

BARCLAY PARK ASSOCIATION HANDBOOK

Last Revised: 1/7/08

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BARCLAY PARK ASSOCIATION

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BARCLAY PARK ASSOCIATION

INTRODUCTION TO COMMUNITY ASSOCIATION LIVING

This document has been provided in an effort to acquaint you with the benefits that are available to Community Associations and the living requirements for realizing those advantages. This document is not intended to interpret or replace the specific aspects of the Barclay Park Association Master Deed and Bylaws.

I. Definition of a Community Association:

- a. A community association or CA is a group of Co-owners who wish to provide a communal basis for preserving, maintaining, and enhancing their homes and property.
- b. A community association has three essential elements:
 - i. Membership in the CA is mandatory and automatic for all Co-owners. This is unlike other associations whose membership is voluntary.
 - ii. Certain documents bind all Co-owners to be governed by the community association. These documents require mutual obligations to be performed by the individual Co-owner and the community.
 - iii. Mandatory lien-based economic charges or assessments are levied on each Co-owner in order to operate and maintain the CA.

II. Governing Documents:

- a. The purpose of community Association Governing Documents is to provide for the legal structure and operation of the community.
- b. The Documents:
 - i. Define the rights and obligation of both the CA and its Co-owners.
 - ii. Create a binding relationship between each Co-owner and the CA.
 - iii. Establish the mechanisms for governing and funding the CA's operations.
 - iv. Set forth rules and standards for:
 1. Protection of both Co-owners and the community.
 2. Enhancement of property values.
 3. Promotion of harmonious living.

III. Purpose of the Community Association:

- a. To maintain physical aspects of the community such as entrances, roads, green belts, retention ponds, and other common amenities.
- b. To require participation by all Co-owners of the community so that the benefit of maintaining the community is evenly shared by all Co-owners of the Association.
- c. To function as a business and require reporting functions as are set forth for nonprofit corporations.

IV. Benefits Offered in a Community Association:

- a. Uniform standards and restrictions are set forth in the Governing Documents to ensure that the Association's Co-owners maintain their home and property in a manner that is not offensive to other Co-owners. These standards help to ensure that the community remains attractive and orderly, thus providing a basis for increased property values.
- b. Enforcement mechanisms within the Governing Documents help to ensure that any nuisance or detracting condition within the community can be promptly addressed and corrected. These mechanisms often provide that the Association may make any necessary corrections on behalf of the community at the expense of the violator.
- c. Community activities can be easily coordinated since the Association exists as a legal entity and may not be dissolved by the community. These activities are typically coordinated by various committees that serve to benefit the Association and may include neighborhood watch programs, community yard sales, block parties, and various activities for children in the community.

V. Maintenance of the Community:

- a. The Association's responsibility for maintaining the community is defined in the Master Deed or the Covenants, Conditions and Restrictions for the community. These responsibilities typically include maintenance of Common areas such as, entrances, park areas, green belts, private roads, ponds, and Common landscaping within the community. However, these items can vary between communities based on the specifications set forth in the Governing Documents.

- b. Standards are typically set forth for the proper maintenance and care of individually owned items within the community, such as landscaping improvements, pools, decks, exterior paint, etc. Reasonable standards for the creation and maintenance of these items can be enforced and corrected by the Association.
- c. Aspects of maintenance or governance of the community that are not specifically addressed in the Master Deed or the Covenants, Conditions and Restrictions may be addressed in Rules & Regulations, which are established by a Board of Directors. These Rules & Regulations should serve to further define the needs and desires of the community as a whole, and can be altered from time to time by the Board of Directors, or a majority of Barclay Park Association Co-owners in the community. Enforcement of the Rules & Regulations occur in the same manner as the requirements set forth in the Master Deed or the Covenants, Conditions, and Restrictions

VI. Finances:

- a. The financial needs of the community are established by the Board of Directors in the form of an Annual Budget, which is then distributed to all Association Co-owners. This budget details the total funds needed for the maintenance, administration, and future needs of the community and further details the individual obligation of each Association Co-owner for their share of the annual expenses.
- b. The Budget consists of those responsibilities that are delegated to the Association within the governing documents which typically consists of the following items:
 - i. Administrative Costs, such as annual audits, tax returns, legal fees, and management fees.
 - ii. Operational Costs, such as utilities, rubbish removal, etc.
 - iii. Maintenance and Repair Expenses, such as lawn. mowing, snow removal, road repairs; etc.
 - iv. Taxes and Insurance Cost, such as income tax on interest income, property and casualty insurance for the Common areas, annual reporting fees to the state of Michigan, etc.
 - v. Reserve Contributions, which are funds placed into savings by the Association for the future cost of repair or replacement of capital items, which may include roads, landscaping, and other infrastructure items that have an anticipated useful life.
- c. Since any property Co-owner within the community is automatically a member of the Association, the payment of Association fees is mandatory. This arrangement ensures that all Co-owners will contribute their proportionate share of the funds required to properly administrate and maintain the Association. Any assessments that are not paid by Co-owners become a lien against their property that will accrue late fees and can be forcefully collected by the Association. While it is the hope and desire of all communities that the Co-owners will choose to willingly participate in their proportionate share of the Annual Budget, it is reassuring to all Co-owners that this obligation can be forcefully collected if a Co-owner becomes delinquent in their financial obligation to the community. The legal rights of collection by the Association can include a lien filed against the property of a Co-owner and the foreclosure of that lien if the delinquency persists.

VII. Administration of Association's Affairs:

- a. The affairs of the Association are typically handled by a management firm at the direction of an elected Board of Directors. These administrative tasks consist of collecting Association fees, maintaining the Common Elements of the community, coordinating information and certifications, or the resale of units, handling insurance claims within the community, enforcement of the Master Deed, coordinating Annual Meetings, Election Meetings, and other governance requirements within the community, preparation of an Annual Budget, coordination for an annual audit review, and the appropriate tax return, and other similar tasks that are associated with the affairs of a business.
- b. To help ensure that accurate information and timely responses are provided for Co-owners, a central office is typically utilized to supply this service. Typical requests include information for real estate closing, questions regarding Master Deed restrictions and limits placed on exterior modifications, Bylaw enforcement action, responding to emergency repairs and coordinating insurance claims, and coordinating community wide activities and meetings.
- c. Effective management and administration of the Association's affairs relies heavily on input from Co-owners. The most successful Associations have Co-owners who communicate with the management company and the Board of Directors regarding issues of importance to the Association. These issues may range from suggestions for improved maintenance of the community, to Bylaw violation matters that require intervention by the Board of Directors. Co-owners that take an active role in the affairs of their Association help to benefit their entire community.
- d. Decisions regarding the affairs of the Association are typically made by a Board of Directors and administrated by a management company. The Board of Directors consists of Co-owners and/or appointees of the developer depending on the stage of construction that the community has achieved. Officers of the Board are elected by the Board to serve in roles described in the Bylaws. Typically, Boards Officers include a President, Vice-President, Secretary and a Treasurer. Board Officers are usually members of the Board of Directors. Voting power is distributed equally among the members of the Board of Directors.

