

Springcreek Manor Condominium Association

Rules & Regulations Appendices A and B

Appendix A

Standards

- Cedar Siding Care Standards
- Chimney Standards
- Courtyard Design Options (3)
- Impervious Coverage
- Matching Materials Standards
- Outside Lighting and Holiday Decorations
- Trash Bins and Utility Services Equipment Placement

Forms

- Property Change Request ¹
- Structural Changes ¹

Guides / Quick References

- Limited Common Declaration Plan by Building
- Resale Process (Unit Owner)
- Snow-Ice Removal Policy

Appendix B

Unit-Specific Features

¹ Please use this form to make copies for personal needs.

Springcreek Manor Condominium Association
Rules and Regulations
Cedar Siding Care Standards

To preserve the new cedar siding, items that can be hung from / on the siding are limited to the following:

1. Flag holder at the garage: SIZE OF BRACKET – no longer than 5 inches; to be placed to the right of the garage light or an alternative is the garage door trim.
2. Security systems – any new pads will need to be placed on the inner sider of the garage door trim after submitting a request and receiving approval to install.
3. Standard condo light fixture at front door (same model at all units).
4. Door bells at current locations.
5. Mature size of plants must be 1 ½ - 2 ft. from the siding (and brick).
6. House numbers other than the ones placed at the garage by the association are not allowed. If the unit owner would like numbers by the front door, the association will provide coordinating numbers at the unit owner's cost.

Nothing else may be place on the cedar siding. Nothing is to be nailed into it or otherwise placed on or against it.

Springcreek Manor Condominium Association
 Rules and Regulations
Cedar Siding Matching Materials Standard



Evergreen Fast Facts

- 50 year warranty on the glued structure of the wood against delamination
- The advantage of an "Engineered Product" is the finger joint and edge glue (and soon to be available face glue). The wood holds all of the superior durability characteristics of WRC and has the additional additives of staying straight and flat allows little or no warp in the units prior to installation.
- It is naturally resistant to moisture and decay which make it the ideal choice for structures that are exposed to sunlight, rain and snow and sustain temperature fluctuations. Properly finished, Western Red Cedar will last for decades, even in harsh environments.
- Available in pre primed encapsulated (all 6 sides are painted) finishes. TFP uses a high quality oil based primer as its first coat. TFP uses both PPG and or Sherwin Williams specifically developed for Machine prime application. Applied at a rate of 6 wet mils to the 6 sides and allowed to naturally cure for 12- 24 hours we ensure a smooth consistent and durable base coat for the product. This oil coat Tannin blocker is currently the best available if properly applied and maintained. TFP adds a second coat of paint of PPG latex machine topcoat at 4 wet mills giving the wood a durable harder shell to enhance the storage and installed appearance of the wood.
- The even grain and relatively consistent density make Western Red Cedar less likely to cup, swell, warp or twist.
- It retains a distinguished appearance that lends a mark of quality to any project
- Non resinous and will not bleed pitch
- Light weight
- Western Red Cedar is a sustainable resource
- This engineered product provides greater stability than a solid in the same application
- Available in both a clear and knotty products
- Prime Lengths, 16' and 20' which means fewer trim backs for the contractor
- Readily available in all patterns, all widths and thicknesses up to 2"
- Easy inventory to store and maintain
- Evergreen siding and trim provides homes with character and distinction. Properly installed and finished, evergreen will provide years of low maintenance performance

Springcreek Manor Condominium Association
Rules and Regulations
Chimney Standards

General

The chimney is a Unit Element. The cost to maintain or replace it is borne by the unit owner. However, its appearance and maintenance are subject to oversight by the condominium association.

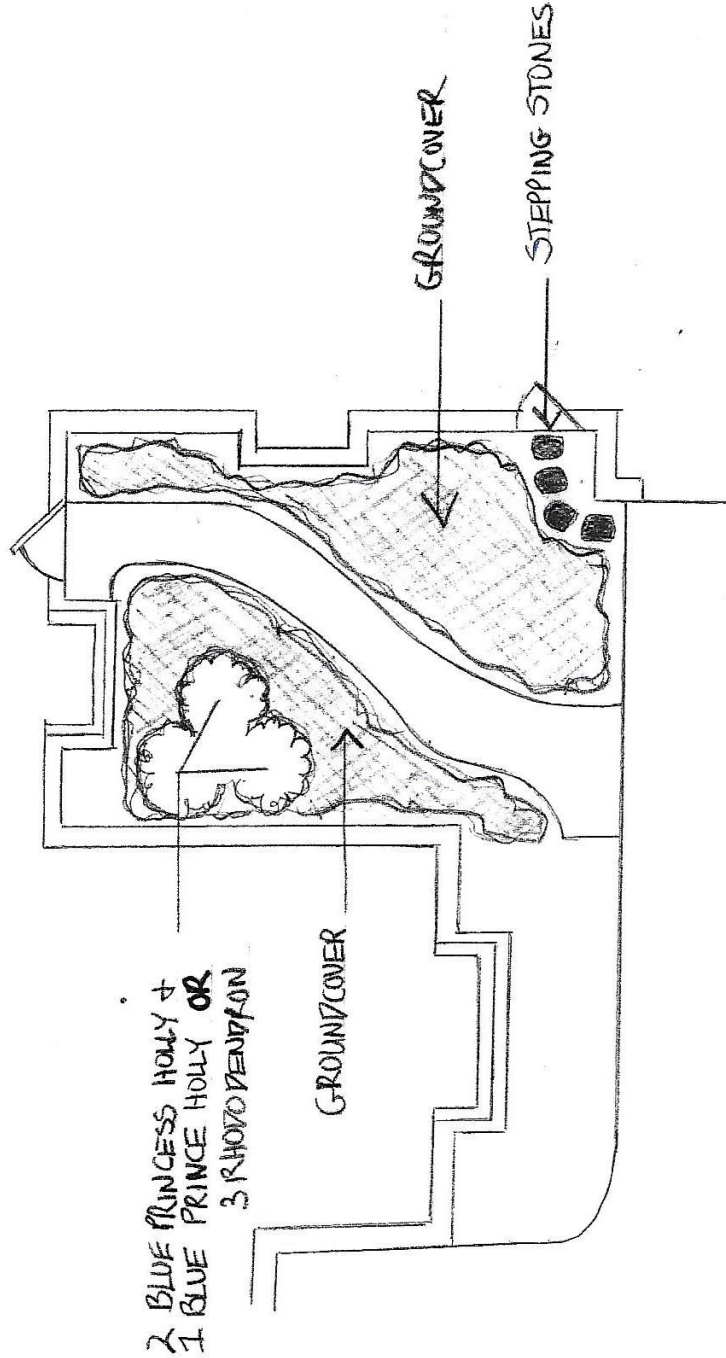
- Chimney workmanship must meet construction codes and other nationally accepted standards. The quality must match or exceed that of the original chimney.
- The chimney must be maintained in such a way that it poses no fire or other safety hazard. It must be maintained so it poses no risk to any Common Element such as to the gutters and roof. The unit owner may need to certify such in writing.
- Repairs required for a chimney must be performed whether or not the owner uses the chimney or uses it other than as a wood-burning chimney.
- The accepted list of contractors who can perform work must be used by the unit owner when work is required. The list will be reviewed and updated periodically.
- Notify the condominium board when substantial work is planned and submit a copy of the actual repair work performed to the board. (See Rule & Regulation R-1.)
- Coordinate chimney flashing maintenance and repair with the board to the extent it may affect the roof.
- Biannual inspection and cleaning are required to insure operational safety standards of working chimneys. (See Rule & Regulation R-12.)
- It is recommended to protect the chimney brick with a water repellent application from time to time. It helps reduce its deterioration.
- The exterior chimney structure will be inspected professionally every few years or as needed. The unit owner will be advised of any necessary repair.
- Variances to the standard require advance approval by the board.

