

# TOWNHOUSE MANOR COOPERATIVE

8700 Kaltz, Center Line, Michigan 48015



## COOPERATIVE RULES & REGULATIONS

Adopted June 2007

**BOARD OF DIRECTORS:** Five members of the Cooperative are elected by you and the other members of the Cooperative. They set the policies of the Cooperative. All members are required to abide by these policies.

**MANAGEMENT:** The business affairs of your Cooperative are handled by Customized Property Management, a professional community management company. Ms. Susan Haan is the community manager and her office is located at 6556 Arrow Drive Sterling Heights, MI 48014 (586) 997-0820.

**MONTHLY CARRYING CHARGES:** Your monthly carrying charge payment is due on the first day of each month. After the tenth of the month, a \$25.00 late fee is assessed with escalating fines thereafter. If your payment has not been received by the tenth of the month, the accounting firm of Jim Hagglund will issue a 7-Day Notice to Quit. This is the beginning of the legal process for collection of late payments.

**TAX BENEFITS:** Before January 31<sup>st</sup> of each year, you will be provided a statement which outlines your allowable deductions for your income tax returns. This statement is to be used in calculating your deductions for tax purposes.

**INSTALLATION AND ALTERATION PERMITS:** All improvements to your unit must be approved by the Board of Directors before installation can begin. Permits can be obtained by contacting the community manager. (See the attached)

**MEMBERSHIP RESTRICTIONS:** If you are considering having a relative or friend stay in your unit, please keep the following in mind:

1. If you wish to have anyone stay with you for more than five days, you must contact management.

**COMMERCIAL BUSINESSES:** Per the Occupancy Agreement signed by all members upon move-in, operating any type of business from the Cooperative unit is prohibited. If a member is in violation of this regulation and the management office receives a complaint regarding this violation, the Cooperative will be obligated to investigate and possibly begin legal action.

**TRASH RULES** Violation of the following rules carries a \$25.00 assessment.

1. Trash may not be stored outside your unit at any time. All trash must be placed **in** the trash dumpsters.
2. All trash must be placed in plastic bags and securely tied. Each member is supplied with plastic bags annually for the disposal of trash.
3. All boxes must be broken down.
4. Stacks of newspapers must be properly tied.
5. Large items will require special pick up. This can be arranged by calling Customized Property Management at (586) 997-0820. There may be a charge.
6. Townhouse Manor follows Center Line trash Ordinance.

**INSURANCE:** The Cooperative maintains insurance coverage for fire, liability and vandalism on the buildings and all Cooperative owned items. This coverage does not cover the member's personal possessions, such as any household goods, clothing, furniture, personal appliances, etc.

In the event of a loss, personal property will **NOT** be covered by the Cooperative's insurance. It is mandatory that each member contact their own insurance agent to secure insurance coverage for personal items. A minimum of \$25,000 must be carried.

**POOL AND WATER USAGE:** If you wish to have a kiddie pool for your children, please be advised that the pool cannot be larger than six feet in diameter and no higher than fifteen inches in height. All kiddie pools are to be **emptied every night**. There is a tremendous amount of danger involved in a filled pool that is left up. The reason for this rule is safety as well as to keep the grass alive. We ask that you move your pool to a different location each day to protect the grass.

Please be conscientious and conservative when using water; particularly when washing your car. Make sure that you have a nozzle on the hose so as not to allow a constant flow of water.

Please use discretion when allowing children to play in the sprinkler. We recommend a sprinkler or a small pool. Allowing youngsters to play with a hose is costly to the entire membership.

**MAINTENANCE:** Maintenance hours are Monday through Friday from 8:30 a.m. to 5:00 p.m. The maintenance department does **NOT** change batteries to your smoke detectors or light bulbs. These items are your responsibility and keeping the smoke detectors is mandatory.

**AFTER HOUR EMERGENCY MAINTENANCE:** If you have an after-hours emergency please call Dan at (586) 252-8242. Additional numbers you may need are:

Consumers Power (Gas leak)	(800) 947 5000
Detroit Edison (DTE) (Power Outage)	(800) 477-4747
Fire/Ambulance	911
Center Line Police	(586) 757-2203

**CHILDREN'S SAFETY:** The Cooperative does not tolerate unattended children in any area where maintenance work is being done. Complaints will be written against the parents of the children who continue to be a problem and the board of directors will seek action to remedy the situation.

**PERSONAL PROPERTY:** Hoses, sprinklers, pools, lawn furniture, bikes, toys and other personal property should be kept on your patio area and not allowed to remain on the lawn or on the sidewalks. Store these items every night. If your lawn is not mowed and/or causes damage to the lawn you will be assessed fines. Only seasonal items should be on your patio.

**CHARGEABLE MAINTENANCE REPAIRS:** Some maintenance repairs are chargeable (but not limited to) those as follow.

- After hour lockouts
- Garbage disposal abuse
- Screen repairs
- Fuse or bulb replacement
- Smoke detector batteries

If glass breakage and/or screen repair is caused by the member then the member is responsible for all repairs.

**SEWER PROBLEMS:** Do not throw items such as napkins, kleenex, disposable diapers, cigarette butts, feminine products, etc., into the sewer system. These items are too large or do not break down in the sanitary lines. If a sewer back up is caused by any of these items which are attributable to a specific member, that member will be held responsible for all damages and subsequent plumbing bills.

**FLAMMABLE ARTICLES:** It is dangerous and illegal to store any type of flammable substance in your townhouse. Gasoline, paint thinner, chemical cleaners, or any other substance of this nature could cause a fire if store or used in your townhouse. Remember that your furnace and water heater both have open flames and the fumes from flammable substance can be ignited by the pilot lights.

Storing motorcycles or any other gasoline engine in your townhouse is forbidden by law.

**SNOW REMOVAL:** The maintenance department is responsible for the majority of snow removal within the community. Members are responsible for the removal of snow on their porch and the approach to the main sidewalk. The post office can refuse to deliver mail if the snow is not safely removed from these areas.

**FLOWERS:** Members are encouraged to plant flowers in the front and back of their unit to brighten up the community. The Cooperative will host an Annual Flower Day.

**GROUNDS:** The following items will **not** be permitted:

- No Outdoor Feeders
- No Birdhouses
- No Feeding of the Squirrels and/or other wild life
- No feeding of stray animals
- No gardens – Vegetable, Sunflowers or otherwise.
- No items are to be put on the grounds without Board permission.

**FENCES / SHEDS:** The erection of fences or sheds is prohibited.

**DOORS AND CABINETS:** The members are strictly prohibited from painting any of the doors, (except the interior of the front door), or wood cabinets in the unit. If, at the time of your move-out, an inspection shows that you have painted the doors or cabinets, you will be held responsible for their reconditioning or replacement.

**EXTERIOR MAINTENANCE:** The Cooperative is responsible for the exterior maintenance of the unit. Members will be responsible for any damage to the exterior of the unit should any item be attached to the outside of the building.

Members are NOT permitted to trim or remove shrubbery without prior written board approval. If a member has violated this rule, that member will be charged for replacement of shrub as deemed necessary by the board. If you have a shrub that appears to be dead or dying, please indicate this in writing and mail to the management office.

## **AIR CONDITIONERS**

### ***Window air conditioners***

- ◆ Must have prior written approval of the board of directors before installation.
- ◆ An alteration permit is required before installation.
- ◆ An air conditioner may not be installed in any second-floor window that is directly or partially over the front door.
- ◆ You must install clear Plexiglas in the window area above the unit. The use of any other material is not permitted.
- ◆ Under no circumstances may any type of attachment or holes be made to the exterior of the building.
- ◆ The unit must be installed so that the condensation will drain to the exterior of the building.
- ◆ For comfort and reduced heating costs, air conditioners cannot be installed prior to May 15<sup>th</sup> and must be removed no later than October 15<sup>th</sup>
- ◆ No through the wall installations are permitted.
- ◆ Approved air conditioner bracket must be used.

