



Rules and Regulations

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Table of Contents

Introduction	2
Definitions	2
Community Budget and Assessments	2
Violations and Fine Assessment	3
Leasing and Rental	3
Vehicles and Parking	4
Aesthetics	5
Modification Requests	6
Maintenance	6
Trash Removal and Recycling	7
Pets	7
Noise and Safety	8
Antennas and Satellite Dishes	8

Revisions

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John Antos, Patti Dobbs, Susan Harris, Tim Minick, Tim Pearsall,	8/22/2009
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Introduction

1. Fox Glen Association is a private community of detached condominiums in a peaceful, friendly neighborhood. Homeowners are Co-owners of the land and all other Common Elements of Fox Glen and are members of Fox Glen Association.
2. Guidelines for living in this community are described in the Fox Glen Condominium Documents. The Fox Glen Condominium Documents are:
 - Master Deed
 - First Amendment to the Master Deed dated 12/17/1999
 - Second Amendment to the Master Deed dated 8/25/2009
 - Bylaws - Exhibit A to Master Deed
 - Rules and Regulations - This document
3. The Fox Glen Board of Directors, (the Board), was established by Article XI of the Bylaws. The Board is responsible for:
 - Managing the affairs of Fox Glen Association, with the assistance of the Community Manager.
 - Creating and revising Rules and Regulations.
 - Enforcing the provisions of the Condominium Documents, with the assistance of the Community Manager.
4. Throughout these Rules and Regulations, where appropriate, the Master Deed or Bylaws language is summarized and referenced.
5. Co-owners and residents are encouraged to visit our website, foxglenassociation.org, to receive Association news and information online. All condominium documents are available to the public there.
6. Using the "Co-owners and Residents" menu, community members can access: a Frequently Asked Questions (FAQ) page; monthly Board meeting minutes; annual meeting minutes; forms and policy documents; Fox Glen financial reports; and information about community maintenance and major projects.
7. Co-owners must provide their current telephone number and email address to the Property Management Company.

Definitions

1. Association: Fox Glen Association, a Michigan nonprofit corporation of which all Co-Owners are members.
2. Common Elements: Portions of Fox Glen other than individual Units.
3. Unit: A condominium in Fox Glen Association.
4. Co-owner: The person or legal entity owning a Unit.
5. General Common Elements: Those Common Elements which are for the use of all Co-owners.
6. Limited Common Elements: Those Common Elements reserved for the exclusive use of Co-owners of specific units.
7. Management Company: A company employed by the Association to assist with handling the business of Fox Glen.
8. Resident: An occupant of a Unit in Fox Glen.
9. Site: The property associated with the Fox Glen development which includes Units and all Common Elements.
10. Tenant: An individual who leases a Unit from a Co-owner.

Association Budget and Assessments

1. The Association budget is developed by the Board at the end of each calendar year and is sent to all Co-owners via U.S. Mail with a notice of the monthly assessment for the following year.

2. The monthly assessment for each Unit is due on the first day of each month and covers Management Company fees, trash pickup, recycling, maintenance and other operational costs that are the responsibility of the Association.
3. The monthly assessment can be paid via the Resident Portal, via electronic payments through your bank using Bill Pay or by mailing a check. Checks should be made payable to Fox Glen Association and sent to PO Box 64595, Phoenix, AZ 85082-4595. You must include only your Lock Box ID on the account line of your check. The lockbox ID can be obtained from the Property Manager.
4. The Fox Glen Bylaws, Article II Assessments, paragraph 2.3 defines penalty for default for ten or more days:
 - Each payment in default will bear interest from the initial due date thereof at the rate of seven percent (7%) per annum until each installment is paid in full.
 - Payments applied to default assessments will be in the following order:
 - To costs of collection and enforcement.
 - Interest charges and fines.
 - To amounts in default in order of due dates.
5. A late charge of \$20 per month will be assessed on each monthly assessment payment that is more than ten (10) days past due, until the assessment and all applicable late charges are paid in full. This late charge is an administrative charge adopted by the Board to reimburse the Association for the costs of processing the delinquency; it is in addition to the interest provided above and is separate from any fine.
6. Monthly assessments that are overdue by 70 days or more will be referred to the Association's attorney who will send the Co-owner a letter with intent to lien. The Co-owner is also responsible for any attorney fees associated with this action.

