

**NORTH POINTE
HOMEOWNERS ASSOCIATION
POLICY HANDBOOK**

ARCHITECTURAL CHANGES

ARCHITECTURAL CHANGE REQUEST

All changes, additions or alternations to the exterior of a home (including, but not limited to, those listed below) or lot must be approved in writing by the ARC Committee. Request forms must be completed by the homeowner prior to any work beginning. Forms are available from a Board member, Management company, or in the newsletter.

ITEM	POLICY	REFERENCE
FLOOD LIGHTS	Not permitted according to covenants; however, decided to allow for security reasons, with certain restrictions on placement so as not to be an annoyance to neighbors.	BOD min. 10-17-94
	Wattage of each halogen bulb must be 530 lumens (or 45 watts) or less. Lights must be positioned in a downward direction as to limit shining on neighboring property.	BOD min 12-4-97
EXTERIOR COLOR CODE	Homeowners must submit color chart/sample when altering the exterior color scheme from the original Phillips colors.	BOD min. 10-17-94
	Color selection of deep, dark muted greens, maroons, and blues (avoiding bright colors) and the use of vinyl siding colors.	BOD min. 4-17-95
	It is stressed that approval is based on the "color" submitted. Variations in color which occur due to quality of paint, surface to be painted, etc. may result in non-compliance.	BOD min. 4-24-97
STORAGE SHEDS	Must match house with same siding and roofing; wood-style same as fence.	BOD min. 4-17-95
	Maximum size 10 ft x 10 ft, no higher than fence level, no aluminum or metal sheds - wood frame and/or vinyl - same color as house only; roofing must match house color and all sides adjacent to neighboring lots must be properly maintained.	BOD min. 11-27-95
	Exception made to height of fence rule to allow slightly over fence due to placement of shed, placed on front fence line, hidden from street by tree.	ACR/BOD min. 3-25-96
FENCES	Shall be relatively consistent with the Phase I (i.e., wooden privacy).	ACR/BOD min. 6-6-95
	Fences shall be built on property lines to avoid dead space between neighboring fences (excluding those fences which have already been installed with approval), unless drainage prohibits.	BOD min. 4-24-97

ITEM	POLICY	REFERENCE
	Fences shall not be painted due to visibility. Stain color will be reviewed via Architectural Change Request by submission of color on piece of similar wood to obtain accurate color sample.	BOD min. 5-29-97
PATIOS/DECKS	Patios will not be allowed in front yards because of various yard slopes.	ACR/BOD min. 6-26-95
	Patios (brick or concrete) allowed in backyards.	ACR/BOD min. 11-27-95
	Wood decks may be added to rear of home.	ACR/BOD min. 1-8-96
	Decks may be painted or stained, subject to color approval via Architectural Change Request.	BOD min. 5-29-97
	Porch enclosures, extensions, roofing (aluminum vs shingled) will be subject to individual location and visibility.	BOD min. 5-29-97
MAILBOXES/POSTS	May be painted white or black, or approved exterior color matching shutters, door, etc. Other "styles" (i.e., bricked, wooden, etc.) of boxes may be approved within range of tasteful.	ACR/BOD min. 1/8/96
	Posts must be brick or wood.	BOD min. 4-24-97
BANISTERS	May be added to porches consistent with any other posts or railing.	ACR/BOD min. 1-8-96
GARAGE DOOR COLORS	White or the color of siding	BOD min. 3-25-96
DRIVEWAYS	Request that driveways have an 18-inch setback from property line and the total increase should not exceed 7 feet. (Due to lack of city codes and pre-existing drives in neighborhood that do not meet these requirements, this is a suggested policy only; in hopes to alleviate drainage problems and maintain continuity and aesthetic value of the homes.)	BOD min 3-5-98
BOATS	It was considered fair to interpret the covenants to mean that the boat shall not visible from the street on which the person lives. (Because of the contour of the land on the upper streets a reasonable attempt to hide a boat from the street in the backyard behind a fence, does not necessarily screen it from view on a lower street.)	BOD min. 12/4/97
MISCELLANEOUS		
COLLECTION POLICY	Due Date: <ul style="list-style-type: none"> • 30 days late - \$10.00 late fee with late letter • 60 days late - lien letter demanding payment in 10 days; 10 days file lien • 90 days late - civil suit against owner 	BOD min. 1/8/98

ITEM	POLICY	REFERENCE
COVENANT/BY-LAW CHARGES	Homeowners will be charged \$25 for copies of covenants and bylaws. All homeowners should receive a copy of the documents at closing provided by the closing attorney.	BOD min 3/5/98 BOD MIN 4/2/98
WALK THROUGH CRITERIA	<ul style="list-style-type: none"> • Yard maintenance (mow/trim yard and shrubs) • Siding condition (mold/excess dirt) • Vents, trim, shutters, porch posts, garage door chipped or faded and in need of painting • Mailbox/post in need of repair and/or painting • Garbage can exposed to street or neighboring lots • Unapproved structures (satellite dishes, sheds, etc), colors, etc. 	Established 5/95
NONCOMPLIANCE LETTER POLICY	Letters will be mailed as follows: (i) first letter sent giving 30-day notice; (ii) second letter sent giving 15-day notice; (iii) third letter sent giving 10-day notice with a note that the matter will be submitted to an attorney; (iv) fourth letter sent by attorney indicating further action if not resolved.	BOD min. 8/6/98 BOD min. 9/3/98
PROBLEM SOLVING	<ul style="list-style-type: none"> • For a non-emergency situation, put on agenda for next meeting to discuss with the Board. • If considered necessary, invite homeowner to attend Board meeting for discussion. 	BOD min 12/19/96