BARCLAY PARK ASSOCIATION

BOARD OF DIRECTORS

- The Association will operate under the direction of Co-owners within the community that are willing to serve on your Board of Directors. The Board is a governing body elected on behalf of all Co-owners to carry out the affairs of the Association in accordance with the parameters outlined in Master Deed and Bylaws. These offices are voluntary and consist of a President, Vice-President, Treasurer, Secretary, and Director.
- The Board typically meets on a monthly basis to review the needs of the community in order to implement improvements to the community within the guidelines of the Association's Master Deed and Bylaws.
- Any Co-owner may request to attend a specific Board meeting and petition the Board regarding a particular concern. All such requests must be made in writing, and sent to Meadow where it will be forwarded to the Board. All Board correspondence is handled through Meadow as your property management company.
- Barclay Park Association's Annual Budget is determined by the Board of Directors with the advice and assistance of the management company. Association fees are assessed and collected monthly. Funds are held in the Association's bank account for payment of Association expenses in accordance with the approved Annual Budget for the Association.
- All Co-owners are invited to attend the Association's Annual Meeting where major issues will be addressed and reports will be given by the Board and special committees regarding ongoing Association matters of concern to the entire community.
- Each Co-owner will be notified by mail of this election, and will be entitled to one vote per address. Only Co-owners in good standing (up to date on Association dues) are eligible to vote.

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- Community Website: www.barclaypark.org
- Community Email List: barclaypark@yahoogroups.com
- Trash/Recycle Pick-up: Wednesday – City of Ann Arbor, 734-994-2807
Rubbish must be contained in bins.
Rubbish should be placed outside by 7:00 AM.
- Association Insurance Company: Refer to FAQs on community website.
- Annual Meeting: The annual meeting of Co-owners is held in May of each year.
- Fees: Fee varies according to percentage of value
Due on the 1st of each month
\$25.00 late fee, assessed on the 15th of the month
- Master Deed/Bylaw Replacement Cost: Hard copy: \$25.00 (if picked up), \$35.00 (if mailed).
Alternatively, download a free copy of all documents from the community website.

BARCLAY PARK ASSOCIATION

MEADOW MANAGEMENT, INC.

General Information

Management Company: Meadow Management, Inc.

Address: 27780 Novi Road, Suite 110
Novi, MI 48377

Telephone: 248-348-5400 (Administrative Office in Novi)
734-476-4116 (Onsite Operations Center at Barclay Park)

Fax: 248-348-5960

Internet: Email: service@meadowmgmt.com
Website: www.meadowmgmt.com

Operational Procedures

Association Fees: Electronic Debit: download the necessary form at www.barclaypark.org.
By Mail: contact Meadow to order a payment coupon booklet (for a fee).

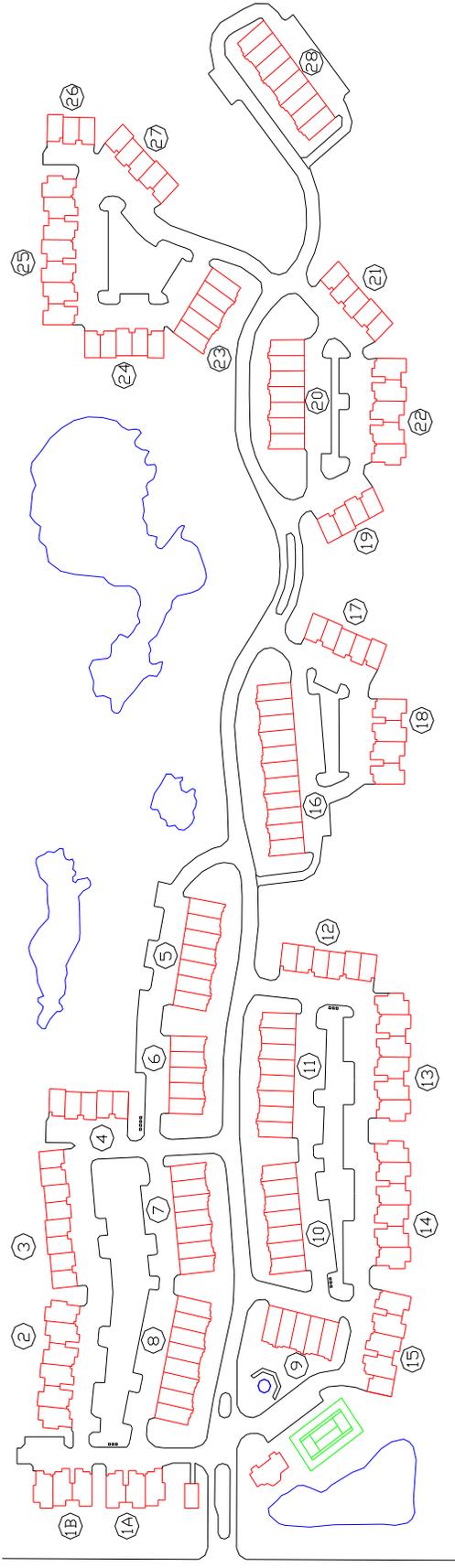
Maintenance: Maintenance requests may be submitted as follows:

1. Stop by the onsite operations center **in person**, and complete a service request. If the office is closed, place it in the mail slot.
Note: the drop box is for maintenance requests only. Do NOT drop off your association fees at this location.
2. **Telephone** the maintenance cell phone line at 734-476-4116. If there is no answer, leave a message.
3. Access the **internet**, and go to www.meadowmgmt.com. Click on 'Service,' and complete the requested information.
4. **Email** service@meadowmgmt.com. Include your name, address, phone number, and a description of the problem or requested service.

Co-owner Information: Co-owner contact information must be provided to the Association and kept up to date. In the event of an emergency, reaching a co-owner in a timely manner is crucial. Contact Meadow to update your contact information or download the appropriate form online at www.barclaypark.org.

BARCLAY PARK ASSOCIATION

COMMUNITY SITE PLAN



BARCLAY PARK SITE PLAN
SCALE: NOT TO SCALE

BARCLAY PARK ASSOCIATION

ARCHITECTURAL CONTROL GUIDELINES MATRIX

The following matrix displays several types of architectural control modification or alteration requests that may come to the Association from time to time by Co-owners or their representatives. The Matrix may be used as a general guideline for future requests subject to appeal to the Board of Directors. **All items marked “yes” below must still be approved in writing.** All approvals must be in compliance with the Restrictions and Architectural Control Policies and Procedures.

