
GENERAL INFORMATION

INTRODUCTION

Welcome to Matthaei Farm!

Having purchased a home here, you are now a member of the Matthaei Farm Condominium Association (MFCA), a non-profit organization formed solely for the management of Matthaei Farm. Typically MFCA residents have very busy professional or travel schedules – we know your time is at a premium and we will respect that. The following is meant to address several items that will maximize your enjoyment as a member of this very special community. Please take a few minutes to read through this document. Contact a member of the MFCA Board or Kramer Triad Management Company if you have any questions.

Matthaei Farm is a site condominium comprised of sites (owned by individual Co-Owners) and general common elements (of which each Co-Owner owns an equal percentage). The common elements include nature areas and nature trails, the Pond House, the tennis court, the Pond House Pond, the Big Valley Pond, the Wilderness Pond, roadways and other association property. Care of your site, the exterior of your home, and the common elements will be under the supervision of the MFCA to assure that the standards and quality you expect at Matthaei Farm will be maintained on a consistent basis. The Association also can take advantage of the cost savings involved in group purchases and repairs.

The operating structure, procedures, and requirements of MFCA are detailed in the By-Laws included in the Purchaser Information Booklet that you received when you purchased your site. This may be a printed binder or a USB drive. We urge you to review this information with particular attention to Article VI (Restrictions) and Article XIX (Remedies for Default).

When you made the decision to move to Matthaei Farm and signed your purchase documents, you agreed to abide by the rules and regulations of the Association. The rules and regulations, standards, guidelines, and by-laws were all developed for the single purpose of making Matthaei Farm the premier place to live in our area. Please remember that we all share the responsibility for keeping Matthaei Farm the peaceful, quiet retreat that it is. The Board of Directors create the rules and policies designed to do that. We all, as Co-Owners and co-preservers of this wonderful place, need to act in concert to protect it and each other.

The following summary information will acquaint you with the key elements of the rules, regulations, standards, guidelines, and by-laws.

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CO-OWNERS

A roster of present Co-Owners is included with this package. This is a confidential list for your personal use. Distribution is limited to Co-Owners and management only. It is not to be used for commercial or marketing distribution or activities.

MFCA DIRECTORS AND OFFICERS:

The MFCA is governed by a five-member Board of Directors elected on a staggered basis for terms of two years by the Co-Owners at the Annual Meeting held each May. Officers are elected at the Board's Organizational Meeting, typically held immediately after the Annual Meeting. The Board oversees the services and maintenance activities provided by the Association, establishes the annual dues and budget, makes policy decisions, and enforces the By-Laws and other rules and regulations on behalf of the Association.

Please go to the MFCA Website at www.matthaeifarm.com to view a list of the current MFCA Directors, Officers, and their contact information. You will find information on accessing the MFCA Website later in this section.

MANAGEMENT

MFCA has contracted with a management company ("The Management Company") to provide professional management for Matthaei Farm. The Management Company has assigned a Property Manager ("Property Manager") to work directly with Matthaei Farm. You can find the name of The Management Company, our Property Manager, and relevant contact information by visiting the MFCA Website. Feel free to contact our Property Manager with your questions, concerns, and suggestions.

MFCA MEETINGS

An annual membership meeting is held in May to elect Directors, address common issues, and to socialize with your neighbors.

The MFCA Board of Directors usually meets monthly, but must meet at least quarterly to review and act on Association matters. Co-owners are welcome to attend Board meetings. Each meeting has an open session during which Co-Owners can discuss their concerns with the Board. To expedite these discussions, Co-Owners are encouraged to put their concerns in writing and to share them with any of the Directors or the Property Manager at least one week prior to the scheduled meeting. Board Meetings may include an Executive Session (restricted to the Directors, a representative of The Management Company, and invited guests). Minutes of the meetings are emailed to all Co-Owners soon after each meeting. The time and date of each meeting is announced on the Website and in the minutes of the previous meeting.

You are encouraged to discuss activities and concerns with any of the Directors at any time.

MATTHAEI FARM COMMITTEES

A number of committees have been formed by the Board of Directors to assist with the many functions the Association performs. These committees are composed of Co-Owners. The Board appoints a Chairperson for the Committee and the Chairperson then selects committee members with the approval of the Board. The Chairperson and all committee members are appointed for one-year terms at the first meeting after the Board's Organizational Meeting in May. All committee terms end on the date of the Annual Meeting. The names of current committee chairs, committee members, and their contact information can be found on the MFCA Website. The standing committees are described below. Additional short-term committees may be initiated by the Board with a specific mandate, such as reviewing the rules described herein.

1. Architectural Review Committee (ARC) – The Architectural Review Committee is responsible for reviewing construction plans and schedules prior to the commencement of any construction or subsequent exterior work. The committee's review responsibilities extend to anything exterior that is structural in nature or has a significant appearance effect (e.g., houses, additions, re-modeling, gutters, roofing, garden structures, light posts, play sets, swimming pools), site planning and driveways, as well as exterior lighting. In accordance with Article VI, Section 3 of the By-Laws, no exterior construction, remodeling, or re-construction may be initiated prior to submitting plans to the Architectural Review Committee and receiving written approval from the MFCA Board of Directors. Proper forms must be filled out prior to submitting plans to the Committee. These forms may be found on the MFCA Website, or may be obtained from the Committee. Please review the Architectural, Development and Construction Standards prior to submitting a plan. Also, you are encouraged to speak with the Chair and/or members of the ARC Committee as you begin your thought process on the changes you would like to make. This can speed up the review process and eliminate potential misunderstandings or excessive expense.
2. Landscape Review Committee – The Landscape Review Committee is responsible for reviewing Co-Owner landscape plans and schedules prior to the commencement of any landscaping project. In accordance with Article VI, Section 12 of the By-Laws, no landscaping, whether for a new house or for subsequent re-landscaping projects may be started prior to submitting plans to the Landscape Review Committee and receiving written approval from the MFCA Board of Directors. Proper forms must be filled out prior to submitting plans to the Committee. These forms are identified in the Landscape Standards and may be found on the MFCA Website, or may be obtained from the Committee.

