

Boulder Ridge Condominiums Association

CO-OWNERS HANDBOOK



www.boulderridgecondos.com

IMPORTANT INFORMATION



Office:

1460 Walton Blvd., Ste. 201

Rochester Hills, MI 48309

Phone: (248) 601-4242

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Payments:

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Rochester, MI 48308-1966

Emergency Number:(877) 501-9537

The guidelines are published as of September 2018. The Management company and/or the Board of Directors should be contacted to ensure no changes were made since publication.

This publication is intended for reference only and does not substitute or invalidate the Master Deed and Bylaws for the Association.

INTRODUCTION

A key ingredient to a successful condominium association is having each co-owner know and understand the expectations of the other members of the community, in regards to the policies of conduct and behavior.

The most important task of a Board of Directors is the development, implementation and subsequent communication of policies. The intent of those policies is to ensure that living in the community is a outstanding experience.

This handbook was developed to assist co-owners, new and old, navigate their way through living in Boulder Ridge Condominium Association. This handbook was updated with current information, but is subject to the limits and restrictions outlined in the corporate bylaws and the association's Master Deed.

Please review this handbook and keep it handy for future reference. If you have any questions or need additional information, please contact the management company.

BOULDER RIDGE CONDOMINIUMS ASSOCIATION RULES AND REGULATIONS

It is the belief of Boulder Ridge Condominium Association that each member should be allowed to live as happy and free as possible. However, as we live so close together as a community, some rules are required so that we can happily and peaceably live together. The Michigan Condominium Act and the Condominium Documents (see Article VI, Section 10 of the Condominium Bylaws) authorize the Association to adopt and enforce reasonable rules and regulations in the interest of the Condominium.

The Association adopts the following rules and regulations for the Condominium (the "Rules") which shall be binding upon all Co-owners and their tenants, occupants, successors and assigns who currently or in the future may possess an interest in the Condominium, and which shall supersede any previously adopted rules on the same subject matter.

ACTIVITIES

No immoral, improper unlawful or offensive activity shall be carried on in any unit or upon the common elements, limited or general, nor shall anything be done which may be or become an annoyance or nuisance to the Co-owner of the condominium.

Because of the close proximity in which Co-owners and Tenants reside, the rules of decorum and consideration to your neighbors should apply. To guarantee everyone's peace and quiet, the playing of music, singing, use of tools, or other noise which may disturb others must be discontinued between 10:00PM and 8:00AM. Overly loud playing of radios, televisions, or other musical instruments is discouraged at any hour. Nothing which may be or become a nuisance or annoyance to other Co-owners is permitted. Please be considerate of your neighbors.

ALTERATIONS AND MODIFICATIONS

All proposed alterations and modifications to the unit and landscape must be submitted in writing prior to the Property Manager on forms made available to the co-owner by the Property Manager or Association website. Proposed alterations must include a scaled drawing using the building footprint and must specify the construction methods and materials to be used.

ASSESSMENT OF FINES

The violation by any Co-owner, occupant, or guest of any of the provisions of the condominium documents, including these duly adopted rules and regulations shall be grounds for assessment by the Association, acting through its duly constituted Board of Directors, of monetary fines against the involved Co-owner. Such Co-owner shall be deemed responsible for such violations whether they occur as a result of his/her personal actions or action of his/her family, guest, tenants or any other person admitted through such Co-owner to the Condominium premises.

Upon any alleged violation of any of the provisions of the condominium documents or the rules and regulations, the following fines, shall be levied in accordance with the procedures contained in Article XX of the Condominium Bylaws.