ITEM	YES	NO	COMMENTS
Advertising (or Signs of any Nature)	X		Specifications and acceptable display restrictions are outlined on the Barclay Park Association website, www.barclaypark.org . A Notification of Compliance Form must be submitted (or an Alteration/Modification Request Form, if deviating from spec, for prior written approval).
Antennae	X		Specifications for satellite dish installation are outlined on the Barclay Park Association website, www.barclaypark.org . A Notification of Compliance Form must be submitted (or an Alteration/Modification Request Form, if deviating from spec, for prior written approval).
Awning over Patio		X	
Basketball Hoop/Backboard		X	
Birdbath		X	
Birdfeeder		X	
Buildings for Storage		X	
Dog Kennels		X	
Easement Plantings		X	
Electronic/Invisible Fences		X	
Fences		X	
Flagpole	X		Allowed on brackets affixed to trim. Must remain within limited common elements.
Flowers	X		Allowed in containers on balcony/patio/porch/terrace.
Gazebo		X	
Grills	X		Grilling and/or barbecuing allowed on outdoor limited common elements only. No charcoal grills allowed.
Hardwood Floors	X		Installation not allowed in upper level units that are above another unit per Master Deed Amendment.
House Painting (Exterior)		X	
Jungle Gym		X	
Landscape Plan Alterations	X		Specifications (applicable for Bridgeport units only) are outlined on the Barclay Park Association website, www.barclaypark.org . A Notification of Compliance Form must be submitted (or an Alteration/Modification Request Form, if deviating from spec, for prior written approval).
Retaining Wall		X	
Right-Of-Way Plantings		X	
Satellite Dish	X		Refer to “Antennae” above.
Sheds		X	
Statues		X	
Storm Doors	X		Storm door specifications are outlined on the Barclay Park Association website, www.barclaypark.org . A Notification of Compliance Form must be submitted (or an Alteration/Modification Request Form, if deviating from spec, for prior written approval).
Swimming Pools		X	
Swing Set Installation		X	
Trim Painting		X	

BARCLAY PARK ASSOCIATION

ARCHITECTURAL CONTROL POLICIES AND PROCEDURES

To promote the aesthetic harmony and continuing attractiveness of Barclay Park Association and to facilitate the beneficial operation of the residential areas thereof, the Board of Directors has adopted the following Architectural Control Policies and Procedures. These policies provide for community appearance standards and coordinated administration of those items related to community appearance throughout the community.

The Board of Directors is responsible for the approval of alterations and modifications to the exterior of Units and all Common Elements. The general requirements are outlined in the Bylaws, Article VI, Section 3. They are:

“Alterations and Modification of Units and Common Elements. No Co-owner shall make alterations in exterior appearance or make structural modifications to his Unit (including interior walls through or in which there exist easements for support or utilities) or make changes in any of the Common Elements, Limited or General, without the express written approval of the Developer during the Construction and Sales Period, and, thereafter, the Board of Directors ... including, without limitation, exterior painting, lights, aerials or antennas ... awnings, doors, shutters, newspaper holders, mailboxes, hot tubs and Jacuzzis, basketball backboards or other exterior attachments or modifications, nor shall any Co-owner damage or make modifications or attachments to walls between Units which in any way impair sound conditioning provisions.”

General

1. The Board of Directors will enforce these policies and review applications for alterations and modifications.
2. Alteration/Modification requests will be considered if submitted in accordance with procedures established by the Association.
3. These requests shall be acted on in writing, usually within 30 days of receipt.
4. The initial approval granted by the Board of Directors shall constitute only as authority to construct. Any construction so approved shall be in accordance with the approved request, the municipality building code and shall be subject to their permits and final inspections. The Board of Directors is not responsible for approval of alterations and/or modifications which infringe upon easements. It is the Co-owner's responsibility to request approvals which take into consideration any easements appurtenant to their unit.
5. The Board reserves the right to use any authorities granted to it under the Master Deed and Bylaws as well as any other rights available to enforce these policies and related procedures.
6. Once approved, alterations/modifications made by a Co-owner and/or contractor shall be done without expense or liability to the Association. Co-owners shall be responsible for the following but not limited to:
 - a. Damage to sod, landscaping, final building grades, fences, irrigation system, and utilities during construction;
 - b. Damage to neighboring units, both interior and exterior during construction;
 - c. Injury to themselves, members of the public and workmen;
 - d. Damage to their unit or neighboring units caused during or after construction as a result of improper construction or a change in drainage;
 - e. Removal and/or relocation of any existing structures, landscaping, etc., in connection with said installations;
 - f. Removal of construction debris/trash shall be within two days of alterations/modifications completion.
7. Alterations/modifications, once started, shall be completed within two years of commencement. If, within 12 months of approval, construction does not commence for which approval has been given, the approval shall be deemed withdrawn and the Co-owner must resubmit construction plans.
8. The Board of Directors or a property management company shall act as receiving agent for all alteration and modification problems, concerns, applications and correspondence.
9. The Association reserves the right to periodically inspect alterations/modifications for adequate maintenance and if in the Association's opinion adequate maintenance has not been performed, request the same of Co-owner. Should a Co-owner fail to comply, the Association reserves the right to arrange for needed maintenance and charge the Co-owner for same plus a 10% service charge for arrangements that are made.
10. Approved alterations shall be constructed only within the unit area.
11. Approved alterations shall not impair the view, privacy and/or enjoyment of neighboring units.
12. The installation of approved alterations shall not prevent the Association from performing normal maintenance/repair work.
13. Approved alterations shall be in conformance with the architectural standards of the Association.

Restrictions - Refer to the Barclay Park Association Bylaws, Article VI.

BARCLAY PARK ASSOCIATION

ARCHITECTURAL STANDARDS

Sign Specifications

The Board of Directors has established standards for the acceptable display of signs (i.e. “For Sale” and “For Rent”). Please visit the Association's website, www.barclaypark.org, for details regarding general rules and proper display of signage.

If you are unable to access the electronic version of these specifications or if you would like a hard copy, you may request that one be sent to you.

Satellite Dish Specifications

The Board of Directors has established standards for the installation of satellite dishes in accordance with FCC regulations. Please visit the Association's website, www.barclaypark.org, for details regarding the general rules, acceptable attachment locations, and acceptable building penetrations for your type of unit.

If you are unable to access the electronic version of these specifications or if you would like a hard copy, you may request that one be sent to you.

BARCLAY PARK ASSOCIATION

STORM DOOR SPECIFICATIONS



Manufacturer: Trapp



Style: 100



Color: Sandtone



Hardware: Classic Latch in Antique Brass Finish

BARCLAY PARK ASSOCIATION

LANDSCAPING GUIDELINES FOR BRIDGEPORT UNITS

Adjacent to the garage of each Bridgeport unit, a narrow strip of land lines the sidewalk that leads to the front door of the unit. The original site plan specifies graded soil with stone. Effective immediately, Co-owners may landscape this area with certain types of plants and flowers as specified in this landscaping guideline. Decorative pots and other ornamental devices are strictly prohibited.

Co-owners who wish to landscape this area must submit a Notification of Compliance Form at the time of planting any species. Alternatively, Co-owners who wish to deviate from this landscaping guideline may submit an Alteration/Modification Request Form for prior written approval. Note that the Board will only consider requests that indicate the specific name of all items to be planted in this area.