Springcreek Manor Condominium Association
Rules and Regulations
Chimney Standards

Features and uniformity

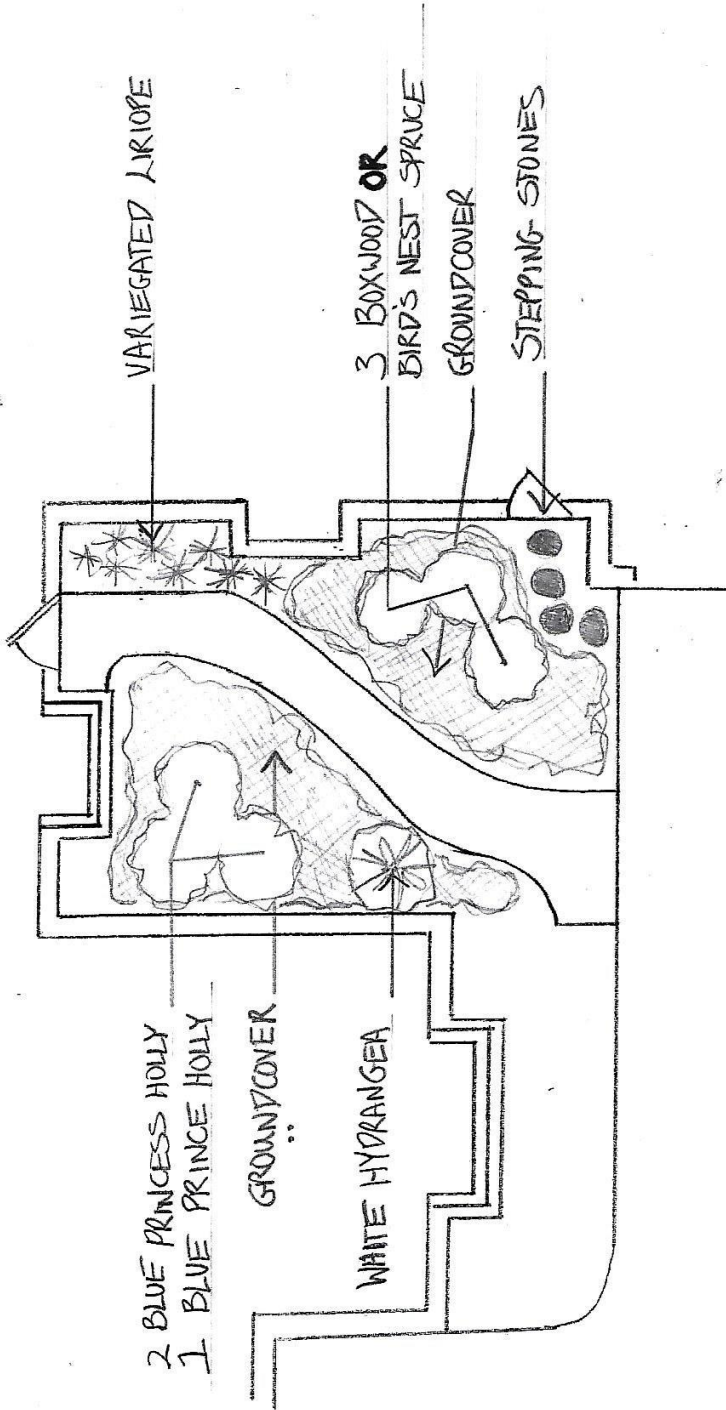
The essential parts of the chimney include the brick, the mortar, the crown, and flow cap ("hat"). They must be uniform throughout the complex as described:

- The chimney style must match the original in shape and design.
- Brick must be the best match to any remaining original chimney brick, or if being rebuilt entirely, to the building brick façade. See Matching Materials in this appendix for details.
 - Existing non-conforming brick must be replaced with the correct standard the next time rebuild or repair is necessary. If this creates a marked difference in appearance due to a mixture of brick types, get board approval on what brick to use before going any further.
- Mortar color must be the best match to the original mortar color such as found on remains of the original chimney or the building façade (for example, not red mortar used in subsequent repairs).
 - Non-conforming mortar color used to accomplish repairs after the units originally were built must be replaced the next time repair is required.
- Mortar caulking material on the mortar and brick is not allowed. Any special situation that may require its temporary use first must be approved by the board.
- Any cement/mortar top on a chimney must be replaced with a concrete crown that has a drip edge the next time replacement is required. Contact the board for further guidance and reference such crowns already in place on other chimneys.
- The chimney flow cap, or "hat" that sits over the flue must be stainless steel. It fits the perimeter dimensions of the chimney. Any current deviations are grandfathered until their replacement is necessary. Contact the board regarding the need for any variance.
- Broken bricks require replacement. This preserves appearance and maintains the integrity of Common Elements.



