility. New balconies will be stained with either semi-transparent or solid Feather Behr stain. If a Co-Owner elects to stain his / her own balcony, the top surface may be stained a wood tone color of his / her choice. The support structure, trim, and bottom surface **MUST** be either semi-transparent or solid Feather Behr stain. If a Co-Owner hangs a flower box holder or a basket on the balcony railing, any damage will be the responsibility of the Co-Owner. Hanging baskets may be hung with an eyehook from the support beams of the balcony.

Fences

The side sections and one eight (8) foot section across the rear of the patio area are the Association's responsibility. New fencing will be stained with either semi-transparent or solid Feather Behr stain. The additional fencing and gate installed to enclose the patio area are the Co-Owner's responsibility. Plastic or wolmanized lattice may be added to enclose the bottom of the fences. No wood, wire mesh or chicken wire may be used to enclose the bottom of the fence.

Lawn Ornaments, Birdbath or Bird Feeder

Lawn ornaments, birdbath. or bird feeder are not permitted in the common elements. If a Co-Owner would like to have lawn ornaments, a birdbath or a bird feeder, they may place them in their patio area, if the water in the birdbath is changed daily. Small statues, welcome signs, etc., are permitted on the front porches and / or in front gardens.

Garden Hose Holders/Brackets

Garden hose holders and brackets cannot be mounted on the exterior siding or on the fencing Garden hose caddies can be placed in the flowerbed area.

Flag Holder

Flag holders may be mounted on the exterior of a Co-Owner's unit. They can be mounted on the door trim or wooden posts. They cannot be mounted on the vinyl siding

Sheds

Co-Owners may install a Rubbermaid garden storage shed style number 3747 (32 cubic feet) in their patio areas. This shed should be placed on cement patio stones, must be below the fence line and only used to store patio furniture or garden tools. **No garbage or garbage cans should be kept in these sheds, as it will attract rodents.**

Garbage Cans

Garbage cans are not permitted. According to Applegate I Condominium Bylaws, Article 6 Section 7, garbage must be kept inside the Co-Owner's unit until Wednesday evening after 4:00 pm for Thursday morning pickup. Fines will be levied without prior verbal or written notification if garbage cans are kept in the Co-Owner's patio area or if garbage is placed out in the designated area prior to 4:00 pm the evening before the scheduled garbage

pickup. **NOTE:** When there is a holiday during the week. garbage pickup is on the following business day.

Barbeque Grills (Gas or Briquettes)

Co-Owners may own and use barbeque grills only in their patio areas. According to the City of Novi Fire Code, the barbeque grills must be at least 10 feet from the building or any other combustible material, e.g., the fences. Do not use barbeque grills under balcony. No chimeneas or outside fire pits are permitted.

Ponds, Water Gardens, Fountains and Hot Tubs

No ponds, water gardens, fountains and / or hot tubs are permitted

Garden Trellis

Co-Owners may use a garden trellis in their patio area. The trellis must be mounted in the ground and freestanding; it cannot be attached or secured to the building or the fencing.

Satellite Dishes

Satellite additions are permitted per 1996 FCC adopted rules for the over-the-air-reception devices (OTARD rules). Co-Owners may install a satellite dish in their patio area. It must be mounted on a freestanding post and the top of the satellite dish must be below the top of the fence line. The cable must enter the rear of the unit at the lowest possible point. No antennas can be mounted on the exterior siding or roof of the unit.

Awnings

No awnings or patio tents are permitted.

Landscaping

Co-Owners are permitted to modify and / or replace shrubs to the landscaping in the front of their units. Co-Owners living in ranch or end units may modify, replace and add additional landscaping on two sides of their units. The Association is not responsible for shrub removal or replacement.

Beds may not extend over 5' outward from the building nor exceed the width of the Co-Owner's unit. New shrubs and bushes should be planted at least 2' to 2 1/2' from the basement / exterior wall of the units to allow proper growth. When replacing shrubs and plants, the Co-Owner must, if necessary, raise the ground level in the garden area to ensure it slopes away from the building for proper drainage. It is recommended top soil be added to the garden area after the old plantings are removed and before the new plants are installed.

When replacing shrubs, the Co-Owner must submit a sketch of the new proposed concept

before any shrubs are removed and planted. It is recommended that at least two evergreens be planted per 8 linear feet across the front of a Co-Owner's unit. The evergreens must be low growing or spreading and should be kept trimmed below the bottom edge of the windows. Annuals or perennials may be added as a border planting.

Ground cover is recommended in all bed areas to keep moisture in and reduce weeds. Ground cover should be either stone or bark with a protective weed barrier under it. Only cedar is permitted and should be a minimum of 3" deep. Wood chips are not permitted as they attract insects.

If the Co-Owner adds an edge to the flowerbeds they can use the following: plastic edging, brick, rocks, wolmanized landscaping timbers. The edging must be set in the ground at the ground level or slightly above the grass, no more than 2" above the grass level. If wolmanized landscaping timbers are used, they should be replaced on a regular basis.

Those Co-Owners, who plant shrubs in front of their unit, shall be responsible for maintaining the planting for a minimum of 1 year (normal warranty period). If the plantings are in poor condition at the end of one year, the Board of Directors may require they be replaced at the Co-Owner`s expense.

If a Co-Owner has extended his / her planting beds beyond the 5' limit or extended the planting beds in front of the fences, they must submit a Modification Form. This will require the Co-Owner upon the sale of the unit to either return the planting bed to its original state or the Co-Owner needs to submit a letter to the Management Company stating the new Co-Owner will assume responsibility to maintain the extended planting beds.