Violations and Fine Assessment

1. The Fox Glen Bylaws, Article XVII Remedies for Default, paragraph 17.4 authorizes the assessment of fines for violation of provisions of the Condominium Documents. Fines may be assessed only after written notice to the Co-owner and an opportunity for the Co-owner to appear before the Board, as described below. Unpaid fines are subject to the same penalty for default as monthly assessments. The amount of each fine is set by the Board, up to the maximum fines established by the Second Amendment to the Master Deed, which are:
 - First violation - no fine.
 - Second violation - \$100.
 - Third violation - \$200.
 - Fourth and subsequent violations - \$400. If a violation continues uncured, a \$400 fine is assessed for each month it remains uncured.
2. Co-owners and residents can report violations of the Condominium Documents to the Management Company online at <https://mistermgmt.appfolio.com/connect/>. Violations can also be reported to the Management Company via telephone, email, or in writing.
3. For all violation reports, a clear description and date of the violation, and the name and/or address of the Resident in violation must be provided.
4. The Management Company will investigate and verify the violation. If the Association proceeds, it will send the Co-owner a written notice of violation that describes the specific conduct and the provision of the Condominium Documents violated, and states the date, time, and place of a hearing before the Board, to be held no less than seven days after the date of the notice, at which the Co-owner may appear and offer evidence in defense. The hearing is held before the Board and may take place at a regularly scheduled Board meeting; the Board has sole discretion to determine whether a violation occurred and the amount of any fine. After the hearing, the Association will notify the Co-owner in writing whether a violation was found, the fine levied, and when payment is due. If the Co-owner does not appear, the Board may proceed and decide based on the information before it.
5. For a violation that is continuing in nature (a single violation that persists, such as an unapproved exterior change or a prohibited vehicle that is not moved), once the initial notice and hearing have occurred, a \$400

fine may be assessed for each month the violation remains uncured, without the need for a separate hearing for each month. The Association may also pursue other remedies (referral to the Association's attorney, an action for injunctive relief, or abatement).

Leasing and Rental

1. The Fox Glen Bylaws, Article VI Restrictions, paragraph 6.22 defines the leasing procedure.
 - All leases must have an initial term of at least one year unless approved by the Board.
 - A Co-owner desiring to rent or lease a unit must send a copy of the proposed lease (blank) to the Management Company at least 10 days in advance of execution (signing) to allow the Association time to review to ensure the lease does not conflict with the provisions of the Condominium documents.
 - Leases must require that Tenants comply with all conditions specified in the Condominium Documents.
 - Units may be leased only for single family residential purposes, with family as defined in the Pittsfield Township zoning ordinance.
 - The Co-owner must provide the Management Company with a copy of the fully executed lease and Fox Glen Addendum to Lease within 20 days of execution.
 - The Co-owner is responsible for any violation of conditions specified in the Condominium Documents by the Tenant.
2. There is an annual \$200 processing fee for each lease, payable when the proposed lease (blank) is first sent for review and here on after on an annual basis
3. Co-owners leasing their Units are required to give a copy of the Condominium Documents to the Tenant before the move-in date. This acknowledgement must be recorded on the Fox Glen Association Addendum to Lease form and submitted to the Management Company.
4. The Co-owner is responsible for providing all Tenant Contact Information required on the Addendum to the Lease.
5. The Co-owner is also responsible for following the [Pittsfield Township Property Maintenance Ordinance](#) which has specific requirements for residents who wish to rent their unit.

Vehicles and Parking

1. The Fox Glen Bylaws, Article VI Restrictions, paragraph 6.13 defines restrictions on recreational and commercial vehicles. The following types of vehicles are prohibited unless stored in a garage or approved by the Board:
 - House trailers
 - Trailers
 - Boats
 - Camping vehicles
 - Motorcycles
 - All-terrain vehicles
 - Snowmobiles
 - Inoperable vehicles of any type
 - Trucks over 3/4 ton
2. No commercial vehicles or trucks shall be parked on or about the Association property except for the making of deliveries, pickups, repairs to Units, or in the course of other business. Any vehicle with advertising displayed, which is owned or driven by a Co-owner or Resident, must always be parked inside the garage.
3. Residents must park their vehicles in the garage or driveway and not in guest parking unless approved by the Board in advance.

4. Guest parking is intended for short term (less than 7 days) guests only. Long-term or frequent guests should park in the driveway of the Co-owner they are visiting. Exceptions to this rule must be approved by the Board.
5. For short term street parking, vehicles must park with the flow of traffic on the side of the street opposite the mailboxes. This will allow for one full lane of unobstructed access on the streets at all times.
6. Short-term street parking is permitted from 7:00 am to midnight only, seven days a week.
7. Overnight parking is permitted in the four guest parking areas, one on Fox Glen, one on Bridle Pass, and two on Santa Fe Trail. Together, these guest parking areas accommodate up to ten cars.
8. All vehicles must be removed from the street and guest parking areas when two or more inches of snow fall to ensure access to snow removal contractors.
9. Vehicles must not be parked with wheels on the sidewalk. The sidewalks are not designed to support vehicle weight without damage.
10. Vehicle maintenance performed in a driveway must not exceed 8 hours.
11. Co-owners and Residents are responsible for cleaning up all contaminants (e.g. oil or gasoline etc.) from their driveways.
12. Joy riding motorized vehicles around the Site is prohibited.
13. A speed limit of 25 miles per hour must be observed within the Site.
14. In addition to remedies under the Violations and Fine Assessment Section, any vehicle or equipment repeating a violation of parking rules may be towed at the owner's expense. A repeat violation is considered a repeat of the original offense.
15. A violation log will be kept for all violations, which will only be documented when Select Community Management/Board is notified of, acknowledged, and verifies the offense.

