

Rules and Regulations

Point Lake Village Condominium Association

Effective June 30, 2015

Since the inception of Point Lake Village Condominium Association on October 20, 1999 the Board of Directors has adopted policies and procedures. The following is a summary of the policies and procedures updated by the Board of Directors hereinafter known as Rules and Regulations.

It is the responsibility of all co-owners to become familiar with the **Association and Condominium Bylaws, Master deed, and Rules and Regulations** provided by the Association. All rules and regulations in this section are subordinate to the **Bylaws** and **Master Deed** of PLVCA without exception.

The following rules and regulations are in full force as of the effective date until such time as they shall be modified.

Definitions

Board of Directors: A stated number of volunteers who, through the legal voting process of co-owners, are elected to represent all co-owners with regard to development, approval, implementation and enforcement of all By-Laws and approved rules and regulations, including the approval and collection of fines, fees, assessments, or monthly dues. No other entity within the Association has such responsibility and authority.

Co-owner: A co-owner is the sole legal owner of the single housing unit located within Point Lake Village. The co-owner can be one individual or more than one individual, depending on the purchase circumstances.

Property elements:

1. **Common elements:** this is property that is owned by all co-owners (units) in equal shares. The maintenance of this property is the responsibility of the Association.
2. **Limited common elements:** this is property that is owned by all co-owners (units) in equal shares, but is designed for use by the individual co-owner where the property is located. This property is normally the responsibility of the individual co-owner, not the Association, as it relates to normal maintenance, although there are exceptions as defined in the bylaws.

RULE and REGULATIONS

1. Use of buildings, grounds, and common or limited common elements.

1.1. No **signs** shall be allowed in common or limited common element areas.

1.2. **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.

1.3. Plantings & Decorations:

1.3.1. Requests for all outdoor plantings and placement of decorations in all areas must be submitted in writing for approval by the Board of Directors prior to placement. The Board

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without prior approval of a member of the board. Emergency vehicles of all types, must be able to travel through the complex without hindrance.

- 2.2. No travel trailers, campers, utility trailers, boats, commercial or recreational vehicles or motorhomes may be parked or stored on the common element areas. The temporary loading and unloading of trailers or motorhomes is allowed for a period of up to eight hours with no parking after dark, unless an extension in time is approved in writing by two members of the board.
- 2.3. During the winter months, avoid parking on the driveway of any unit as the snowplowing company will not clean the driveway with a vehicle parked on it due to possible damage to the vehicle.
- 2.4. Avoid parking on any area covered with grass to avoid damage to sprinkler heads.

3. Pets

All co-owners who own keep a pet at PLV must register their pet with the secretary of the board. Registration of a newly acquired pet must occur within seven business days of obtaining the pet. Registration forms are available in the club house exercise room or from a Board member. The co-owner is responsible for the pet's maintenance and care within PLV and shall be subject to all the rules and regulations stated below:

- 3.1. All pets must be restrained on a leash at all times by its handler when in common or limited common grounds areas.
- 3.2. The mature weight of any pet shall not exceed 20 pounds. The pet shall not be considered a hazard to others where individuals are within proximity of such pet.
- 3.3. All pet waste must be picked up and disposed of immediately during all seasons by its co-owner or its handler in an appropriate container. There are marked common grounds areas where all pets are prohibited.
- 3.4. Proof of immunization and the approximate weight of a pet at maturity must be verified by a certified veterinarian.
- 3.5. There shall be no more than one pet allowed per unit excluding a working, vet or service pet.
- 3.6. A visiting pet, accompanied by relatives or friends, may reside with the co-owner a maximum of fourteen days. The co-owner is responsible for the pet as if it is their own property and must make certain all rules and regulations of the PLVCA are adhered to.
- 3.7. A working, vet, or service pet is an animal (usually a dog) that has been properly trained and certified to assist handicapped individuals who are blind, deaf, or have other medical problems as determined by the American Disabilities Act (ADA) and other federal and state regulatory agencies related to handicapped or disabled people. The board of directors must adhere to these regulations in their entirety as dictated by law. All other PLVCA pet rules and requirements apply, if not in conflict.
- 3.8. Owning or harboring any pet that frequently, or for continued duration, barks howls meows squawks or admits other sounds or noise at any time shall not be allowed.
- 3.9. If there are noncompliance questions regarding a pet owned or controlled by the co-owner, a member or members of the Board of Directors must contact the co-owner in person or in

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including any pet, including breed and approximate weight. (Pet rules and regulations apply)

6.1.3. The co-owner retains full responsibility at all times for paying all Association dues and being in compliance with all established Bylaws, Master Deed and Rules and Regulations. The co-owner must provide the lessee with a copy of all Bylaws, Master Deed, and Rules and Regulations before leasing.

6.1.4. The co-owner shall be responsible for providing his or her personal current (or future) address, telephone number, cell phone number, and email address (if available) to the Board of Directors for the duration of the lease.

6.1.5. The Board of Directors has the right (at its option) to check the lessee's background including, but not limited to, a check of the lessee's criminal history, if any, and may restrict the acceptance of the lessee to occupy said rental unit based solely on such information developed, as allowed by law.

6.1.6. If the required information is not provided to the board within 10 days prior to the lessee taking possession, a fine in the amount of \$500 will be levied against the co-owner. A \$200 fine per month will be levied for any subsequent noncompliance of said lease policy.

7. Monthly association dues:

7.1. The Association dues are due and payable on the first day of each month. Checks should be made payable to and sent to the Point Lake Village Condominium Association at such location as requested by the board.

7.2. **Late charges** are assessed when dues are delinquent. Monthly association dues are due on the first day of each month and a \$20 late charge will be assessed against each co-owner if monthly dues payment is not received by the fifth day of the month. An additional \$50 late charge will be assessed against the co-owner on the first day of every month thereafter until all the delinquent dues are paid.

7.3. If a monthly dues payment or other co-owner assessments are not paid within 45 days after the due date, the association may seek legal counsel, place a lien on the unit and start foreclosure procedures.

8. Returned checks:

8.1. The co-owner will be assessed a \$40 fee for any returned insufficient funds checks, including all checks not accepted for payment by the PLVCA lending institution(s) or for any other reason.

9. Non-compliance of policies:

9.1. Some policies stated herein have specific fines outlined within them. In most other instances the Board expects that a friendly, cordial reminder will be sufficient to correct any problem. However, if necessary, a written communication will be sent by the Board to the co-owner outlining the policy violation and a corrective action expected, as well as notification of the possibility of a \$20 fee payable by the following business day until said violation has been resolved.

10. Posted signs:

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designated Clubhouse Operations Director (appointed by the Board) or a Board member if that person is unavailable.

12.6.2.1. All meetings or events initiated by the PLVCA Board of Directors shall not require a deposit for any reason.

12.6.2.2. All PLVCA activities initiated by any member(s) of the Association shall not require a deposit for any reason as long as the activity includes all members of the Association. This includes, but is not limited to: association parties, socials, meetings, etc. The Board of Directors will not be involved in any way or have any responsibility for these activities. The Clubhouse Operations Director will work directly with the activity initiator(s) with regard to cleaning and other responsibilities as determined by the Clubhouse Operations Director.

12.6.2.3. There shall be no non-deposit events allowed that relate to any religious or political event, non-profit, advertising, sales or marketing, commercial or personal business of any type or kind.

12.7. Awnings must have written approval from the Board since they alter a common element. Awnings may not be mounted on the roof. Awnings must be a solid color (no stripes, pattern or gradation) and must match the color of the siding. The co-owner must maintain the awning in good condition and appearance. If the Board determines maintenance is necessary, a notice will be sent to have it repaired or replaced at the owner's expense. If the awning is removed, the owner will be required to replace any damaged siding or mismatched siding to be indistinguishable for the adjacent siding. Awnings may not be compatible with all decks.

13. Enforcement of the Rules and Regulations:

13.1. If necessary, a representative of the Board will contact the co-owner, in person or in writing, regarding violation and make every reasonable attempt to resolve the matter in a civil manner. If this method fails the Board of Directors has the right to impose a fine, fee, assessment, or some other appropriate penalty, or may at its discretion, obtain counsel and initiate legal action.

POINTE LAKE VILLAGE CONDOMINIUM ASSOCIATION

Rules and Regulations

Since the inception of Pointe Lake Village Condominium Association on October 20, 1999, the Board of Directors has adopted many policies and procedures. The following is a summary of the policies and procedures applicable to Co-owners as updated by the Board of Directors on October 21, 1999.

I. Buildings, Grounds and Use of Common Elements

A. No signs shall be allowed on General and Limited Common Elements. This includes "For Sale" signs.

B. A "For Sale and General Information" display board is located at the clubhouse for Pointe Lake Village Condominium. All Co-owners are urged to make use of this board.

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 General 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 General 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. Except in emergencies, all requests for maintenance must be made in writing directly to the Association's designated management agent, or its Board of Directors. Forms may be obtained by either contacting the Building and Grounds Committee chairperson or by contacting a Board Member directly.

H. All garbage left for pickup by the Association's trash disposal service must be contained in plastic trash bags only. No trash cans or similar receptacles are to be used.

I. The feeding and attraction of wild animals or construction workers 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 or construction workers attracted, or for the expense incurred by the Association in cleaning up any unsightly areas.

II. Vehicles and Parking

A. No car or vehicle shall be parked along the private roads or in any such manner that blocks any garage, roadway or driveway. It is essential that at all times emergency vehicles are able to travel throughout the complex.

B. No trailers, motor homes, boats or any other commercial, work or recreational vehicles may be parked or stored on the Common Element areas.

III. Pets

A. Co-owners must register their pets with the Building and Grounds Committee, including current pet owners. Registration of newly acquired pets must occur within seven calendar days of obtaining the pet. Registration forms may be obtained by contacting the Building and Grounds Committee Chairperson or a member of the Board of Directors directly.

B. The mature weight of the pet shall not exceed twenty (20) pounds.

C. Proof of immunization and the approximate weight of the pet at maturity must be verified by a certified veterinarian.

D. There shall be one (1) dog, cat or similar animal allowed per unit.

E. The penalty for noncompliance will be legal action taken against the Co-owner to remove the pet from the Pointe Lake Village Condominium premises.

IV. Noise

A. The Holland Township Noise Ordinance applies to all Co-owners within the Pointe Lake Village Condominium complex (see below). In general, we must consider any noise that a neighbor

objects to as excessive. All are urged to be considerate of both our neighbors' rights to a relatively noise-free environment and our neighbors' rights to enjoy activities which on occasion may be heard by others.

B. The proper procedure in the event of too much noise is for the offended party to politely request the offending party to adjust the noise level.

C. If the above-mentioned preliminary procedure does not correct the situation, the Holland Police should be notified accordingly.

D. Any instance in which the Holland Police has been notified for a noise offense should be reported to the Board of Directors in a timely manner so that further follow up may take place.

E. Fireworks are prohibited within the Pointe Lake Village Condominium.

V. Miscellaneous Policies

A. Rental Policy.

1. Co-owners must notify the Board if their unit will be rented. This notification must be made ten (10) days prior to the renter obtaining a copy of the lease and/or taking occupancy. No unit shall be rented or leased for less than ninety (90) days without written consent from the Association. Specific details may be obtained from a member of the Board of Directors.

2. 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.

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

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

5. If the information is not in the Board's hands ten (10) days prior to the renter taking occupancy, a fine in the amount of \$50.00 will be levied against the Co-owner. A \$20.00 fine per month will be levied for any subsequent noncompliance with the rental policy.

B. Monthly Association Dues.

Association dues are payable the first of each month. Checks should be made payable to and

should be sent to the Pointe Lake Village Condominium Association at such location as determined by the board.

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 \$20.00 late charge will be assessed against each Co-owner/unit whose monthly dues payment is not received by the fifth (5th) day of the month. An additional \$50.00 late charge will be assessed against the Co-owner/unit on the first (1st) 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 forty five (45) days after its due date, the Association will place a lien on the unit and foreclose.

D. Returned Checks.

Co-owners will be assessed a \$20.00 charge for any returned insufficient funds checks. .

E. Noncompliance of Policies.

Some policies have specific fines outlined within them. In most other instances we expect that a friendly reminder will be sufficient to correct the problem. However, if necessary, a written communication will be sent to the Co-owner outlining the policy violation and corrective action expected, as well as notification of a \$20.00 fine payable by 5:00 p.m. the following business day to the Pointe Lake Village Condominium Association. A \$10.00 per day charge will continue, also payable by 5:00 p.m. the following business day, until the violation has been resolved.

F. Unlawful Noise Prohibited

A. It shall be unlawful, and it shall be deemed a public nuisance, for any person to unreasonably make, continue or cause to be made or continued any noise that annoys or disturbs the quiet, comfort or repose of a reasonable person of normal sensitivities, or that injures or endangers the health, peace or safety of the public within the Township. The following acts, among others, are declared to be unlawful noises in violation of this section, and are deemed to be public nuisances per se, but this enumeration shall be deemed to be exclusive, namely:

1. Radios, Phonographs and Musical Instruments. Operating, playing or permitting the operation or playing of any radio, phonograph, television set, amplified or unamplified musical instrument, drum, loudspeaker, tape recorder or other sound-producing device, in such a manner or with such volume at any time or place so as to annoy or disturb the quiet, comfort or repose of a reasonable person of normal sensitivities in any office or dwelling unit other than that from which the noise originates or emanates shall be prima facie evidence of a violation of this section.

2. Animals and Birds. Owning, possessing or harboring any animal or bird that frequently or for continued duration howls, barks, meows, squawks or makes other sounds at any time or place so as to annoy or disturb the quiet, comfort or repose of a reasonable person of normal sensitivities in any office, dwelling, hotel, hospital or residence.

3. Construction. Operating or permitting the operation of any tools or equipment used in construction, excavation, demolition, alteration or repair of any building, street or highway, between the hours of 9:00 p.m. and 6:00 a.m. the following day, such that the sound is plainly audible in any dwelling, hotel, hospital, office or residence, or on any residential property other than the property from which the noise emanates or originates, unless a variance therefor is first obtained from the Township Superintendent.

5. Engines. Operating or permitting the operation of any steam engine or internal combustion engine, whether stationary or mobile, so as to annoy or disturb the quiet, comfort or repose of a person of normal sensitivities in any office, dwelling, hotel, hospital or residence. This subparagraph shall not prohibit the operation of any mechanically powered saw, sander, drill, grinder, lawn or garden tool, snow blower or similar device used outdoors in residential areas between the hours of 6:00 a.m. and 9:00 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.

Unanimously Adopted by the First Board of Directors
on October 21, 1999.

Certified by: Robert A. Ter Haar
Robert A. Ter Haar, Sole Director of
Pointe Lake Village Condominium
Association, Inc.