Co-owners who landscape this area assume the responsibility of maintaining this area throughout the year. If this area is not properly cared for by the Co-owner, Barclay Park Association may, after due notice, return the area to its original condition at the expense of the Co-owner. Any costs associated with the maintenance and/or removal of planted items or any subsequent damage to the premises that are incurred by the Association will be charged to the Co-owner in accordance with Article VI, Section 3 (c) of the Bylaws.

TYPES OF ACCEPTABLE PLANTS/FLOWERS:

- Hostas (smaller species)
- Ivy (non-climbing)
- Ferns
- Lobelia
- Impatiens
- Begonias
- Primrose
- Bleeding heart
- Periwinkle
- Other shade tolerant plants/flowers

TYPES OF PROHIBITED PLANTS/FLOWERS:

- Ivy (climbing)
- Trumpet vine
- Honey suckle
- Morning glory
- Purple loosestrife
- Silver fleece vine
- Other climbing vines
- Other invasive species
- Aggressive growing species that may damage foundation, brick, siding or trim
- Trees, bushes, and thorny plants that grow too large for this area or have excessive root growth

BARCLAY PARK ASSOCIATION

MAINTENANCE PROCEDURES

If you have a maintenance concern, consider the following:

1. Check the Responsibility Grid on the following pages to determine if your concern is your responsibility or the Association's responsibility.
2. If your maintenance concern is the Association's responsibility, please submit a maintenance request as follows:
 - a. Stop by the onsite operations center **in person**, and complete a service request.
 - b. **Telephone** the maintenance cell phone line at 734-476-4116. If there is no answer, leave a message.
 - c. Access the **internet**, and go to www.meadowgmt.com. Click on 'Service,' and complete the requested information.
 - d. **Email** service@meadowgmt.com. Include your name, address, phone number, and a description of the problem or requested service.
3. If your concern is an emergency, meaning it is something that could cause immediate physical harm or could cause costly property damage, such as a serious leak, please phone in your request directly to Meadow at 248-348-5400 or 734-476-4116.

BARCLAY PARK ASSOCIATION

RESPONSIBILITY GRID

A= Association Responsibility, C=Co-owner Responsibility

For further explanation of the items listed herein, please refer to the Master Deed, Article IV.
Barclay Park Association responsibility does not apply in cases of Co-owner fault or negligence.

<u>UNIT INTERIOR</u>	<u>DECORATE</u>	<u>MAINTAIN</u>	<u>REPAIR</u>	<u>REPLACE</u>	<u>DESCRIPTION</u>
Air Cleaner	C	C	C	C	
Appliances	C	C	C	C	
Bathtub	C	C	C	C	
Cabinets/Shelves	C	C	C	C	
Carpet/Rugs	C	C	C	C	
Circuit Breakers/Fuses	C	C	C	C	
Closet Doors	C	C	C	C	
Commode	C	C	C	C	
Shutoff Valve	C	C	C	C	
Wax Ring	C	C	C	C	
Countertops	C	C	C	C	
Curtain Rods	C	C	C	C	
Dishwasher	C	C	C	C	
Dishwasher Plumbing	N/A	A	A	A	Up to point of connection with fixture
Doors	C	C	C	C	
Doorwall	C	C	C	C	
Drain Lines/Tile	N/A	A	A	A	
Drywall	C	C	C	C	
Electrical	N/A	A	A	A	Up to point of connection with fixture
Outlets	C	C	C	C	
Switches/Switch plates	C	C	C	C	
Wiring Inside of Walls	N/A	A	A	A	
Entrance Doors	C	C	C	C	
Faucets	C	C	C	C	
Fire Suppression System	N/A	A	A	A	
Fireplace	C	C	C	C	
Combustion Chamber	C	C	C	C	
Flue	C	C	C	C	
Floor Construction	N/A	A	A	A	
Floor Covering	C	C	C	C	
Furnace	C	C	C	C	
Filter	C	C	C	C	
Pilot Lighting	C	C	C	C	
Furnishings	C	C	C	C	
Garage Floor	N/A	A	A	A	
Garbage Disposal	C	C	C	C	
Gas Lines	N/A	A	A	A	Up to point of connection with fixture
Before Main Shutoff	N/A	A	A	A	
After Main Shutoff	N/A	A	A	A	
To Furnace	N/A	A	A	A	
To All Other Appliances	N/A	A	A	A	
Grout/Caulk	C	C	C	C	
Humidifier	C	C	C	C	
Improvements	C	C	C	C	
Interior Doors	C	C	C	C	
Light Fixtures	C	C	C	C	
Microwave	C	C	C	C	

Oven/Range	C	C	C	C	
Paint	C	C	C	C	See FAQ on website for more details.
Plumbing Fixtures	C	C	C	C	
Plumbing Lines	N/A	A	A	A	Up to point of connection with fixture
Screens	C	C	C	C	
Sewer Lines	N/A	A	A	A	
Inside Unit	N/A	A	A	A	Up to point of connection with fixture
Outside Unit	N/A	A	A	A	
Sewer Line Underground	N/A	A	A	A	
Showers and Tubs	C	C	C	C	
Shower Head	C	C	C	C	
Shutoff Valve	C	C	C	C	
Sinks	C	C	C	C	
Traps	C	C	C	C	
Washers	C	C	C	C	
Skylights	C	C	C	C	
Storm Windows	C	C	C	C	
Sump Pump, Sanitary Crock	C	C	C	C	
Thermostat	C	C	C	C	
Tile	C	C	C	C	
Trim	C	C	C	C	
TV/Cable TV	C	C	C	C	
Wall Connectors	C	C	C	C	
Vent Covers	C	C	C	C	
Vent Fans	C	C	C	C	
Vent Filters	C	C	C	C	
Wall Supports					
Interior	C	C	C	C	
Perimeter	N/A	A	A	A	
Wallpaper	C	C	C	C	
Walls					
Interior	C	C	C	C	
Perimeter	N/A	A	A	A	
Washers	C	C	C	C	
Water Heater	C	C	C	C	
Water Lines	N/A	A	A	A	Up to point of connection with fixture
Before Main Shutoff	N/A	A	A	A	
After Main Shutoff	N/A	A	A	A	
Main Water Shutoff	N/A	A	A	A	
Windows	C	C	C	C	Window treatments must appear white/neutral on the exterior side

<u>BUILDING EXTERIOR</u>	<u>DECORATE</u>	<u>MAINTAIN</u>	<u>REPAIR</u>	<u>REPLACE</u>	<u>DESCRIPTION</u>
Air Conditioners	C	C	C	C	
Condensation Lines	C	C	C	C	
Compressor	C	C	C	C	
Balconies	C	C	A	A	Co-owner responsible for snow removal and de-icing
Caulking	N/A	A	A	A	
Chimney	N/A	A	A	A	
Decks	C	C	C	C	
Door - Main Unit	C	C	C	C	
Door Hardware	C	C	C	C	
Door Trim	N/A	A	A	A	
Doorbell	C	C	C	C	
Drain Tile - Perimeter	N/A	A	A	A	
Flashing	N/A	A	A	A	

