

COOPERATIVE RULES & REGULATIONS

Adopted December 2024

BOARD OF DIRECTORS: Five members of the Cooperative are elected by you and the other members of the Cooperative, the President, Vice-President, Secretary, Treasurer and Member at Large. 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 a professional community management company. Please see cover letter for the management company information.

MONTHLY CARRYING CHARGES: Your monthly carrying charge payment is due on the first day of each month. After the tenth of the month, a \$50.00 late fee is assessed with escalating fines thereafter. If your payment has not been received by the tenth of the month, a 7-Day Notice to Quit (eviction) will be issued. Thereafter, if your delinquency is not cured, your membership will be terminated and eviction processes will be started.

TAX BENEFITS: Before January 31st of each year a statement which outlines your allowable deductions for your income tax returns will be available. This statement is to be used in calculating your itemized 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. Alteration/Modification form can be obtained by contacting the community manager.

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 and receive Board of Directors approval.

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: First violation of the following rules carries a \$50.00 fine.

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.

3. All boxes must be broken down.

4. Large items will require special pick up. This can be arranged by calling Management.

There may be a charge.

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 \$100,000 must be carried. A copy of your Declarations page must be provided to management upon renewal or at least annually. Coverage on the unit must stay in place while the unit is being rehabbed during the sales period. Members that have service animals must carry an additional \$100,000 in liability insurance.

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 a standard kiddie pool. 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. You must 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 9:00 a.m. to 4:00 p.m.

The following list are items that are the members responsibility:

- Smoke detector batteries
- light bulbs
- Lock change – Current rate for locks and labor
- Storm doors – repair and replacement

Properly installed and working smoke detectors are mandatory. If they are not working, please put in a work order for them to be checked.

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

After hour lockouts

Garbage disposal abuse

Screen repairs

Light bulb replacement

Smoke detector batteries

Furnace Filters

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

AFTER HOUR EMERGENCY MAINTENANCE: If you have an after-hours emergency, please call Maintenance 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 & Emergency **911**

Center Line Police (non-emergency) (586) 757-2203

CHILDREN'S SAFETY: The Cooperative does not allow 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 are not allowed to remain on the lawn, in flower beds or on the sidewalks. Store these items every night. If your lawn is not mowed and/or damage is caused to the lawn you will be assessed fines. Only seasonal items should be on your patio. Please remember to lock your bicycles & other personal valuables. Seasonal decorations must be removed 15 days after Holiday.

SEWER PROBLEMS: Do not throw items such as napkins, kleenex, disposable diapers, cigarette butts, feminine products, flushable wipes 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 stored 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. Persons requiring assistance with snow removal can contact management. Members with shared porches are required to share snow removal.

FLOWERS: Members are encouraged to plant flowers in the front and back of their unit to brighten up the community. No more than 5 planters/pots will be allowed in total (front and back). Solar lights must be kept in the flower bed, maintained by member and removed in the winter. Only 5 decorative items will be allowed to be displayed in flower beds/rear patios.

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

Outdoor Feeders must be above 4 feet tall

No Birdhouses

No Feeding of the Squirrels and/or other wild life

No feeding of stray animals

No gardens – Vegetable, Sunflowers or otherwise.

No landscape alterations are allowed without pre-approval.

No fire pits allowed (insurance liability)

Do not hang anything in the Cooperatives New Trees

No tethering of Service Animals

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

DOORS AND CABINETS: No alterations to doors and cabinets are permitted without an approved alteration/modification request.

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 allowed to ring trees without permission. 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

- 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 without permission.
- The unit must be installed so that the condensation will drain to the exterior of the building.

- Air conditioners cannot be installed prior to **May 15th** and must be removed no later than **October 31st**.
- No through the wall installations are permitted.
- Approved air conditioner brackets 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 and insured 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, charged at 50% of cost.

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 two vehicles may be parked on the premises per unit.
- Members owning more than two cars must park those additional vehicles on the city street, McArthur, Kaltz and/or Lorraine

- 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 towed 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.
- Vehicles cannot be parked in visitors' spaces if not driven regularly.
- 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.
- No working on vehicles on the Townhouse Manor premises.

PETS: No dog may be kept in any unit or brought upon the Corporation premises by any member, resident or guest or visitor of any member. A member may keep no more than two cats in their unit provided that the cat(s) are 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(s) must be neutered/spayed, and properly vaccinated and registered. There is a \$25.00 registration fee.

SERVICE ANIMALS are not considered pets. However, additional liability insurance in the amount of \$100,000.00 is required at the expense of the member and proof of that insurance shall be presented to the Corporation upon renewal each period (i.e. annually or bi-annually). There will be a fee assessed to the member for the administration of the housing of the service animal.

A Member housing a service animal will be fined \$100 each time feces is not removed from the grounds immediately. If this occurs more than 3 times it is grounds for eviction.

If a service animal attacks any person on Townhouse Manor premises, the animal will be required to be removed from the premises.

Service animals cannot be tethered outside, or left alone on the exterior of the unit at any time.

Member must provide management with yearly proof of vaccinations, and license.

NO tethering of service animals

All local ordinances in regard to animals must be followed and no breeds considered vicious are permitted.

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 or email management for consideration.

Unsigned complaints will not be addressed in any way.

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 bear. This must be done through advertising. No sales signage will be permitted without pre-approval by the Board of Directors. No political signage permitted. Accomplishment signage will be allowed for 30 days (ie...Children)

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.

MARIJUANA: The possession, manufacture, cultivation, or processing of marijuana, medical or recreational, is strictly prohibited on the premises. The use of marijuana on common elements is strictly prohibited.

OFFENSIVE ODORS: Members must make themselves aware that the following items can cause odors and try to limit these items so that they do not interfere with neighboring units:

- Cooking odors
- Smoking odor
- Incense and other scents
- Other odors deemed offensive

FINE SYSTEM: The Cooperative has adopted the following fines system, except otherwise noted:

- **First** Notice of Violation will be issued a warning letter
- **Second** notice of Violation will be issued a \$50.00 fine with the opportunity to appear before the board.
- **Third** Notice of Violation will be issued a \$75.00 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