

**SANSTONE ESTATES RESIDENTIAL PROPERTY OWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE
MANUAL OF POLICIES**

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**ARCHITECTURAL CONTROL COMMITTEE
MANUAL OF POLICIES, GUIDELINES AND PROCEDURES AND
DESIGN STANDARDS FOR SANSTONE ESTATES PROPERTY OWNERS
ASSOCIATION, INC.**

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SANSTONE ESTATES PROPERTY OWNERS ASSOCIATION, INC.

**ORIGINAL DOCUMENT PREPARED FEBRUARY 02, 2020
REVISED AND BOARD APPROVED SEPTEMBER 2020**

SANSTONE ESTATES PROPERTY OWNERS ASSOCIATION, INC.'S ("ASSOCIATION") ARCHITECTURAL CONTROL COMMITTEE HAS ADOPTED AND APPROVED THIS MANUAL OF POLICIES, GUIDELINES AND PROCEDURES AND DESIGN STANDARDS ("MANUAL") IN ORDER TO PRESERVE THE HARMONIOUS DESIGN OF THE COMMUNITY.

The Association represents the property owners of four platted residential subdivisions located in Eaton County, Michigan: Sanstone Estates, Sanstone Estates No. 2, Sanstone Estates No. 3, and Sanstone Estates No. 4, all together referred to as "Sanstone Estates." Sanstone Estates property owners (each an "Owner" and together the "Owners") and all residents of Sanstone Estates benefit from the planning and design that has been an important part of the development of Sanstone Estates. The intent of these architectural standards is to assure the Owners that the standards of design and quality will be maintained as outlined in the Declaration of Covenants and Restrictions recorded for each subdivision by the Eaton County Register of Deeds (all together referred to as "C&R's"). This, in turn, protects the property values and enhances Sanstone Estates' overall environment.

An essential element of architectural and landscape review is the recognition by all homeowners of the importance of maintaining the quality, character, and ambiance of the Sanstone Estates community. Design Standards should be viewed as a benefit and not as a burden to the community.

I. INTRODUCTION TO THE ARCHITECTURAL CONTROL COMMITTEE

A. PURPOSE: The Declarations of Covenants and Restrictions ("C&R's") of the Sanstone Estates Residential Property Owners Association, Inc. (Association) assures each Owner that the quality of Sanstone Estates design will be maintained. The Association administers these covenants and restrictions and provides administrative support through the Architectural Control Committee ("ACC"). ACC committee members shall meet the following requirements:

- The Committee member must be an Owner and a permanent resident of Sanstone Estates**
- The Committee member must be in good standing on all Association annual assessments and on all special assessments**
- The Committee member's Property must be in compliance with all C&R's and ACC guidelines without violations**

- The Committee member must commit to attend not less than 75% of Committee meetings during each calendar year, and to notify the Committee chairman that the member cannot attend prior to the scheduled meeting time
1. The ACC is authorized under Article VII of the C&R's and ensures that exterior alterations in Sanstone Estates comply with the C&R's, including, but not limited to the Restrictive Covenants contained in Article VI. All requests for exterior alterations must be submitted to the ACC and its approval received before they may be undertaken.
 2. The purpose of this Manual is to inform the Owners of the design guidelines for Sanstone Estates and the procedures to be followed when requesting an exterior modification to their property. Each application received by the ACC will be evaluated on its own merits with reasonable flexibility for architectural function and creativity.
- B. AUTHORITY of ACC:** The authority for the ACC was set forth on July 10, 2018 with a motion made by the Board of Directors at the Sanstone Estates Residential Property Owners Association Annual Meeting and approved by vote of the property Owners in attendance. The C&R's encompass all the properties, including residences and vacant lots, within Sanstone Estates.
1. The C&R's are a contract between the Owners and the Association, whereas the Owners agree to refrain from making any modifications to the exterior of the homes and property without first receiving approval from the ACC. The ACC is responsible to the Board of Directors of the Association. The Board of Directors is the ultimate authority for the Sanstone Estates Residential Property Owners Association, Inc.
- C. MEETINGS:** The ACC shall meet monthly or as necessary. Applications received will be reviewed by the ACC and its findings will be presented to the property Owner within thirty (30) days of receipt of a completed Application. Violation issues brought before the ACC will be reviewed on an individual basis and recommendations will be made within thirty (30) days of receipt of notification by the ACC.
- D. RESPONSIBILITIES:** On behalf of the Association, the ACC is empowered to adopt, communicate, amend, revoke, and enforce guidelines ("Design Standards") for the purpose of:
1. Governing the form and content of an Application to be submitted to the ACC for approval or disapproval.
 2. Governing the procedure for submission of plans and specifications.
 3. Establishing guidelines with respect to the approval or disapproval of design features, architectural styles, exterior colors and materials, details