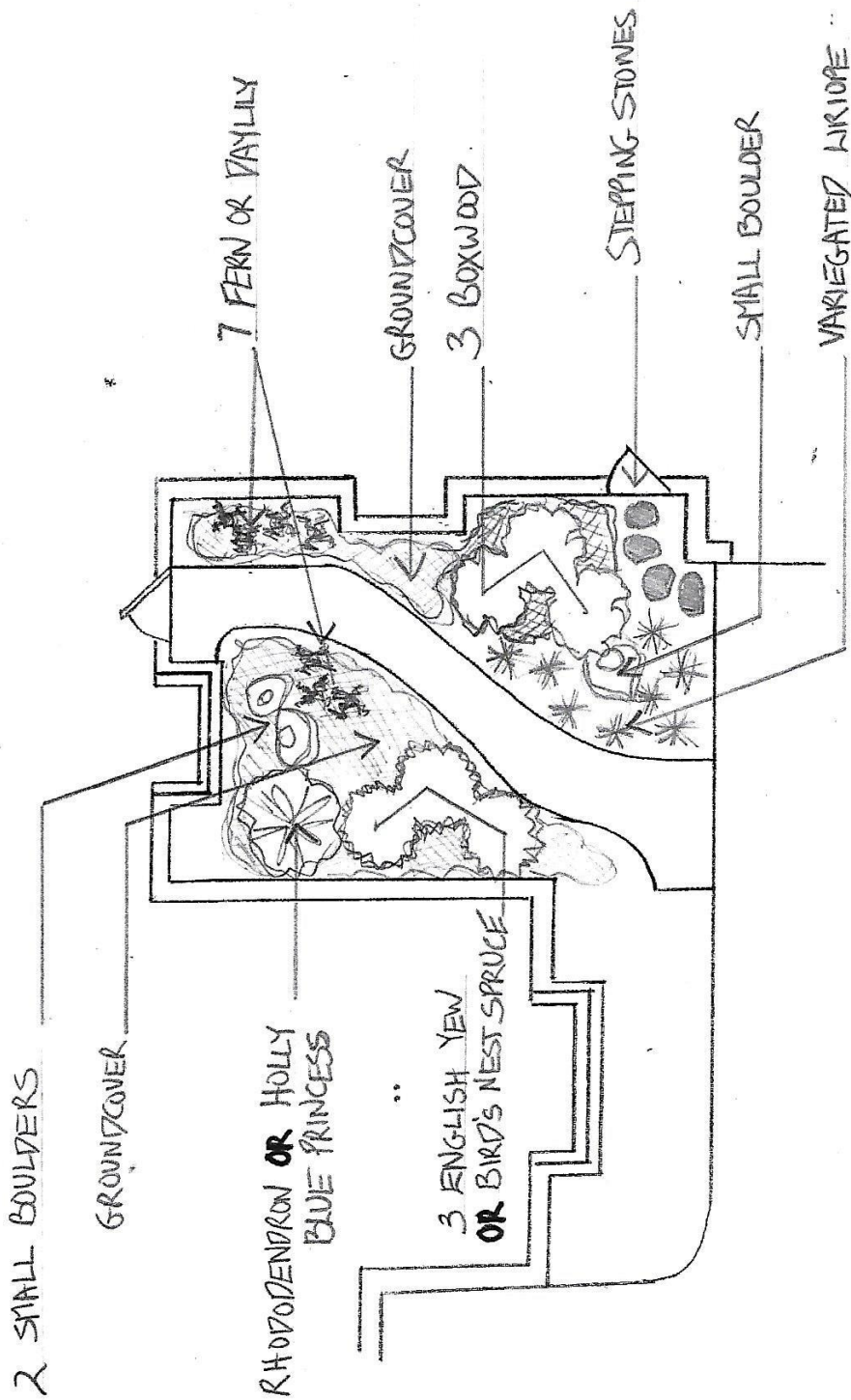
SPRINGCREEK MANOR
STONY BRIDGE LANDSCAPING
SCALE: 1"=8'-0" DATE: SEPT. 2018





SPRINGCREEK MANOR
STONY BRIDGE LANDSCAPING
SCALE: 1/4" = 8'-0" DATE: SEPT. 2018

2.



SPRINGCREEK MANOR
 STONY BRIDGE LANDSCAPING
 SCALE: 1"=8'-0" DATE: SEPT. 2018

3.

Springcreek Manor Condominium Association
Rules and Regulations

Impervious Coverage and Patio Planning *

- All changes to Limited Common – aka LC – require approval by the association. Use a property change request.
- If proposed new patio is a replacement in the footprint of the former patio, no township permit is required.
- Township guideline for projects that require a storm water study is an increase to impervious coverage of (a) 5% or more or (b) 1000 sqft or more, whichever criterion reached first.
- Current impervious coverage per unit will vary and is determined from our master plans. The association or township will need to assist in calculating your unit's baseline impervious coverage.
- The township will provide further information on what qualifies as impervious.
- The maximum size patio in the condo complex is limited to 320 sqft. To install that size now most likely would require a storm water study. Also, conditions specific to a unit may require the patio size to be less than the maximum limit.
- Consistent with the design of the buildings and existing patios, with one exception, patios are rectangular or square vs. circular. Rounded corners and other rounded sides are acceptable.
- Any necessary township approval is required before the association completes their internal project review process.
- The same guidelines also apply to the modification of any element that affects impervious coverage.
- See Declaration for amount of LC behind and in front of a unit. A copy also can be found in Appendix A under Guides.

* Note: Township information as of 2017.

Springcreek Manor Condominium Association

RULES & REGULATIONS

Matching Materials Standards

- Windows that must be used (added Aug 2015):
 - Only clear glass
 - PELLA - Architect Series Casement windows: Color - White
 - OR
 - MARVIN - Ultimate Series Casement: Color - Stone White

- Brick chimneys (added Aug 2015)
 - Glenn-Gery Brick: Old Harvard Smooth, modular

- Storm doors (added May 2016)
 - Mid-view door (covers 18" from bottom)
 - Comes with retractable screen
 - Door color – White
 - Glass – Clear
 - Handles – White, Aged Bronze or Antique Brass
 - Brands:
 - LARSON – Model 830-80
 - OR
 - PELLA – Model 3925

- Mulch (added December 2013)
 - Premium natural bark mulch (no dyed mulch)
 - Mulch must be 2 inches below siding
 - Owners required to mulch every odd-numbered year

- Cedar siding at enclosures (added October 2018)
 - Must match cedar at window boxes and entry
 - "Engineered" western red cedar product by TFP (see Evergreen fact sheet)
 - Tongue & Groove (T&G) 8" width (about 6.8-7" installed width); small V-joint between installed panels
 - Quality: Clear, Grade A, smooth finish
 - Paint color must match rest of unit: contact board for color information

Springcreek Manor Condominium Association
Rules and Regulations

Holiday Decorations Standards

Nothing is to be nailed to or hung from the siding or from the building. In addition, nothing is to be touching the cedar siding.

Inflatable holiday decorations are not permitted.

Only warm / soft white lights may be used to decorate your limited common area. They should not be hung from gutters. No LED lights.

Flickering lights or laser lights / shows are not to be used. If holiday decorations affect a neighbor's windows, please turn them off by midnight.

Christmas holiday decorations may be displayed on or after December 1 and taken down no later than January 15.

Last revision: December 1, 2018

Adopted: November 15, 2016

Outdoor Lighting Standards

Only light bulbs that emit WARM white light are permitted. There are many new energy saving bulbs on the market. If you use LED lighting, select one that emits WARM light. These bulbs can be purchased at places such as Yale Electric but at the time this standard is written, not available at Lowes or Home Depot.

If you wish to install low, walkway lighting, first obtain approval from the board. The equipment must be maintained in good condition.

All walkway lighting also needs to emit light from the WARM white spectrum.

Refrain from leaving flood lights on indefinitely. Their purpose is supplemental light and usage should be temporary. Due to the amount of light and intensity, it can be very disruptive to neighbors.

Last revision: December 1, 2018

Effective: February 1, 2014

Springcreek Manor Condominium Association
Rules and Regulations

Trash Bins

Garbage and recycling containers may be put out after 5 PM on the day prior to garbage and recycling collection.

Empty containers should be taken back in by 6 PM the day of garbage and recycling collection.

If you will be away, please find a good neighbor who will help you both with garbage and newspapers either by putting them away or at least placing them at an inconspicuous location. Both items are indicators that you are away and encourage break-ins / thefts.

Adopted: December 6, 2017

Utility Services

A unit owner who wishes to change communication carrier (Verizon / Comcast) needs to notify the board in advance.

Communication boxes must be inside the building and are not permitted on the exterior. The unit owner is responsible for the cost to restore any common element damaged by the installation.

Heat pump placement / replacement also requires advance review and approval by the board (see R-13).

Adopted: November 28, 2018

Springcreek Manor Condominium Association
Request for Property Change

This FORM must be completed (both sides) and approved before any work begins on your Unit.

