

Cape Condominium Association
Pet Registration

Date: _____
Owner Name: _____
Home Phone (____) _____ Work (____) _____
Pet Name: _____ Breed: _____
Description: _____ Weight: _____
Pet Age: _____ Years with owner: _____ Obedience Trained: _____
Is this the only pet you keep at your home? Yes ___ No ___
If no, include a separate registration for each pet.

Veterinarian Name: _____
Address: _____ Office Phone _____
Is your pet licensed with the municipality? _____

A photograph of your pet is required with this registration for purposes of identification.

All dogs must be leashed, and under the complete control of a responsible handler at all times whenever in a limited common area or master common areas.

The immediate cleanup of pet waste is required, and must be bagged and disposed of in compliance with City ordinances for health and safety.

The owner acknowledges and agrees to comply with the rules as outlined in the Condominium Bylaws; Article VII, Section 5. It is further understood and agreed that failure to comply with these rules WILL result in a fine of \$200.00 and the possible removal of the pet within the Condominium Community.

Owner's Signature

Date

Revised 1/11/2023

[Handwritten signatures and dates]

**THE CAPE CONDOMINIUM ASSOCIATION
ALTERATIONS/MODIFICATIONS REQUEST**

Date: _____

Please Print Your Name and Address: _____

Home Phone: _____

Business Phone: _____

REQUESTED MODIFICATION

Exterior Appearance

Structural Parts of Unit

Other _____

Common Elements/Limited Common Elements

EXPLANATION OF MODIFICATIONS

Please list sizes and materials to be used.

This work will be performed by: _____

Attach contractor's W-9, liability certificate, workers comp certificate

List address and phone if outside contractor is to be used: _____

Handwritten signatures and notes at the bottom of the page.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. Actual 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. I will provide a Certificate of Insurance from the Builder/Contractor to the Association, prior to the commencement of any work, with the Association listed as an additional insured on such Certificate of Insurance.
2. I/we have read all applicable sections of the Governing Documents and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. 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.
5. This alteration/variance/modification is subject to all the requirements of the Governing Documents, occupancy agreements and other applicable regulations at the Community Association's discretion.
6. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
7. All of the above information is truthful and accurate.

NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED, AND ALL INSURANCE REQUIREMENTS HAVE BEEN MET.
FAILURE TO COMPLY WILL RESULT IN A \$500.00 FINE

Date _____

Signature of Owner _____

Date _____

Signature of Owner _____

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 Association's Board of Directors, but at no time will take more than thirty days.

Approved by _____

Date _____

Leadership Management, Inc.
dawn@leadershipmanagement.us
(810)735-6000

Revised 1/11/2023

[Handwritten signatures and initials]

THE CAPE CONDOMINIUM ASSOCIATION
BOARD APPROVED
RULES & REGULATIONS

ASSESSMENT OF FINES

Violation by an co-owner, occupant, or guest of any of the provisions of the Condominium Documents including any duly adopted policies or rules and regulations shall be grounds for assessment by the Association, acting through its duly constituted Board of Directors, of monetary fines against the involved co-owner, such co-owners shall be deemed responsible for such violations whether they occur as a result of his/her personal actions or the actions of his/her family, guests, tenants or any other person admitted through such co-owner to the Condominium premises.

PROCEDURE

Upon any such violation being alleged, the following procedures will be followed;

Violation Notice – A notice of violation letter is to be sent to the co-owner. Letter will include the Condominium Document provision violated, along with a description of the alleged offense. If co-owner does not comply immediately, upon receipt of notice, a second notice of violation letter will be sent and the first fine assessed (co-owners failure to comply constitutes a default). If co-owner does not comply with second request a third notice of violation will be sent and the second fine assessed. And so on until co-owner complies.

Default – Failure to respond to notice of or immediately correct violation constitutes a default.

Enforcement – Violations will be enforced for a two year period – Violations exceeding a two year period will become obsolete when determining fines.

Opportunity to Defend – Co-owner shall have an opportunity to appear before the Board and offer evidence in defense of the alleged violation. The appearance shall be at the Boards next scheduled meeting, but in no event shall the co-owners be required to appear less than ten (10) days from the date of the first notice.

Hearing and Decision – Upon appearance by the co-owner and presentation of evidence of defense, or in the event of the co-owners 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.

