

AMENDMENT I

November 1, 2001

In an effort to maintain harmony within our community and still operate within the confines of the Master Deed and Association By-Laws, the Members of the Board of Directors have issued the attached policy outlining guidelines on landscaping and by-law restrictions and enforcement. The Association By-Laws as written and issued by the developer require the approval of all landscaping and structures. The Board of Directors realized that this represented a more restrictive approach than most members of the association felt was necessary.

Although we all strive to maintain a friendly and comfortable environment in the neighborhood, as homeowners a primary concern is protecting the investment in our homes. How best to achieve this while maintaining neighborhood harmony presented a challenge. It is clear that the opinions of homeowners in our community differ widely from totally disregarding the By-Laws to full enforcement. The Board of Directors worked with information collected by the By-Law Review Committee through surveys and meetings of homeowners. Although it is rarely possible to have full agreement of everyone in the community, the goal was to assure that overall the best interest of the association as a whole was considered. The Board also recognizes that at times enforcement of the Association By-Laws may become necessary, and as such the policy does include steps that will be taken for enforcement.

This policy is intended to simplify and clarify the Association By-Laws and maintain a harmonious neighborhood without excessive enforcement. This policy is effective immediately.

Board of Directors Policy

Guidelines on Landscaping and By-Law Restrictions and Enforcement

The original By-Laws as written require all landscaping and structures to be approved. This policy is intended to simplify and clarify landscaping and those items requiring approval of the Board of Directors of the Stratford Hills Condominium Association. It is not intended to replace Article VI of the Association By-Laws, and restrictions in this section will still apply. It is also important to note that all applicable Township, County and State ordinances and regulations must be followed. The intention is to make the approval process easy for everyone and maintain a harmonious, private residential area without excessive enforcement.

Each type of project may have different requirements; however, just because a project requires approval doesn't mean it can't be done. It is important to seek approval for projects to protect our neighborhood and investments and insure that Association By-Laws are followed. Variances from setback restrictions can be requested.

The approval process is not difficult, and is summarized in the following steps.

- 1) Complete a project review application form including a description of the project, a drawing when applicable and a sketch to show the location relative to lot lines and existing structures.
- 2) Notify your adjacent co-owners and obtain approval signatures when possible.
- 3) Submit the application and any additional documentation to any Board Member. If you wish to receive a copy for your records, please submit in duplicate.

- 1) Although the Board will make every effort to work with co-owners to complete approvals quickly, please allow 30 days for the approval process. Remember projects must be approved prior to work beginning.
- 2) Minimum requirements for some common projects are listed below.

Landscaping

Most general landscaping and planting will not require Board approval.

Planting of trees within 10 feet of an adjacent unit lot line or 20 feet of the edge of the roadway must be approved. All plantings within 20 feet of roadways must be maintained so as to allow a clear site distance of pedestrian and vehicular traffic on the roadways.

Any landscaping that changes the drainage or topography and any re-grading must be approved. Retaining walls are an example of a change to the drainage or topography and must be approved. It is the responsibility of the homeowner to assure proper construction.

Any permanent landscape structures such as gazebos, decks, patios, anything set in the ground or other structures as indicated in Section 6.2 of Article VI must be approved.

Recreational structures, such as play sets, shall not be constructed in the front yard and do not require approval; however, playhouses require approval.

Outbuildings, sheds and storage units

All outbuildings, sheds or storage units must be approved and shall not exceed 24 feet by 40 feet in size, shall be properly proportioned aesthetically and shall be sided and shingled to match the residence with a similar roof pitch. Outbuildings shall be placed properly on the unit with acceptable setbacks (at least 30 feet from the rear lot line and 10 feet from the side lot line) and all applicable permits. Copies of required permits must be submitted to the Board after approval and prior to construction.

Fences

All fencing must be approved. Chain link perimeter fences will not be approved. Stockade style (privacy fences) will not be approved for perimeter fencing. Stockade style or privacy fences may be constructed to shield garbage containers from view. Kennels are considered fencing and as such should be approved. Chain link kennels will be approved in the proper location, placed to create minimal disturbance to neighbors.

Pools

All pools must be constructed in the ground and be surrounded by a fence at least 4 feet high. Copies of required permits must be submitted to the Board and approval must be received from the Board prior to beginning construction.

Garbage

Garbage shall be properly concealed in a container. Garbage containers should be placed either alongside or concealed within a garage, or behind a fence or enclosure. Garbage containers should not be placed at the street for more than 48 hours.

Parking

The By-laws prohibit parking on the street at any time; however, the Board recognizes special occasions when temporary parking on the street is needed. Parking on common areas is prohibited. Parking on the street is prohibited during snow conditions.

Enforcement

It is not the intention of the Board of Directors to patrol the neighborhood or to attempt to strictly enforce the Association By-Laws. The Board will act on written complaints submitted by co-owners or violations brought forth by a Board Member. Co-owners are encouraged to use neighbor-to-neighbor communication first to resolve complaints. Complaints must be submitted in writing to the Board and must not be

anonymous. Complaints will be handled during closed session of the Board of Directors to assure discretion and prevent tension between neighbors. There will be a penalty for not submitting plans to the Board for approval prior to beginning a project.

The steps taken as enforcement are as follows:

- 1) The Board (the identity of the complainant can be protected) receives a written complaint, or a by-law violation (such as failure to submit plans to the Board for approval) is brought forth by a Board Member. The Board will act within 10 days of receiving the complaint whenever possible.
- 2) A verbal warning is issued from the Board either by a visit or a call. Corrective action must be initiated within 10 days.
- 3) A written letter is sent from the Board either acknowledging resolution of the situation or restating the complaint if it has not been corrected.
- 4) Ten days after the letter fines will be assessed for any non-resolved complaints. Fines will continue to accrue until the situation is resolved. Fines will be assessed at the rate of \$50 per month until the violation is resolved. The same violation occurring within one year will be a repeat violation and could be assessed a fine immediately.
- 5) Collection of any assessed fines may be by placement of a lien if not paid in a timely manner. Should a lien be required, any costs for filing will also be recovered. Collection policy
 - 1) Letter from the Association
 - 2) Letter from Association Attorney
 - 3) Lien on the unit