of construction, location and size of any structure, landscaping, and all other matters that require approval by the ACC.

- E. **LIMITATION OF RESPONSIBILITIES:** The ACC approval is based only on the aesthetic features of an approved Application. The ACC assumes no liability regarding the structural integrity of any proposed project. The ACC makes no representation as to its expertise regarding either the structural adequacy, capacity or safety features of the proposed improvement or structure as shown on the submitted plans or on the ultimate construction of the approved modification. The ACC does not assume the responsibility for the performance or quality of work of any contractor.

II. ARCHITECTURAL CONTROL COMMITTEE POLICIES:

The objective of the ACC is to avoid harsh concepts in the landscape and architectural themes of Sanstone Estates and to foster thoughtful design so that there is harmony between neighboring residences. The goal of the ACC is to be completely fair and objective in the architectural review process and to maintain sensitivity to the individual aspects of design considerations submitted to the ACC.

- A. **REVIEW OF PLANS AND SPECIFICATIONS:** No structure of any nature (including without limitation exterior walls and fences) shall be commenced, nor shall any exterior addition to or alteration thereof, or addition to landscaping or change in landscaping from the original design concept, be made until the plans and specifications showing the nature, kind, shape, height, materials, color, location and anticipated start and completion date of the same (the "Application") shall have been submitted to the ACC for written approval as to quality, conformity and harmony of external design with the existing standards of the neighborhood and the standards of Sanstone Estates.
- B. **TIME LIMITATIONS:** After approval by the ACC, all improvements shall be completed within a specified time from commencement of the improvement. Projects which remain uncompleted for long periods of time are visually objectionable can be a nuisance and a safety hazard for neighbors and the community. The ACC may establish a specific time for completion as a condition of its approval. A reasonable time will be agreed upon by collaboration of the ACC and the Owner submitting the Application. In the event the ACC fails to approve or disapprove plans and specifications within thirty (30) days of receipt, after the Application has been submitted in writing to the ACC in acceptable form, including all information necessary for the ACC's consideration and review, approval by the ACC shall be deemed to have been granted. The ACC shall have the right to request additional information if the information submitted is incomplete or insufficient.

- C. **INSPECTIONS:** An inspection may be made with advanced notice to the property owner by the ACC or an agent of the ACC if there is sufficient reason to believe the project is not in accordance with previously approved plans and specifications. Job site conditions:
- All job sites shall be kept in a neat, orderly and safe condition
 - Construction hours are subject to rules and regulations as established by the local unit of government.
 - All construction operations must be performed in accordance with all applicable law, rules, and regulations
 - Access for the job site must be located on the Owner's property ONLY. Any other access must be authorized in writing by the applicable property Owner, and submitted with the Application
- D. **APPROVAL:** Upon approval by the ACC, a copy of the applicant's plans and specifications bearing such written approval, including all conditions for such approval, shall be returned to the applicant. Approval of any application shall be final, and the approval may not be thereafter reviewed or rescinded if there has been compliance with all conditions of approval. If the Application is denied by the ACC, the reasons for the denial shall be given in writing specifying the ACC's objections. The applicant may address the ACC's objections by submitting an amended Application.
- E. **VIOLATIONS:** If any alteration or modification is made without the required prior written consent of the ACC, the alteration has been undertaken in violation of the Declaration. In no event may any alteration or modification be allowed to remain if in violation of any of the C&R's, or in violation of any zoning or building ordinance or regulation.