Garage Door	N/A	A	A	A	Including mechanism
Garage Door Opener	C	C	C	C	
Garage Light Bulbs	N/A	C	C	C	
Garage Tracks and Rollers	N/A	A	A	A	
Gutter & Downspouts	N/A	A	A	A	
House Number	N/A	A	A	A	
Patios	C	C	C	C	
Photocell	N/A	A	A	A	
Porch & Steps	N/A	A	A	A	
Porch Light Bulbs	N/A	C	C	C	
Roof	N/A	A	A	A	
Shutters and Trim	N/A	A	A	A	
Siding	N/A	A	A	A	
Structural Alterations	N/A	A	A	A	
Terraces	C	C	A	A	Co-owner responsible for snow removal and de-icing
Utility Meters	N/A	A	A	A	
Vents (Roof and Wall)	N/A	A	A	A	
Water Spigots	N/A	A	A	A	
Window Trim	N/A	A	A	A	

<u>GROUND</u>	<u>DECORATE</u>	<u>MAINTAIN</u>	<u>REPAIR</u>	<u>REPLACE</u>	<u>DESCRIPTION</u>
Clubhouse	N/A	A	A	A	
Curbs	N/A	A	A	A	
Driveways	N/A	A	A	A	
Fences	N/A	A	A	A	
Fountain	A	A	A	A	
Landscaping	N/A	A	A	A	
Lawn	N/A	A	A	A	
Lights/Bulbs	N/A	A	A	A	
Mailbox Lock	N/A	C	C	C	
Mailbox Number/Name	N/A	Postmaster	Postmaster	Postmaster	
Roads	N/A	A	A	A	
Rubbish Removal	N/A	Municipality	Municipality	Municipality	
Shrubs	N/A	A	A	IA	
Sport Court	N/A	A	A	A	
Sprinkler System	N/A	A	A	A	
Storm Sewers	N/A	A	A	A	
Trees	N/A	A	A	A	

BARCLAY PARK ASSOCIATION

2008 ANNUAL BUDGET

REVENUE

Annual Association Fees	\$ 703,296
Interest on Reserves & accts	\$ 7,500
Additional & Extraordinary Revenue	\$ 2,800
Clubhouse Rental	\$ 1,200
GRAND TOTAL	\$ 714,796

EXPENSE

Admin.	Audit/Accounting	\$ 1,500		
	Bad Debt Expense	-		
	Internet & Communications	\$ 2,400		
	Community Programs	\$ 600		
	Legal	\$ 1,200		
	Management Company	\$ 50,355		
	Misc. Admin	\$ 1,200		
	Office Supplies/Print/Postage	\$ 2,400		
	Sub-Total		\$ 59,655	
Utilities	Electricity	\$ 10,500		
	Water/Sewer	\$ 106,000		
	Gas	\$ 1,500		
	Sub-Total		\$ 118,000	
Operations (site-direct)	Operations (site-direct)	\$ 93,500		
	Sub-Total		\$ 93,500	
Maintenance Contracting	Maintenance Contracting	\$ 195,350		
	Sub-Total		\$ 195,350	
Amenities	Clubhouse Maint. & Supplies	\$ 10,800		
	Fountain Care & Maint.	\$ 1,800		
	Seasonal Decorations	\$ 2,400		
	Tennis Courts	see painting		
	Sub-Total		\$ 15,000	
Fees & Insurance	Insurance	\$ 33,500		
	Tax & Permits	\$ 213		
	Sub-Total		\$ 33,713	
Replacement Reserve	Replacement Reserve	\$ 199,000		
	Sub-Total		\$ 199,000	
GRAND TOTAL			\$ 714,218	
Residual Receipts – Operating Res			\$ 578	

Unit Name / Type	Unit Quantity	% of Value	Total % of Assoc by Style	2008 Monthly Dues
Concord (Flat)	78	25%	19.55%	\$147
Greenwich (Front)	44	29%	12.91%	\$172
Bridgeport (Rear)	32	32%	10.26%	\$188
Bridgeport (Rear)	12	32%	3.84%	\$188
Providence (TOF)	78	40%	31.30%	\$235
Hartford (Townhome)	47	47%	22.14%	\$276

BARCLAY PARK ASSOCIATION

ASSOCIATION FEES

The goals of Barclay Park Association are funded through the monthly Association fee that is billed to each Co-owner within the community. All Association funds are held in the Association's bank account for payment of Association expenses in accordance with the enclosed approved Annual Budget for Barclay Park Association.

Fees may be paid using **electronic debit** (preferred) or with the use of **payment coupons** provided annually for a fee. Association fees are due on the 1st of each month. If payment is received later than the 15th of the month, a \$25.00 late fee will be charged to your account

Electronic debit of your payments may be arranged by signing and returning the Direct Payment Program Form, which is available online at www.barclaypark.org. An original signature is required on the form. Please mail the Direct Payment Form with an attached voided check to the management company.

If you have a question about your account balance, contact the management company to request a copy of your account ledger. Due to the sensitive nature of this information, your request must be made in writing via mail, fax or email.

BARCLAY PARK ASSOCIATION

COLLECTION POLICY

After the 15th of each month, a late fee will be processed as indicated in this collection policy. Co-owners who have a remaining balance due after the grace period for an assessment will be assessed a late fee.

Effective July 1, 2004, the monthly late fee will be \$25.00.

In accordance with the Barclay Park Condominium Documents, Article II, Section 3 of the Bylaws, the Board of Directors will take the following actions for the application of payments, the collection process, and other collection statuses:

Application of Payments

1. Payments received will be applied first to late charges.
2. Any remaining amount will be applied second to costs of collection and enforcement of payment, including reasonable attorney's fees.
3. Any remaining amount will be applied lastly to installments of assessments in default in order of their due dates, earliest to latest.

Collection Process

1. *Late Statement* – Co-owners with a balance owed to the Association will receive a late statement. The statement will include a history of the account as well as the current balance.
2. *Lien Warning* – A Co-owner whose account balance equals or exceeds the equivalent of two months of Association dues will receive a lien warning letter. This letter will state that it is a collection letter and will proceed with all the legal requirements to achieve collection. The Co-owner will have 30 days to pay the debt, negotiate a written payment plan with the Board of Directors, or provide a written dispute of the debt. If the Co-owner has not responded in such a manner, the account will be turned over to the Association's attorney.
3. *Lien* – The account of a Co-owner who has not settled their debt following a lien warning letter will be turned over to the Association's attorney. Similarly, the account of a Co-owner who does not adhere to a negotiated payment plan will also be turned over to the Association's attorney. Based on his/her procedure, the attorney will then send a lien warning letter or file a lien. In order to protect the Association's resources, it is expected that the attorney will file a lien in a timely basis.
4. *Foreclosure* – Once a lien has been filed on a property, the attorney will begin foreclosure proceedings after receipt of instructions from the Board of Directors.