First violation:	Notification by certified mail. No Fine shall be levied. Correctable within ten (10) days
The offending Co-owner shall have an opportunity to appear before the Board and offer the evidence in defense of the alleged violation. The appearance before the Board shall be at its next scheduled meeting, but in no event shall the Co-owner be required to appear less than 10 days from the date of the notice. Failure to respond to the notice of violation constitutes a default. Hearing and Decision. Upon appearance by the Co- owner before the Board and presentation of evidence of defense, or, in the event of the Co-owner's default, the Board shall, by majority vote of a quorum of the Board, decide whether a violation has occurred. The Board's decision is final.	
Second reoccurring violation:	Twenty-five dollar (\$25.00) fine Correctable within fifteen (15) days
Third reoccurring violation:	Fifty dollar (\$50.00) fine Correctable within fifteen (15) days
Fourth and subsequent violation:	One hundred dollar (\$100.00) fine
On or after the fourth violation the association may (at the Boards discretion) correct the violation, and pass the incurred charges on to the co-owner.	

The fine level shall be assessed against the Co-owner and shall be due and payable together with the regular condominium assessment.

CHEMICAL SPILLS

Any spilling of chemical substances onto the common elements, limited and general, is the responsibility of the Co-owner, including all associated costs. This includes, but is not limited to oil and anti-freeze (both from drive-way and streets).

COMMERCIAL ACTIVITIES

Units are for residential purposes only. No commercial activities are allowed on the premises. Co-owners are permitted to have home offices, provided they do not involve additional pedestrian or vehicular traffic by customers, users or beneficiaries of services and do not involve the presence of employees within their homes other than Owners and their immediate families.

EMERGENCY REPAIRS

In case of any emergency requiring the services of plumbing, heating, electrical, or other contractors, each Co-owner shall contact the Management Company. Any questions as to whether the repairs are the associations or the Co-owners responsibility will be determined after the situation has been addressed.

FIREPLACES/GRILLS

All units were equipped with electric fireplaces and no other fireplaces are permitted. Grills may not be used in garages, patios, or balconies. It is against the City of Rochester's Fire Code and presents a safety hazard.

Grills must be moved to a safe distance, 10 feet from the buildings, and must be monitored while in use. Grills cannot be stored on common grounds, on balconies, nor on enclosed patios (where they can't be moved to a safe location for use). Fire pits are not permitted to be used anywhere on the property, as they are considered a fire hazard.

FIREWORKS/WEAPONS

Fireworks, firearms, bow/arrows, pellet guns, BB guns, sling shots, or similar dangerous weapons, projectiles or devices are not allowed to be used on or about the common elements.

FOR SALE SIGNS

Without the specific written permission of the Association, ONE for sale sign per unit is allowed. The sign must be placed in your window and may NOT be affixed anywhere outside of the building.

GARBAGE PICK-UP

Newspapers, recyclable items and garbage should be placed in designated pickup areas on the evening before the pickup date. Trash items should be fully enclosed in dark garbage bags – no clear garbage bags allowed.

Please ensure any sharp objects (broken glass, etc.) are wrapped in a manner to protect the handler from injury. All containers (garbage and recycler) must be stored inside the unit on the same day after scheduled pickup occurs. Address number must be visible on garbage and recycler bin. Check the Boulder Ridge website for the latest details on obtaining a recycling bin. Paint cans are accepted ONLY if the lids are removed and the paint is dried. Hazardous materials will not be accepted, including but not limited to oil and paint. Check the city's website for information on Hazmat drop off locations and times at:

<http://nohaz.com>

Trash and receptacles should be secured to prevent debris littering. Trash pickup is Friday mornings, so garbage may not be put out until Thursday at 6:00 p.m. During the listed holiday weeks, when pickup is Saturday, trash may not be put out until Friday at 6:00 p.m. This limits exposure to wild animals, wind, and other causes of unsightliness.

Holiday Weeks: New Years Week, Memorial Week, Fourth of July Week, Labor Day Week, Thanksgiving Week and Christmas Week.

HOLIDAY DECORATIONS

Holiday decorations may be displayed 45 days before the holiday and must be removed within 14 days of the holiday end (for example, exterior Christmas decorations are not to be placed out before Thanksgiving). They must also not damage common area elements (e.g. balconies). They also must not be connected to common electric outlets, nor interfere with the security/porch lights. They are not permitted on the General Common Elements such as the roof, lawn, and walls. Inflatable seasonal decorations are prohibited.

