

ABERDEEN COMMUNITY ASSOCIATION

RULES & REGULATIONS

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RULES AND REGULATIONS
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Section 1. GENERAL INFORMATION

A. Subdivision Description

Aberdeen Subdivision Nos. 1 & 2 (the "Subdivisions") are residential developments located in Township of Shelby. The Subdivisions consist of a total of 164 individual Lots.

B. Association

Aberdeen Community Association (the "Association") is responsible for governance, maintenance and administration of the Subdivisions.

C. Management Company

The Association's Board of Directors hires and oversees a professional management company

D. Governing Documents

1. Articles of Incorporation

The Articles of Incorporation are drafted pursuant to the provisions of the Nonprofit Corporation Act. This document is filed with the State and established the existence of the Association as a Michigan nonprofit corporation.

2. Amended and Restated Declaration

The Amended and Restated Declaration (the "Declaration") is recorded against each Lot and primarily serves two main functions: (a) to describe all Community property within the Subdivisions; and (b) to apprise all Owners and prospective Owners of the respective rights and obligations of the Owners and Association relative to the upkeep of Lots, Residences and Community property.

3. Amended and Restated Bylaws

The Amended and Restated Bylaws (the "Bylaws") are drafted pursuant to the Nonprofit Corporation Act and generally include provisions relating to the designation, number, term of office, qualifications, manner of election, duties, manner of removal and replacement of Association directors and officers, as well as provisions relating to the meetings of the Association members.

4. Plats

The Subdivision Plats are prepared pursuant to the Land Division Act and are recorded with the County. The Plats are drawings of the Subdivisions that depict the location and boundaries of the Lots, Common Areas, easements and other rights of use over the Subdivisions.

5. Rules and Regulations

These Rules and Regulations help to emphasize and clarify but, do not supersede or change the recorded Governing Documents in any manner. They have the same legal force and effect as the restrictions in the Declaration and violations are subject to all of the Association's remedies as set forth in the Declaration. It is the intention and purpose of these rules and regulations to ensure the Subdivisions remain a beautiful and harmonious residential area.

Section 2. ASSESSMENT PAYMENT AND COLLECTION OF DELINQUENT ASSESSMENTS (Article IV Section 1-11)

- 1. Due Dates.** Owners are required to pay the Association annual assessment on or before January 31st each year. Payments are to be made payable to Aberdeen Community Association.
- 2. Late Fees.** All annual assessments that are not paid in full by February 1st each year will incur a uniform late charge of \$25.00 per month for each month that the annual assessment is not paid to reimburse the Association for reasonable administration expenses incurred by the Association as a result of any nonpayment. The Board will establish due dates and late fees for additional and special assessments if the Board levies such assessments. All late charges are immediately due and payable and shall be assessed against and a lien upon the Lot.
- 3. Application of Payments.** Owner payments that are accepted by the Association will be applied as follows: first to costs of collection, including attorneys' fees and costs; second to any late fees, interest charges and fines; and third to installments in default in order of their due date. Accordingly, if payments are made that do not pay the balance in full, a delinquency will exist and will incur late fees in accordance with Section A above.
- 4. Assessment Collection Procedures and Legal Action.** If any portion of the annual assessment remains outstanding for more than 90 days after payment is due, the unpaid assessment will be subject to collection by legal action. At the Board's discretion, legal action may consist of a lien being filed, foreclosure of the lien by advertisement, a lawsuit for judicial foreclosure of the lien, a lawsuit against the Owner for money damages and, once any personal judgment enters, collection may also take the form of garnishment and execution on personal property. To avoid legal action, Owners in default are encouraged to contact the Association to make payment for any unpaid assessments before the Association takes legal action. Please remember that pursuant to Article IV of the Declaration all late fees, interest, costs and attorneys' fees are charged to the delinquent account. The Board may vary from the collection procedures contained in this Section in its discretion.

Section 3. EXTERIOR MODIFICATIONS

A. Approval Required

- 1. Requirement for Board Approval.** Owners may not make structural modifications or make changes in the appearance or use of any Lot or Residence without first obtaining the Board's written approval.