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**ASSESSMENT OF FINES
RULES & REGULATIONS**

*****AMOUNTS*****

Upon violation of any of the provisions of the Condominium Documents and after default of the offending co-owner, or upon the decision of the Board as recited above the following fines shall be levied:

First Violation.	Written warning. No fine levied
Second Violation.	\$100.00 Fine
Third Violation.	\$150.00 Fine
Subsequent Violation(s).	\$200.00 Fine

*****COLLECTION*****

Fines levied above shall be assessed against the co-owner and shall be due and payable with the regular condominium association dues on the first of the following month. Failure to pay the fine will subject the co-owner to all liabilities set forth in the Condominium Documents including, without limitations, those described in the By-laws.

Fines may be levied for violations involving, but, may not be limited to:

- Architectural modification/improvements, (including interior walls) without approval
- Damage to limited common elements
- Decks
- Erection of exterior modification (awning, antenna, lights, satellite dish, etc.) without approval
- Fire Arms
- Illegal behavior (drugs, alcohol, fighting, etc.)
- Lease/rent restriction
- Loud noise after 10:00PM
- Parking
- Patio area
- Pet
- Repair/maintenance of vehicles
- Signs or advertisements
- Storage area
- Unlicensed vehicles

APPROVED: NOVEMBER 12, 1997
AMENDED AND APPROVED: JANUARY 8, 2003
AMENDED AND APPROVED: APRIL 13, 2005
AMENDED AND APPROVED : JANUARY 11, 2023

[Handwritten signatures and initials]

THE CAPE CONDOMINIUM ASSOCIATION
BOARD APPROVED
POLICIES AND RESOLUTIONS
POLICY 03-02

PATIOS & FENCED AREA

General Requirements

1. Prior to patio installation the Co-owner is to;
 - i. Contact Miss Dig (1-800-482-7171) for staking of cable, electrical, gas and telephone lines.
 - ii. Present a full detailed drawing of the proposed patio area with a signed consent for alteration form to the Board of Directors.
 - iii. Obtain any necessary permits.
2. Landscaping and plantings are not to extend beyond the privacy fence.
3. Patios are not to be used for storage purposes: Sheds, garden furniture, and garbage cans are permitted. Unusable barbecue grills and lawn mowers are not permitted. All grills, smokers, fire pits must be used away from the buildings and fences.
4. Patios are not to be used for hanging laundry.
5. Patios are to be kept in good condition, free of weeds, seedlings and debris
6. Sheds are permitted within the confines of the patio under the following guidelines:
 - i. Submit drawing to the Board for approval
 - ii. Roof of shed may not exceed height of fence by more than one foot

Brick Patios

1. Stone, brick, or blocks may not exceed 24" x 24" each.
2. Patio stone, brick, or block must be installed over four (4) inches of pea gravel or slag to deter weeds. Final established grade shall not be higher than the top of the basement window well.
3. The stone, brick, or block surface of the patio, made in accordance with the above, may not extend beyond the privacy fence and must be installed in a professional manner.
4. 1 1/4" to 2" slope is required from building to outside patio edge to allow for drainage.
5. Failure to properly maintain the area will result in the Association maintenance doing the work and charging the Co-owner for the service.

APPROVED: July 16, 2003

Amended and Approved 1/11/2023

[Handwritten signatures and initials]

THE CAPE CONDOMINIUM ASSOCIATION
BOARD APPROVED
POLICIES AND RESOLUTIONS
POLICY 03-01
DUMPSTER / TRASH

1. All trash is to be placed within the dumpster.
2. At no time is trash to be placed next to a dumpster. If the dumpster is full, trash should be taken to an alternative dumpster
3. Empty cardboard boxes are to be broken down prior to being placed within the dumpster, or put out for recycle
4. Large items such as appliances, furniture, etc. will need to be picked up. The Co-owner is responsible for calling Van Buren Township (734)699-8900 Community Services will contact proper authorities to have the item picked up. It is the Co-Owners responsibility to place the item next to the dumpster for the disposal and contact Community Services.
5. Carpeting is to be cut, rolled and tied / bundled in no larger than 4 foot sections.
6. **Failure to comply will result in an assessment of a \$300.00 fine.**

APPROVED: January 11, 2023

[Handwritten signatures and initials]