***Central Air conditioners:***

- ◆ Must have prior written approval of the board of directors before installation.
- ◆ A permit from the city of Center Line will be required.
- ◆ Condensers must be a minimum of two feet from the back of any unit.
- ◆ No lines can extend through basement windows.
- ◆ Must be installed by a licensed contractor.

**WALLS / FLOORS:** Per the Occupancy Agreement, the member is responsible to maintain the condition of the walls and floors in the unit. At the time of move-out, the walls will be inspected and it will be determined whether or not paint will be required. White and neutral colors that are in good condition will be acceptable. At the time of move-out, floors will be inspected for scratches, gouges, burns, stains, etc. and any damages found (other than normal wear) will be repaired and charged to the member at time of move-out.

**BALL PLAYING:** Playing ball on cooperative grounds is not permitted. Damages can occur to member's doors, screens and windows and therefore ball playing is not allowed. This includes but is not limited to the use of bats, hockey sticks, golf clubs and rackets.

**PARKING:** All parking is to be done within the painted lines provided. There is only one "Reserve" parking space per unit, which is marked with your address. Due to the limited amount of parking space available, only one vehicle per unit. Members owning more than one car should park that vehicle somewhere other than the visitor spaces.

Any vehicle on the premises which does not have a current license or is deemed inoperable for any reason (including flat tire), will be ticketed and/or removed at the owner's expense. Commercial vehicles and trucks shall not be parked in or about the Cooperative without the approval of the Board of Directors except while making deliveries or pickups in the normal course of business.

Parking in front of dumpsters or in the parking spaces marked "No Parking" during certain times is a violation and carries a fine of \$100 per violation.

Parking or driving on sidewalks or grassy areas is prohibited and will result in a fine of \$100.00 plus damages. This includes vehicles used for the purpose of moving in or out of a unit. Boats, trailers, R.V.'s or other vehicles or objects shall not be parked or stored on Cooperative property.

It is illegal to park cars in entrances or to double park. If a fire truck had to enter the Cooperative and was hampered because your vehicle was illegally parked, you would be held liable. If you

or your visitor(s) are using someone else's parking space, the car can be ticketed by the Center Line Police Department. There is "Visitor Parking" marked in the lots and along Lorraine, MacArthur, and Kaltz Streets.

**PETS:** No dog may be kept in any unit or brought upon the Corporation premises by any member, resident or guest of visitor of any member. A member may keep no more than one cat in his unit provided that the cat is not permitted to roam free outside of the unit. Damage to the unit due to pet odor and/or damages will be charged to the outgoing member. Cat must be neutered/spayed, de-clawed and properly vaccinated and registered.

**COMPLAINT PROCEDURE:** Any member who has a complaint must put it in writing and sign the complaint and submit it to the board of directors for consideration. Unsigned complaints will not be addressed in any way.

**FINE SYSTEM:** The Cooperative has adopted the following fines system:

**First** Notice of Violation will be issued a warning letter

**Second** notice of Violation will be issued a \$25.00 fine with the opportunity to appear before the board.

**Third** Notice of Violation will be issued a \$50.00 fine with a mandatory meeting before the board.

**Fourth** Notice of Violation will be issued a \$100.00 fine and can be cause for eviction

**MOVE OUT INFORMATION:** Following is an outline of the move-out procedure.

1. A sixty-day written notice must be given by the outgoing member.
2. Pick up a complete move-out packet from the managing Agent which will give you all the necessary information relative to moving out.
3. Your Occupancy Agreement and Membership Certificate (which must be signed on the reverse side) must be turned in with your move-out notice.

**SIGNAGE:** As you are aware, the cooperative is a market rate community of which the member may sell the membership for whatever the market will bare. This must be done through advertising. No signage will be permitted.

**AESTHETICS:** Member is not allowed do anything to the premises that is not deemed aesthetically pleasing. If in doubt, please ask your board of directors.