- 2. Modification Request Submission.** All requests to modify Lots or Residences must be submitted in writing on the Association's Application for Exterior Modification Form, which can be obtained from the Association's management company. The request must describe the nature of the modification and must include appropriate plans and specifications showing the nature, kind, shape, height, materials, color scheme and location, as applicable. Depending on the type of modification, the Board may also require the submission of construction and architectural plans certified by a licensed engineer or architect. If the Board determines that a submittal to be incomplete, the Owner will be informed of this determination and the additional information that will be needed to consider the request.
- 3. Board Considerations.** The Board has the right to refuse to approve any proposed modification that is not suitable or desirable in its opinion for aesthetic or any other reasons. In making its determination, the Board may inspect the site of the proposed modification and may also take into consideration the following when reviewing the proposal:

 - (a) Whether the modification is expressly prohibited or permitted under the Subdivision Documents. If the modification is expressly prohibited, the Board cannot approve the modification. If the modification is expressly permitted, the proposed modification is still subject to this Rule including the considerations contained in this Section;
 - (b) The aesthetic suitability and the degree harmony of the proposed modification with the entire Subdivision, including appropriateness of color, material, height and size;
 - (c) The location of the proposed modification;
 - (d) Whether the modification negatively impacts adjacent Lots by way of, among other things, privacy, noise or vibration;
 - (e) Whether the modification complies with any specific guidelines or specifications promulgated by the Association relating to the proposed modification.
- 4. Board Approval.** A modification request will only be deemed approved if:

 - (a) The Owner has complied with this Rule and the modification meets all the requirements of this Rule; and
 - (b) The Owner has submitted a signed Application for Exterior Modification Form, and the form has been countersigned by the Association or its designated agent.
- 5. Modification Completion.** As part of any approval, the Board may require that the modification be completed by a date certain. Generally, all projects on a Lot, including but not limited to painting and landscaping, must be completed within 30 days, with any extension approved by the Association in writing. All building materials, including dumpsters and Bagsters, must be removed from the Lot within 30 days of completion and must not detract from the aesthetics of the Subdivisions while present on the Lot (i.e. must be neatly stacked).

6. **Inspection.** Unless waived by the Board in its discretion, the Board shall conduct an inspection of a completed modification to ensure compliance with the approval given.
7. **Approvals Revocable.** Any approval granted by the Board is a license. If an Owner is not in compliance with the conditions of any Board approval, the Board may revoke the approval upon thirty (30) days written notice.
8. **Owner Responsibilities.** Owners are solely responsible for the cost of performing the modification, all necessary municipal permits and inspections will be secured and, if applicable, the modification will be performed by contractors licensed in Michigan and fully insured. Owners are also responsible for insuring, maintaining, repairing and replacing the modification and for any damages or costs resulting from the modification.

B. Driveways (Article V Section 19)

1. **Compliance with Modification Approval and Submittal Requirements.** Owners desiring modify or alter a driveway must first comply with the modification submittal and approval requirements set forth in Section 3A above.
2. **Permitted Driveways.** All driveways must be composed of either concrete or pavers.

C. Exterior Painting (Article V Section 4)

1. **Compliance with Modification Approval and Submittal Requirements.** Owners desiring to paint or otherwise alter the color of the exterior of a building on the Lot other than permitted color specified below must first comply with the modification submittal and approval requirements set forth in Section 3A above.
2. **Permitted Colors.** All building exteriors must be neutral in color (e.g. tan, beige, gray, white).

D. Roofs (Article V Section 4)

1. **Compliance with Modification Approval and Submittal Requirements.** Owners desiring modify or alter a roof must first comply with the modification submittal and approval requirements set forth in Section 3A above. Roofs must be replaced when weathered.
2. **Permitted Roofs.** All roofs must be composed of asphalt shingle material and neutral in color.

E. Mailboxes (Article V Section 7)

1. **Permitted Mailboxes.** All mailboxes are of uniform design, in accordance with Exhibit D of the Declaration, and must be BEHR color base 5011DP-507 Tucson White DP 275713212041, which can be found at Home Depot (the “Permitted Mailbox”).