SECTION 1 -- UNIT OWNER COMPLETES

Date: _____

Owner: _____ Unit # _____

Telephone #: _____

Describe Change: (Use separate sheet if required)

Sketch or Plan Drawing: (Attach if appropriate)

List here and attach copies of applicable building permits and professional certifications:

Owner's Signature: _____ Date: _____

*Neighbor's Notification: (1) _____ Date: _____

*Neighbor's Notification: (2) _____ Date: _____

**Requires the signature of neighbors on both sides, except for end units # 1 and 21*

Springcreek Manor Condominium Association
Request for Property Change

RESPONSE TO REQUEST

SECTION 2 – PROPERTY DIRECTOR AND BOARD REVIEW

Date: _____

Owner: _____ Unit # _____

Project: _____

Approved: _____ NOT Approved: _____

More Information Required: Yes ___ No ___

Comments:

Signed: _____

Property Director

Project ID: _____

Executive Board Approval: (Three Required, one must be Property Director)

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

Springcreek Manor Condominium Association
Request for Property Change

INSTRUCTIONS

Purpose:

Provide a form to communicate requests for changes to a unit's property, both interior and exterior.
The intent is:

1. To ensure, as much as possible, that the structural integrity is maintained of both the individual unit and the building in which the unit is located.
2. To ensure that structural and liability insurance purchased by the Springcreek Manor Condominium Association is adequate.
3. To maintain a consistent, high-quality appearance of the Springcreek Manor condominiums.
4. To ensure that all parties affected by any changes will be satisfied that the integrity and appearance of the complex is being maintained.

Attached to this form should be a copy of any descriptions, drawings, sketches, diagrams, building permits, professional certifications, etc. that relate to, and describe, the requested changes. Written certifications from professionals will be appropriate if there is a major concern about building or property integrity.

In addition, the Executive Board may request a tour of the unit to review the areas that will be impacted by the requested change.

When Used:

For any changes, either interior or exterior, to a unit:

Exterior:

1. Landscaping - additions or removal of permanent items, such as propane tanks, heat pumps, air conditioning units, trees, shrubs, ornaments, ground cover, etc.
2. Modifications to the exterior of the unit, such as windows, doors, porches, patios, decks, roof, heating/cooling equipment, etc. that would change the exterior appearance of the building.

Interior:

1. Any changes, including roof, rafters, supporting walls, ceilings, and supports, which could have structural impact and possibly impair the integrity of a unit or the entire building in which a unit is located.
2. Any changes which could impact the insurance coverage purchased by the Springcreek Manor Condominium Association.

Springcreek Manor Condominium Association
Request for Property Change

Process:

1. Unit owner complete Section 1 of the attached form entitled "Request for Property Change", describing the change in both words and sketches, as appropriate, and obtaining the signatures of neighbors, and forward to the Springcreek Manor Condominium Association Executive Board President. The request will be returned with no action if neighbors have not been contacted.
2. Section 2 is completed by the Property Director and Executive Board. Upon receipt from the unit owner, the President will forward the change request to the Property Director for initial review and recommendations.
3. The Property Director will return the reviewed request form to the Executive Board.
4. Executive Board then will complete the review and forward a response to the unit owner.
5. Some changes may be subject to structural change evaluation by an approved engineer at the unit owner's cost.
6. Please allow 4 weeks to process your request. Be aware that changes requiring external review and subject to external regulation could take longer.

Springcreek Manor Condominium Association
Standards for Changes to Structural Elements

1. Request for Property Change Form
 - a. Attach to this form a copy of any descriptions, drawings, sketches, diagrams, building permits, professional certifications, etc. that relate to, and describe, the requested changes.
 - b. Written certifications from professionals will be appropriate if there is a major concern about building or property integrity.
 - c. Members of the Property Maintenance Committee and the Executive Board may request a tour of the unit to review the areas that will be impacted by the requested change.

2. Removal of walls that will affect the structural integrity of the building:

If there is removal of walls, the Association will engage a structural engineer to sign off on the project. This will be at owner's expense. The modified structure will be at least as sound as it was prior to alteration.

3. Contractor
 - a. Provide evidence of insurance coverage and worker's comp.
 - b. Provide full name, address, years of business, business license and expiration.
 - c. Provide two written references of the comparable work with other people.
 - d. Building permits are required prior to construction start. Final proof of inspection and approval from the township is required upon completion. All codes must be met.
 - e. If dumpsters are used, how long will the dumpsters, which are to be out of the way, be on the property?
 - f. Provide an estimate of the start and finish date of the project.
 - g. The work vehicles must not hinder access in and out of the neighbor's unit.
 - h. Anything that affects the outside of the building needs to be included on the forms.
 - i. No work before 7 AM.
 - j. Storage of materials and supplies must not be in the neighbor's way.
 - k. No washing out of paint, etc. on Common.

4. Give notice to the Association and to your immediate neighbors when the work is to commence.

5. If approved, the approval is limited to the alteration described in the plans and specs submitted by the unit owner, and must be performed by the builder designated on the submittal. The Executive Board will revoke the approval if a change is made in the contractor and/or there is a departure from the approved plans and specs.

6. The owner assumes responsibility for any damages resulting from the alteration.

7. The owner must restore Common property to the original condition or better at the end of the work authorized by this Property Change approval.