Please review the Landscape Standards prior to submitting a landscape plan. For new construction, a preliminary landscape plan must be submitted to the Architectural Review Committee in conjunction with the architectural plans prior to any tree clearing so that drainage, screening and tree conservation can be considered. A full Landscape plan must then be submitted to the Landscape Committee no later than six months after new construction has commenced. Work on the approved landscape project must begin no later than one year after the Certificate of Occupancy is obtained for the house.

3. Land Stewardship Committee – The Land Stewardship Committee oversees implementation of the Land Stewardship and Maintenance Plan. This plan was developed in 2006 to provide direction to our efforts to preserve and enhance the natural beauty of the Matthaei Farm common areas. This is a long-term plan to be implemented over many years. The Committee

assembles teams of Co-Owners to oversee individual projects, each typically requiring one to two years to complete.

4. The Farm/Grounds Committee – This committee is charged with overall responsibility for the common area infrastructure and MFCA's general safety and security. It also has the responsibility for assuring compliance of MFCA contracted service providers in meeting their obligations and responsibilities.

The common area infrastructure includes the trails, ponds, roadways and rights of way, entrances, water quality, physical structures (with the exception of the Pond House) and the like. The Farm/Grounds Committee works with other MFCA committees as appropriate. Its focus is on both short-term issues and long range planning.

5. Pond House Committee – The Pond House Committee has oversight responsibility for ensuring that the facility is well managed and maintained. Since the Pond House is available for all Co-Owners' use, suggestions for ease of use and improvements are welcome. Contact the Committee chairperson or any MFCA Board member with your comments and suggestions.
6. Community Relations Committee – The Community Relations Committee was formed to help promote an atmosphere of neighborliness and a sense of "community" for everyone living in Matthaei Farm. The Committee's focus has been to provide social activities that utilize Matthaei Farm's natural setting and physical amenities. The Community Relations Committee also encourages Matthaei Farm residents to interact with the greater Superior Township and Washtenaw County communities. It is important to keep informed of issues that impact the Matthaei Farm community. This can be accomplished by participation in planned social events and/or council meetings open to the public.
7. Website Committee – This committee develops and maintains information on Matthaei Farm Condominium Association Website: www.matthaeifarm.com.
8. Budget Committee – The Budget and Finance Committee is charged with reviewing, auditing, and monitoring the finances of the Association. This committee works closely with the Board and The Management Company.

ANNUAL BUDGET

The MFCA budget is prepared annually by The Management Company and the MFCA Budget Committee in consultation with the MFCA Board of Directors, based upon the prior year's income and expense experience. It is reviewed, and revised as necessary, before adoption by the Board of Directors.

Monthly Fees: Costs for maintaining Matthaei Farm common areas, and providing common services are split among the property owners in the form of a monthly fee. Because homeowners incur more services than site owners, their monthly fees are proportionately higher--the base rate for sites plus a pro rata share of home-related expenses. A coupon booklet and mailing envelopes are provided by The Management Company for use in paying monthly service fees. If you do not have the coupon booklet for your site, contact The Management Company. For your convenience you may set up an automatic deduction plan with your bank to pay your monthly fees. If you are interested in this please contact The Management Company's billing department. Association fees will be considered delinquent after the 15th of

each month and late fees will be added. If delinquency exceeds three months, legal action can be taken, including placing a lien on the subject property.

Your association fees fund the maintenance of the common areas, including the roads. Major long-term repair and/or replacement costs for the roads, tennis court, Pond House, docks and decks (and any other major replacement expense) are budgeted annually into a Reserve Fund. It is the intent of the Board that when the expenditures for repair or replacement of something major, such as the road or the Pond House roof is necessary, the Reserve Fund will be sufficient, so that a special assessment is not necessary.

STANDARD MFCA SERVICES

Following are standard services provided by MFCA that are included in your monthly fee (sites with homes pay extra for home-related services):

1. Common area maintenance – All common areas including the entrance, roads, drives, road signs (except for Co-Owner street numbers signs), mailboxes, perimeter fencing, nature trails, streams, ponds, Pond House, and tennis court are maintained under the supervision of The Management Company. Contact our Property Manager or the Farm/Grounds Committee Chairperson immediately should anything be amiss in the common areas.
2. The Pond House is available for use by Co-Owners and their guests. See “Pond House Information”.
3. Road maintenance/snow removal – Roadsides are mowed several times each summer. In winter, snow and ice are removed from roads, driveways, and garage aprons. The roadways are sanded or salted when and where necessary. If ice or snow conditions merit extra attention in certain areas, call The Management Company. The Association provides reflective markers for use by the snow removal company. These Association-provided markers must be used and will be placed by the snow removal company in November and removed in April. If you have specific needs or concerns for marking your property please make arrangements to discuss it with The Management Company or the snow removal company. It is very important that you not use your own markers and that you not move the markers the snow removal company has placed.
4. Rubbish removal – Rubbish is picked up weekly from the end of each Co-Owner’s driveway by an outside contractor. Recyclables are picked up on a regular basis. Contact The Management Company, rubbish contractor or visit the MFCA Community Website for current rubbish and recycling pick-up information and schedules. Curb carts for rubbish and recycling are provided by the contractor. All rubbish must be placed inside plastic garbage bags in the curb cart. This will prevent windblown rubbish from escaping, causing litter around Matthaei Farm.. You may put the curb carts out as early as 5:00 p.m. on the day before pickup. Curb carts must be moved back inside by the end of the pick-up day.
5. Water quality testing – The water in the two swimming ponds and the artesian well at the Pond House is tested annually.
6. Coordination of services – The Board and the Management Company call on Sheriff’s deputies, firefighters, and other contractors to ensure that the Association’s needs are met.