2. **Compliance with Modification Approval and Submittal Requirements.** Owners are not required to obtain the Board’s prior written approval to replace mailboxes so long as the Owners comply with this Rule and only utilize the Permitted Mailboxes.
3. **Maintenance, Repair and Replacement of Mailboxes.** Owners are responsible for keeping their mailbox well maintained. Any Owner with a damaged or poorly maintained mailbox or supporting post will receive a request from the Association with a timeframe in which to make the necessary repairs. If not corrected within the timeframe provided, the Association may make the repairs and the fees and costs incurred by the Association will be assessed to the responsible Owner.

F. Decks

1. **Compliance with Modification Approval and Submittal Requirements.** Owners desiring to construct or modify an existing deck on the Lot must first comply with the modification submittal and approval requirements set forth in Section 3A above.

G. Patios

1. **Compliance with Modification Approval and Submittal Requirements.** Owners seeking to construct or modify an existing patio must first comply with the modification submittal and approval requirements set forth in Section 3A above.

H. Pools (Article V Section 17)

1. **Permitted Pools.** Only in-ground pools are permitted in the Subdivisions and construction must strictly comply with the Ordinances for the Township of Shelby (the “Permitted Pool”). Above-ground pools are strictly prohibited.
2. **Compliance with Modification Approval and Submittal Requirements.** Owners desiring to construct a Permitted Pool on the Lot must first comply with the modification submittal and approval requirements set forth in Section 3A above.

I. Fences and Walls (Article V Section 6)

1. **Prohibition.** Unless otherwise required for the construction and maintenance of a Permitted Pool, fences, walls and solid hedges of any kind are strictly prohibited in the Subdivisions. Owners that have fences without a pool that were approved by the Board prior to August 11, 2020 must provide documentation to the Association evidencing the same.
2. **Compliance with Modification Approval and Submittal Requirements.** To the extent a fence is required for a Permitted Pool, Owners seeking to install or replace fencing must first comply with the modification submittal and approval requirements set forth in Section 3A above.

(a) **Fence Specifications.** All fences must be ornamental iron or ornamental aluminum. No wire or chain link fence is permitted on any Lot.

(b) Fence Locations. All fences must be located around the perimeter of the Permitted Pool and only extended to a maximum of 10 feet beyond the perimeter of the pool. Fences that run along the Lot's boundary lines are strictly prohibited.

3. Removal. The fence must be removed upon the Permitted Pool being removed from the Lot.

J. Outdoor Improvements and Structures (Article V Section 4 A-D)

- 1. Compliance with Modification Approval and Submittal Requirements.** Owners seeking to construct or alter an outdoor improvement, including the construction of pergolas and gazebos, must first comply with the modification submittal and approval requirements set forth in Section 3A above.
- 2. Prohibited Structures.** No trailers, tents, shacks, sheds, temporary buildings, or any other structure or improvement shall be located on any Lot.

K. Satellite Dishes and Antenna (Article V Section 18)

Preferred Location. Owners may install satellite dishes or antennas solely on the Owner's Lot. To the extent possible, Owners shall locate satellite dishes and antennas on the rear of the Residence on the Lot and shielded from view from outside the Lot or from other Lots to the maximum extent possible.

Section 4. RESTRICTIONS ON OWNERSHIP, OCCUPANCY AND USE

A. Animals (Article V Section 8)

- 1. Number and Type.** No animal except for household pets shall be kept or allowed in the Subdivisions. The number of household pets that may be kept or maintained on any Lot must comply with the Township of Shelby Ordinances, as may be amended.
- 2. Restrictions Applicable to Animals; Responsibilities of Owners:**
 - (a)** Any pets permitted to be kept in the Subdivisions shall have such care and restraint as not to be obnoxious because of noise, odor, or unsanitary conditions. No animal that creates noise and can be heard on any frequent or continuing basis shall be kept on any Lot. No animals may be kept or bred for any commercial purpose.
 - (b)** No animal may be permitted to be housed outside of a Lot, in a pen, dog run or otherwise, nor shall animals be tied or restrained outside or be allowed to be loose upon the Common Areas.