INSURANCE

Each co-owner MAY (and is STRONGLY URGED to) obtain insurance coverage at their own expense upon their unit. It shall be each co-owner's responsibility to obtain insurance coverage for their own personal property located within their unit for their personal liability for occupancies within their unit or upon Limited Common Elements appurtenant to their unit, and also for obtaining such coverages.

Co-owner insurance responsibilities include (it is commonly referred to as an HO-6 policy) :

- Personal Property
- Additional fixtures, equipment and trim (improvements and betterments)
- General liability for Limited Common Elements
- Additional living expenses

Renters are also STRONGLY URGED to obtain Renters Insurance.

In the bylaws Article IV Insurance / Subsection 1 (b) outlines a “basic unit” that was built, so any additional items or changes from a base unit would be the unit owner’s responsibility. For an example during a claim that destroys a whole building, the insurance carrier will look to put the building back to a set of “basic units.” The insurance the unit owners should have purchased, would allow the units with any additional changes inside, which were above a base unit, to be replaced.

LANDSCAPING

With the exception of flowers in limited-common elements, all landscaping, including but not limited to the planting of trees, shrubs, or bushes is prohibited without the prior written permission of the Board of Directors.

All planting that is done by Co-owner, including the area which the planting is done, must be maintained by Co-owner, including removal of dead materials, weeding and general upkeep of all plants.

In order to maintain a consistent exterior appearance at the condominium, no Co-owner may remove, change, or alter any designated landscaping materials chosen by the Board of Directors.

LANDSCAPING

Pots/planters and hanging baskets are allowed on porches, balconies, and patios provided the containers blend with the aesthetics of the community and are no larger than sixteen (16) inches in diameter. In addition, hanging baskets and/or flowers which are on balconies are allowed provided the Co-owner takes measures to prevent the dripping, spilling or overflow of water and/or dirt from the plants to spill down onto lower units. Ceramic or other planters are not permitted on any grass area within the complex.

Ornamental material shall not be placed on the common elements. Ornamental material includes, but is not limited to, lawn ornamentation, statues, birdbaths, windmills, trellises, birdhouses and feeder. The planting of vegetables on the common elements is not allowed.

Co-owners should take care not to damage the landscaping. No parking or driving on the grass. No storage of grills, pools, sandbox, etc. on common grounds.

Co-owners may install solar lighting in the unit front bed and along the front walkway.

POLITICAL CAMPAIGN SIGNS

Signs may not be placed on common nor common-limited areas. They can only be placed in your window. They must be taken down within 72 hours after the election.

PARKING/REPAIRING OF VEHICLES

Residents are only permitted to park in their garage and driveway. All other spots are reserved for short-term guests (less than 24 hours). Vehicles violating this policy will be tagged and towed.

Vehicles are not to be parked overnight on the street so that fire lanes remain open. Also, designated turn around and snow push areas must remain clear. This is the area at the top/end of each parking lot, between the driveways.

Motorcycles must be parked in garages, not driveways nor common elements. They may not idle nor warm up on the premise due to excessive noise. (Exhausts must be EPA approved and not excessively loud).

Unlicensed vehicles, or vehicles with expired license plates, or vehicles in an inoperable condition (i.e. flat tire, missing parts, etc.) will be considered abandoned and the owner may be fined or the vehicle may be towed away at the owner's expense. Minor repair and maintenance that does not create excessive noise, dirt, grease or other nuisance problems are permitted in your garage.

House trailers, campers, commercial or recreational vehicles, boats, boat trailers, jet skis, snowmobiles, go-carts, all-terrain vehicles, or any vehicles except those cars or light trucks used strictly for transportation purposes are strictly prohibited on condominium property, except when loading or unloading. No overnight stays/parking is permitted

PETS

Only one (1) pet is allowed in each unit. Absolutely no exotic or dangerous animals. All animals must be registered with the Association. Special permission/consideration is required for a second pet. This is not only important for the safety and welfare of your animal but also for health concerns of the Association being that we live so close together.

