

WOODVIEW CONDOMINIUM ASSOCIATION

POLICY AND REGULATIONS

Revised SEPTEMBER 2024



Managed by: Timmons Management Company
37771 West Seven Mile Rd Ste A
Livonia, MI 48152 313-873-1124

For more information please visit our website: www.woodviewcondos.com
There you will find information on the masterdeed/bylaws,
forms, policies and the association's insurance company and contact
information.

Co-Owners:

For administrative questions or problems, please call or email
Paul Bollinger at 419.690.9515 paul@timmonsmgt.com
Rickkey (office manager) at 313.871.1124

For maintenance issues call Garry Kracker 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:

- **ALL leases are to be written for at least one (1) year per the bylaws-**
- A copy of the lease at least **10 days prior to allowing your tenant to move in.**
- A copy of the Rental Certificate of Compliance from the City of Westland prior to tenant move in
- A Certificate of Insurance from your insurance company indicating Woodview Condo Assn.7700 Woodview, Westland, MI 48185 as an interested party.
- Co-Owner Information Update (www.woodviewcondos.com - resources) prior to tenant move in.
- Copy of driver's license or state I.D with a criminal background check through MSP IChat System
- Woodview Lease Addendum (www.woodviewcondos.com - resources).
- Landlords are required to notify the association's mgt. co. in writing (mail or email) what dates tenants are moving in or moving out.
- Landlords will be held liable for tenant(s) behavior.
- ***Reference the Leasing Policy for any questions*** (www.woodviewcondos.com-resources).
- **Non-compliance of any one of the above is a \$50.00 automatic fine for 1st offense-\$100.00 for 2nd offense.**

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 air conditioners (**no window a/c allowed see website for a/c size information**) 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.
- ***ALL 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.
- **No personal items are to be on the common areas.** This includes hallways, open areas of laundry rooms, patios or decks. Personal items should be stored in your laundry room locker. All items including but not limited to, hat(s), coat(s), shoes, boots or other personal articles are to be kept **inside your entryway into your condo.** They will be automatically removed. This includes all personal items outside of your doorway.
- **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 **ONLY electric grills are allowed on 2nd floor balconies - 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 very short periods of time. **The entry door is not to be propped open for any other reason unless authorized by the Board of Directors or management company.**
- 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 special pickup items (i.e. appliances, furniture, mattresses etc.) arrangements must be made by contacting the city at **734-728 1770** or online at **cityofwestland.com** under special pickup there is a link that can be used to make this arrangement online. Each time someone puts their discarded items on the side of the dumpster it cost the entire association money. **PLEASE DO NOT PUT ANY FURNITURE, APPLIANCES, MATTRESSES ETC** in dumpster – the new company hired by the city for trash removal, **will not** empty that dumpster and then the association has to find people to crawl in the dumpster and remove those items. **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

- **No more than two (2) dogs or two (2) cats or one (1) dog and one (1) cat** shall be permitted to be kept, harbored, or stay in any unit. In addition, tropical fish and small caged birds are permitted. No other type or kind of pet is permitted other than domesticated dogs, domesticated cats, tropical fish, and small caged birds.
- All pets are to be registered with the City of Westland – copy of license, vaccine paper and photo to be submitted to management company.
- **Pets are to weigh no more than 30lbs. fully grown-no exceptions will be made.**
- 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. All pets are to be kept inside your unit and not roaming the hallways.
- 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'**. All residents should monitor their guest parking.
- All cars are to be pulled in forward in their designated parking space for the unit parking spaces, **backing your vehicle 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(s) or expired plates will be considered abandoned and authorized to be towed. Notification of a towing date will be placed on the vehicle. No additional notice will be given.
- Maintenance on cars is not permitted in assigned parking spaces or on common grounds.
- No commercial vehicles of any type, 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. ***Your vehicle will be authorized for towing. – In the event that a snow storm does come in prior to or after the designated dates please be courteous and make other arrangements for your vehicle so that the snow can be placed there -***

Quiet and Considerate

- Be considerate of your neighbors. Please remember that you are living in a condominium community 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 **MUST** be avoided. If a resident has a problem with a noisy neighbor please contact the police.
- 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, Association Fees

- Association fees are due on the 1st of each month and considered late if received after the 7th of the 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. Otherwise

Fines will be assessed as follows:

1st Violation –Warning letter no fine

2nd Violation - \$50.00 fine

3rd Violation - \$75.00 fine

4th and consecutive Violations - \$100.00 fine

Please note:

All fines must be paid by the 1st but no later than the 7th 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 tenant 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 A COMMUNITY. 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 listed by the communication and attached booklet.

This updated booklet of rules and regulations become effective immediately however you have 30 days from (9-1-2020) to make sure you are in compliance with these rules and regulations. Please feel free to contact the management company by email at Paul@timmonsmgt.com should you have any questions and or concerns.

By now all of the landlords have been informed of the required information along with a current Rental Certificate from the City of Westland and your insurance company that need to be submitted to the association if you are using your property as a rental. Please be advised there will be no exceptions.

Masterdeed & Bylaws, insurance information and other pertinent information can be found on the Woodview Condos website. Please refer to - www.woodviewcondos.com