

THE GLENS AT CARLSON PARK ASSOCIATION

* Salisbury's Systems & Solutions * PO BOX 65 * Mt. Clemens, MI 48046 *
* Phone – 586- 948-1447 * Fax – 866-929-1098 * Email – ssas_2004@yahoo.com *

Welcome Home...

The Board of Directors and the staff at Salisbury's Systems & Solutions (SSAS) would like to welcome you to your new home and neighborhood, The Glens at Carlson Park.

This may be your first experience with a homeowners association. Therefore, we would like to take this opportunity to inform you of some of the guidelines within your new community. These guidelines were established by the Developer to maintain architectural control within the community. In addition, the Rules & Regulations are designed to assist each co-owner with questions and issues, which may arise in the future. It is felt that by setting guidelines for residents will enable all co-owners to live harmoniously in a community of quality and unsurpassed standards. Please feel free to contact our office if you should have any questions regarding the enclosed guidelines. We will be happy to assist you with any concern.

In addition to reviewing the enclosed guidelines, we encourage each co-owner to read their Covenants, Conditions, Restrictions (CCR's). While this document is lengthy, we believe emphasis should be placed on Article IV through VI and Article XI. These are the restrictions that govern the community and are important for you and your family to become acquainted with. **If you did not receive a copy of BOTH the CCR's and By-Laws at closing; please contact SSAS immediately.**

Quarterly open board meetings are held at 7:00 p.m. at the Troy Community Center, located at 3179 Livernois, Troy, MI 48083. At these meetings the elected Board of Directors discuss and vote upon issues relating to The Glens at Carlson Park. Residents are encouraged to attend these meetings and become acquainted with the community. Please check website and social media for meeting dates.

Every May the Association holds the Annual Meeting of Members which is required by the Bylaws. It is especially important that you try and make these Annual Meetings. The Bylaws have a set quorum required to conduct business at this meeting. The purpose of this meeting is to hold elections for a director seat on the Association Board. This is a great opportunity for you to understand and see what your Dues are paying for. **The Bylaws do accept a proxy vote if you find that you can not make the meeting.** Please utilize this form to insure that your vote counts. The proxy form will be mailed out with your Annual Dues invoice which is mailed out every November.

Please be aware that your Association Dues are \$280.00 annually and are due on February 1st (invoiced in November). Any dues not received by March 1st are considered late and a \$20.00 late fee will be assessed. Please make all payments payable to **The Glens** and include your address on the memo section of your check and mail to the letter head address. We also accept credit/debits cards online or by phone with a small processing fee.

Sincerely,

Dedra Salisbury
Community Manager

Salisbury's Systems & Solutions (SSAS)
Phone: 586-948-1447
Fax: 866-929-1098

"Like" us on Facebook!!
www.facebook.com/theglens

Community Website
www.theglensatcp.com

2015/2016 Board of Directors

President/Social Director

Seat open - looking for volunteer

Vice President/Safety Director

Becky Demmings, bemalf@gmail.com

Treasurer/Finance Director

Pradeep Dilli, Pradeep.dilli@gmail.com

Secretary/Communications Director

Dennis Hendren, dennisjhendren@yahoo.com

At Large/Ground Director

Debbie Sosa, rsosa58@aol.com

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Frequently Asked Questions

Q. Why do I have to pay Association Fees and what do they cover?

A. When you purchased your home you agreed to be a part of an Association. All owners are required to pay Association Fees in accordance with the governing documents of the Association. The fees are **\$280.00** and are due annually. They fund the operation and maintenance of the common areas and are used to provide services for the benefit of all owners. An example of what your Association Fees are used for are common area landscape maintenance, trail maintenance, entrance upkeep including flowers, irrigation, and electricity, insurance for the Association and its common areas, and they provide for capital improvements desired by the Association.

Q. What does the Association do?

A. The Association is a nonprofit corporation managed by a Board of Directors. The Board is responsible for the oversight of the Association's funds, the enforcement of the deed restrictions, collection of assessments and the maintenance of common area property.

Q. What does the management company do and what is their authority?

A. The management company is contracted by the Board of Directors to handle the day to day operations of the Association and to provide guidance to the Board. The Board makes the final decisions regarding the Association and the management company is tasked with implementing the Board's decisions and/or instructions.

Q. What are the Governing Documents?

A. The "Governing Documents" for your association are the Articles of Incorporation, Bylaws, Declaration of Covenants, Conditions and Restrictions plus any Rules, Regulations, and Resolutions, and any amendments. These documents serve as the guidelines of how the Association runs and are maintained.

Q. What are violations and deed restrictions and why do I have to comply?

A. It is part of the Declaration of Covenants, Conditions and Restrictions that you agreed to when you bought your home. Through this document, you agreed to certain standards of maintenance, upkeep and behavior in order to make the community as attractive as possible for yourself and your neighbors, and to maintain or enhance your property values.