All dogs must be licensed and vaccinated (against rabies) in accordance with the statutes of the State of Michigan and the ordinances of the City of Rochester. The Co-owner must produce evidence of the same to the Association upon request.

Animals must be leashed and attended by a responsible person at all times while outside of a Unit. Tie outs, stakes, and tethers are prohibited. All droppings deposited by the animal shall be removed immediately by the pet owner and be disposed of in a sanitary manner. Co-owner is responsible for the costs of damage to any landscaping or other property.

ROOFS

No Co-owner or their contractor shall be permitted on the roofs. Only authorized Association personnel, such as repairmen, are permitted on the roofs.

SATELLITE DISHES

Please reference the Satellite Dish Guidelines document.

RENTING/LEASING

A Co-owner desiring to rent or lease a condominium unit shall disclose the fact in writing to the Association and supply a copy of the exact lease to the Association at least 10 days before presenting the lease form to a potential tenant.

Leases must be a minimum of 6 months in term (no short-term leases, nor Air B&B style renting).

Tenants and non-Co-owner occupants shall comply with all the conditions of the condominium document. The Co-owner shall be responsible for any and all actions of its tenants or lessees.

SALE OF UNIT

We request that a Co-owner selling their unit disclose the fact in writing to the Association prior to the closing date of such sale and furnish name and address of intended purchaser.

STORM DOORS

Front storm door models and colors must be approved by the Property Manager prior to purchase and installation by the co-owner. Unapproved storm doors must be removed at co-owner expense.

STORAGE/DISPLAY OF PERSONAL PROPERTY

The common elements, limited or general, shall not be used for the storage of supplies, material, personal property, trash, or refuse of any kind. Only furniture and equipment consistent with the use of such areas is permitted on balconies and patios during the seasons when such area is reasonably in use.

personal property of any kind may be kept on the lawns, common elements, or limited-common elements. No items or personal property may be stored under the balcony, except a hose and hose reel (from May to October).

WINDOWS

Each Co-owner is responsible for the maintenance and cleaning of doors, windows, storms, screens, and door walls in his/her unit.

All draperies and other window treatments shall have white linings on exterior surfaces so that the entire complex will have a uniform and consistent appearance.

MISCELLANEOUS

Drones and other aerial devices are not permitted to be flown (both for privacy and safety concerns).

Inflatable bounce houses and similar recreational devices and structures are prohibited.

Kiddie pools, sand boxes, basketball hoops (both permanent and temporary) are not permitted on common or common-limited grounds.

COLLECTION POLICY

Effective January 1, 2018 the updated collections policy is as follows:

- Payments are due the first day of the month (e.g. January 1)
- A \$25.00 late fee is incurred on the 15th of the month (e.g. January 16)
- Accounts 16 days past due are sent a reminder letter (e.g. January 16)
- Accounts 46 days past due are sent to a collection agency which reports the amount due to the all three credit reporting agencies, Experian, Equifax and TransUnion (e.g. February 16)
- At 76 days past due the attorney files a lien on the unit (e.g. March 16)
- At 106 days past due the attorney files suit, obtains a judgment, and/or initiates foreclosure proceedings (April 16)
- Once the judgment is received, the co-owner's assets may be seized or garnished (e.g. car, wages, bank accounts)
- Once the foreclosure is complete the unit may be seized

In addition to the amount owed for the monthly dues and late fees, in accordance with the Association's Master Deed and Bylaws, you are responsible for all legal and/or collection fees, which are on average:

- | | |
|---|-------------------------|
| • Collection Agency Fee (credit bureau reporting) | \$ 35.00 - \$ 75.00 |
| • Initial Lien Letter from the attorney | \$ 100.00 - \$ 150.00 |
| • Filing a lien or a lawsuit | \$ 275.00 - \$ 750.00 |
| • Obtaining a judgment/initiating foreclosure | \$1,500.00 - \$3,000.00 |
| • Credit Exam/Property Seizure | \$2,500.00 - \$5,000.00 |

Finally, the Master Deed and Bylaws specify about how payments on the account are applied:

- First to all legal/collection fees
- Second to all late fees or interest
- Third to all delinquent monthly dues and/or additional assessments, oldest first

Subsequently, if the payment does not cover the past due balance and pay the current month in full by the due date, you incur a late fee, thus perpetuating the cycle and increasing the amount due.