7. Insurance – Insurance is purchased for the Association, the common areas, the Board of Directors, and appointed Committee members.
8. Finances – The Management Company accounts for and reports on the financial results of MFCA operations. Its representative also attends most MFCA Board Meetings, and distributes the minutes Co-Owners. Minutes are also posted on the MFCA Community Website.
9. Cable television – The monthly Co-Owner fee includes a service fee for cable television service via a community bulk service agreement covering all Co-Owners. Co-Owners currently pay a reduced bulk rate for service from Comcast. Under terms of the contract, Co-Owners are charged for basic service whether they choose to use it or not. The billing for the basic service is handled directly by The Management Company. Co-Owners desiring to purchase premium channels, Internet service, telephone, or other cable services should contact Comcast directly. Comcast bills those services directly to the Co-Owner.

SECURITY

MFCA is a safe community. To help maintain our security here are a few items to keep in mind.

1. Above all, for security at Matthaei Farm, get to know your neighbors. Keep garage doors closed and take care with deliveries such as packages or dry cleaning that may be left outside and signal that no one is home. For tips from the Sheriff's office, please visit the Superior Township Website (<http://www.superior-twp.org/>). Be encouraged and comforted by knowing that the Sheriff's office encourages Co-Owners to contact them with questions, concerns and to report strangers wandering in the neighborhood.

The Sheriff's Office Non-Emergency phone # : (734) 994-2911

2. Co-Owners are encouraged to have security systems installed with telephone lines buried at the point of entry to the house and an automatic alert of the monitoring company if the power is cut to the telephone line servicing the security system.
3. **NO SOLICITORS ARE ALLOWED AT MATTHAEI FARM.** Observe, discourage, and report trespassers and peddlers to the Management Company and the Board of Directors.
4. Co-Owners are encouraged to inform neighbors, their security system monitoring company, and the Sheriff when they will be gone for an extended period of time. In addition, please let neighbors and the Board know if you will have a house sitter staying in your home while you are gone. Please stop newspaper and mail delivery so that it does not look like we have empty homes. We all need to work together to keep Matthaei Farm secure.
5. Security gates at Matthaei Farm have combination locks whose combinations are changed annually on January 1. The gates with combination locks are the gate on the auxiliary road from Gale Road to Great Hawk, the access gate to Radrick Farm (for cross country skiing and hiking), and the gate for the Pond House. The lock combinations for each of these gates can be obtained by calling our Property Manager at The Management Company. **DO NOT SHARE THE COMBINATIONS WITH SOMEONE OUTSIDE OF MATTHAEI FARM.** The Property Manager will also provide you with a key for the Pond House.

The Pond House and Radrick Farm gates should be closed and locked after each entry and exit. The auxiliary entrance off Great Hawk Circle is kept locked for security purposes and is to be used only when required by unusual conditions.

IMPORTANT: Please keep in mind that the access through to Radrick Farm is a courtesy to Co-Owners and is not to be announced in any public way. We could lose that access if it is not kept confidential. This is especially important when advertising homes for sale. **DO NOT ADVERTISE PRIVATE ACCESS TO RADRICK FARM.** MFCA Access to Radrick Farm is for the purpose of walking and cross-country skiing only in the Radrick Farm's rough areas, not on the golf course itself. No dogs are allowed in Radrick Farm and the Matthaei Botanical Garden.

6. Participation in the Showcase of Homes, garden walks, garage/estate sales, realtor open houses, and similar events that will bring the general public into Matthaei Farm is prohibited.

SPECIAL POLICIES

In general, Co-Owners prefer to rely as much as possible upon each being considerate of others rather than upon published rules and regulations. Nonetheless, the MFCA Board of Directors has found it necessary to establish some rules and regulations, which are derived from the Associations By-Laws, to ensure that all Co-Owners can enjoy the quality of life we all desire here at Matthaei Farm.

Experience suggests that observing the following rules and regulations ensure Matthaei Farm will be a tranquil, enjoyable place to live:

THE POND HOUSE

1. The MFCA Pond House is available for use by Co-Owners and their guests. A Co-Owner must always be present for activities at the Pond House, pond, and tennis court. It is open for use after the MFCA Annual Meeting in May and closed November 1. The water is shut off after November 1 to prevent pipes from freezing, and the Pond House is unavailable for use after that date. The Pond House has no built-in heating except for the fireplace in the Great Room. The upper level contains two carpeted rooms with closets but no other furnishings. Two bathrooms are located on the main floor.
2. Attendance at Pond House events is limited to 75 people. Please also note the parking limits listed below.
3. Pond House Area Parking – Pond House parking is very limited and is restricted to the paved area designated for parking at the Pond House. No parking is allowed on the narrow Pond House access road from the large rocks at the north edge of the Great Hawk Circle cul-de-sac to the Pond House gate. Limited overflow parking for the Pond House may be accommodated on the Great Hawk Circle cul-de-sac, being careful not to park on lawn areas or in front of mailboxes. Co-Owners should inform their guests of these parking restrictions when planning events at the Pond House.