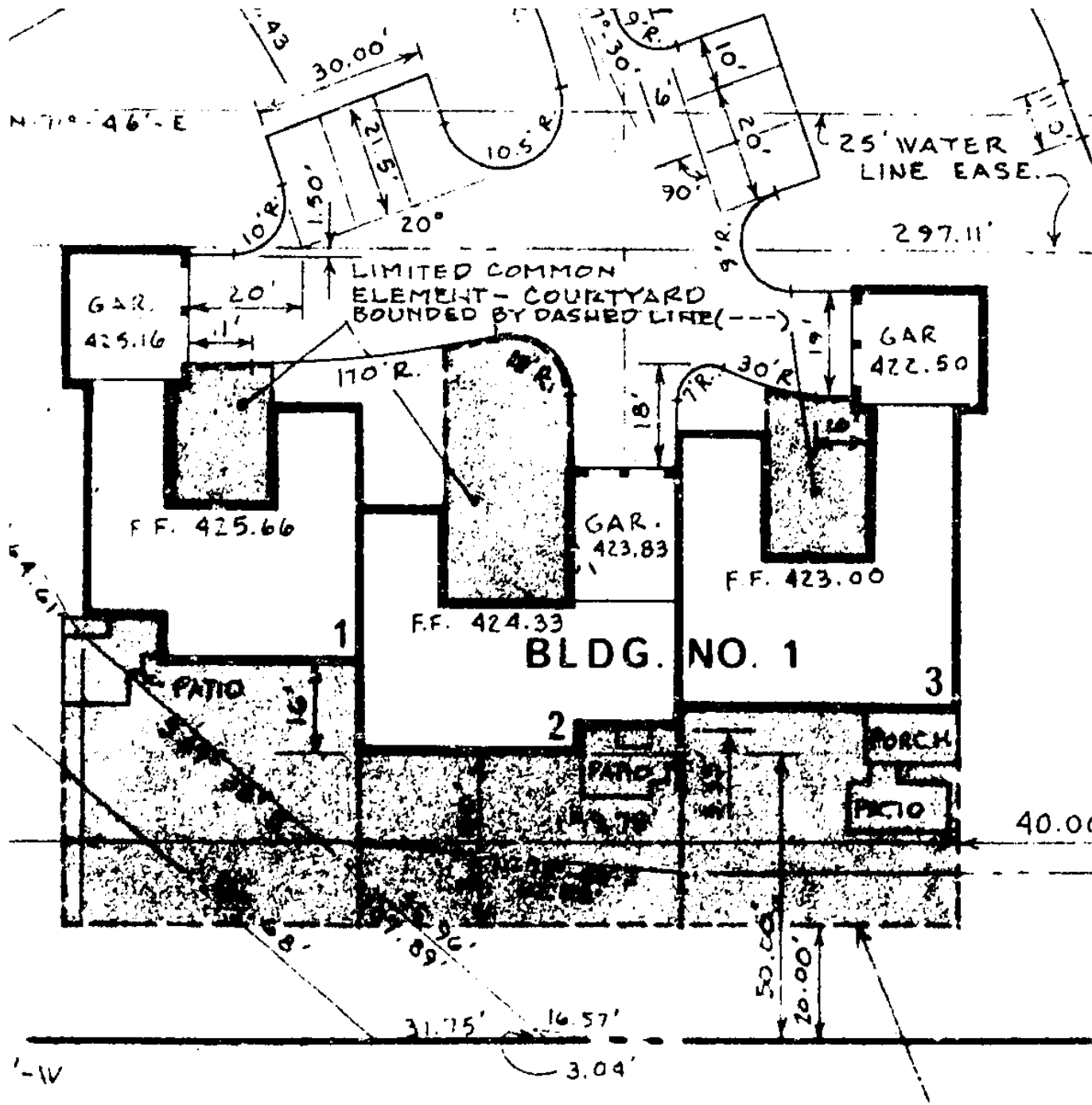
Signature of Unit Owner (s) and

Unit Number _____

Springcreek Manor Condominium Association
Limited Common by Unit

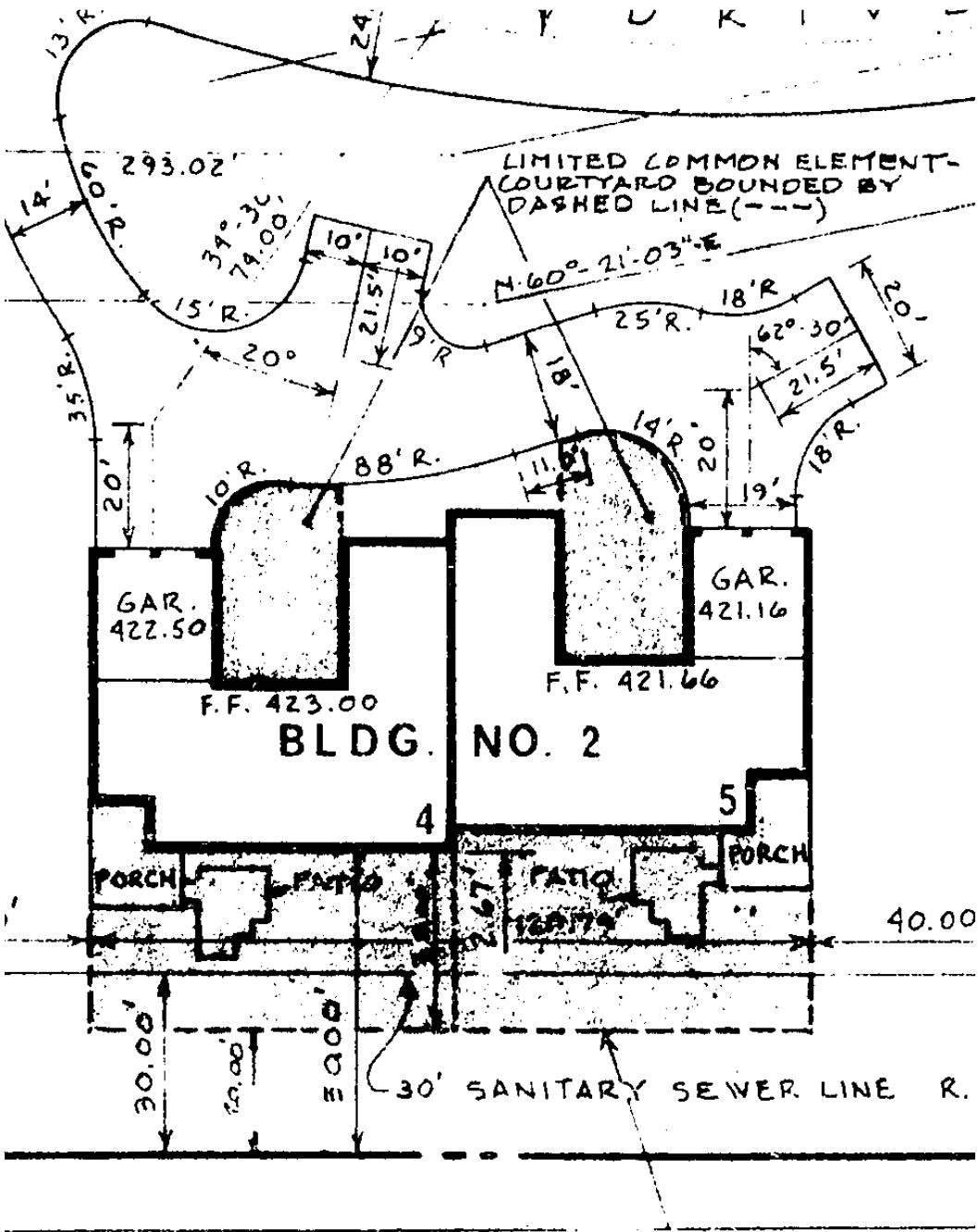
Building 1: Units 1, 2, 3

(Courtyards outlined by dashed line; Rear limited 30 feet from brick face)