Aesthetics

1. It is the Co-owner's responsibility to maintain all landscaped areas adjacent to their Unit, including those approved by modification requests submitted by the current or previous Co-owner.
 - These areas must be maintained in an aesthetically pleasing appearance and must be weed free.
 - Dead plant material must be removed.
2. If a Co-owner desires to plant a tree or trees:
 - Board approval must be obtained using a Modification Request.
 - The tree or trees should be planted at far enough away from any Unit to avoid root damage to foundations.
 - If the tree is planted within Association common elements, the Association will assume the responsibility of caring for the tree (i.e., fertilizing, pesticide application, pruning, and mulching).
 - If the tree is planted within a landscape bed, the Co-owner agrees to assume responsibility of maintaining the tree or trees to a similar appearance as trees maintained by the Association, including pruning and mulching.
3. Free standing pots and planters in front of Units must:
 - Be kept weed free.
 - Contain live plants within one week of placement.
 - Not stored outdoors when void of living plant material.
4. Landscape bed edging, when installed, must be maintained to form a continuous border defining landscape beds.
 - Missing or damaged sections of edging must be repaired or replaced.
 - Landscape bed edging must be maintained to avoid an uneven appearance.
 - Materials used for edging must be consistent for the entire landscape border.
5. Fruit and vegetable gardens are prohibited in front of Units.
6. Basketball fixtures may be used from April 15 through October 15 from 9:00 a.m. to 9:00 p.m. and must not be stored on the lawn. When on vacation and during the off-season, basketball fixtures must not be stored outdoors.

7. The color of the front entry door may be changed with an approved modification request. Paint must be professionally applied and be of consistent color.
8. Screen doors must be white or off-white and garage doors must be white.
9. Signs are not allowed with the following exceptions:
 - Real Estate signs must be posted in the window and must be no larger than five square feet. Realtor brochure boxes are allowed on porches only.
 - Alarm company signs are encouraged for those Co-owners with alarm systems. These signs should be less than two square feet and installed in the landscape bed adjacent to the Unit. Alarm company window stickers are also allowed.
 - Political signs are permitted by Article VI 6.19 (b) of Fox Glen's Bylaws but should be limited to being placed in the window or within the landscape border
10. Co-owners are required to maintain decks associated with their Units. Decks must be periodically cleaned and sealed to avoid a weathered appearance.
11. Patios and decks may contain outdoor furniture, grills, and planters but may not be used for storage.
12. Grills, chairs, hose reels, toys, bicycles and other personal property may not be left in the Common Elements overnight.
13. Exterior house lights must be a neutral color such as white or light yellow. Colored lights may only be used in holiday decorations.
14. Exterior holiday decorations do not require a modification request. They must be maintained in working order and be removed no later than twenty-eight days after the holiday.
15. Upholstered furniture manufactured for indoor use is prohibited on patios, porches, and decks.
16. The feeding of geese and ducks is prohibited. Any deterrent harmful or disruptive to geese or other wildlife is prohibited. Bird feeders are allowed but must be placed where they do not interfere with maintenance of Common Elements.

Modification Requests

1. The Fox Glen Bylaws, Article VI Restrictions, paragraph 6.7 requires any change in the physical appearance of the exterior of any residence to have the prior written approval by the Association.
2. The Fox Glen Bylaws, Article VI Restrictions, paragraph 6.18 requires written approval by the Association for Co-owners making changes to any General Common Elements.
3. Co-owners requesting approval of changes are required to fill out a modification request and submit it to the Management Company for approval by the Board.
4. The modification request form must be submitted at least seven days prior to a scheduled Board meeting for consideration at that meeting. Board meetings are scheduled on the fourth Thursday of each month except December. There is no Board meeting in December. Meeting times can change due to availability. Modification requests are not included on the September annual meeting agenda.
5. Emergency or time-sensitive modifications may be sent to the Management Company for approval by the Board via online application but are not guaranteed approval.
6. Costs of approved modifications to the irrigation system for landscaping changes or other requests are the responsibility of the Co-owner and must be performed by the Association's irrigation contractor. The Management Company can assist in arranging contact between the Co-Owner and the irrigation contractor to arrange estimates either before or after the modification request is approved. It is the Co-Owner's responsibility to handle the irrigation changes. Any damages will be borne by the Co-Owner.