Other Collection Statuses

1. *Payment Plan* – A Co-owner may negotiate a payment plan with the Board of Directors prior to the account being turned over to the Association's attorney. If an approved payment plan is not reached or if the terms and conditions of an approved payment plan are not met, the Association will refer the account to its attorney for handling.
2. *Dispute* – A Co-owner who wishes to dispute a debt must do so in writing to the Board of Directors. Upon receipt of the dispute, the account will be noted as "Dispute" status.
3. *Bankruptcy* – A Co-owner who has been granted a bankruptcy will be allowed special collection rules, which will be handled by the Association's attorney.

BARCLAY PARK ASSOCIATION

RULES AND REGULATIONS

The Board of Directors has provided the enclosed Rules and Regulations as a summary of Barclay Park Association guidelines that are outlined in more detail in the Master Deed and Bylaws.

The Rules & Regulations listed herein are a supplement to the Master Deed and Bylaws. In the event of a discrepancy between the Master Deed or Bylaws and this Welcome Handbook, the Master Deed or Bylaws shall be the governing document and shall take precedence over this Welcome Handbook.

Insurance Coverage

Barclay Park Association maintains insurance on the Common Elements. Periodically, your lender may request an updated Certificate of Insurance. The Insurance agent is not permitted to take a claim request directly from a Co-owner. Should a problem arise and you feel that a claim should be filed through the Association's insurance, please contact Meadow.

Your Personal Insurance Requirements

You must obtain a separate policy to cover your personal property and liability, along with any betterments and improvements made to your unit. Many insurance agents recommend an H06 policy for this purpose. You may wish to consult the Association's insurance agent if you have specific questions on what your individual property insurance is required to cover.

The Master Deed and Bylaws

This legal document is very important. If you sell your home it must be turned over to the new Co-owner at the time of closing, along with the keys to your home, mailbox, and clubhouse. This legal document gives detailed, specific information regarding the Association and is the guideline used by the Board of Directors to manage the affairs at the Association.

Animals or Pets

Without the prior written consent of the Board of Directors, no animal or pet other than one cat or one dog shall be kept in the Condominium with respect to any one Unit. There is no restriction on pets which are constantly caged, such as birds or fish. Any pets kept in the Condominium shall have such care and restraint as not to be obnoxious on account of noise, odor or unsanitary conditions. No savage or dangerous animal shall be kept and no animal may be kept or bred for any commercial purpose. No animal may be permitted to run loose upon the Common Elements and any animal shall at all times be attended by a responsible person while on the Common Elements. Each Co-owner is responsible for collection and disposition of all fecal matter deposited by any pet maintained by that Co-owner. The Association shall have the right to require that any pets be registered with it and may adopt additional rules. Reference the Bylaws, Article VI, Section 5.

Weapons

No Co-owner shall use, or permit the use by any occupant, agent, employee, invitee, guest or member of his or her family of any firearms, air rifles, pellet guns, B-B guns, bows and arrows, sling shots or other similar weapons, projectiles or devices anywhere on or about the Condominium.

Collection Policy

The payment of annual assessments are payable in 12 equal monthly installments. The payment of an assessment will be deemed in default if such assessment, or any part thereof, is not paid to the Association in full on or before the due date. Each installment in default for 15 or more days will be charged a late fee on a monthly basis until all fees, including late charges, are paid in full. Any Association account that becomes delinquent in an amount equal to or greater than three months of Association fees shall be subject to a lien, and all applicable legal fees for the placement of a lien and the subsequent collection of the delinquency will be assessed to the corresponding Co-owner account. Any account that remains delinquent and exceeds an amount equal to or greater than six months of Association fees shall be subject to foreclosure action, and all applicable fees shall be charged to the Co-owner account as defined in the Master Deed and Bylaws. The Association may also discontinue the furnishing of any utilities or other services upon seven (7) days written notice. A Co-owner in default of payment will not be entitled to vote at any meeting of the Association.

BARCLAY PARK ASSOCIATION

RULE ENFORCEMENT AND VIOLATION PROCEDURE

Article XX, Sections 1-3 of the Bylaws provide for monetary fines when there is a violation of the Master Deed or Bylaws, the Michigan Condominium Act, and the existing Rules and Regulations of Barclay Park Association. The process for notification of violations and the fining of these violations is as follows:

1. NOTICE – Notice of the violation must be delivered personally to the Co-Owner or mailed via First Class and/or Certified Mail. The notice shall contain the provision violated, together with a factual description of the alleged offense.
2. OPPORTUNITY TO DEFEND – The offending Co-owner shall have an opportunity to appear before the Board of Directors or submit a written response to the Notice of Violation and offer evidence in defense of the alleged violation. The appearance before the Board shall be at its next scheduled meeting, or at a special meeting called for such purpose, but in no event shall the Co-owner be required to appear less than 7 days from the date of the notice.
3. DEFAULT – Failure to respond to the Notice of Violation shall constitute a default.
4. HEARING AND DECISION – Upon appearance by the Co-owner before the Board and presentation of evidence of defense, or in the event of the Co-owner's default, the Board shall, by majority vote of a quorum of the Board, decide whether a violation has occurred. The Board's decision is final.
5. AMOUNTS – After default of the Co-Owner, or upon "4" above, the following fines shall be levied:

FIRST VIOLATION –	No fine shall be levied
SECOND VIOLATION –	Twenty-five (\$25.00) Dollar Fine.
THIRD VIOLATION –	Fifty (\$50.00) Dollar Fine
FOURTH VIOLATION AND SUBSEQUENT VIOLATIONS –	One Hundred (\$100.00) Dollar Fine

6. COLLECTION – The fines levied shall be assessed against the Co-owner and shall be due and payable together with the regular Condominium assessment next falling due. Failure to pay the fine will subject the Co-owner to all liabilities set forth in the Master Deed and Bylaws.

BARCLAY PARK ASSOCIATION

RESALE INFORMATION

Should you decide to sell your home, be sure to check the Architectural Guidelines as well as the Barclay Park Association website, www.barclaypark.org, regarding the sign specifications for the community. Please reference the Bylaws, Article VI, Section 10.

Some financial institutions may require paperwork to be completed by the management company in connection with the sale of the unit. Please note that if a status of Account Letter, Project Questionnaire, or Condominium Certification form is required by one of the lending institutions handling the sale, then fees will be charged to process this paperwork. Monies that are paid for the Association dues do not cover the fees to process legal documents or permits of any kind. Since these charges cover the staff time involved to run the requested specific reports and/or research detailed inquiries, as well as the legal liability involved with the verification of all of the data, they are solely the responsibility of the Co-owner requesting the particular service.

At the time of closing, please request that the title transfer affidavit or warranty deed be faxed to Meadow at 248-348-5960 immediately. This removes your name as the party responsible for payment of Association dues and assessments, and gives the Association the name of the future Co-owner for billing and information purposes.

The following items should be turned over to the Purchaser at the time of the closing:

- Master Deed, Bylaws, and all amendments to the condominium documents (also available online).
- Payment coupon book for use in paying Association fees (unless electronic debit is used).
- House keys
- Mailbox key
- Clubhouse key fob
- Garage door opener

BARCLAY PARK ASSOCIATION

CLUBHOUSE RULES AND REGULATIONS

Security System

The clubhouse features several motion sensitive digital cameras that monitor and record activity in/around the clubhouse 24 hours a day.

