



April 5, 2011

RE: MAINTENANCE RESPONSIBILITIES AND VIOLATION NOTICE PROCESS

Dear Saratoga Circle Homeowners,

As a resident of Saratoga Circle, you know that there are responsibilities for both homeowners and for the Association. In order to maintain the property overall, everyone must do their part. Part of your Association dues goes toward the maintenance of the common areas, mowing and fertilizing your lawn, and shoveling the snow from the community sidewalks, and various other services detailed in the annual budget. To assist with identifying what is expected of each individual homeowner, the following list describes the most common maintenance issues, which will be evaluated on each site inspection:

Landscaping

Dead and dying shrubs and trees – All dead and mostly dead shrubs and trees must be removed. If you do not plan to replace the shrub or tree, you are expected to make the area it was removed from look clean and maintained. It is up to each homeowner to know what shrubs and trees they are *required* to have by the City of Novi.

Shrub and Tree Trimming/Tree Stakes – All shrubs should be trimmed down to their natural shape. Shrubs should not be overgrowing the beds, walkways or covering the garage lights. Tree limbs that are low growing, over growing the sidewalk, or will interfere with mowing the lawn should be removed. Tree shoots that grow from the base of the trees must be trimmed off every few weeks. Tree stakes and ropes should be removed after one year. If the ropes are loose, it is an indication that the stakes and ropes should be removed.

Watering the Grass – If the irrigation system is not being run at least three nights a week for 20 minutes a zone, the grass is likely burning up. Irrigation clocks should be set to run the system enough to maintain a healthy, green lawn. Don't forget to check where the heads are spraying to achieve total coverage. The Novi ordinance states that the approved time for irrigation is between 11 pm and 5 am only. Areas of grass that have died or "burned" from dog urine should be raked out, seed planted, *and* nurtured until the grass grows back.

Mulch/Rock Replenishment – If the mulch looks sparse or unsightly, it should be replenished or cultivated. We encourage you to put mulch under your trees as well to assist with keeping the weeds to a minimum and preventing accidental damage to the tree trunks by weed whippers. Weed barrier should not be showing and if it is, rock or mulch replenishment is necessary.

Weeds, Annuals and Perennials – All of the landscaped beds that are visible from any street or sidewalk must be free of weeds. This includes tree rings and the area along the bed edges. Annual flowers should be watered frequently enough to look healthy. If the annuals die, they should be removed. Unruly perennial gardens will be evaluated closely. All dead parts of perennials should be trimmed or removed regularly to maintain a clean and tidy flower bed. Weeds under decks and porches should also be removed. Anywhere the lawn mower cannot easily reach should be evaluated for weeds.

Bed Edging – All landscaping beds and tree rings that *do not* have a border must have a deep edge to clearly define it from the grass. Any grass that is growing into the beds and tree rings must be removed or sprayed with weed killer. For beds that do have a border, the border should be level, upright, and installed in the way it was intended. All shrubs and flowers on your lot must be contained within a bed.

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Brick Pavers and Walking Paths - Some homes have patio-like paver stones and brick pavers leading from the community sidewalk to the street. If you have any sort of walkway on the easement you are responsible for making sure that the stones are sunk so that the tops are at ground level and for removing the grass from between the stones. Overall this path should be aesthetically pleasing, installed in a way that doesn't allow the stones to move and it cannot overhang the sidewalk or the street. If you do not maintain these stones, the City can issue a citation since the easement is technically City property.

Home Maintenance

Painting – The homes that are scheduled to be painted this year will not receive letters as long as those homeowners have notified Kramer-Triad that they will be using their one-time paint credit. The homes that are not scheduled to be painted will be closely evaluated for chipping paint on the trim and porches, faded and blotchy siding, rotted wood and damaged siding.

Gutters, Roofs, Windows, Etc. – If there is a component of a home that is in an obvious state of disrepair, a notice will be issued. Common items that need to be checked include: shutters missing or detached, downspouts and gutters not secured in place, air conditioners not leveled, and screens resting outside and not in their window or doorwall track. Dryer vents and other vents are often inhabited by birds. You should consider having all of your vents and chimney caps checked for nests and screened off.

Deck Staining - Deck colors other than what you currently have and outside of a light/medium brown, cedar color, or light orange color need to be approved by the Board. Please make sure that your deck has been cleaned and stained within the past three years.

Outdoor Storage and Seasonal Furniture – Each homeowner should store personal belongings, yard maintenance tools, trash and trash bins inside of the garage. Nothing *besides* seasonal furniture, hose reels and pots for plants *with* live plants (not weeds) in them should be stored or kept on the exterior of your home during seasons when these items are reasonably within use.

The maintenance items listed above do not encompass all of the potential problems within the community, but stand to offer each homeowner insight into what is going to be evaluated when the Board of Directors inspects the community. If a homeowner fails to comply with the Bylaws and does not respond to the written violation notices, the Board of Directors may contract to have to work done and the cost will be added onto the homeowner's account. This method of forcing compliance is not preferred but may be employed in extreme circumstances.

If you have any questions about this letter or require specific guidance on your home's maintenance concerns, please contact me at 248-888-4700. If necessary, a Board member or I will meet with you to offer guidance.

Sincerely,
Kramer-Triad Management Group, LLC
For Saratoga Circle Condominium Association

Carol Funke
Community Association Manager

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Local Contractors

*Indicates preferred method of contact

Landscaping:

Begonia Brothers (Novi) – Mike McDonald

Phone: 866-980-9449

*email: mike@begoniabrothers.com

Brickman Group Landscaping – John Shourd

*Phone: 734-394-1430

LMC Services (Union Lake) - Seymour Davis

*Phone: 248-360-8121

Email: lmcmgmt1@sbcglobal.net

Also specializes in irrigation

Irrigation Services:

Parker Services (Commerce Twp.) – John Parker

*Phone: 248-366-6431

Sunrize Irrigation (Pinckney) – Mike Walling

* Phone: 734-878-1369

Email: sunrizeirrigation@yahoo.com

Worton Irrigation (Bloomfield Hills)

Dave Worton *Phone: 248-338-1496

Werner Landscaping (Northville)

*Phone: 248-437-9333

Deck Maintenance:

Restore-A-Deck (Livonia) – Richard Pauley

*Phone: 248-482-0150

MGE Carpentry (Commerce Twp.)

*Phone: 248-363-7496

Animal Trapping and Vent Screening:

Sullivan's Nuisance Animal Control (Ortonville)

John Sullivan

*Phone: 248-361-1528

House Painting

Stoecklein Building Inc. (Novi)

Chris Stoecklein

Phone: 248-926-0867

*Email – cs1695@mi.rr.com

Gary Carlson (or Chuck)

American Renovations/Jarvis Property Restoration

*Phone: 586- 850-7458

Also specializes in home repairs large and small both inside and outside

Frank's Quality Painting (St. Clair Shores)

Frank Kujawa

*Phone: 586-773-5742

Suburban Painting (West Bloomfield)

Nelson * Phone: 248-933-0000

General Maintenance/"Handy Man" Work

Buildmaster Construction (Walled Lake)

*Phone: 248-960-0033

Imperial Maintenance & Remodeling (Waterford)

Charlie Hawthorne

*Phone: 248-961-1551

Kearns Brothers Construction (Dearborn)

Kathy Hennessey or Shawn Dunnigan

*Phone: 313-278-1184

Parker Services (Commerce Twp.) – John Parker

*Phone: 248-366-6431

A-1 Concrete Leveling & Crack Filling(Belleville)

*Phone: 800-538-3514