The ACC is empowered to enforce its decisions and policies, as set forth in the C&R's and this Manual, by means specified in the C&R's, including an action in a court of law, to ensure compliance.

III. KEY ARCHITECTURAL GUIDELINES:

The ACC evaluates all submissions based on the individual merits of the Application. Besides evaluation of the design proposal, this includes consideration of the characteristics of the individual site and lot size, since what may be an acceptable design of an exterior in one instance may not be for another.

The following criteria are general in nature and apply to all dwelling units in Sanstone Estates:

- A. **Relation to Sanstone Estates Open Space:** The ACC will consider factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off which may adversely affect other property Owners and Sanstone Estates' open space common areas.
- B. **Conformance with Covenants and Restrictions:** All Applications are reviewed to confirm that the request is consistent with all applicable Covenants and Restrictions affecting Sanstone Estates as recorded in the records of Eaton County
- C. **Validity of Concept:** The basic idea of the proposed alteration requested must be sound and appropriate to its surroundings.
- D. **Design Compatibility:** The proposed alteration must be compatible with the architectural characteristics of the Applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
- E. **Location and Impact on Neighbors:** The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, and drainage. Scale: The size of the proposed alteration should relate well to the adjacent structures and its surroundings.
- F. **Color:** Color may be used to soften or intensify visual impact. Parts of an addition that are like the existing house such as roofs and trim should be matching in color. No ACC approval is required to repaint in accordance with an originally approved color scheme.
- G. **Materials:** Continuity is established by use of the same or compatible materials as were used in the original house construction.
- H. **Workmanship:** Workmanship is another standard which applies to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor construction practices, besides causing the Owner problems, can be visually objectionable to other Owners.

IV. SUBMITTING APPLICATION(S) TO THE ARCHITECTURAL CONTROL COMMITTEE:

Applications for exterior changes may be obtained from the Sanstone Estates Homeowners Association via email request or from the Architectural Control Committee. Completed Applications should be hand delivered to an ACC committee member or emailed to the ACC at the following email address: sanstoneacc@gmail.com for review by the ACC at its next scheduled meeting.

- A sample Application form is attached.

- A. **SITE PLAN:** A site plan or property survey should be included with the Application showing the location of existing structures and the boundaries of the

property. Proposed changes or additions should be indicated including dimensions and distances from the home and adjacent properties. Building location shall be approved in accordance with any applicable zoning and building ordinances and codes.

- B. **MATERIALS AND COLOR:** Samples of the materials and colors to be used and an indication of existing colors and materials must be provided. Where the proposed work is to be painted to match the existing house trim or house color, the Application must include a statement to that effect. Where materials and/or colors are compatible but different from those of the existing structures, samples or color chips must be submitted for clarity.
- C. **DRAWINGS AND PHOTOGRAPHS:** A graphic description of the request must be provided. This may be in the form of manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail must be consistent with the complexity of the proposal.
- D. **EATON COUNTY:** After receiving approval from the ACC, a permit may be required from Eaton County or other governmental authorities. The applicant must determine whether this requirement applies to the requested modification.
- E. **THIRD PARTY COMMENTS:** Written comments from neighbors and other Owners concerning proposed changes may be furnished to the ACC. These comments will be considered during the review process. The ACC, however, must still make its decisions based on standards set forth in the C&R's and as further described in this Manual.

**SANSTONE ESTATES PROPERTY OWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE (ACC) ARCHITECTURAL
STANDARDS AND CRITERIA SUPPLEMENT TO THE DECLARATION
OF COVENANTS AND RESTRICTIONS**

The following are ACC approved standards that are not specifically outlined in the Sanstone Estates Covenants and Restrictions.

1. WINDOWS AND DOORS:

- a. Exterior doors, windows, window screens, exterior trim and structural members shall be painted in colors that correspond with the overall design and color of the home and must be within the ACC guidelines.
- b. The use of reflective tinting or mirror finishes on windows is prohibited.
- c. Security bars on windows or doors are restricted.

2. SOLAR PANELS:

- a. Solar electric and water heating panels shall be reviewed on an individual basis, and if approved by the ACC, must be installed on the roof in such a manner as to present the least obtrusive condition.

3. EXTERIOR MATERIALS AND COLORS:

- a. Exterior artificial, simulated, or imitation materials shall not be permitted without approval of the ACC.
- b. The use of the following items is appropriate:
 - 1) Stone facade - similar in finishing and color as originally constructed.
 - 2) Metals - factory finished in durable anodized aluminum in dark brown, bronze, or white.
- c. Exterior colors should be harmonious with the Sanstone Estates Community. It is required the Owner provide a 4'x4' sample of the proposed paint scheme on the front wall of his or her home (this could be a separate detached panel). This will allow the ACC members to visualize the intended paint scheme in various lighting conditions; and to see how the colors will relate to the neighborhood. Approved painting must be completed within 30 days after approval by the ACC.

4. ROOFS:

- a. Roof colors shall be an integral part of the exterior color scheme of the building.
- b. Any change in color or existing roofing material must be submitted for the approval by the ACC. Roofing material must be either asphalt shingle, applied to the actual roof deck, in accordance with the most up-to-date building standards. Professional metal roofing designed with the appearance of asphalt shingles may also be submitted for consideration.
- c. Flat roofs are not permitted, the minimum roof pitch shall be [6/12].

5. GARAGES, DRIVEWAYS, WALKWAYS AND EXTERIOR LIGHTING:

- a. Any change of color and/or material from an existing garage door must be approved by the ACC.

- b. Lighting will be directed in such a manner so as not to cause a nuisance to the neighborhood or to any property owners. All outside lighting must be directed away from a neighbor's home.
- c. Christmas Holiday lighting may be displayed beginning November 1st until January 31st.
- d. Driveways and walkways are to be brushed concrete, asphalt, or brick. Tile, stamped concrete or simulated concrete coverings must be approved by the ACC.
- e. Driveway aprons must be concrete and may not be widened without the approval of the ACC.
- f. Driveways must be maintained in good condition and cracked and/or chipped concrete must be repaired or replaced. Asphalt driveways must be sealed and kept free of cracks. Brick driveways must be kept free of broken and uneven bricks. All driveways regardless of material must be kept free of weeds, grass and any other debris.
- g. Any proposed walkway must be approved by the ACC prior to installation. This includes poured walkways, stepping-stones, or any type of walkway.

6. **PERGOLAS, AWNINGS AND SHUTTERS:**

- a. Shutters, metal fold down awnings and metal canopies do not meet the standards of the Sanstone Estates community. Shutters and canvas awnings may be approved after submission of colors, material, and detailed drawing to the ACC.
- b. Panels or shutters may not be installed for security purposes.
- c. Any pergola shall require ACC approval.

7. **LANDSCAPING AND COMPOST:**

- a. All initial landscaping must first be submitted to the ACC with house and lot survey prior to installation. Proposed landscaping must be shown on a lot survey which includes house and all concrete and deck surfaces.
- b. All landscaping installed with approval by the ACC must be maintained to the standards as set forth by the Association C&R guidelines.
- c. Landscaping trimmings and compost **may not** be kept on an Owner's property or placed in the street. All trimmings must be disposed of in the community compost disposal area which is located behind the North Crandell gate on the south side of the trail which is clearly identified. **THIS IS THE ONLY AREA TO BE USED FOR DISPOSING OF COMPOST MATERIALS AND TRIMMINGS** until such time the Developer deems otherwise.
- d. When removing or cutting an entire tree, under no circumstances are such trees permitted to be placed or disposed of in the community compost area. All components of such tree(s) to include the stump(s) are to be removed from the Owner's property and from Sanstone Estates immediately after cutting.
- e. Items that will not decompose are **NOT** allowed to be left in the compost area. This includes garden edging, ceramic, plastic or clay pots, plastic bags or bottles, cans, etc.