Access

The clubhouse features a proximity access reader that communicates with each individual key fob to unlock the front door. Each entry into the building is logged, and surveillance in/around the clubhouse is recorded. A key fob was distributed to each unit, and additional/replacement key fobs may be purchased for \$25. Note: Missing/Lost key fobs should be reported immediately. The security system associates each active key fob to an address. Missing/Lost key fobs can be easily deactivated temporarily or permanently.

Maximum Clubhouse Capacity:

100 people – This is by order of the Ann Arbor Fire Department and will be enforced.

Parking:

Parking will be permitted in the parking area next to the clubhouse, in front of the Sport Court and on the main street, if necessary. Parking is not permitted on any other streets in the community. Renter is responsible for providing parking attendants, if needed, to assure this rule is enforced.

Hours for Private Rentals:

May open as early as 9:00 AM and guests must be out of clubhouse by 1:00 AM. Later stays will not be permitted for any reason.

Rental Fees:

- Damage Deposit (refundable if no damage)*: \$250.00
- Rental Fee – Barclay Park Co-owners only: \$ 50.00

Please note that if the security deposit should prove inadequate to compensate Barclay Park Association for damages to the clubhouse, then the renter shall be held responsible for such additional damages, and charges may be made as a lien against the renter's unit and collected as an unpaid assessment, or the Association may elect to exercise its right to sue for said damages without reference to the clubhouse renter's Association status.

Control & Safety:

- Smoking is not permitted in any clubhouse area.
- Alcoholic beverages are prohibited in all areas of the clubhouse.
- Use of anything requiring an open flame is expressly prohibited unless specifically approved by the Board of Directors.
- No decorations may be affixed to the clubhouse walls, ceilings or exterior surfaces.
- The renter is responsible for assuring the safety of all guests and for being onsite during the entire gathering. Failure to provide these control/safety provisions will result in forfeiture of the security deposit.
- All activities must be contained within the clubhouse.

- The person(s) shall be responsible for damage to both interior and exterior clubhouse premises, which have occurred during the term of their visit.
- The clubhouse is available for private use only. No commercial functions are allowed.
- Any function may be terminated immediately, at will and without cause, by a designated Barclay Park Association monitor, an acting Clubhouse Manager, or by a member of the Board.
- No pets of any type are allowed in the clubhouse.
- The clubhouse must be used in such a manner that other Co-owners are not disturbed.
- Prior to departing from the clubhouse, the responsible Co-owner shall assure that the oven and range burners are off, all lights are out, all doors and windows are closed and locked and all electronic equipment is turned off.
- False alarms to either fire or police during any rental function are the responsibility of the Co-owner(s) currently signed up for clubhouse use. This responsibility includes any false alarm fees incurred by the Association.

Clean-up following Rental:

- All food and beverages must be removed from the clubhouse premises prior to closing and securing the building. All garbage and recyclables must be bagged and removed from the building. Additionally, the renter shall be responsible for all clean-up requirements specified on the supplemental list provided by the Management Company.

Rights and Special Provisions:

The Barclay Park Clubhouse has been provided for the use and enjoyment of all Barclay Park residents. The Board encourages its use but reserves certain rights and privileges for regulating its use to ensure continuing resident enjoyment. The rights and privileges are, but not necessarily limited to:

1. The Board reserves the right to close the clubhouse as a result of, but not necessarily limited to, mechanical problems or inclement weather.
2. All rental charges and deposit requirements have been established by the Board and are subject to change without notice.
3. The regulations specified above are subject to be modified, or added to, at any time, and the Board reserves the right to make such modifications or additions.
4. When deemed appropriate the Board reserves the right to appoint a special Association monitor to oversee scheduled functions. When so appointed, this monitor will be considered to be acting fully on behalf of the Board insofar as assuring all clubhouse regulations are followed.
5. The Board reserves the right to impose fines when Clubhouse rental regulations are violated. The fines will commensurate with the violation, as directed by the Board.
6. No clubhouse reservation will be considered valid without a duly executed reservation form and receipt of the required rental fee.

BARCLAY PARK ASSOCIATION

CLUBHOUSE RENTAL PROCEDURE

1. Visit the Barclay Park Association website, www.barclaypark.org, or contact the management company to determine whether a desired date is available. Please remember that the Clubhouse is only rented to Co-owners at Barclay Park who are in good standing with the Association (up to date on Association fees). Also remember that commercial use of the Clubhouse is prohibited.
2. Fill out the Clubhouse Rental Reservation Form and be sure to enclose two checks or money orders, one in the amount \$50.00 for the non-refundable rental fee, and one for the \$250.00 refundable security deposit. Send the reservation form and checks to:

Barclay Park Association
c/o Meadow Management, Inc.
27780 Novi Road, Suite 110
Novi, MI 48377

3. Read the Clubhouse Rules and Regulations. It is your responsibility to make sure that all attendees at your event abide by these rules. After your function the Clubhouse will be inspected, and the Board will be notified of the condition of the Clubhouse. Within 5 business days you will either receive the refund of your deposit or you will be notified that there was damage to the Clubhouse rendering your deposit forfeit.

Please note that if the security deposit should prove inadequate to compensate the Association for damages made to the Clubhouse, then the renter shall be held responsible for all additional damages, and these charges may be made as a lien against the renter's unit and collected as an unpaid assessment, or the Association may elect to exercise its right to sue for said damages.

BARCLAY PARK ASSOCIATION

CO-OWNER INFORMATION FORM

Please complete and return to the Association.

Date: _____

Name of Mortgage Company: _____ Mortgage Acct. No.: _____

Address of Mortgage Company: _____

Designated Voting Representative: _____
(Necessary for the Annual Meeting business, Bylaw Amendments, etc.)

Legal Unit Number:		
Unit Address:		
Co-owner Name:		
Co-owner Street Address:		
Co-owner City, State, Zip:		
Co-owner Work Phone:		
Co-owner Home Phone:		
Co-owner Email Address:		

Resident Name(s) (if other than Co-owner):	
Resident Work Phone:	
Resident Home Phone:	
Resident Email Address:	

Co-owner Emergency Contact Information (Required)

Name 1:		
Work Phone:	Home Phone:	Relationship:
Name 2:		
Work Phone:	Home Phone:	Relationship:

In case of emergency, who has a key to your unit? _____

Phone number: Day # _____

Evening # _____

Is Unit Occupied by a Co-owner or a Family Member? Yes No

If not occupied by Co-owner or family, have you enclosed a copy of your lease? Yes No
(You are required to provide the Association with a copy of the lease to file)

I certify that this unit is not leased and is only occupied by the Co-owner of record or an immediate family member.