Because parking is so limited, residents must initiate a shuttle service from their homes to the Pond House or provide valet service when the number of cars exceeds the capacity of the Pond House parking area and cul-de-sac. Valeted cars may be parked up **one side** of the road on

Great Hawk Circle. See the Pond House Rules and Policies documents in your packet or the Web site for more details.

4. Co-Owners are invited to use the Pond House spontaneously on a first-come, first-served basis. However, there may be occasions when a larger gathering (wedding, birthday party, or other event) would make a reservation desirable. Reservations can be made via the Calendar on the MFCA website. On the Fourth of July and the holiday weekends of Memorial Day and Labor Day the Pond House is open to all Co-Owners and cannot be reserved.
5. Reservations – The general rule for using the Pond House is that it is available to Co-Owners on a first come, first served basis. If a Co-Owner plans to host a gathering of 15 people or more, a reservation is required. Reservations for smaller groups are accepted by not required. If a reservation is needed or desired, check the MFCA Website where the Pond House Calendar is located. The Pond House and tennis court can be reserved separately.

During the reserved times, please accommodate other Co-Owners who may be playing tennis, hiking, swimming, or picnicking nearby and have need for the facilities. These Co-Owners, in turn, should be courteous and minimize any disruption of the planned activities of those having reserved the facility.

6. **SMOKING IS PROHIBITED INSIDE THE POND HOUSE AND ON THE DECKS, BECAUSE OF THE WOOD CONSTRUCTION AND RELATED FIRE HAZARD.**
7. Drug use by anyone on MFCA Property is prohibited.
8. Use by Children – No guests aged 18 or under are allowed to use the Pond House unless they are directly supervised by an adult Co-Owner. This restriction is strictly enforced. Parents should ensure that their children are aware of this requirement. **CHILDREN ALSO SHOULD UNDERSTAND THAT THEY MUST NEVER GIVE THE COMBINATION TO THE POND HOUSE GATE PADLOCK TO THEIR FRIENDS.**

To be clear and address an issue that occurs: It is not acceptable for teenagers of Co-Owners under 18, to have a gathering at the Pond House or swim platform without an adult Co-Owner present.

Drinking and smoking by underage members and guests is prohibited in and around the Pond House/Pond/tennis court areas (and anywhere else on MFCA property).

9. Quiet Period – All events are to quiet down at 11 pm (i.e., no music, no radios, no loud volume talking, or yelling).
10. Pond House Fireplace Use – Residents are invited to provide their own firewood for use in the fireplace. Small grates are available to stack firewood off the floor. The fireplace does not have a screen, so caution must be exercised when using it. Some fireplace tools are provided. Please replace them after use in the stand provided. **ASHES MUST BE REMOVED PRIOR TO LEAVING AND ONLY AFTER THEY HAVE THOROUGHLY COOLED.**
11. Cleanup Guidelines – Co-Owners are expected to clean up the Pond House, deck, and grounds and remove all rubbish as soon as possible but in no case later than 9 am the following day. **DO NOT LEAVE GARBAGE OUTSIDE OVERNIGHT – THE RACCOONS AND OTHER CRITTERS**

WILL GET INTO IT AND MAKE A MESS. If your use results in any damage to the premises, or requires professional cleaning, an appropriate charge to your account will be made. If you wish to use a professional cleaning service, please see the website for the recommended service provider because they have keys and are familiar with the Pond House.

The Pond House is cleaned regularly from May to November. However, some cleaning supplies are provided in the Pond House so that Co-Owners can help keep the area clean and attractive between professional cleanings (paper hand towels in the bathrooms, liquid soap, bathroom tissue, Kleenex, brooms and dustpans, a mop and bucket, a vacuum cleaner, dish detergent, and garbage bags. These are intended for Co-Owners and guests incidental use. If your incidental use creates any food-related garbage, please remove it when you leave. Please report any maintenance needs in the Pond House or on the grounds to The Management Company.

12. Co-Owners are expected to double-check the premises before they leave. Remove all signs, balloons, strings, tape, etc. from posts, walls, and poles after gatherings. Return tables and chairs to the Great Room after outdoor use. **TURN OFF ALL THE LIGHTS.** Close and lock the first floor windows and doors. **ASHES MUST BE REMOVED BUT ONLY AFTER THEY HAVE THOROUGHLY COOLED.**
13. Pond House Gate – The Pond House gate should be closed and locked after entering unless additional guests are expected. Please lock the gate when the last vehicle leaves the Pond House area. The combination to the lock may be obtained from The Management Company. Please do not park in front of the gate at any time while using the Pond House facilities or beginning a trail walk.
14. Failure to abide by these guidelines and rules may result in loss of Pond House privileges along with a request by the Board to return Pond House keys. The rules and guidelines are enforced so that everyone at Matthaei Farm will have the opportunity to enjoy our facilities equally.

ROAD SAFETY / SPEED LIMIT

Matthaei Farm is a wonderful place to walk. Members regularly use the roads for walking and cycling as we have no sidewalks within Matthaei Farm. In addition, children walk, play, ride bicycles, and rollerblade on the roads and drives in Matthaei Farm. Children do not always pay attention to where they are going or other activity (such as traffic) around them.

Roads and driveways in MFCA are very narrow. Be sure to leave enough room for emergency vehicles, school buses, and garbage trucks to navigate our streets and do their jobs. Please be aware of where you park to drop kids off at the bus and do not block the road for other co-owners.