8. LAWN AND PROPERTY MAINTENANCE:

- a. Lawns must be mowed weekly or as needed according to weather conditions. Storm debris must be removed from the Owner's property within 48 hours of the weather event.
- b. In accordance with State Law debris of any kind **may never** be placed or blown into the street. The Charlotte Police Department will ticket any Owner that is found in violation of the ordinance.
- c. Landscape and gardens should be maintained by pruning shrubs and trees, weeding gardens, edging gardens and driveways. Weeds should never be allowed to flourish in any area of the yard or the foundation of the home causing the yard to become unsightly.
- d. Yards, landscaping and sidewalks should be kept free/clean of pet feces. Pets must not be allowed to roam onto other resident's property. Pet cages, enclosures and/or houses are not permitted in residents' yards.
- e. Downspout extensions may only extend three feet from the house into the yard and must be the same color as the existing downspout. If additional drainage is needed the extension must be buried.
- f. Homes shall be maintained in the condition in which they were built. Residents are expected to repair all damage to the exterior of their home and garage, to include cleaning siding of any mold and mildew, repairing and painting of exposed surfaces, and the maintenance of exterior doors and shutters. Gutters must be kept free of all debris.
- g. Vehicles may only be parked in a garage or driveway. Parking on lawns is prohibited.
- h. Porches and decks must be kept free of mold and mildew and shall be stained or painted and sealed. Damaged deck material shall be replaced and or repaired.

9. BASKETBALL HOOPS:

- a. Basketball hoops shall be placed in an approved location. Basketball hoop may be a standard or adjustable with a black metal pole and clear backboard.
- b. All basketball hoops must be a permanent system.
- c. All permitted equipment must be maintained in like new condition. In the event an Owner fails to take corrective action after one written warning, the equipment will be removed at the Owner's expense.
- d. Basketball activities shall be limited to the hours of dawn to dusk.

10. FENCES:

- a. Fences are **NOT** allowed, except for #11 following "Swimming Pools." in the Sanstone Estates Community. This directive has been determined by a residential vote in 2000 and again on May 19, 2017.

11. SWIMMING POOLS:

- a. Proposed pool, decking, screen enclosure and landscaping plans with survey must be submitted to the ACC for review.
- b. Above ground swimming pools shall not be permitted. Swimming pools shall not be permitted on the street side of the residence.

- c. All pool equipment and heaters must be screened with landscaping or approved structures from the view of adjacent properties and roadways. All pool items must be stored out of view the pool area is not in use so that it is not unsightly for neighboring homes.
- d. Once excavation begins for the construction of a pool area, a **temporary** fence per State Law must be erected around the project area until completion of the project. The permanent fence which is required in accordance with State Law must be in place, prior to **any water** being placed in the pool.
- e. Pool fences must be of anodized material and must be maintained free of rust or corrosion.
- f. Planting of all landscaping plants, edging, weed barrier and bedding (i.e., mulch, stones, etc.) must be completed around the entire exterior of all the pool fencing within two weeks of completion of the project. All plantings must be identified and submitted as part of the original plan request. Pool area landscape must be kept weed free and trimmed on a regular basis.
- g. Swimming pools, Spas or hot tubs will be permitted only when their placement does not interfere with the neighboring homes and will not create a nuisance. Any swimming pool, spa or hot tub that is permitted must also conform to all local zoning ordinances and C&R guidelines.

12. AIR CONDITIONERS, GARBAGE AND TRASH CONTAINERS:

- a. Window and/or wall air conditioning units shall not be permitted.
- b. All household garbage must be kept in a closed refuse container with a secure lid (a bungee cord works well). Garbage and trash containers shall be placed in an area so as not to be seen from the street. All additional refuse items must be contained to prevent littering within the neighborhood, including food and food storage containers. The Owner is responsible to clean up all trash, food, and debris, etc. that has not been removed by the refuse service.
- c. Trash Containers may only be placed out the night prior to trash pick-up day. Recycle Bins may only be placed out the night prior to pick-up day for recyclable items.
- d. All trash and recycling containers must be placed in the Owner's driveway and not in the street.
- e. Trash and recycling containers and any items remaining must be removed the same day as trash pickup.

13. ANTENNAS, SIGNS AND MAILBOXES:

- a. Subject to strict compliance with all applicable federal regulations, and only to the extent permitted under such regulations, outside antennas and satellite dishes are permitted. Any such installation shall be located to reasonably minimize visibility to other Owners and from the Property street view, with reasonable screening or camouflage, to the extent that such requirements do not impose unreasonable expense or delay in installation or preclude the reception of an acceptable quality signal. All such installations shall be properly and safely maintained by the Owner.

- b. All signs, billboards and advertising materials are prohibited on any lot, structure or entity, except with the written permission of the ACC. The ACC shall determine form, size, color, content, time of placement and location of any sign. FOR SALE signs, not to exceed 18"x24", may only be placed near the area of the mailbox and no closer than six feet to the curb.
- c. Mailboxes must be maintained in a neat and orderly fashion and in like new condition. Damaged mailboxes shall be replaced by the Owner within 14 days after visible damage occurs.

14. ACCESSORY STRUCTURES, PLAY EQUIPMENT AND DECORATIVE OBJECTS:

- a. No structure of a temporary character, accessory structures, tool sheds or other outbuilding shall be permitted or used on any property at any time.
- b. All children's play equipment, trampolines, playhouses, etc. shall be placed to the rear of the property, and only with approval of the ACC. All these items must be securely anchored into the ground and kept off any other Owner's property, including in the event of inclement weather. All equipment must be maintained in like new condition.
- c. All unsecured children's play equipment must be stored out of sight of adjacent properties at the end of each day.
- d. Outside storage boxes for pool equipment are permitted only on patios or in the fenced area surrounding the pool.
- e. Under deck storage must not be visible from the street and neighboring properties. Under deck enclosures must be approved by the ACC.
- f. No clothes lines or similar structure shall be permitted on any portion of an Owner's property.

15. ATTIC VENTILATORS OR SKYLIGHTS:

- a. Attic ventilators or other apparatus requiring penetration of the roof must be as small as functionally possible and must be painted to match the roof. They must be located generally on the least visible side of the roof and not extend above the ridge line. Approval of any such ventilating equipment must be obtained from the ACC prior to installation.

16. PATIO AND PATIO ENCLOSURES:

- a. Patio enclosures are an extension of the home and have a significant impact on its appearance. All enclosures should be designed to conform to the contours of the house. Color and materials should be compatible with the existing home and surrounding homes. All patio enclosures must have ACC approval prior to the commencement of construction.
- b. The roof of the patio enclosure must conform to the roof of the home, including color, to blend in with the current roof. Insulated aluminum roofs are not permitted.
- c. All patios, patio slabs and courtyards must be approved by the ACC prior to installation.

17. PERMANENT BARBECUES AND FIREPITS:

- a. Permanent barbecue structures may be permitted but should not be a dominant feature on the landscape and must be located so they will blend as much as possible with the natural background. Supplemental planting should be provided to soften the visual impact of the barbecue structure, particularly when little or no natural background or screening is available.
- b. No permanent barbecue shall be installed until approval is received from the ACC.
- c. A firepit may be permitted so long as it is located directly behind Owner's home and it is not visible to the front facing street nor is it in a place where it is a nuisance to neighboring homes.
- d. No firepit shall be installed until approval is received from the ACC.

18. MAJOR EXTERIOR ALTERATIONS:

- a. The design of major alterations must be compatible in scale, materials, and color with the applicant's house and adjacent houses with approval of the ACC prior to the commencement of the project.
- b. The location of major alterations must not impair the views or amount of sunlight and natural ventilation on adjacent properties.
- c. Roof pitch should match the type used in the applicant's house.
- d. New windows and doors should match the type used in the applicant's house and should be designed to relate well with the location of exterior openings in the existing house.
- e. If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated in the Owner's Application to the ACC. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.
- f. Construction materials must be stored so that impairment of views from neighboring properties is minimized. Excess material and debris must be removed immediately after completion of construction.
- g. All gutters and downspouts must match the home's trim color and have the approval of the ACC prior to installation. Run-off must not adversely affect the drainage on adjacent property.

V. FINES & PROCEDURES FOR ENFORCING COVENANTS & RESTRICTIONS:

The ACC has determined the following procedure relating to Owners who violate the C&R's.

1. **FIRST NOTICE:** The ACC will notify Owners of violations on their property by letter describing the applicable rule and the violation as the First Notice. The Owner will have ten days from the date of mailing of the First Notice to correct or rectify the violation, without any fine or penalty.

2. **SECOND NOTICE:** If the violation is not resolved by the Owner within ten days of the First Notice or if the violation is repeated within ninety days after a First Notice (a "Recurring Violation"), a Second Notice will be sent, specifying the violation, assessing the applicable fine including the Initial Fine, and requiring the violation to be corrected within five days of the Second Notice. The fifth day will be identified by date in the Second Notice so there is no confusion by both parties as to the date by which the violation must be corrected. In the event of a Recurring Violation, the Second Notice will also include an Initial Fine.
3. **THIRD NOTICE:** If the Owner fails to correct the violation and pay all fines, then a final Third Notice will be sent to the Owner notifying them of legal action to be taken and that attorney fees and all costs of enforcement will be imposed.
4. Except as otherwise described in the Fine Schedule below, the Initial Fine assessed with a Second Notice will be \$50.00, and an additional fine of \$10.00 per day will be assessed for each day of noncompliance after the fifth day identified in the Second Notice.
5. **Fine Schedule:** The following fine schedule has been adopted for ACC Guidelines violations
 - a. **Pets**
INITIAL FINE: \$50.00
An additional fine of \$10.00 per day will be assessed for each day of noncompliance after the fifth day identified in the Second Notice.
 - b. **Failure to Submit Improvement and Alteration Plans for Exterior Dwelling Change(s) for approval by the ACC**
INITIAL FINE: \$250.00
An additional fine of \$10.00 per day will be assessed for each day of noncompliance after the fifth day identified in the Second Notice.
 - c. **Trailers, Motor Vehicles, Lawn Equipment and Parking**
INITIAL FINE: \$50.00
An additional fine of \$10.00 per day will be assessed for each day of noncompliance after the fifth day identified in the Second Notice.

*Accommodations may be requested for good cause made in advance of a known violation to permit a deviation from the parking policies of the Association. A 24-hour advance notice must be given to the ACC to request the accommodation. Communication with the ACC Board may be by text message, email, or written notice.
 - d. **Rubbish**
INITIAL FINE: \$50.00
An additional fine of \$10.00 per day will be assessed for each day of noncompliance after the fifth day identified in the Second Notice.

e. Lawn and Property Maintenance

INITIAL FINE: \$50.00

An additional fine of \$10.00 per day will be assessed for each day of noncompliance after the fifth day identified in the Second Notice.

f. Trash Container(s) and Collection

INITIAL FINE: \$50.00

An additional fine of \$10.00 per day will be assessed for each day of noncompliance after the fifth day identified in the Second Notice.

g. Signs

INITIAL FINE: \$50.00

An additional fine of \$10.00 per day will be assessed for each day of noncompliance after the fifth day identified in the Second Notice.

*Accommodations may be granted for good cause on an individual basis with prior notice by the Owner. Communication with the ACC Board may be by text message, email, or written notice.