Springcreek Manor Condominium Association
Limited Common by Unit

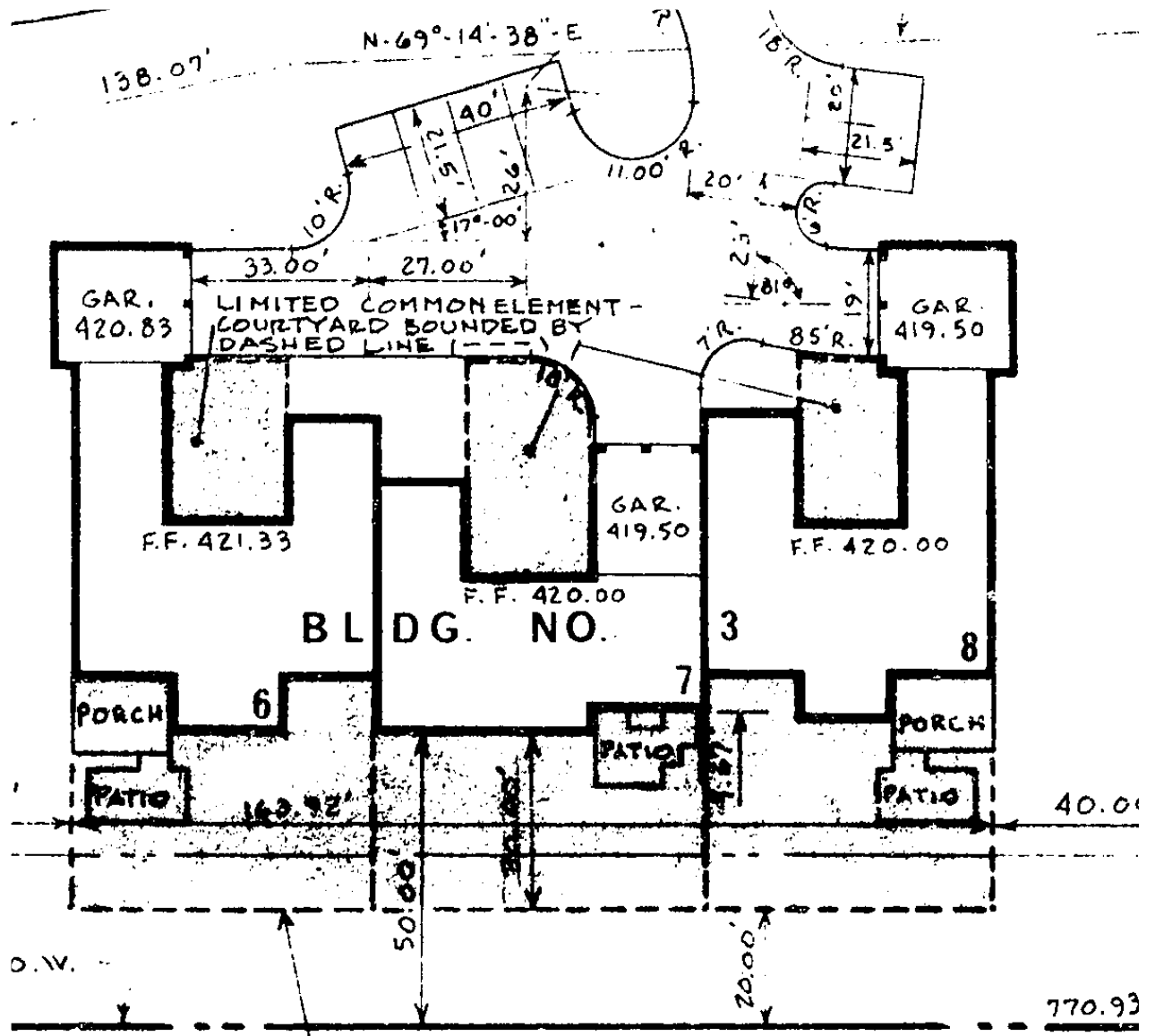
Building 2: Units 4, 5
(Courtyards outlined by dashed line; Rear limited 30 feet from brick face)



Springcreek Manor Condominium Association
Limited Common by Unit

Building 3: Units 6, 7, 8

(Courtyards outlined by dashed line; Rear limited 30 feet from brick face)

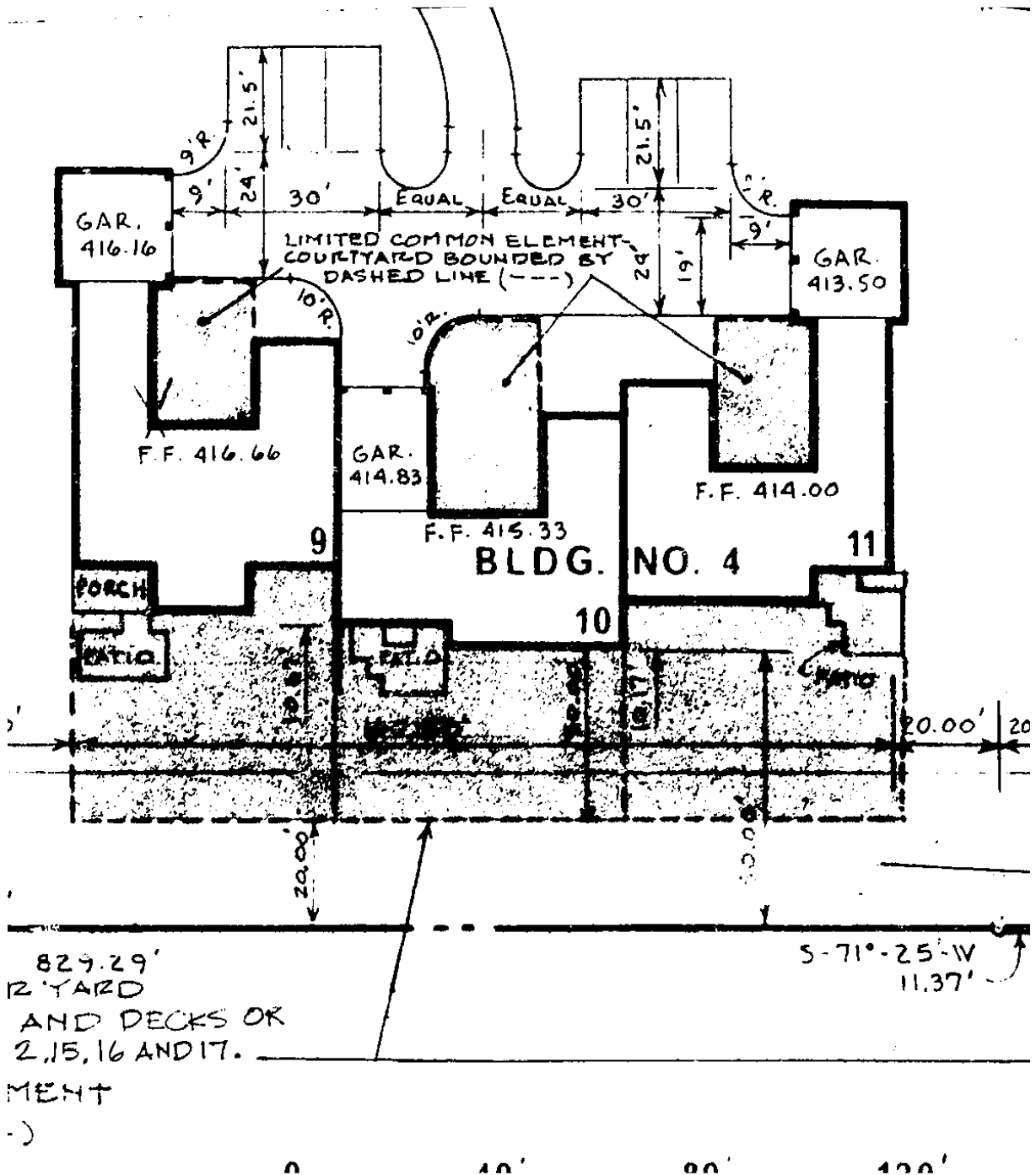


LIMITED COMMON ELEMENT - REAR INCLUDING PATIO FOR EACH UNIT, PORCHES FOR UNITS 3, 4, 5, 6, 8, 9, REAR YARD LIMITED COMMON ELEMENT SHOWN AS DASHED LINE (- - - -)

Springcreek Manor Condominium Association
Limited Common by Unit

Building 4: Units 9, 10, 11

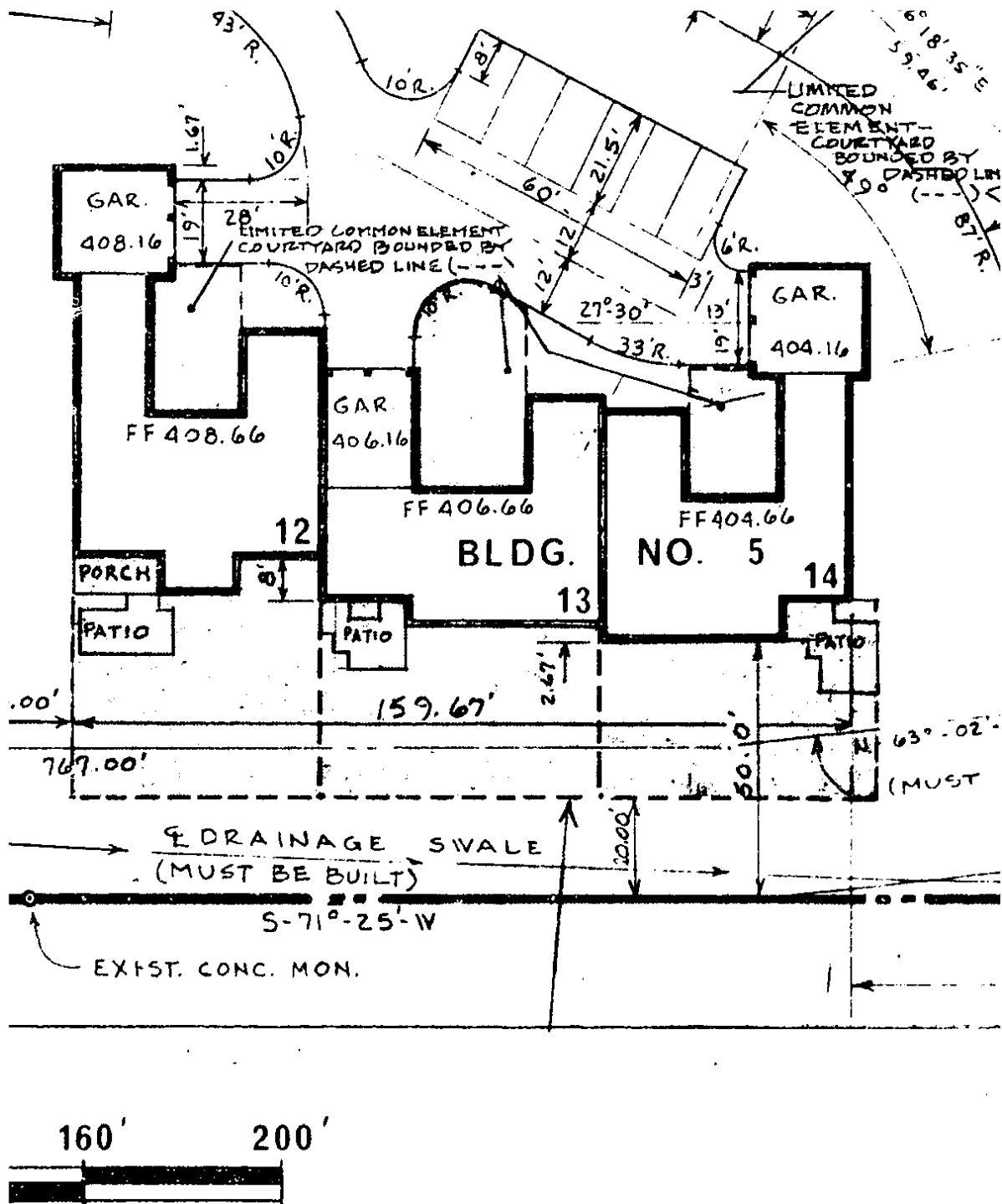
(Courtyards outlined by dashed line; Rear limited 30 feet from brick face)



Springcreek Manor Condominium Association Limited Common by Unit

Building 5: Units 12, 13, 14

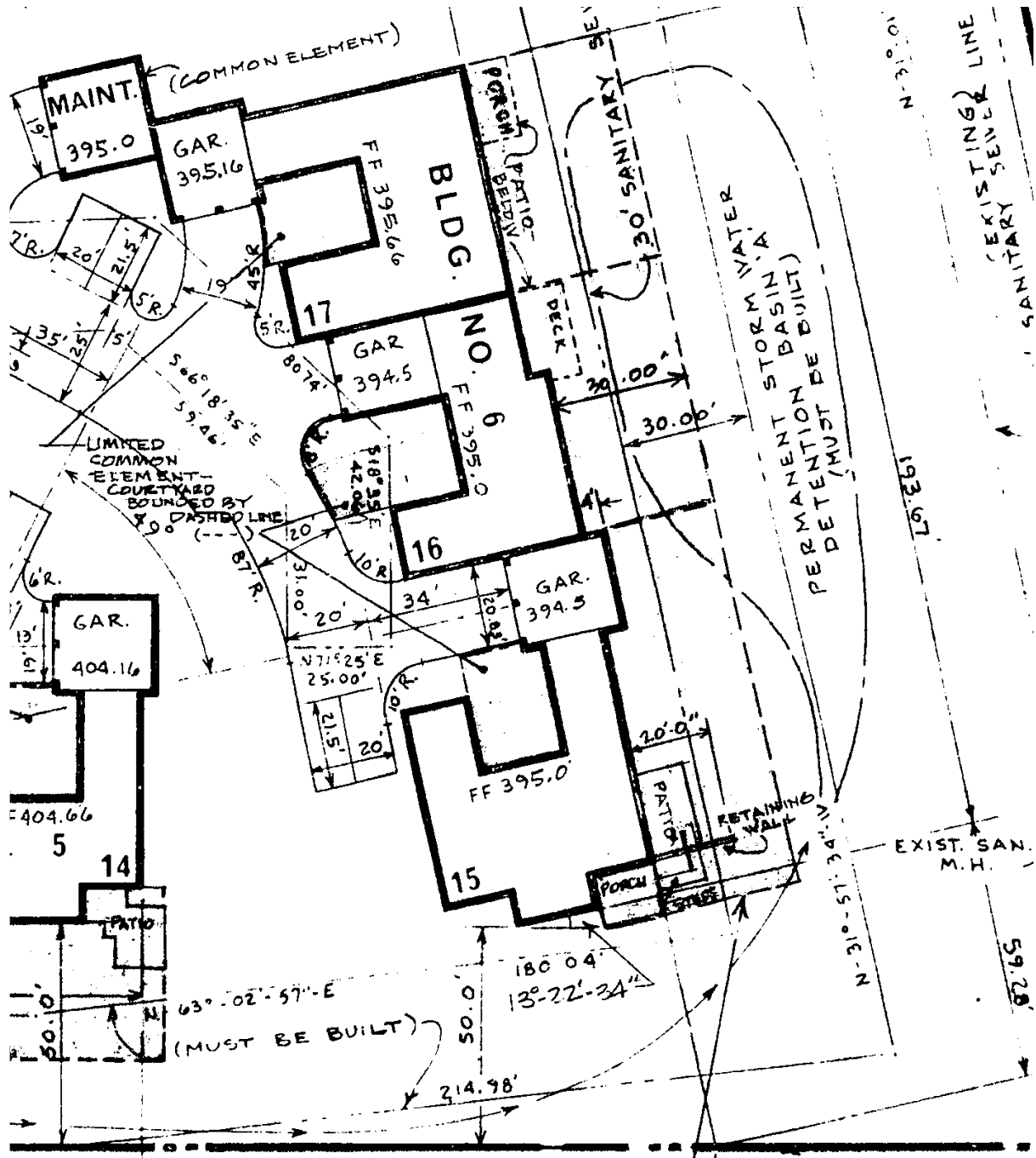
(Courtyards outlined by dashed line; Rear limited 30 feet from brick face)



