

**Crystal Shores
Condominium Association
Co-owners Rules and Regulations**

Since the inception of Crystal Shores Condominium Association on May 10, 2002 [date], the Board of Directors has adopted many policies and procedures. The following is a summary of the policies and procedures applicable to Co-owners.

I. Buildings, Grounds and Use of Common Elements

A. No signs shall be allowed on common and limited common elements. This includes For Sale signs. Collapsible open-house signs shall be allowed on weekends only.

B. A "For Sale and General Information" display board may be located at the entrance to Crystal Shores Condominiums. All Co-owners are urged to make use of this board by contacting Peter Geloso at (586) 566-1088.

C. Commercial enterprises which generate customer traffic may not be conducted from any unit or common element area without prior written approval from the Board of Directors. Examples would include garage sales and auctions.

D. Requests for all outdoor planting must be submitted in writing for approval by the Board prior to planting.

E. Any damage to common or limited common elements caused by Co-owners or their guests shall not be the responsibility of the Association. All such damages shall be repaired solely at the expense of the Co-owner and within a time frame deemed to be reasonable by the Board of Directors and communicated in writing to the responsible Co-owner. If satisfactory repairs are not made within the specified time, all repair work will be completed upon authorization by the Board of Directors and the Co-owner will be assessed accordingly. Normal wear and tear on common elements and limited common elements is covered by the Association at the discretion of the Board of Directors.

F. Modifications to limited common elements may not be made without prior written approval from the Board of Directors. Co-owners wishing to propose modifications should contact the chairperson of the Building and Grounds Committee for specific details.

G. All garbage left for pickup by the Association's trash disposal service must be contained in plastic trash bags only, except for cardboard boxes and other items too large for a bag. No trash cans or similar receptacles are to be used.

H. The feeding and attraction of wild animals by Co-owners onto common (or limited common) element areas (including all grounds surrounding the condominium buildings) is prohibited. A single bird feeder will be permitted on the grounds adjacent to each unit, provided the responsible Co-owner keeps the area beneath the bird feeder clear of seed or other food likely to attract wild animals. Failure to comply with this regulation may result in the Co-owner being assessed for cost to repair damage to the common elements caused by any wild animals attracted, or for the expense incurred by the Association in cleaning up any unsightly areas.

V. Miscellaneous Policies

A. Rental Policy.

1. Co-owners must notify the Board if their unit has been rented. This notification must be made 7 days *prior* to the renter taking occupancy.

2. A Co-owner need not have the approval of the Board in order to rent his or her unit.

3. A Co-owner must register with the Board the agreement he or she has with the renter. The agreement should include the name(s) of the renter(s) and the number of people living in the unit, as well as any pets.

4. The Co-owner retains full responsibility for paying the Association dues and compliance with all of the established By-laws and policies. The Co-owner must provide a copy of the By-laws and current policies to the renter.

5. The Co-owner shall be responsible for providing the Board of Directors with his or her current address and telephone number.

6. If the information is not in the Board's hands 7 days prior to the renter taking occupancy, a fine in the amount of \$25.00 per day will be levied against the Co-owner. A \$50.00 fine per day will be levied for any subsequent noncompliance with the rental policy.

B. Monthly Association Dues.

1. Association dues are payable the first of each month. Checks should be made payable to and should be sent to 14504 Elrond Drive, Sterling Heights, Michigan 48313.

C. Late Charges Concerning Monthly Association Dues.

1. Late charges are assessed when dues are delinquent. Monthly Association dues are due on the first of each month, and a \$10.00 late charge will be assessed against each Co-owner/unit whose monthly dues payment is not received by the 15th day of the month. An additional \$15.00 late charge will be assessed against the Co-owner/unit on the 25th day of every month after that until the delinquent dues are paid.

2. If a monthly dues payment or other Co-owner assessment is not paid within 30 days after its due date, the Association will place a lien on the unit and foreclose.

D. Returned Checks.

1. Co-owners will be assessed a \$25.00 charge for any non-sufficient funds checks returned unpaid.

residential areas between the hours of 8:00 a.m. and 8:00 p.m. the same day, nor shall it prohibit the operation of a state-licensed motor vehicle in a manner expressly permitted by state law.