Maintenance

1. The Association is responsible for maintaining the General Common Elements, as well as maintaining the overall appearance of Fox Glen. General Common Elements are defined in the Master Deed Article IV and partially summarized here:
 - Land including lawn and trees not included in the Limited Common Elements,

- Sidewalks not included in the Limited Common Elements,
 - Roads,
 - Street Lights,
 - Mail Boxes,
 - Irrigation System,
 - Ponds, and
 - Entrance signs and landscaping.
2. Co-owners are responsible for maintaining the following Limited Common Elements per the Master Deed Article IV:
 - Driveways,
 - Sidewalks connecting the driveway and the Unit,
 - Exterior appearance of their Units including buildings, garages, patios, decks, etc,
 - Plant beds or border areas abutting the unit, and
 - Grading immediately adjacent to the Unit.
 3. Any element that would normally be the responsibility of the Association but damaged by a Co-owner, Resident, family member, guest, or pet is the responsibility of the Co-owner.
 4. A more thorough explanation of Limited Common Elements can be found on the Fox Glen web site under Condo Documents.

Trash Removal and Recycling

1. Trash removal and collection of recyclable materials for Fox Glen can occur as early as 6:00 a.m. on the day of pickup. Refer to our website for the current day of trash pickup and other information.
2. Trash must be secured in a container.
3. Trash cans and recycle bins must be set in front of the Unit next to the street no earlier than 6:00 p.m. on the evening prior to pickup. This time is adjusted to 4:00 p.m. from November through March when the sun sets earlier.
4. If lost, recycling bins will be replaced by contacting the Property Management company via a Maintenance Request.
5. Trash cans and recycle bins must be returned to the Unit on the same day as trash pickup.
6. Trash cans and recycle bins must not be placed in a location that interferes with sprinkler heads.
7. Recyclable items must be placed in the appropriate bin.
8. Co-owners are responsible for picking up any of their trash or recyclable items that are not removed by the trash service vendor.
9. If a pickup is missed or a replacement trash can is needed, please log the request through the resident portal. <https://mistermgmt.appfolio.com/connect/>

Pets

1. Pet owners in Fox Glen must comply with the Pittsfield Charter Township Code, Chapter 4, Article II regarding animals.
2. The Pittsfield Charter Township Code, Chapter 4, Article II Section 4.35 requires dog licensing. Dogs must wear collars with license tags at all times when outdoors.
3. Pets must be on leashes and attended to at all times outdoors.
4. There is a limit of three pets to a Unit.
5. Exotic pets and keeping wild animals are prohibited.
6. Residents walking their pet must carry a scoop and/or disposable bag to remove pet waste. All pet waste must be immediately and thoroughly removed.
7. It is the pet owner's responsibility to repair any damage to lawns or other General Common Elements caused by their pet.

Noise and Safety

1. Residents are encouraged to contact the Pittsfield Township Police at (734) 944-4911 with noise complaints.
2. Residents are expected to comply with the Pittsfield Charter Township Code, Chapter 8, Article II regarding noise which prohibits the following summarized here:
 - The playing of any radio, phonograph, tape recorder, or musical instrument in such a manner or with such volume, at any time or place as to annoy or disturb the quiet.
 - Yelling, shouting, whistling, loud talking, or singing as to annoy or disturb the quiet.
 - The use of mechanical loudspeakers, on or from motor vehicles, in a manner that causes the sound to be emitted from the vehicle.
 - The firing of firearms, air guns, or other combustible substances.
3. Use of firearms, BB guns, bow and arrows, and other devices that can launch projectiles are prohibited on or around the Site.
4. Ice skating, swimming, fishing, boating, or remote control toys are not allowed on ponds.
5. Other than operation during a power outage, backup generators (permanently installed natural gas types) may be operated once a week for test and maintenance purposes, but for no longer than 15 minutes and only on weekdays between the hours of 10:00 a.m. and 4:00 p.m., or on weekends between 12:00 p.m. – 6:00 p.m. (refer to FGA Generator Policy, Regulations & Guidelines on our website).

Antennas and Satellite Dishes

1. The Fox Glen Bylaws, Article VI Restrictions, paragraph 6.8 requires Board approval of the installation of antennas and satellite dishes.
2. No antenna or satellite dish which has a diameter or diagonal measurement of more than 39 inches will be permitted.
3. A modification request must be submitted to and approved by the Board for installation of an antenna or satellite dish.
4. Antennas and satellite dishes should be positioned such as to minimize visibility from the street.
5. Co-owners are responsible to ensure government regulations are followed and pay any permit fees.