Please remember, keeping your account current is your obligation and is required in order to meet the Association's on-going financial obligations. In addition to the day-to-day expenses (lawn cutting, snow removal), funds are necessary for a number of ongoing projects (e.g. concrete repairs, wood replacement).

Finally, please remember that your account must be current and in good standing in order to vote at the Annual Meeting and/or serve on the Board of Directors.

Returned payments will be assessed a \$25.00 fee, in addition to any fees incurred by the Association from the bank. After two (2) returned checks within a 24 month period, the Association reserves the right to require payment via certified funds only.

Please remember, keeping your account current is your obligation and is required in order to meet the Association's on-going financial obligations. In addition to the day-to-day expenses (lawn cutting, snow removal, and building repairs), funds are necessary for a number of much needed projects.

Rules and Regulations for Satellite Dish (Antenna) Installation

Based upon FCC interpretations of Section 207 of the Telecommunications Act of 1996: The FCC has adopted the Over-the-Air Reception Devices Rule concerning governmental and nongovernmental restrictions on viewers' ability to receive video programming signals from various sources (i.e., direct broadcast satellites). The rule is cited as 47 C.F.R. Section 1.4000 and has been in effect since October 14, 1996. Boulder Ridge enacted a set of guidelines in 2007. This document contains the revision of those guidelines.

Co-owners and renters are permitted satellite dishes, if they follow guidelines and restrictions set forth.

Exclusive-Use Areas do not require prior approval. Exclusive-use areas are the co-owner's patio or balcony. Exclusive use does not include installations that hang or protrude beyond the balcony railing or patio wall over a common element. (Porches are considered limited-common areas). Installations on balconies must not be permanently drilled into the side of the balcony (that's a part of the building structure, a common area). Deck boards are exclusive-use, but the installation may not protrude past the exclusive-use area. A non-permanent c-clamp on to the railings is permitted. Otherwise mounting in a bucket of concrete is recommended.

Limited-Common Areas require prior approval. Limited-common

areas include (but are not limited to) the lawn around a unit and the porch. When requesting permission to install in a limited-common area, such as the lawn, please be as specific as possible (providing photos is recommended) and an explanation for why an exemption should be granted. Installations will not be approved if they impede another owner's rights (such as blocking another person's window). Installations to limited-common areas are not a right granted by the FCC. According to the FCC rule, the association is not obligated to provide a place for Satellite Dish (antenna) Installation if your "exclusive use" area does not receive a direct satellite signal.

Common Areas will not be granted exceptions. Common areas include (but are not limited to) the roof and walls. Installations on the roof and exterior walls are strictly prohibited (this restriction is allowed by the FCC guidelines as these are not considered exclusive use areas).

Satellite dishes (antenna) are not to exceed one meter (39.37") in diameter

The structure of the building may not be modified nor breached; No drilling through the siding, brick, or roof. Drilling through an exterior wall (i.e. to run cable from the patio or balcony into the unit) is not permitted, as that is a common element. It is the responsibility of each co-owner to check with a retailer or installer for advice on how to install a Satellite Dish (antenna) without drilling a hole through an exterior wall. (Ask about a flat coax jumper).

Unauthorized installs to limited-common and common elements (such as the roof, exterior walls or lawn) will be removed by the association and any necessary labor or repairs will be billed to the offending co-owner.

If due to poor line of sight the satellite dish will not function from the co-owner's exclusive-use area, prior approval **MUST** be obtained in order to install in a reasonable location on the limited-common grounds. It is at the sole discretion of the Board, on a case-by-case basis, whether to permit alternative installations such as a pole placed in the lawn.

For more information on your rights and what can be restricted by the Condominium Association, please reference the FCC's Over-the-Air Reception Devices Rule at:

<https://www.fcc.gov/media/over-air-reception-devices-rule>

Q: I live in a condominium with a balcony, but I cannot receive a signal from the satellite because my balcony faces north. Can I use the roof?

A: No. The roof of a condominium is generally a common area, not an area reserved for an individual's exclusive use. If the roof is a common area, you may not use it unless the condominium association gives you permission. The condominium is not obligated to provide a place for you to install an antenna if you do not have an exclusive use area.

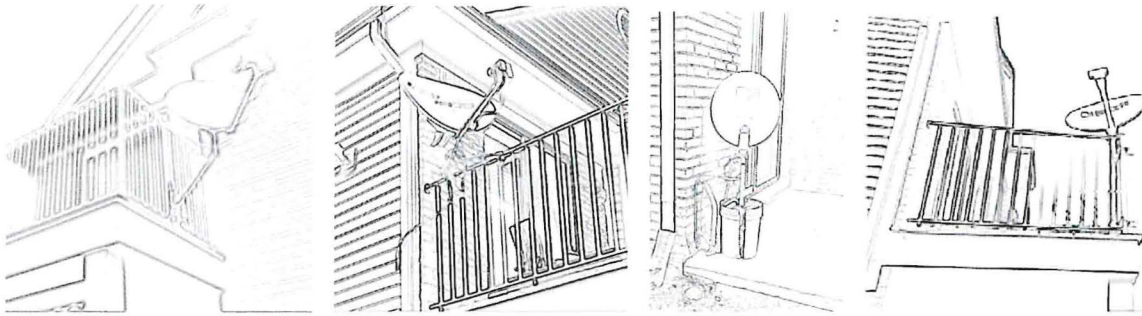
Q: Can I be fined and required to remove my antenna immediately if the Commission determines that a restriction is valid?

A: If the Commission determines that the restriction is valid, you will have a minimum of 21 days to comply with this ruling. If you remove your antenna during this period, in most cases you cannot be fined. However, this 21-day grace period does not apply if the FCC rule does not apply to your installation (for example, if the antenna is installed on a condominium general common element or hanging outside beyond an apartment balcony). If the FCC rule does not apply at all in your case, the 21-day grace period does not apply. Installations in limited-common area elements REQUIRE pre-approval. This includes any lawn area around your unit.

Please see the following page for examples of:

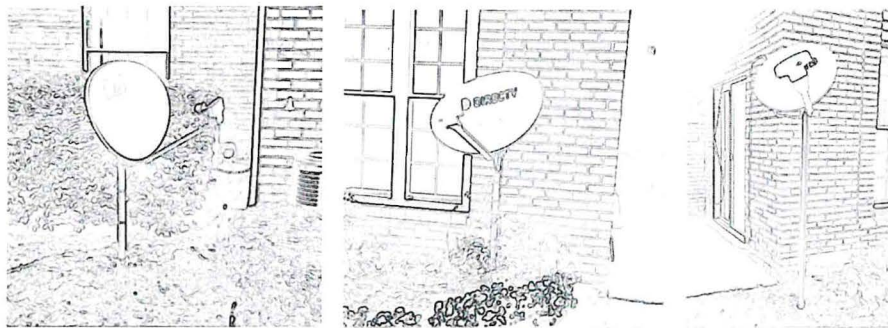
- Exclusive-Use Area Examples (no approval needed)***
- Limited-Common Area Examples (approval needed)***
- Common Area Examples (not permitted)***

Exclusive-Use Area Examples:



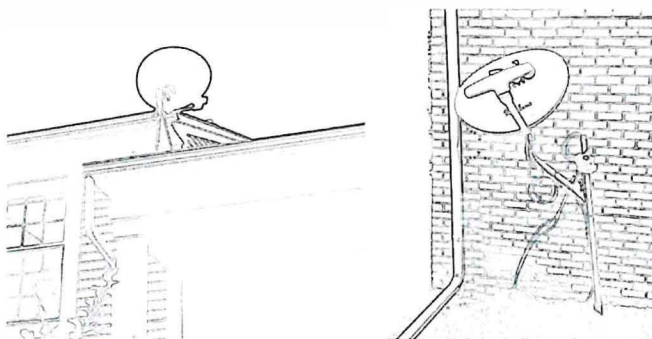
Installations in exclusive-use areas do not require pre-approval. This includes patios, balconies, and non-shared porches.