Because of this mixed use of our roads, a speed limit of 20 miles per hour is posted for Matthaei Farm. Please do not exceed this speed. The many curves and hills require extra care when driving, and the safety of our children, runners, and walkers depends on the self-enforcement of this speed limit. You will find that driving the entire length of Red Fox Run at 20 miles per hour takes only 20 seconds longer than driving it at 35 miles per hour. The extra 20 seconds is not too much to ask in order to protect our members and their families. Please talk with your teenage drivers also so they are aware of the low speed limits we have here at Matthaei Farm and the reason for them. Also talk to the friends of your teenage drivers and make them aware of this policy and speed limit and the reasons why.

Co-owners and their guests are expected to obey the stop signs at the two major intersections within Matthaei Farm and use care when entering one of the roads from secondary drives and driveways. Many children cross the roads in these areas. It is up to everyone who drives on Matthaei Farm roads to protect these children by driving slowly and carefully. If you see someone driving fast or in a dangerous manner, or who does not stop at, or accelerates rapidly from intersections, you are encouraged to get a license plate number and report it to the Board of Directors. The Board or The Management Company will undertake proper enforcement, including the possible filing of a report with the Sheriff.

Gale Road Maintenance: Co-Owners are encouraged to call the Washtenaw County Road Commission (734/761-1500) to request that Gale Road be graded when the road surface deteriorates.

Gale Road speed limit is not posted but is 55 mph. Please be cautious when entering and exiting our neighborhood.

RADON CONCERNS

Many homes at Matthaei Farm have been tested and found to have high levels of radon gas. Co-Owners should be aware of this danger and should consider installing radon abatement systems.

WATER QUALITY, SEPTIC FIELDS, AND GROUNDWATER CONCERNS

Co-owners at Matthaei Farm are dependent on ground water. Therefore the Association pays very close attention to the safety and quality of our groundwater.

Chemicals: Any chemicals applied to lawns, gardens, and trees makes its way to the groundwater. Please refer to Appendix C for a list of acceptable chemicals. If you wish to apply any chemical that is not included on this list, you must obtain permission from the Board of Directors or Landscape Review Committee.

Well water testing: Co-Owners are asked to share the test results of the water quality at their site when wells were first dug. In addition, the Board recommends that as a standard safety precaution, wells be tested every three years. Please forward test reports on all well tests to the Management Company so possible changes in water quality within Matthaei Farm can be caught early and properly monitored. Please refer to Section 6 under Standard MFCA Services for recommendations on individual well water testing.

Septic Fields: Given that all sites at Matthaei Farm are served by septic fields, lack of proper care and maintenance of septic tanks and drain fields can result in harm to our water quality, as well as costly expense to your house septic system. Septic tank cleaning is required every three years. It is the Co-Owner's responsibility to have their septic tanks cleaned and notify the Management Company when that is completed. Consult The Management Company for timing and references.

DEVELOPMENT, CONSTRUCTION, LANDSCAPING, AND PRIVATE SWIMMING POOL STANDARDS.

Standards and specifications have been established for use by site owners when developing, building, and landscaping on their property. This also applies to future changes, additions, re-landscaping, re-painting, and any other external work on your home or lot. MFCA has several committees set up to provide assistance and feedback on plans and co-owners are encouraged to contact them early in the process. Please see the Committees section on page 4 for details.

Written approval on the proper forms by the MFCA Board of Directors is required at various stages of the site development and construction process or any future changes, additions, re-landscaping, re-painting, or other external work on your home or lot. Please refer to these standards and give full information to the MFCA Board of Directors, the Architectural Review Committee, and the Landscape Review Committee in advance of all development and construction. No project may be started prior to receiving written approval from the Board.

Other than Board-approved 'prescribed burns', no open burning of leaves, grass clippings, limbs, and other types of yard waste is permitted within Matthaei Farm.

SIGNAGE AND GROUND ADDRESS ASSEMBLIES.

To maintain consistent appearance throughout Matthaei Farm, guidelines have been established for all mailboxes and signage. Signage specifications are included in this package. Maintenance, repair, and replacement of address signs is the responsibility of individual Co-Owners. For other signage requirements please contact The Management Company.

No signs other than address markers are allowed on Co-Owner sites unless approved by the MFCA Board.

Driveway markers other than approved signage and MFCA snow removal markers are prohibited. If you have a special need for driveway markers, please contact the MFCA Architectural Review Committee.

TENNIS COURT

Tennis players are asked to limit their play to one hour when other players are waiting. Please clean off the tennis court prior to play. The tennis court is for tennis only. The use of rollerblades, skateboards, etc. on the court is prohibited. These activities will shorten its life, and the cost of replacing the surface or the underlying asphalt is very high. To reserve a court in advance, please see the MFCA website calendar.

MOTORCYCLES, SNOWMOBILES, AND ATVS

Motorcycles may be operated on Matthaei Farm's paved roadways by Co-Owners or their guests, provided they are being utilized for routine transportation purposes (i.e., into or out of Matthaei Farm). No vehicles are permitted "off road." Snowmobiles and ATVs are prohibited at Matthaei Farm. The exhausts of all combustion-powered vehicles, particularly motorcycles, must be muffled to reduce noise levels to a minimum.

PETS

DOGS AND CATS ARE NOT PERMITTED TO BE RUNNING FREE AT ANY TIME. All animals must be on leashes when off the owner's property. Owners are strictly responsible for cleaning up and must carry the necessary items to remove excrement from roads and trails. Pets, particularly dogs and cats, should be trained/restrained to prevent disturbing neighbors and wildlife.

Historically, barking dogs have been the source of the greatest number of complaints from Matthaei Farm Co-Owners. The By-Laws are very clear on this. No dog may be left outside if that dog barks. Most dogs in Matthaei Farm are well trained and do not bark. Complaints in the past have concerned only a very few animals and their owners. The Board strictly enforces this policy as required by these rules and the By-

Laws. Please note also that while electronic fences may contain an animal on an owner's property, they do not prevent that animal from barking.

