

WOODVIEW CONDOMINIUM ASSOCIATION

POLICY AND REGULATIONS

Revised APRIL 2014



Managed by: The Properties Management Company

39600 Garfield Rd Ste E
Clinton Twp., MI 48038

Co-Owners:

For administrative questions or problems, please call or email
Jo Ann Thureau at 586-228-8230 joann@tpgmc.com
John Mlynarczyk at 734-788-2013 john@tpgmc.com

For maintenance issues call Garry at 734-788-8277

Tenant/Renters:

Contact your Landlord regarding maintenance issues.

WOODVIEW ASSOCIATION GENERAL RULES:

The following are some of the rules and regulations of the Association. The list is intended to re-acquaint all co-owners and renters with the rules and regulations that most commonly affect the residents of Woodview.

Subletting Your Unit

Co-Owner(s)/Landlords are required to submit the following items toTPGMC:

- A copy of the lease at least 10 days prior to allowing your tenant to move in.
- A copy of the Rental Certificate from the City of Westland.
- A Certificate of Insurance from your insurance company indicating Woodview/TPGMC as additionally insured.
- Co-Owner Information Update Form (supplied by TPGMC).
- Lease Addendum (supplied by TPGMC).
- Landlords are required to notify TPGMC in writing (mail or email) what dates tenants are moving in or moving out.
- Landlords will be held liable for tenant(s) behavior.

Alterations, Renovations

- No co-owner shall make alterations in exterior appearance or make structural modifications to their unit without the express written approval of the Board of Directors. This includes but is not limited to: exterior painting or the installation of window air conditioners, antennas (satellite dishes), lights, awnings, fences, doors, shutters or other exterior attachments. The Board of Directors may approve only such modifications that do not impair the soundness, safety, utility or appearance of the condominium.
- Window treatments must have white backing.
- Blinds are allowed to be hung in the windows. Bed sheets, or paper products or any other temporary materials are NOT allowed to be hung on the windows.

Common Areas

- Do not feed the ducks or geese or any other wildlife that comes into the area.
- The City of Westland has issued an ordinance prohibiting the feeding of any type of birds or waterfowl. In compliance of this ordinance no bird feeders are allowed in the complex.
- Personal articles are not to be stored in hallways or open areas of the laundry room.
- Laundry room hours are 9:00 a.m. until 10:00 p.m. Please review laundry room rules that are posted above the washer and dryer. Make sure you clean the lint out after using the dryer.
- No smoking in hallways or the laundry room.
- By order of the City of Westland Fire Department, no gas or charcoal barbeque grills are allowed on balconies. Electric grills may be used. Gas and charcoal grills are allowed on the first floor patios only when moved 15 feet from the building when grilling and cooling off.
- Front security doors are not to be held open with rocks, wedges, or any other type of door stop. This compromises the safety of everyone in the building and will not be tolerated. They may only be held open with chains provided for convenience in carrying in groceries or other items. This is only allowed for short

periods of time.

- When watering plants on the balconies take care to ensure excess water does not seep from the upper unit to any of the premises below and please make sure there is no one below you.

Waste

- Garbage must be taken directly to the dumpsters, not stored on balconies, patios or in the hallway or laundry room.
- All items taken to the dumpster for disposal must be put inside the dumpster not beside them. Each time someone puts their discarded items on the side of the dumpster it cost the entire association money. This violation carries an automatic \$100.00 fine.
- All residents are encouraged to recycle – please review the City of Westland Recycling Guidelines posted in each hallway especially for electronic items such as old TVs, computers etc.
- There is NO PARKING around the dumpsters on Tuesday or Friday. Cars will be towed at the owner's expense

Pets

- Pets are to weigh no more than 30lbs fully grown.
- Owners of pets shall clean up immediately and remove any fecal deposits left on the condominium premises by their pets.
- Whenever an animal (dog or cat) is on the common elements, it must be accompanied by its owner or other responsible person.
- Pets shall not be left on the common elements unattended, and must be kept under control and on a leash at all times. No tethering is allowed.
- Animals are not to be permitted to eliminate bodily waste on balconies or patios.
- Please remember excessive barking can be very annoying to your neighbors.

Vehicles and Parking

Please observe posted speed limits, we have children in the complex and they do not always look before going into the street.

- All Vehicles shall be parked in their assigned marked space. Visitors should park in spaces designated with a 'V'. Co-owners/renters should monitor their guest parking.
- All cars are to be pulled in forward in their designated parking space for the unit parking spaces, backing in is not permitted due to the exhaust fumes unless prior board approval is granted in special situations.
- Cars must have current license plates and be drivable or they will be towed (at the owner's expense.) Prior board approval may be granted due to temporary unusual circumstances.
- A vehicle with a flat tire or expired plates will be considered abandoned and authorized to be towed. Notification of a towing date placed on the vehicle No additional notice will be given.
- Maintenance on cars is not permitted in assigned parking spaces or on common grounds.
- Washing and polishing of cars is only permitted at the designated site located at the clubhouse.
- No house trailers, motor homes, boat trailers or vehicles other than cars or motorcycles may be stored or parked the premises, unless permission has been

granted by the Board of Directors for special circumstances.

- During the winter from Dec 1 - thru March 15th parking in posted designated snow removal areas is strictly prohibited. No notification by association will be given regarding the illegally parked vehicle.

Quiet and Considerate

- Be considerate of your neighbors. Please remember that you are living in a condominium with other people.
- We live in close proximity to each other; keep the playing of music and/or TV reasonable.
- Noisy or rowdy late night behavior should be avoided.
- Barking (nuisance) dogs - the co-owners and/or tenants should let the pet owner know about their pet barking and if the nuisance continues, contact the police.

Fines, Payment, Maintenance Fees

- Maintenance fees are due on the 10th of each month. A fee of 25.00 will be assessed for late payments.
- Any co-owners who are in arrears in their maintenance fees or in violation of the bylaws will not be allowed to rent the clubhouse or use the pool facilities.
- The Board has adopted a zero tolerance policy with associated fines (with the first violation letter) for some infractions.

Fines will be assessed as follows:

1st Violation –Warning letter no fine

2nd Violation - \$25.00 fine

3rd Violation - \$50.00 fine

4th and consecutive Violations - \$100.00 fine

Please note:

All fines must be paid by the 1st but no later than the 10th of the month following the violation notice otherwise late fees will be assessed and continue each month until fine is paid. In the case of the Renters, in violation, the Co-Owner(s) will be notified that they are responsible for the Renter's violation and should hold the Renter accountable.

DISCLAIMER

This handbook is meant to be a guide for the most common occurrences. Please refer to the Woodview Masterdeed and bylaws for more detailed explanation.

WOODVIEW IS OUR HOME. PLEASE, BE CONSIDERATE OF YOUR NEIGHBORS.

This booklet will serve as a final communication prior to implementation of this process. Please read over and communicate with the Board if you don't understand any of the issues cited by the communication and attached booklet.

This updated booklet of rules and regulations become effective immediately however you have 30 days from (April 1, 2014) to make sure you are in compliance with these rules and regulations. Please feel free to contact the management company by email to: john@tpgmc.com or joann@tpgmc.com should you have any questions and or concerns. By now all of the landlords have been informed of the required information along with proper forms from the City of Westland and your insurance company if you are using your property as a rental. Please be advised there will be no exceptions.