***Fines received for violations will be deposited in the Sanstone Estates Residential Property Owners Association general fund account held at the Independent Bank. A line item will be shown in the financial report as Violations-Fines.**

THE ARCHITECTURAL CONTROL COMMITTEE MANUAL OF POLICIES, GUIDELINES AND PROCEDURES AND DESIGN STANDARDS MAY BE REVISED PERIODICALLY, AS DETERMINED BY THE BOARD OF DIRECTORS. THE MANUAL WILL BE POSTED ON THE SANSTONE ESTATES RESIDENTIAL PROPERTY OWNERS ASSOCIATION, INC. WEBSITE SO THAT ALL SANSTONE ESTATES RESIDENTIAL PROPERTY OWNERS CAN HAVE ACCESS TO THE MANUAL.

This Manual is effective May 1, 2021.

Signed on behalf of Architectural Control Committee:

May 1, 2021

Date

Patricia L. Snow-Roffey (PATRICIA L. SNOW-ROFFEY)
Melanie L. Stadel (Melanie L. Stadel)
Francis L. Gallaway (FRANCIS L. GALLAWAY)
Daryl D. Stadel (DARYL D. STADEL)
M. Jane Allen (M. Jane Allen)

Date Approved by Board of Directors

May 1, 2021

Date

Signed by the Secretary of the Board of Directors of Sanstone Estates Residential Property Owners Association, Inc:

M. Jane Allen (M. Jane Allen), Secretary

Sanstone Estates Residential Property Owners Association, Inc. Board of Directors

STATE OF MICHIGAN)

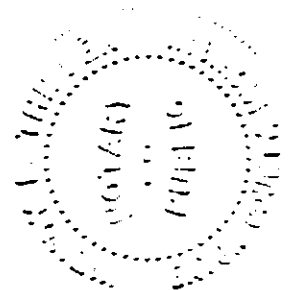
) SS

COUNTY OF EATON)

The foregoing instrument was acknowledged before me on this 1st day of May, 2021 by Patricia L. Shew-Roffey, Melanie L. Stadel, Francis L. Gallaway, Daryl D. Stadel, and M. Jane Allen, each on behalf of the Architectural Control Committee, and by M. Jane Allen, Secretary of the Sanstone Estates Residential Property Owners Association, Inc., on behalf of the Corporation.

WENDY L. THIELEN
NOTARY PUBLIC, STATE OF MI
COUNTY OF EATON
MY COMMISSION EXPIRES Sep 16, 2021
ACTING IN COUNTY OF *Eaton*

Wendy L. Thielen
Wendy L. Thielen, Notary Public
State of Michigan, County of Eaton
My Commission Expires: Sept 16, 2021
Acting in the County of Eaton



Legal Description of Affected Property:

Sanstone Estates, a subdivision on part of the NE 1/4 of Section 8 and NW 1/4 of Section 9, T2N, R4W, City of Charlotte, Eaton County, Michigan, recorded on January 10, 1992 in Liber 12 of Plats, pages 38 and 39, Eaton County Register of Deeds Office.

Sanstone Estates No. 2, a subdivision on part of the NE 1/4 of Section 8 and NW 1/4 of Section 9, T2N, R4W, City of Charlotte, Eaton County, Michigan, as recorded on April 9, 1996 in Liber 12 of Plats, pages 93 and 94, Eaton County Register of Deeds Office.

Sanstone Estates No. 3, a subdivision of part of the Northwest 1/4 of Section 9, T2N, R4W, City of Charlotte, Eaton County, Michigan, recorded on December 4, 2001 in Liber 13 of Plats, pages 73 through 82, Eaton County Register of Deeds Office.

Sanstone Estates No. 4, a subdivision of part of the Northwest 1/4 of Section 9, T2N, R4W, City of Charlotte, Eaton County, Michigan, recorded on November 4, 2004 in Liber 13 of Plats, pages 166 and 167, Eaton County Register of Deeds Office.