ON-STREET PARKING

We pay for the maintenance, and eventual replacement of our roads through our Association Fees. We want to make the pavement last as long as possible. Therefore it is important that everyone helps to care for the roads. Removing stones, branches and other potentially damaging things from the surface as you walk around is helpful. Additionally, it is very important to be careful when parking cars on the edge of the drives. **Cars should be parked completely on the pavement**, not on the non-paved shoulder. Parking off the pavement does considerable damage to the edge of the pavement as the tires roll off and then back on to the asphalt. The cracks that begin on the edges sooner or later work their way into the main areas of the roads, greatly shortening the life of our pavement. Remember that we pay 100% of the cost of installing and maintaining our roads.

When planning a function that will require parking on the roadsides, please give advance notice to neighbors and ask guests to not block mailboxes and driveways, and not block visibility.

NOISE

COURTESY USE HOURS FOR POWER EQUIPMENT: 8AM – 5PM, MONDAY THRU FRIDAY ONLY.
TO MAINTAIN THE PEACEFUL AMBIANCE AT MATTHAEI FARM, LAWN CUTTING, LEAF BLOWING, AND THE USE OF OTHER MOTORIZED LAWN AND GARDEN OR CONSTRUCTION EQUIPMENT, WHETHER DONE BY THE ASSOCIATION OR BY CO-OWNERS, IS ONLY ALLOWED MONDAY THROUGH FRIDAY (EXCLUDING HOLIDAYS) BETWEEN THE HOURS OF 8 AM AND 5 PM.

During designated brush clean-ups, power tools use is allowed on two specifically designated Saturdays between 10 am and 5 pm. These days are determined by the Board and co-owners are notified by email.

Because we cannot control when snow falls, the Association does not specifically prohibit the use of snowblowers at times outside of the standard Monday to Friday 8 am – 5 pm restrictions above. You are only asked to please do your best to minimize the use of snowblowers outside of these times. Your neighbors will appreciate it. Generators may be used during otherwise noise-free hours if required.

Parties, music, and other "interior" activities that are loud enough to be heard at your property line should be controlled and must be ended no later than 11 pm. When planning a function that has the potential to create noise that may disturb neighbors, inform your neighbors in advance. If a neighbor calls and asks that the noise be reduced, please, in the spirit of Matthaei Farm, honor that request.

NOISE THAT IS ALWAYS PROHIBITED AT MATTHAEI FARM:

- Firecrackers/Fireworks
- Barking dogs
- Weapons of any kind
- Music or other noise that can be heard outside of your house between 11 pm and 9 am
- Lawn mowing, leaf blowing, and chain saws on weekends/holidays
- Lawn mowing, leaf blowing, chain saws, and contractor power equipment/tools, Monday through Friday before 8 am and after 5 pm

GARAGE SALES

Garage or estate sales are not permitted at Matthaei Farm.

SITE EXTERIOR

To protect the natural appearance of Matthaei Farm, advance notice to the MFCA Board of Directors, the Landscape Review Committee and/or the Architectural Review Committee and receipt in written form of their prior approval is required of any additions or changes affecting the exterior of your site. The Management Company or a MFCA Director can give you guidance on how best to approach such matters as tree removal, landscaping, additions, and outside lighting. However, keep in mind that such advice does not constitute approval. Approval must be obtained in writing, from the Board, prior to any work being done. In general, fencing and exterior storage are prohibited or otherwise regulated. Specific approval must be obtained prior to installation of any of these. Satellite dishes and antennas are discouraged.

Prefabricated storage buildings, outbuildings and sheds are not permitted in Matthaei Farm. If an accessory storage for garden tools, maintenance items or other storage is considered a necessity by the Co-Owner, a storage proposal will be considered by the Architectural Review Committee and presented with its recommendation to the Board of Directors. Any approved such structure must be built of similar materials as the home, attached to the home and will blend in such a fashion to blend in an unobtrusive manner with the surroundings.

EXTERIOR LIGHTING

Matthaei Farm's exterior lighting guidelines are designed to minimize light "trespass" and to decrease light pollution that contributes to "sky glow" while providing for adequate safety and security at Matthaei Farm. The guidelines apply to any light source on any site that is visible from the property line.

Exterior lighting must be fully shielded, directed downward toward the ground and away from reflective surfaces such as glass or water to prevent off-site glare. Light fixtures or lamps must be shielded/shaded so as to direct incident rays away from all adjacent property. Generally, the Board discourages the use of motion detectors, and outside lighting at night when it is not needed.

Details on recommended fixtures and wattages can be found in the MFCA Development Standards. Any additions or changes to exterior lighting must be approved in advance by the Board and Architectural Review Committee.

HOLIDAY DISPLAYS

- Holiday displays may be set up any time after the Friday following Thanksgiving.
- Displays must be removed no later than January 5.
- Displays for holidays that do not fall during the dates above should be temporary.
- Displays are limited to the following:
 - Lighting on trees and bushes
 - Lighting on houses
 - Lighted wreaths and/or garland

- Non-lighted wreaths and/or garland
- No figures such as Santas, reindeer, plastic snowmen, etc. are allowed outside the house.
- Nothing may be placed on the roof.
- The Association reserves the right to have removed at the owner's expense, any display that does not fall within this policy or any display that creates excessive "sky glow".
- If you have questions regarding what is acceptable, please contact the Board of Directors.

YARD CLUTTER

In an effort to address concerns and complaints from Co-Owners concerning yard clutter and storage of materials or other items in yards, and to maintain the beauty of Matthaei Farm, yards are to be kept neat and clear of clutter.