- (c) All animals shall be leashed when outdoors with the leash being held and controlled by a responsible person, or properly restrained via the utilization of an invisible fence, and otherwise in accordance with any Township of Shelby Ordinances that may apply.
- (d) Each Owner is responsible for the immediate collection and disposition to the Owner's personal trash receptacle of all fecal matter deposited by any animal maintained by the Owner or their occupants, anywhere in the Subdivisions.
- (e) No savage or dangerous animal of any type may be kept and any Owner who causes or permits any animal to be brought, maintained or kept on the Subdivisions for any length of time shall indemnify and hold harmless the Association for any loss, damage or liability, including attorneys' fees and costs, which the Association may sustain because of the presence of the animal in the Subdivisions, whether the animal is permitted or not. The Association may assess and collect from the responsible Owner all losses and damages in the manner provided in Article IV of the Declaration.
- (f) All animals kept in accordance with this Rule must be licensed by the municipal agency having jurisdiction, and proof of the animal's shots shall be provided to the Association upon request.

B. Vehicles and Parking (Article V Section 8)

- 1. Parking.** In accordance with the Township of Shelby Ordinances, vehicles must not be parked in a manner that blocks sidewalks or mailboxes in the Subdivisions. During or following a snow event measuring two (2) inches or more of accumulation, all vehicles should be removed from the Subdivisions' roads to permit proper snow plowing of the roads. Owners whose vehicles are not removed before the road is plowed shall be responsible for clearing the snow accumulated around the vehicle in the road.
- 2. Permitted Vehicles in General.** Only currently licensed automobiles, motorcycles, non-commercial pickup trucks, SUVs, and passenger vans, which are used as an occupant's primary means of transportation and not for any commercial purposes, may be parked or stored on any Lot or within the Subdivisions. Unless parked fully in a Residence garage or except as otherwise provided in this Section, no house trailers, commercial vehicles, boat trailers, boats, camping vehicles, camping trailers, trailers, recreational vehicles or off-road vehicles shall be parked or stored on any Lot or within the Subdivisions.
- 3. Recreational Vehicles Temporary Presence.** Except as the Board may otherwise approve in writing, recreational vehicles may be parked temporarily within the Subdivisions for purposes such as loading and unloading for a period not to exceed twenty-four (24) hours within any seven (7) day period.

4. **Commercial Vehicles.** Commercial vehicles shall include vehicles or trucks with more than two axles, vehicles with commercial license plates, vehicles with any commercial markings or advertising appearing on the exterior, vehicles not designed or intended for personal transportation, or any vehicle either modified or equipped with attachments, equipment or implements of a commercial trade, including, but not limited to, ladder or material racks, snow blades, tanks, spreaders, storage bins or containers, vises, commercial towing equipment or similar items. For purposes of this Section, passenger vans, SUVs and pickup trucks used for primary transportation shall not be considered commercial vehicles provided they do not meet the definition of a commercial vehicle contained in this Section.
5. **Standing Vehicles, Repairs.** Nonoperational vehicles or vehicles with expired license plates shall not be parked on any Lot or within the Subdivisions, other than inside a Residence garage, without written permission of the Board of Directors. Nonemergency maintenance or repair of vehicles shall not be permitted on the Subdivisions, unless performed inside a Residence garage or as otherwise specifically approved by the Board of Directors.

C. Signs (Article V Section 22)

1. **General.** In general, no signs or other advertising may be displayed without the Association's written permission, including signs on the Subdivisions' entrances or on the common grounds. Any approved sign must be removed within the timeframe set by the Association.
2. **Political Signs.** Political signs are permitted in strict compliance with the Township of Shelby Ordinances and shall not be posted more than 45 days prior to the election and must be removed within three (3) days after the election.

D. Holiday Decorations (Article V Section 4B)

Holiday lights and decorations may be displayed from November 1st through February 1st. The date to take down the decorations may be extended at the sole discretion of the Association in response to weather conditions. Lights and decorations for holidays falling outside the above timeframe may be displayed for one month prior to the holiday and must be removed within one week after the holiday. Projection light displays are permissible, so long as they do not create a nuisance for any adjacent neighbors.