Springcreek Manor Condominium Association
Limited Common by Unit

Building 6: Units 15, 16, 17

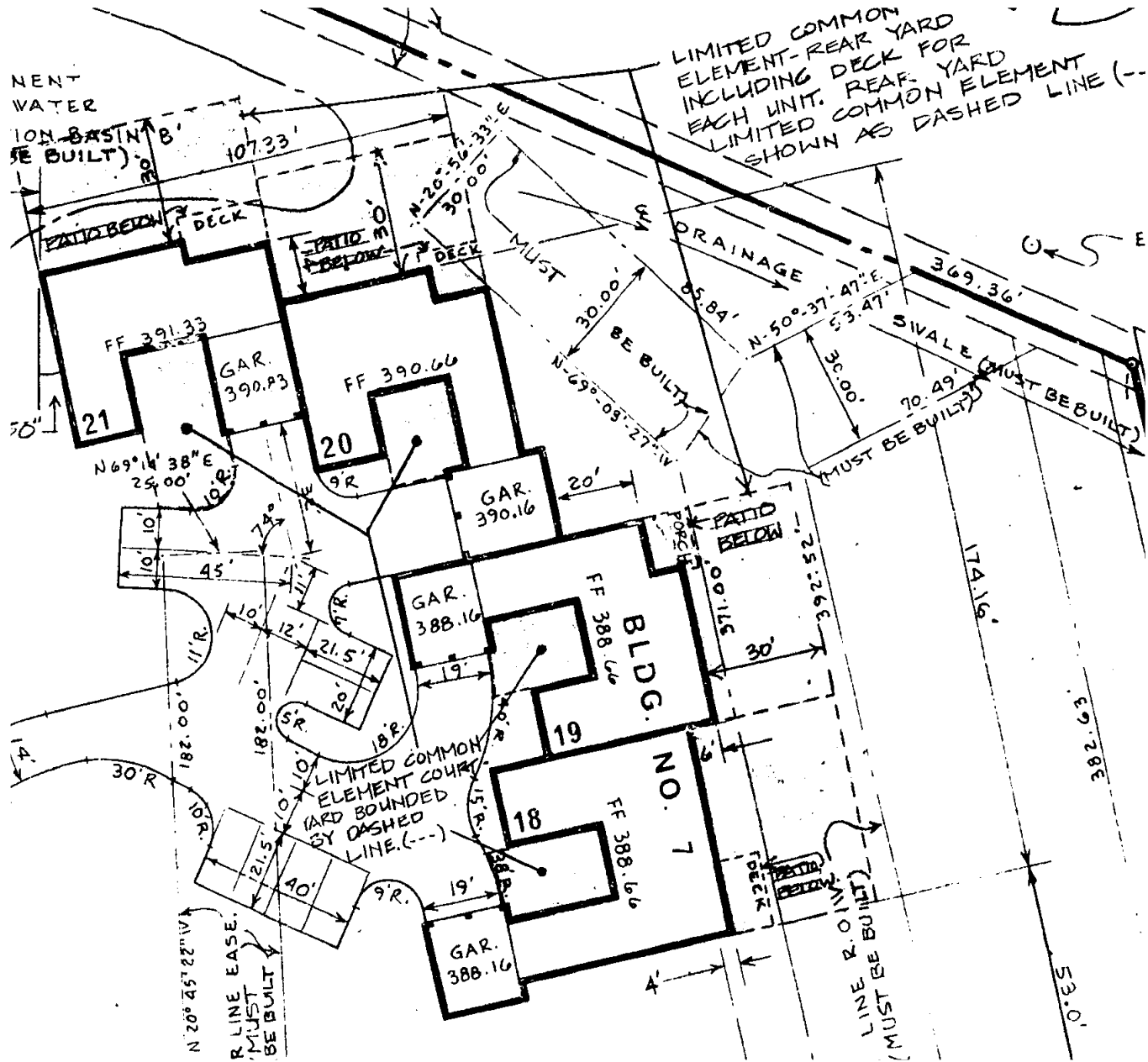
(Courtyards outlined by dashed line; Rear limited 30 feet from brick face; Unit 15 exception: creek side is 30 ft. out and field side around porch as marked)



Springcreek Manor Condominium Association
Limited Common by Unit

Building 7: Units 18, 19, 20, 21

(Courtyards outlined by dashed line; Rear limited 30 feet from brick face)



Springcreek Manor Condominium Association

Unit Owner's Guide to Resale

The Unit Owner who decides to sell will need to meet stipulations of the Association. If you anticipate a fast sale, the sooner the Association Board is informed, the more quickly it likely is able to respond. This general guide is offered to expedite the process.

1. The condominium documents require signed, written requests in most cases. Requests should be directed to the Secretary or President unless the Board tells you otherwise. If needed, arrangements can be made that the Owner scan the signed written request and email it to the Association.
2. The condominium documents require that the Owner first offer the unit to the Association (see Declaration 13 (C)(1-3), Right of First Refusal). The Declaration specifies the request be made in writing. The section explains what response deadline the Association must meet and other details.

The Association usually responds promptly because it so far has declined the purchase of a unit (also see Bylaw 6.05 regarding Association unit purchase).

3. Any "For Sale" sign first requires coordination with the Property Director to determine acceptable placement. (See Rules and Regulations, R-3, "Temporary 'For Sale' signs")
4. Once you have a buyer, your agent likely will tell you to request a Resale Certificate from the Association (statute 3407 of the Uniform Condominium Act of 1980). The Board must provide the certificate within 10 days of the Owner's request. The Association requires that the request is written.

The Association will perform an external inspection of the unit in order to complete the Resale Certificate.

5. The Buyer's loan officer or their underwriter may require that the Association complete a questionnaire. If the agents require that the Association is contacted directly, please ask the buyer to supply the name of the company that will contact us and an idea of when so we know the person is making a legitimate inquiry. We also can arrange that the loan officer's request is emailed to us.
6. Please insure that your buyer and realtor understand that in general, requests must come through the Owner. We will not respond to the buyer or realtor directly (legal considerations).

Also, this procedure helps to organize and streamline the process because it minimizes multiple people making multiple requests, often times for the same thing.

7. The resale documents charge from the unit owner is \$100.00, payable in advance (revised Rules & Regulations, R-17, "Resale Documents and Fees"). The Association charge is independent of sale.
8. An initiation fee of \$500 is due to the association from the buyer by the closing date. Any advance payment will be held until the sale is final.
9. The buyer needs to contact the Board about moving van arrangements: very large vans can't be accommodated. Damage to the property is the responsibility of the unit owner (see Declaration 12 (C)(iv), Maintenance & Repair, Unit Owner Responsibilities and Declaration 5 (B) Common Elements, Use).

Springcreek Manor Condominium Association

Rules and Regulations

Snow – Ice Removal Policy

1. Walkways to the front doors and macadam areas around mailboxes will be shoveled, as soon as practical, if the depth of snow is more than 1 (one) inch.
2. Snow will be plowed from the street and driveways at or near the conclusion of a storm. Unit heat pumps will be cleared if snow is 10 inches or more.
3. Chemicals* for melting snow and ice will be applied at the completion of plowing, as necessary, so that driveways, macadam areas around mailboxes and walkways can be navigated without concern for falling.
4. In response to an ice storm, chemicals* will be applied to the street, driveways and walkways at the conclusion of the storm.
5. If the ice or snow removal on the courtyard walkways or driveways immediately adjacent to a resident's unit does not meet their expectations, the resident may apply additional chemicals*.
6. Sidewalks along the street will NOT be cleared of either ice or snow.

* Chemicals should be materials that cause little or no damage to the environment.