

**MODIFICATIONS REQUIRING HOA BOARD APPROVAL PRIOR TO PROCEEDING
(not obtaining approval could result in fines and/or removal of modification)**

Modification requests are submitted through the Resident Portal. If you are not utilizing the Resident Portal, please call Level Up (734-589-0970) or email them at mjproperties734@gmail.com

1. Modification to existing plumbing, electrical or interior walls:
 - a. Blinds/Curtains (If visible side is white, no approval needed)
 - b. Furnace
 - c. HVAC
 - d. Hot Water Heater
2. Modification that requires drilling into, attachment to or penetration of the unit: (type/color/attachment method)
 - a. Antennas
 - b. Aerials
 - c. Awnings
 - d. basketball backboards
 - e. handrails
 - f. flag poles
 - g. mailbox/newspaper holder
 - h. ornamental decorations (attached)
 - i. permanent fixtures (screws, fasteners, nails, etc.)
 - j. satellite dish
 - k. shutters
 - l. windows
3. Concrete Installation/Replacement:
 - a. Basement
 - b. Garage
 - c. Steps (Rear/patio/deck)
4. Deck: (type/material, size, placement, must be professional builder/installer)
5. Electric Car Charger: Installation/Replacement
6. Exterior Doors:
 - a. Back/Patio
 - b. Entrance
 - c. Garage
 - d. Storm door
7. Fences (individual unit):
 - a. Maximum of six (6) foot high
 - b. White vinyl privacy fence
 - c. Not to exceed twelve (12) feet in length
 - d. Installed in rear yard of each attached Unit in line with shared Unit walls only
8. Landscaping:
 - a. Flowers/plants (planting & removal)
 - b. Flower beds/edging
 - c. Trees/Shrubs (planting & removal)

9. Leasing:

- a. Unit must be co-owner's principal residence prior to being leased (cannot be purchased as a leased unit).
- b. Unit cannot be leased for a term longer than 3 years unless a "one-time only" extension is granted by the Board for a maximum period of 24 months.
- c. Leasing Agreements must be for at least six months.
- d. The Leasing agreement must be submitted to the HOA Board for review and approval at least 10 days before being presented to the potential lessee for review.
- e. Signed Leasing Agreement must be sent to the property manager.
- f. Unit cannot be

10. Outside Equipment:

- a. Air-Conditioner (size, type, placement)
- b. Generator (size, type, placement)

11. Patio: (type/material, size, placement, must be professional builder/installer)

12. Pets:

- a. Only two (2) domesticated dogs (or)
- b. two (2) domesticated cats (or)
- c. one (1) domesticated dog and one (1) domesticated cat

13. Pool:

Portable Kiddy Pool only

- 1. Not exceeding one (1) foot in height & eight (8) feet in diameter
- 2. Placed in rear yard only

14. Trash Receptable Storage:

- a. Dimensions not to exceed: 5' high, 8' long, 4' deep
- b. Vinyl or wood (Color aesthetically pleasant)
- c. Location

15. Vehicles:

- a. Any vehicle that will not be used as a primary vehicle (House trailers, commercial vehicles, boat trailers, boats, camping vehicles, camping trailers, motorcycles, ATV, snowmobiles, snowmobile trailers)
- b. Inoperable or expired license vehicle of any type

THE FOLLOWING MODIFICATIONS/REPAIRS ARE DONE BY HOA VENDORS ONLY

Co-owner should report issues with any of the following through the Resident Portal. If you are not utilizing the Resident Portal, please call Level Up (734-589-0970) or email them at mjproperties734@gmail.com

- 1. Concrete Installation/Replacement (Driveway/Sidewalk/Steps)
- 2. Fence (around property perimeter)
- 3. Gutters/Downspouts (repair/replacement & cleaning)
- 4. Landscaping on grounds/within community (individual units need prior Board approval)
- 5. Painting (exterior only)
- 6. Roof (repair/replacement)
- 7. Siding/Trim (repair/replacement)