Limited-Common Area Examples:



Installations in limited-common area elements **REQUIRE** pre-approval. This includes any lawn area around your unit.

Common Area Examples:



Installations in common area elements is **BANNED**. No exceptions will be made. This includes the roof, walls, and areas of the lawn outside of the limited-common area.

A sample of the Alteration/Modification Form follows. Please obtain a full size copy directly from Premier or from the Association's website:

www.boulderridgecondos.com

BOULDER RIDGE
CONDOMINIUMS ASSOCIATION
ALTERATION/MODIFICATION REQUEST FORM

Please complete this form, attach drawings, a material list, contractor information, and a copy of the proposal and return it to Premier Condominium Management for Board Review.

Please review the terms on the back and make sure to sign the request before returning.

Co-owner Name: _____ Unit: _____

Address: _____

Email: _____

Phone Numbers: _____ (H) _____ (W) _____ (C)

Type of Modification: _____ Landscaping _____ Structural
 _____ Interior _____ Exterior

Description:

SAMPLE

REMINDER: Drawings, material lists, contractor information and a copy of the proposal must be included or the request will be returned. **All proper permits must be obtained and posted as required by the City of Rochester.**

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. I/We agree that all applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense and that all work will be done by licensed and insured contractors ONLY.
2. I/We have read all applicable sections of the Master Deed and Bylaws and I/we understand same.
3. All current and future maintenance of the Alteration/Modification will at my/our expense and/or by all future assigns and/or owners of the unit.
4. I/We understand that should any legal or regulatory agency require, at any time now or in the future, modifications to this Alteration/Modification, they will be done at my/our expense and/or by all future assigns and/or owners of the unit.
5. Any costs incurred by Association, as a result of this Alteration/Modification, will be my/our responsibility and/or the responsibility of all future assigns and/or owners of the unit.
6. The Alteration/Modification is subject to all the requirements in the Master Deed and Bylaws, occupancy agreements and any other applicable regulations at the discretion of the Board of Directors.
7. I/We understand and agree it is my/our responsibility to advise and/or disclose the terms hereby outlined to any future assigns and/or owners of the unit.

I/We hereby affirm all the information provided is truthful and accurate and that **no work shall commence until I/we receive written permission from the Association.**

Date

Signature of Co-owner

Date

Signature of Co-owner

RETURN COMPLETED FORM TO:

Boulder Ridge Condominiums Association
c/o Premier Condominium Management
1460 Walton Blvd., Ste. 201
Rochester Hills, MI 48309
Fax: (248) 601-9945

Approved by: _____ Date: _____



RESPONSIBILITY GRIDS

PLEASE NOTE: This Summary is for convenience of reference only. It does not supersede or alter any statements of duty appearing in the Association's governing documents. In the event of contradiction, the governing documents will control.

Additionally, there are some exceptions that may apply to these generalized statements of duties as per the governing documents. Legal counsel must be consulted for certainty of duties based on the factual situation involved.

LEGEND					
A	Association		O	Owner	
City	City of Rochester		CE	Consumers Energy	
DTE	DTE Energy		CTV	Cable TV (COMCAST or Wide Open West)	
PH	AT&T				

AMENITIES & FACILITIES				
	MAINTAIN	REPAIR	REPLACE	NOTES
Benches (2)	A	A	A	
Gazebo	A	A	A	
Pond	A	A	A	

BUILDINGS				
	MAINTAIN	REPAIR	REPLACE	NOTES
Alarms (smoke, CO, and security)	O	O	O	
Appliances including, but not limited to, humidifier, garbage disposal, dishwasher, microwave, range, oven, and refrigerator.	O	O	O	
Bathtub	O	O	O	
Cable TV	CTV	CTV	CTV	Up to the connection with the unit
Cabinets and Shelves	O	O	O	
Carpet and Rugs	O	O	O	
Ceiling Fans	O	O	O	
Closet Doors	O	O	O	
Compressor (Air Conditioner)	O	O	O	
Compressor Pad (Air Conditioner)	A	A	A	