Signature: _____ Date: _____

Meadow Management, Inc. 27780 Novi Road, Suite 110 Novi, MI 48377
Tel: 248-348-5400 Fax: 248-348-5960
Email: service@meadowmgmt.com Website: www.meadowmgmt.com

BARCLAY PARK ASSOCIATION

DESIGNATION OF VOTING REPRESENTATIVE FORM

Please complete and return to the Association:

The undersigned, being the Co-owner(s) of Unit No. _____ at Barclay Park Association,

Address: _____
(Please Print)

Hereby designates (**only one person**):

Name: _____
(Please print name of designated voter)

as the individual representative who shall vote at the meetings of the Association and receive all meeting notices on behalf of the undersigned Co-owner(s). See the Condominium Master Deed and Bylaws for further information.

Notwithstanding the foregoing, it is further agreed that either (but no more than one) of the undersigned may be counted for quorum purposes and vote in person at any meeting of the Association, unless the undersigned cannot agree as to who shall vote at such meeting, in which event only the above designated representative may cast such vote.

Date: _____
(Co-owner signature)

Date: _____
(Co-owner signature)

BARCLAY PARK ASSOCIATION

DIRECT PAYMENT PROGRAM FORM

Authorization for Pre-Arranged Withdrawals from a Depository Funds Institution

I authorize the Association to initiate withdrawals from my account at _____

for payment of my Barclay Park monthly assessments beginning _____ (month/year).

This authorization will remain valid until I *or* the Association *or* my financial institution revoke it in writing. If I revoke authorization, written notice must be submitted to the Association at least thirty (30) days in advance of the effective date of the cancellation.

A withdrawal shall be made on the 5th day of the month or the next business day in the amount of my monthly assessment fees per calendar month. These withdrawals may be made electronically and under the Rules of the Michigan Automated Clearing House.

Bank ABA/Routing & Transit #: _____

Your Account #: _____

Type of Account: Checking Savings Other: _____

I understand that the Direct Payment program is an optional method of payment. I further understand that the Association and my financial institution reserve the right to terminate the Direct Payment program. I can suspend payment of a monthly assessment by notifying the Association at any time prior to 4:00 PM three (3) business days before the payment is scheduled to be deducted from my account. I understand that authorization will terminate upon three (3) continuous months of rejected payments or a total of six (6) rejected payments within a 12-month period. The Association assumes no responsibility for rejected or dishonored payments. This authorization form is subject to change.

Name: _____

Address: _____

Date: _____

(Authorized Account Holder's Signature)

Date: _____

(Joint Account Holder's Signature)

PLEASE ATTACH A VOIDED CHECK TO INITIATE FUND TRANSFERS.

Mail form and voided check to:

Meadow Management, Inc. 27780 Novi Road, Suite 110 Novi, MI 48377

Tel: 248-348-5400 Fax: 248-348-5960

Email: service@meadowmgmt.com Website: www.meadowmgmt.com

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. As necessary, construction will be performed by a licensed builder/contractor who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense.
2. All maintenance of this Alteration/Modification will be performed at my/our expense.
3. This alteration/variance/modification is subject to all of the requirements of the governing documents, occupancy agreements, and other applicable regulations at Barclay Park Association's discretion.
4. I/we have read all applicable sections of the governing documents, and I/we understand same.
5. I/we understand that, should any legal, regulatory agency require, at *any* time in the future, modifications to this variance, they will be done at my/our expense.
6. I/we understand that it is my/our responsibility to advise future assigns and/or Co-owners of the unit of this modification and of their responsibility for same.
7. All of the information listed above is truthful and accurate.

NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED.

Date: _____
_____ (Co-owner Signature)

Date: _____
_____ (Co-owner Signature)

When complete and accurate information is received, requests will be completed at the earliest opportunity. Please note that response time depends upon the availability of the Board of Directors.

Please return this Form to:

Meadow Management, Inc. 27780 Novi Road, Suite 110 Novi, MI 48377
Tel: 248-348-5400 Fax: 248-348-5960
Email: service@meadowmgmt.com Website: www.meadowmgmt.com

FOR ADMINISTRATIVE USE ONLY

Approved By: _____ Date Approved: _____

BARCLAY PARK ASSOCIATION

NOTIFICATION OF COMPLIANCE FORM

Name: _____

Address: _____

Phone: _____

APPROVED STANDARD/SPECIFICATION (*check only ONE box per form*):

- Sign Specifications*
- Satellite Dish Specifications*
- Storm Door Specifications*
- Landscaping Guideline for Bridgeport Units*

** denotes that an up-to-date copy of the complete standard or specification must be attached to this form*

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. If you would like to make an alteration/modification to your unit, then you must submit a Notification of Compliance Form (this form) –OR– an Alteration/Modification Request Form (available online).
2. This form may only be used for the Barclay Park Association standards and specifications (as approved by the Board of Directors) that are listed on this sheet. Compliance is based on the standard or specification that is in effect as of the date this form is received by the Association.
3. Completing and returning this form to the Association serves as notification that you intend to act in accordance with all aspects of an approved Barclay Park Association standard or specification. Your signature below indicates that you will be 100% in compliance with the standard or specification that is indicated above.
4. If you will not be able to achieve 100% compliance with an approved standard or specification, then you are required to submit an Alteration/Modification Request Form for prior written approval by the Board of Directors.
5. If the Association determines that your alteration/modification is less than 100% in compliance with the approved standard or specification noted above –AND– you have not obtained prior written approval for your alteration/modification, then you will be issued a violation notice that will state your responsibility to return the premises to its original condition at your expense.

Date: _____

(Co-owner Signature)

Please return this Form to:

Meadow Management, Inc. 27780 Novi Road, Suite 110 Novi, MI 48377

Tel: 248-348-5400 Fax: 248-348-5960

Email: service@meadowmgmt.com Website: www.meadowmgmt.com

FOR ADMINISTRATIVE USE ONLY

Received By: _____ Date Received: _____

BARCLAY PARK ASSOCIATION

CLUBHOUSE RENTAL RESERVATION FORM

I/ We request use of the Barclay Park Clubhouse for the following date and time:

Date Requested: _____

Number of People: _____

Time Desired (from) _____ AM/PM (to) _____ AM/PM

Type of Function (Birthday/Graduation, etc.): _____

I/We have read and fully understand the Barclay Park Clubhouse Regulations and agree to abide by same or face forfeiture of fees or imposition of fines or penalties so outlined therein, depending upon the degree of regulation infractions). It is further understood that the degree of regulation infractions) shall be determined solely by the Board of Directors.

I/We also understand and agree that Barclay Park Association, or individuals acting on behalf of the Association, are not responsible for any damages or injuries suffered during, or related to, use of the Clubhouse facility.

I/We also understand and agree that a designated monitor may be appointed by the Board of Director's to oversee proceeding during the tenure of this rental. This monitor shall be considered an extension of the Board's authority and must be permitted on-site during the rental period to manage and protect the interests of all Co-owners.

Co-owner's Name: _____

Address: _____

Signature: _____ Date: _____

Phone Number: _____ Deposit Check #: _____ Rental Check #: _____

Violation of any of the Clubhouse Rules and Regulations will result in forfeiture of your entire security deposit. You may incur additional fees if cleaning or repairing the clubhouse is necessary.

Received and acknowledged by: _____ Date: _____