E. Landscaping (Article V Section 4D)

1. **Landscaping Maintenance.** The lawn areas of Lots must be well maintained, and the length of the grass must not exceed six (6) inches in height. Branches and shrubs along sidewalks and roads in the Subdivisions must be regularly trimmed to provide proper clearance for pedestrian and vehicles. Trees and shrubbery must be well maintained to not encroach onto neighboring Lots. All dead or diseased landscaping items, including trees, must be promptly removed from the Lot.

2. **Prohibited Landscaping.** Solid hedges may not extend further than the front line of the Residence on a Lot.
3. **Storage of Landscaping Materials.** Mulch, rocks and other landscaping materials must not be stored on the exterior of the Residence, including on the Lot's driveway, longer than 14 days.

F. Garbage, Recycling & Yard Waste (Article V Section 12)

All rubbish, trash, garbage and yard waste shall be regularly removed from the Lot and shall not be allowed to accumulate. Trash receptacles may be maintained outside a Residence's garage but only if the trash and other refuse is entirely contained within the trash receptacle with the trash receptacle lid closed.

G. Storage of Items

Equipment and other personal property, including, but not limited to, lawnmowers, snow blowers, snow blades, recreational motor/non motor equipment, ladders and landscaping equipment, shall be stored in a Residence's garage or kept where those items are not visible by neighbors or from the Subdivisions' roads.

H. Sports & Play Equipment

All temporary/portable equipment should only be located in the rear yard of a Lot and must be properly stored in a place shielded from the Subdivisions' roads when not in use.

I. Drones

Use of any remote-controlled devices (including "toy" helicopters, planes or other such devices), video recording devices (including, but not limited to video cameras), drones or other unmanned aircraft (collectively, "Drones") by private parties is subject to all licensing and approval requirements of applicable State and Federal governments, as well as applicable governmental and/or quasi-governmental agencies. Drones may not be used for recreational purposes on the common areas nor to conduct surveillance or observation on the common areas or of property owned or occupied by someone other than the party using the Drone. The use of Drones in a manner that infringes on the expectation of privacy in a third-party's exclusive use area (including, but not limited to, recording activities within a home or property) is prohibited.

J. Use of Common Areas.

1. **Prohibited Actions.** Owners, residents and their guests are strictly prohibited from doing the following in the common areas:
 - (a) Swimming and boating in the ponds, and feeding the wildlife in and around the common areas;
 - (b) Ice skating, sledding, ice fishing and walking on the ponds when frozen;

- (c) Extending Lot lines into any common area, including the ponds and wooded area;
- (d) Adding or removing any trees, shrubs, or plantings in common areas, including ponds and wooded areas. Any such addition or removal must be approved in writing in advance by the Association;
- (e) Disposing trash, lawn waste material, including but not limited to weeds, grass clippings, branches, rocks, dirt or pool water into the ponds or wooded area. An Owner may be fined and charged for any subsequent clean up or damage caused from their actions;
- (f) Standing, sitting or fishing from the storm water drain structures located at the ends of the ponds;

2. Enforcement. Owners are responsible for not only their conduct, but also the conduct of all of their occupants and guests while on the common areas and in the Subdivisions. Violations of the Subdivision Documents and these rules and regulations may result in the Association availing itself of its remedies contained in Article VI of the Declaration.

3. Maintenance of the Common Areas.

- (a) The Association is responsible for the maintenance and quality of the aquatic ecosystem of the ponds including but not limited to chemical treatments and aeration. (Article II Section 6A)
- (b) Any assistance Owners can provide in keeping storm drain rocks in their designated position and trash picked up around the common areas, including the ponds, is appreciated to limit operating expenses.

K. Transfer of Ownership & Disclosure

Owners selling their Lot, their agents or attorneys are encouraged to submit written notice to the Association's Property Management Company of the sale of their home within 21 days prior to closing. It is the responsibility of the Owner to notify the Property Management Company regarding a transaction involving their home. Owners selling their Lot must inform the purchaser that there is a Community Association.

Section 5. VIOLATIONS AND FINES

- A. Procedures.** The violation by any Owner or their occupants or guests of any provision of the Subdivision Documents shall be grounds for the Association to assess monetary fines against the involved Owner. Any resident may report a violation of any provision of the Subdivision Documents to the Association’s property manager. The reporting person’s name and personal information will not be revealed in order to provide anonymity and privacy. The Association’s property manager will investigate the complaint. The Owner will be deemed responsible for such violations whether they occur because of their personal actions or the actions of their occupants, guests or any other person admitted to the Subdivision through such Owner. Prior to assessing any monetary fine, the Board will send notice of the Alleged Violation.

- B. Notice of Alleged Violation.** Notice of the violation, including the Subdivision Document provision violated, together with a description of the factual nature of the alleged offense set forth with such reasonable specificity as will place the Owner on notice as to the violation, shall be sent by first class mail, postage prepaid, electronic transmission, or personally delivered to the Owner at the Lot address or, if designated, at such other address as the Owner designates in writing to the Association.

- C. Assessment of Fines.** If there has been a violation of any of the provisions of the Subdivision Documents, the following fines may be levied:

FIRST NOTICE OF VIOLATION	Results in written notification. No fine will be levied if the violation is corrected to conform to Subdivision Documents within specified timeframe.
SECOND NOTICE OF VIOLATION	Written notification and \$100.00 Fine
THIRD NOTICE OF VIOLATION	Written notification and \$250.00 Fine

The number of the violation (i.e. first, second, etc.) is determined with respect to the number of times that an Owner violates the same provision of the Subdivision Documents. In the case of continuing violations, a new violation will be deemed to occur each successive week during which a violation continues or in such intervals as may be set forth in supplements to this Rule; Nothing in this Rule shall be construed as to prevent the Association from pursuing any other remedy under the Subdivision Documents for such violations, or from combining a fine with any other remedy or requirement to redress any violation.

- D. Collection of Fines.** Any fines that the Board levies pursuant to this Rule shall be assessed against the Owner and shall be immediately due and payable. Failure to pay the fine will subject the Owner to all liabilities set forth in the Subdivision Documents including, without limitations, those described in Article IV of the Amended and Restated Declaration.

**ABERDEEN COMMUNITY
ASSOCIATION**

FORMS

**ABERDEEN COMMUNITY ASSOCIATION
EXTERIOR MODIFICATION APPLICATION**

Owner's Name: _____ Date: _____

Address of Proposed Change: _____ Lot# _____

Home Phone: _____ Cell Phone: _____ Email : _____

First Submittal: Yes _____ No _____

Instructions to Applicant:

1. Consult the Association Governing Documents for specific restrictions for proposed change.
2. Submit completed application form, drawings, and other required documents to:

Aberdeen Community Association
PO Box 1419
Sterling Heights, MI 48311

3. Please allow 30 days for Management Co. / Board of Directors approval prior to start date.
4. No work shall commence until written approval has been received. The association shall have the right to remove or remedy unauthorized modifications at the Owner's expense.

Required Documentation:

1. Description of improvements
2. Location of proposed improvement including drawings and dimensions
3. Materials to be used and colors of materials
4. Elevations of proposed improvements relating to existing dwelling
5. Proof of Township approval and permits
6. Who will be completing the modification. Provide Company name, address and telephone numbers if outside contractors are to be used.

Describe Proposed Changes (attach additional sheets if necessary):

Estimated Start Date: _____ Estimated Completion Date: _____

Advise your Neighbor of purposed modifications: Obtain signatures of Owners who will be affected by your change:

Street Address	Signature	Approve	Disapprove
_____	_____	()	()
_____	_____	()	()
_____	_____	()	()

Owner Acknowledgment:

1. I/We have read all applicable sections of the Association Governing Documents.
2. A licensed builder carrying comprehensive general liability and workman’s comp insurance, etc. will perform actual construction. All applicable State of Michigan/Township laws, codes, ordinances and regulations will be followed and all necessary permits will be obtained at my/our expense. The Board shall be provided a valid current copy of the contractor’s certificate of insurance upon request.
3. I/We understand that all installation, regular and future maintenance, repair or any necessary replacement of this Application for Exterior Modification will be performed at my/our expense.
4. I/We understand the responsibilities regarding any necessary adjustments required to individual lot-specific owner insurance policy coverage for this requested Application for Exterior Modification and all other insurance responsibilities as defined in the Association Governing Documents.
5. I/We understand that should any legal regulatory agency require at any time in the future, modifications to this variance they will be done at my/our expense.
6. Any maintenance costs, or costs incurred by the Association to remedy any damages caused to any portion of the common areas or building components resulting from installation or removal from a lot or common element to which a modification has been made or may be attached, as a result of this Exterior Modification will be at my/our expense.
7. Necessary relocation of common area sprinkler heads may only occur with Management Company and Board approval, coordination prior to any work commencing, and if approved, shall occur at my/our expense.
8. This alteration/variance/modification is subject to all requirements of the Association Governing Documents (aesthetics, enforcement of Governing Documents, owner maintenance, alterations and modifications, assessment and collection of fines, etc.) occupancy agreements and other applicable regulations at the Management Company and Board of Directors discretion.
9. I/We understand that it is my/our responsibility to advise future owners of this lot modification and of their continued responsibility.
10. All trash and debris created during the installation process shall be cleaned up daily and removed from the development. No building materials, equipment, trash or trash containers used during installation shall be stored on the common areas without written consent of the Management Company and the Board of Directors.
11. All of the above information is truthful and accurate.

No Work Shall Commence Until Written Approval has been received.

Owner*

Owner*

(signature) (required)

(signature) (required)

(print name) (required)

(print name) (required)

(lot no.) or (address) (required)

Date: _____

Board of Directors/Management Company Approval:

Date: _____

ABERDEEN COMMUNITY ASSOCIATION VIOLATION REPORT FORM

Instructions:

1. Type or print clearly
2. Address only one alleged violation per form
3. No form addressing an alleged violation on multiple lots will be considered
4. Submit completed form to:

Aberdeen Community Association
PO Box 1419
Sterling Heights, MI 48311

Part I. – Alleged Violation Location - Provide address where alleged violation exists, be as specific as possible.

Name (if known) _____

Address _____

Part II. – Description of Alleged Violation -Provide description of alleged violation, be specific and clear. Provide an attachment if more room is needed.

Part III. Complainant Information – All information requested below must be provided; complainant must be a lot owner of Aberdeen Community Association. The reporting person’s name and personal information will not be revealed to provide anonymity and privacy.

Name of Complainant _____

Address _____

Phone _____

Email Address _____

Date of Mailing _____ Do you want to be kept informed of progress? Yes or No

(print name) (required)

(signature) (required)

**AUTHORIZATION TO RECEIVE ASSOCIATION NOTICES VIA EMAIL
ABERDEEN COMMUNITY ASSOCIATION**

Dear Owner:

To provide more timely, effective and efficient communications and notices to the members of Aberdeen Community Association, the Board of Directors is seeking your authorization to receive Association notices and communications via email.

If you agree to receive future notices and communications by email rather than by mail, personal delivery or other method of service, please provide the information requested below, sign and date this form, and return it to the Association by emailing it to Brandi Lane of Customized Property Management at accounting@cpmsupport.com, or by mailing your completed form to Aberdeen Community Association, c/o Customized Property Management, Attn: Brandi Lane, P.O. Box 1419, Sterling Heights, MI 48311.

AUTHORIZATION

I authorize Aberdeen Community Association to use the email address set forth below to deliver all notices and communications that the Association is permitted or required to deliver under the Michigan Nonprofit Corporation Act and the Subdivision Documents. I acknowledge that the Association will utilize the email address specified below in lieu of sending any notices or communications by mail, personal delivery or any other method of service, including without limitation meeting notices, assessment notices, violation notices and ballots, except to the extent as may be specifically required by the Michigan Nonprofit Corporation Act.

I acknowledge that this authorization will remain in effect until I provide the Association written revocation of this authorization. I also acknowledge that if I wish to discontinue receiving notices and communications at the specified email address, or if I wish to change the specified email address, it is my obligation to notify the Association of the same in writing.

I have executed this authorization on _____, 20__.
(date must be inserted)

Designated email address for future notices: _____

Owner*

Owner*

(signature) (required)

(signature) (required)

(print name) (required)

(print name) (required)

(lot no.) or (address) (required)