BUILDINGS				
	MAINTAIN	REPAIR	REPLACE	NOTES
Condensation Lines (Air Conditioner)	O	O	O	
Countertops	O	O	O	
Door Bells (Lower Units)	A	A	A	
Door Wall / Sliding Glass Door	O	O	O	
Dryer Vents	A	A	A	
Drywall	O	A	A	Except for Co-owner fault
Electric: Fixtures, switches and plugs within Unit	O	O	O	
Electric: Lines (up to point of connection, but not including plugs/switches/fixtures)	A	A	A	
Electric: Outage	DTE	DTE	DTE	800-477-4747

BUILDINGS				
	MAINTAIN	REPAIR	REPLACE	NOTES
Exterior	A	A	A	
Front Doors (Interior and Exterior)	O	O	O	
Furnace	O	O	O	
Garage Door and Opener (including related hardware)	O	O	O	
Garage Floor	O	A	A	
Gas: Fixtures within Unit	O	O	O	
Gas: Lines (up to point of connection with fixtures)	A	A	A	
Gas: Outage	CE	CE	CE	800-477-5050

BUILDINGS				
	MAINTAIN	REPAIR	REPLACE	NOTES
Grout / Caulk	O	O	O	
Hot Water Heater	O	O	O	
HVAC Ducts	O	A	A	Cleaning is Co-owner responsibility.
Insulation (Walls)	A	A	A	
Intercom (Upper Units)	A	A	A	
Interior Surfaces (including drywall, wallpaper, paint and flooring)	O	A	A	Except for Co-owner fault. Does not include improvements or betterments.
Patios & Balconies	O	O	O	
Patio & Balcony Light Fixtures	A	A	A	Bulbs are co-owner responsibility.

BUILDINGS				
	MAINTAIN	REPAIR	REPLACE	NOTES
Pest Control	A	A	A	
Porch Columns	A	A	A	
Porch Floor (Concrete)	A	A	A	
Porch Lights Fix- tures	A	A	A	Including bulbs
Plumbing: Fixtures (Toilet, Sink, Bath- tub)	O	O	O	
Plumbing Lines (to the point of con- nection with fix- tures)	A	A	A	
Roof	A	A	A	
Sewer Lines	A	A	A	
Siding & Trim	A	A	A	
Storm Doors	O	O	O	Installed and maintained by co-owner

BUILDINGS				
	MAINTAIN	REPAIR	REPLACE	NOTES
Telephone Lines	A	A	A	Up to the point connection with the wall jack, only to the extent not owned by the phone company.
Vents (Roof & Wall)	A	A	A	
Water & Sewer Costs	A	A	A	
Water Meter	City	City	City	
Water Spigots	A	A	A	
Windows & Screens	O	O	O	Approval needed for window changes

GROUNDS				
	MAINTAIN	REPAIR	REPLACE	NOTES
Curbs & Sidewalks	A	A	A	
Driveway	A	A	A	
Exterior Lighting	A	A	A	
Landscaping	A	A	A	
Lawn	A	A	A	
Mailboxes	A	A	A	
Mailbox Keys	O	O	O	Property of the USPS, but residents required to replace keys and locks via an approved locksmith. Superior Lock & Key 248-656-0022

GROUNDS				
	MAINTAIN	REPAIR	REPLACE	NOTES
Roads	A	A	A	
Rubbish Removal	City	City	City	City via GFL: gflusa.com 844-464-3587 Hazardous waste: nohaz.com
Shrubs & Trees	A	A	A	
Sprinkler System	A	A	A	
Storm Water Management	A	A	A	
Wetlands	A	A	A	

DEQUINDRE ROAD