In general, no storage of any kind shall be allowed in any area of a yard directly visible from any road or directly visible from a neighbor's house on any adjoining site.

This shall include but not be limited to garden equipment, tools, landscaping materials, motorized vehicles or parts of motorized vehicles, construction materials (unless being used currently during a construction project), and any other item other than normal landscaping plants, trees, flowers, gardens, and patios.

All such materials and equipment covered by this policy and by the Matthaei Farm Restrictive Covenants and By-Laws must be stored at all times in one of the following two methods:

1. The preferable method of storage is inside a garage or other permitted structure with doors closed.
2. In the event a Co-Owner's garage is not large enough to store all the materials and equipment, and there is no other structure available for such storage, then the Co-Owner, after written approval from the Board, may, under certain conditions listed below, store garden equipment and garden materials only, on the side of the house least visible from roads and adjoining parcel houses.

The following conditions must be met prior to the Board granting approval:

- A landscape screen of non-deciduous trees must be planted (prior approval of the Landscape Committee and the Board of Directors is required for any plantings) in such a manner as to completely hide all stored materials permitted under this Section 2. Trees must be planted large enough to immediately hide these materials and must fit in with the general landscape plan of the parcel.
- Patio or Deck Furniture may be stored for the winter on the patio or deck. If coverings are desired for such furniture, the coverings should be a natural colors, such as brown, moss green, gray etc. Under no circumstances should a bright color tarp or other covering be used for any outside stores (yellow, red, orange, bright blue, white, etc.). Patio or deck furniture is desired to be a natural color.
- Children's play sets may be left in place during the winter months provided again that any tarps or other covers are natural colors as identified above. Children's play sets that are brightly colored must be covered during the winter with a natural color tarp or other cover.

NATURE TRAILS

The nature trails are only for pedestrian and cross-country skiing use. No horses or wheeled vehicles, including bikes, are permitted. Dogs must be leashed at all times while on the trails. Please pick up and remove pet excrement. Please do not litter, and in the spirit of Matthaei Farm, please pick up and remove any litter you encounter. Long sleeves and a good mosquito repellent and boots/shoes that can stand some dampness are recommended during the mid-summer months.

The Management Company Maintenance crews do not routinely monitor the trails. If you encounter a problem or a safety situation, please inform The Management Company, a member of the Board of Directors or a member of the Farm/Grounds Committee.

MATTHAEI FARM MEADOW

The meadow situated between Red Fox Run and Pheasant Trail has been maintained as a wildlife sanctuary for many years. Activities such as walking in, flying kites over, or permitting cats and dogs to run through the meadow will damage this sanctuary and ultimately result in birds not returning each year. Help us preserve the meadow for its natural purpose by doing activities such as these elsewhere.

FLORA AND FAUNA

As the Ann Arbor, Ypsilanti, and Dixboro area develops, the natural features of Matthaei Farm will become increasingly valuable. With the help of MFCA Residents, Matthaei Botanical Gardens staff, friends, and outside experts, listings and identification of the many species of flora and fauna found at Matthaei Farm are under continuous expansion and improvement. There is much fun and excitement to be had; your participation is welcomed. Our current listings are enclosed for your information and are available on the MFCA Community Website.

PONDS

The use of the ponds is for MF Co-Owners only and guests when accompanied by Co-Owners. If you are aware of others using the ponds, swimming or fishing, for example, please contact the Sheriff's office, which has and will dispatch a deputy to ask the trespasser to leave. Please use the Non-Emergency #: (734) 994-2911

- Wilderness Pond - The shallow pond northeast of Great Hawk bordered by Units H2, H3 and H4. Catch and release fishing is allowed in this pond. Swimming is not allowed in this pond. Parking is not allowed along the road bordering the pond. Park in the Pond House parking area. This is fragile, natural area that can be damaged by human access. Please look, but don't touch. Recreational pond activities are at your own risk.
- Big Valley Pond - The pond south of Red Fox Run bordered by the A, B and C units. Swimming is allowed in this pond. Catch and release fishing is allowed in this pond. Parking is not allowed along the path to or along the perimeter of the Big Valley Pond. This is fragile area and can be damaged by vehicular traffic. Recreational pond activities are at your own risk.
- Pond House Pond - The pond at the Pond House. Swimming is allowed in this pond and there is a swim platform provided. Catch and release fishing also is allowed in this pond. Recreational pond activities are at your own risk.

ICE SKATING

Ice skating is not recommended on the Wilderness Pond or Pond House Pond due to their constantly moving water. The Big Valley Pond may freeze over enough for skating, but skaters should use caution when on the ice. Recreational pond activities are at your own risk.

FISHING

Catch and release fishing is permitted in all three Matthaei Farm ponds and in Fleming Creek. Fish in the ponds include bluegill, sunfish, crayfish, and bass. Unfortunately, a few goldfish have been dumped in the ponds. If you catch a goldfish (carp), please do not release it back into the pond. Remind children not to dump goldfish or any other fish into the ponds.

PROHIBITED ACTIVITIES

- Hunting
- Trapping
- The use of guns of any kind
- Bow and arrow
- Paintball guns
- Snowmobiles

PROBLEMS AND COMPLAINTS

From time to time Co-Owners find it valuable or necessary to report problems, complaints, or other issues to the MFCA Board of Directors or to The Management Company.

Regarding complaints and issues between neighbors, the Board encourages residents to resolve complaints directly with neighbors. However, if the resident prefers to have The Management Company or the Board involved, or if an issue cannot be resolved, please advise the President of the Board. There are forms available on the Website for comments and complaints.