Q. Why do I have to get the Association's permission for exterior home improvement?

A. This process ensures that your intended improvement meets with your community's standards as set forth in the Governing Documents and avoids the problems that arise from the construction of improvements and the use of colors or styles that conflict with others in your neighborhood. It also provides you with a legal document that would grandfather your improvement if a rule gets changed and it applies to your specific improvement.

Q. What is a resolution and what gives the Board the authority to make one?

A. Resolutions are more formal than a simple motion. They should be used whenever the issue is complex, lengthy or formal. Resolutions are most commonly used when the board must enact rules or formalize policy. The resolution becomes the basis for consistency around rules and policy and it provides a formal record of the board's decision. Article V of the bylaws gives the board of directors the authority to adopt, publish and enforce rules and regulations governing permitted and prohibited uses and restrictions within the association.

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RESIDENT INFORMATION SHEET

As the Managing Agent for THE GLENS AT CARLSON PARK HOMEOWNERS ASSOCIATION, we ask that you furnish our office with the following pertinent contact information to allow us to maintain the Association's records.

TITLEHOLDER NAME(S) : _____

ADDRESS : _____

MAILING ADDRESS (if different from above) : _____

HOME PHONE : _____

CELL PHONE : (Yourself) _____

(Spouse) _____

WORK PHONE : (Yourself) _____

(Spouse) _____

EMAIL : (Yourself) _____

(Spouse) _____

PLEASE FORWARD COMPLETED FORM TO:

The Glens at Carlson Park
PO BOX 65
Mt. Clemens, MI 48046

or

Email: ssas_2004@yahoo.com

THE GLENS AT CARLSON PARK HOMEOWNERS ASSOCIATION ARCHITECTURAL CONTROL GUIDELINES MATRIX

The following matrix displays several types of architectural modifications or alterations requests that may come to the association from time to time by homeowners. The matrix may be used as a **general** guideline for future requests subject to appeal to the Board of Directors. All **yes** items still require requests in writing with all appropriate applications, drawings and exhibits. All approvals must be in compliance with the CCR's & By-Laws.

ITEM	YES	NO	COMMENTS
Advertising or signs of any kind		✓	
Antennae		✓	
Awning over the deck	✓		With Board Approval
Basketball backboard attached to the home or garage		✓	
Basketball backboard-portable or removable	✓		Must be removed and stored when not in use
Brick pavers driveway extensions	✓		With Board Approval
Brick pavers sidewalk extensions	✓		With Board Approval
Birdbath, front yard		✓	
Birdbath, backyard	✓		
Buildings for storage, detached from home		✓	
Buildings for storage, attached to the home		✓	
Concrete driveway extensions	✓		With Board Approval
Concrete sidewalk extensions		✓	
Deck staining or painting	✓		With Board Approval
Decks attached to the home	✓		With Board Approval
Decks detached from the home		✓	
Gazebo, attached to the deck	✓		With Board Approval
Gazebo in the yard, detached from the deck		✓	
Dog kennel, temporary	✓		With Board Approval
Dog kennel, permanent		✓	
Landscape plan alterations	✓		With Board Approval
Driveways, circular		✓	
Easement plantings		✓	
Fences, split rail style	✓		With Board Approval
Fences, all other types		✓	
Flagpoles		✓	
House painting	✓		With certain color limitations & Board Approval
House painting, exterior trim	✓		With certain color limitations & Board Approval
Jungle gyms, wood	✓		With Board Approval

Jungle gyms, metal	✓		With Board Approval
Retaining wall	✓		With Board Approval (3' height max)
Right of way plantings		✓	
Satellite dish	✓		With Board Approval
Statues in the front yard		✓	
Statues in the backyard	✓		
Storm doors	✓		With Board Approval
Sun Room , attached	✓		With Board Approval
Sun Room, detached		✓	
Swimming pools, above ground		✓	
Swimming pools, built-in	✓		With Board Approval
Swing set installation	✓		With Board Approval
Trampolines		✓	
Trash & recycle bins left out of doors		✓	

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EXTERIOR MODIFICATION REQUEST

Name	Address	Unit/Lot #
Date of Request	*Approx Start Date:	Project Timeframe:

*Please submit modification request no later than 10 days before your start date to ensure compliance is met *before* work begins.

The above named homeowner requests to build, add-on, or otherwise alter the home, its associated structures or property as follows:

DESCRIPTION OF ALTERATION: (You must also attach a sketch/drawing of alteration)

Please Note: All projects must be completed within 14 days from the start date, unless otherwise indicated above. **It is the homeowner's responsibility to obtain any and all necessary permits to construct improvement(s).** Management reserves the right to inspect the alterations described above upon completion.

***I, _____, agree to complete improvement(s) within 14 days**
(PRINT NAME)

and to obtain any permits necessary to construct improvement(s).

(HOMEOWNER SIGNATURE)

(DATE)

____ Upon review of the above request, we **APPROVE** your request and find it is within our guidelines.

____ Upon review of the above request, we **DENY** your request and find it is not within our guidelines.

President

Secretary

Vice President

Treasurer

At Large

Approval Date

Signed Date

Board Comments:

