



Association Handbook

The following information included is to help you familiarize yourself with the standards and rules of the Association as well as the resources and services available to you as Co-owners. If you have additional questions, please contact our management agent.

Your elected Board of Directors manages and administers the affairs of the association. Decisions made by that group need to be presented to the group. As such, all questions, reports, issues and concerns should be reported to the board through the management company. They are the conduit to the board.

Remember, you are the Association. The Association is not some separate person or entity that exists outside of Harbour Cove or separate from you. The Association is all of the people that own homes at Harbour Cove. Your fees go to pay toward the maintenance, upkeep and improvement of the Association. When something wears out, breaks or is damaged, we all pay for it together. We are the Association. You elect a board to manage and administer the affairs of the Association. The board must live and abide by the decisions that are made for the benefit of all.

By collectively paying for items, we experience lowered costs. For this and other benefits, we give up some of the rights of individual home ownership.

This information is not a substitute for reading, understanding and interpreting the Association's legal documents. It is intended to outline the rules and regulations adopted by the Association and is a supplement to the Association documents.

Rules, Regulations and Guidelines of the Association

Through your purchase of a home in Harbour Cove, you have agreed to live by the rules, regulations and guidelines of the Association. These rules are to protect all and are in the best interest of the Association. Rules in the Association By-laws can only be changed or amended by a vote of the membership unless specifically stated different in the documents. The Board may adopt reasonable rules and regulations in the interest of the Association from time to time. The rules may be amended and will be sent out by the Association to all co-owners via regular mail.

Pets – All pets (with the exception of one cat) must be approved in writing by the Association. There is a form for pet approval included with your handbook. The form should be submitted to the Association through the management company. It is a violation of the community documents to bring any pets prior to written approval is a violation. The following pet rules for approved pets are standard in the community:

- Cats are not allowed to roam free.
- All solid pet waste must be cleaned up and disposed of properly.
- Pets on the Common Elements must be leashed and attended to at all times.



- Pets are not allowed on balconies unattended.

The pet rules and guidelines are further outlined in the Association Pet Rules and Guidelines.

Exterior Modifications – All exterior modifications (changes) require written approval. There is an Association Modification Request Form which should be submitted to the Association through the management company prior to any work. This includes but is not limited to:

- Satellite dishes
- Patio extensions
- Awnings
- Tree, shrub or flower planting on the common grounds, both limited and general. (Potted plants located on your patio/balcony or porch are allowed.)
- Garden decorations and decorations not located on your patio/balcony
- Bird feeders

The best rule of thumb is to check before installing, planting or hanging any items. The homeowner is responsible for the Exterior Furnace Room door and must repair or replace it according to Association standards.

Interior Modifications – Windows, doors and door walls all must be consistent with the condominium standards. Wallside Windows are pre-approved as replacements. Any other replacements must be submitted in writing via our form to the Board through the management company.

Any modifications with the plumbing must have written Association approval.

Changes of load bearing walls must have written Association approval.

Renting or Leasing Your Unit – You have the right to rent or lease your unit, but have obligations with that right. You must comply with the following:

- Inform the Association, through the management company, in writing prior to renting or leasing of your intention to do so
- Provide a copy of the lease/rental agreement

Once you lease or rent your unit, you must provide the following:

- A copy of the signed Association's Lease Addendum
- An updated copy of the Co-owner Update Form

The update form must be updated yearly along with the terms of your lease. You also must provide your tenant with a copy of the Association's Rules and Regulations.



Pool Regulations – Co-owners and tenants of co-owners must have their pool tags on them when utilizing the community pool. Guest must be accompanied by the unit owner and that owner is responsible for their tenants, guests, invitees and their behavior. It is the responsibility of all Co-owners and Residents to assist in maintaining and monitoring the bath houses, pool deck, pool and pool area. The pool is to be used at your own risk, and children must be accompanied by adults.

- The pool is open from Memorial Day to Labor Day. The Association may open the pool sooner and close it later. Signage at the pool will indicate if it is open or closed temporarily or for the season.
- Pool hours are posted at the pool.
- Use of the pool is at your own risk. There are no lifeguards or on site staff. The Association assumes no liability or responsibility for any accident, injury in connection with the use of the pool or loss of personal property.
- Persons with open wounds or communicable diseases are prohibited from pool use by public health laws.
- Regular diapers are prohibited in the pool. Proper swim attire and bathing protection is required for infants/toddlers/small children
- All persons must shower prior to pool use.
- Profanity, boisterous or rough behavior are prohibited. You may be asked to leave the pool area.
- Glass containers and food are prohibited in the pool.
- Pets are prohibited from the pool area by health code.

The pool rules are posted at the pool. Additional rules may be passed as needed.

Parking- Each unit comes with one carport. Your carport number is your unit number. Carports may not be switched by Co-owners. Two Co-owners may agree to use each others carports, but the carports are assigned to specific units and cannot be changed without Association approval.

Vehicles parked in carports that are not assigned to their unit may be towed at the vehicle owners' expense. Parallel parking and double parking is prohibited.

Open parking is first come, first serve basis. Cars may not be stored without written approval. All vehicles must have current plates, even those in carports. Cars must not have flat tires and non operational vehicles shall not be parked or stored on the premises. Only emergency maintenance may be performed on your vehicle. Emergency maintenance is defined as changing a tire, changing a dead battery and filling of necessary liquids on a temporary basis.

Advertising/Signs – Only one “For Sale” sign no larger than six square feet may be displayed from the unit. All other signs require written Association approval. Requests should be made in writing through the management company.



Balconies, Patios and Meter/Furnace Rooms – Balconies and patios must look neat and clean in appearance and only furniture consistent with the use of the area may be kept in those areas. The Association Common Meter rooms are prohibited from any type of storage. The exterior furnace room is not for storage, particularly of flammable materials.

Charcoal grills are prohibited. Only gas or electric grills are allowed on patios and balconies.

Use of Common Elements – The Association boardwalk, decks, grills, gazebo, lawn, tennis court, pool and volleyball court are General Common Elements open for use and enjoyment by all Harbour Cove Co-owners and residents. Your use of the elements may be limited if you are in arrears to the Association. Storage of gas cans and containers on the boardwalk is prohibited without Association approval.

In the Bayview buildings, the hallways and laundry rooms are General Common Elements. Owners are expected to clean up after themselves and to keep the areas neat and clean. Storage of items in the common areas is prohibited. Posting in the hallways without permission or installing decorations without written permission is prohibited.

For Harbour Cove residents, installation of personal items on porches without written permission is prohibited.

Boat slips/docks are Limited Common Elements for the use of the assignees. You may not use or enter these areas without the assignees permission. Only the Association may enter these areas for maintenance purposes without permission.

Boat use and storage – The Association allows temporary storage of boats and trailers prior to and after the boating season. Trailers, boats on trailers and other watercraft cannot be stored onsite except in assigned boat storage areas.

Boats, personal watercraft, boat lifts and other similar large items cannot be launched or installed from Association property. Exceptions to this would be watercraft that can be carried by 1-2 people in a safe manner without damaging association property or inconveniencing other members and residents.

The Boating Rules and Regulations, Exhibit A of the By-Laws also apply.

Noise, Conduct and Behavior – Loud radio playing or outside gathering after reasonable hours is prohibited. This includes extended loitering in vehicles.

We ask that you try to think of your neighbors and act in a reasonable and neighborly manner in regards to noise and behavior. Disputes that cannot be resolved between neighbors should be brought to the Board through the management company so that they can be arbitrated by the Association. All Ypsilanti Township ordinances regarding noise and public nuisance shall apply.



Please respect the landscaping, plant life, wildlife and private property of the Association and its' members.

Violation Issues – It is recommended that you attempt to work with your neighbor before reporting any issues. Non-compliance with the Association's documents or rules and regulations are to be reported to the board via the Association's management agent. Issues that can be verified visually will be dealt with through the process outlined in the Association's by-laws. The Association does not take "anonymous" violations, particularly those that cannot be seen or noted. The reporting co-owner must be willing to attend a hearing on the matter if the alleged violating co-owner requests a hearing. Any co-owner accused of a violation must be afforded a hearing by the Association per the documents.

Violation issues unfortunately are often a lengthy process and require patience.

Payment of fees, late payment, fines and penalties – The Association has a late policy, which is included in the handbook under the Policies Section. Withholding of fees for maintenance issues or other issues is not allowed and will result in late fees and penalties. This includes holding monies in escrow.

The Association depends on timely payment to meet its obligations. Late fees and penalties are the method to encourage timely payments. Costs of collection are to be assessed to the unit the Association is collecting from. Only the Board of Directors may waive or remove any costs of collection.

Please also look at the Rules and Regulations, Exhibit B of the Bylaws as well.

We hope that this handbook can help you and enhance your living experience at Harbour Cove!