When reporting a problem related to maintenance or safety issues around Matthaei Farm, the initial report should be sent to The Management Company. Complaints may be sent to either The Management Company or the Board.

All problems and complaints must be in writing. Please use MFCA Form R-22 (available on the MFCA website) and give as much detail as possible.

HOUSE LEASING

If you plan to lease your home at Matthaei Farm, please read the By-Laws, Article VI, Section 2, Leasing and Rental. Disclosure to the MFCA is required when you lease your home. Notify the management at The Management Company if you are considering a lease. Renters must sign MFCA Form L-19 and be given a copy of the Owner's Information Book so they are familiar with the rules here at Matthaei Farm. Please

notify your neighbors so they will be aware that the strangers entering and leaving your home are there with your permission.

RESALE OF SITES AND HOMES

Co-Owners are reminded that the first right of refusal on any and all unit sales is held by the MFCA. This is a formality of the sales process and the right is not exercised by MFCA. If you plan to sell your unit, call The Management Company and request a waiver letter from MFCA. In addition, notify the MFCA Board of your intended sale and the Board will make other Matthaei Farm Co-Owners aware in the event that someone already living here may wish to consider purchasing your home or may know of someone else who may have an interest in purchasing your home.

To assist owners who propose to sell their units, MFCA has a "MFCA Resale Information Packet." This package contains the "Purchaser Information Booklet" consisting of the MFCA Master Deed, By-Laws, Condominium Subdivision Plan, Certificate of Incorporation, Articles of Incorporation. It also contains the Condominium Buyers Handbook and Disclosure Statement. The Management Company will provide you with one "MFCA Resale Information Packet." If you require additional packets a nominal fee will be charged for each additional packet.

As the site/home SELLER, you will be asked to provide MFCA management the following two certification forms signed by the BUYER:

- Receipt and Instruction Sheet verifying that the BUYER has received the "MFCA Resale Information Packet," and
- Designation of Voting Representative completed by the BUYER registering the Buyer as a new Co-Owner of MFCA and specifying eligibility to vote on Association issues.

These certification forms are included with the "Official MFCA Resale Packet." If MFCA does not elect to make the purchase, the Right of First Refusal waiver letter will be issued when the completed BUYER's certifications are delivered to The Management Company.

An oral briefing accompanying the delivery of the written documentation mentioned above, conducted by an MFCA Board member or other representative, is strongly advised.

MATTHAEI FARM COMMUNITY WEBSITE

MFCA has established a community website for use by Co-Owners at Matthaei Farm. The site is a closed, secure site, inaccessible from the outside. The MFCA Website is located at www.matthaeifarm.com. To gain access to the site please contact the Website Administrator. The directions are not given here due to the fact that this manual is available through real estate professionals to outsiders. Please contact The Management Company for the name and email address of the current Website Administrator. Access information will be e-mailed directly to you. Once set up, you should mark the site as a favorite and then remember your user ID and password so you may easily access the site.

CAUTIONS

There are a few “cautions” that should be mentioned to all Co-Owners of Matthaei Farm. Because this is a natural area there are some potentially dangerous plants and animals. Review these with your family as you deem appropriate.

The **Eastern Massassagua Rattlesnake (*Sistrurus catenatus*)** inhabits the general area around Matthaei Farm and the Matthaei Botanical Gardens. These rare (protected by law in Michigan) rattlesnakes are very seldom seen. They generally prefer the marshy areas near Fleming Creek and the ponds, and usually remain well hidden and away from the trails. MFCA is not aware of any reports of bites by these snakes anywhere in this area since the Association has been in existence. Adults are 2 to 3 feet long, and are generally not aggressive. A Massassagua will remain hidden and quiet if you approach, unless it feels threatened, at which time it may give you the distinctive “rattle” warning. If you see one or hear one, simply back away and leave it alone. While not much of a threat, it is wise to be aware that they are in this area. Wearing shoes is recommended when outdoors around Matthaei Farm.

The **Snapping Turtle (*Chelydra serpentina*)** inhabits the ponds and streams of Matthaei Farm. It is known that there are at least two very large snappers (12 to 15” carapace) in the Pond House Pond. They sometimes make their way over to the Wilderness Pond across the street. While not much of a threat to swimmers and waders, waders especially should be aware that they are in the ponds. If you see one, give it wide berth. They can be very aggressive on land, but will generally (unless cornered or stepped on) swim away if approached in the ponds.

Poison Ivy (*Toxicodendron radicans*) grows in many areas of Matthaei Farm. Its three medium green, shiny leaves should not be touched. For most people, a mild to severe rash develops after direct exposure to poison ivy. Most contact with this plant happens while working around the gardens or while walking the trails.

Poisonous Plants can be found along the nature trails. It is advisable to teach children to never touch plants they are not familiar with.

Coyotes and Foxes make their homes in the general area as well. The red fox, gray fox, and coyote are commonly seen around Matthaei Farm. While there is little if any threat to people, these animals are a potential threat to cats and small dogs. Please observe the rules requiring all animals to be leashed when off your property and there should be little reason to be concerned with these animals.

West Nile Virus While it must be stressed that as of the date of this revision there have been no reports of West Nile Virus in our area, Matthaei Farm is home to large populations of mosquitos in the mid-summer. The recommendation here would simply be that long sleeve shirts and long pants be worn and a good mosquito repellant be used when walking the trail areas once the mosquitos are out in mid-summer. If you encounter a dead crow or blue jay do not touch it and notify the County Board of Health at (734) 544-6750.

CONCLUSION

This is a living document and subject to revision as needed. If you have any questions regarding your membership in the MFCA, please contact The Management Company or any of the Directors.

Best wishes for an enjoyable, exciting living experience at Matthaei Farm.