

REDFORD VILLA CONDOMINIUM ASSOCIATION

Rules, Regulations and Guidelines

INTRODUCTION

One of the joys and advantages of living in a condominium is the opportunity to make new and close friends and create a spirit of working together. As an association of individual unit owners along with an elected Board of Directors, we work together by managing our own affairs and promoting projects as we see fit.

In order for it to work properly, we must all abide by certain rules, regulations and common sense guidance. The Condominium Articles of Incorporation, Constitution and Bylaws are the basic rules and guidelines we all agreed to follow upon purchase of our Units. Additional rules and refinements are the responsibility of Co-owners and tenants to follow.

This booklet is intended to summarize the rules and guidelines. For additional copies and the latest supplemental information, please see a Board Member.

REDFORD VILLA CONDOMINIUMS MAINTENANCE – 248-888-4700 Kramer-Triad

REDFORD VILLA CONDOMINIUM STATISTICS

Former Name:	Villa Joy Apartments
Originally Constructed:	1966
Original Developer:	Richard Building Company
Location:	26710-26790 Joy Road Redford Township, Wayne County, MI
Conversion to Condominiums:	1979
Master Deed Recording:	Liber 20699 pp. 761-794 Wayne County Register of Deeds Detroit, MI
Condominium Developer:	Robert S. Davis
Land Area:	6.028 Acres
No of Buildings:	9 plus pool pump room
No of Individual Units:	100 (64 1-bedroom, 36 2-bedroom)
No. of Carports:	59 (57 residential, 2 Association storage)
Swimming Pool Capacity:	27,000 Gallon (approx.)
Mailing Address:	Redford Villa Condominium Association c/o Kramer-Triad Management Group, LLC 40000 Grand River Suite 100 Novi, MI 48375

RULES, REGULATIONS AND GUIDELINES

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I. EMERGENCY AND MAINTENANCE PROCEDURES

PROCEDURES

1. Maintenance: Hired personnel provide snow removal, lawn maintenance, boiler maintenance and basement cleaning, etc. If you see this type of maintenance being neglected or if you see a need for a repair that is not urgent in nature, call customer service during normal business hours. The Association is charged for off hour, non-emergency calls.
2. Emergency Utility Maintenance Problems: For Broken pipes, gas leak, power line down, electric sparking or any public utility problem that could be a threat or danger to the building or its occupants, call the utility company directly and then customer service (available 24 hours).
3. Personal or Public Emergency: In case of fire, theft, rowdiness, medical or other emergency, call the fire department, police, medical or other needed help directly. **DON'T WASTE TIME**. Call the proper authorities and notify other building occupants immediately.
4. Emergency Phone Numbers:

Redford Police/Fire Emergency	911
Redford Police Non-Emergency	313-387-2553
Redford Fire Non-Emergency	313-387-2625
Water Department	313-387-2670
Detroit Edison	800-477-4747
City Clerk	313-387-2750

NOTE – Each Unit has its own electric breaker box in the entrance closet.

DO NOT CALL BOARD MEMBERS FOR THESE SITUATIONS

II. RULES, REGULATIONS AND GUIDELINES

STORAGE

1. Basement Lockers: Do not store flammable items. Keep clean, neat and free of odor-causing items. Keep lockers secured with a chain and padlock and do not store valuables in them. Fire regulations require all material to be 2 ft. below the sprinkler heads.
2. Bikes: May be locked to supporting columns in the common area or locked in your cage. No other items may be stored in basements.
3. Stairwells: Not for storage of personal items. Keep free of obstructions.
4. Vehicles: Cars cannot be stored on the premises. Vehicles must have current plates, inflated tires and be operational. Motorized vehicles (motor bike/cycle) cannot be stored in the building.

COMMON AREAS

1. Lawns: We have an underground sprinkler system, please be aware of this when walking on the lawn. Driving on the lawn is not permitted.

2. Stairways and Landings: It is contrary to fire regulations to place objects on the floor or railing which can obstruct escape or block access to fire extinguishers. Do not place anything on floors or railings.
3. Garbage: Use plastic bags and place refuse in dumpsters. Never place in hallway. Please break down boxes before putting in dumpster. Items left outside dumpster will not be picked up. Call Republic/Allied at 800-264-5544 for special pickup of large items, there will be a charge.
4. Window Cleaning: The occupant cleans the inside windows of their Unit and the Association cleans the outside windows and hallway windows once a year.
5. Uniformity of Appearance: Use only white to beige curtains and drapes.
6. Planting and Watering: Garden and flowerbeds are acceptable in the designated locations. Individuals are asked to water flowerbeds they plant and to clean up flowerbeds in the fall. DO NOT remove shrubs, trees or protective coverings. If watering restrictions and/or bans placed by the RVCA Board are not followed, you will be fined for each occurrence.
7. Alterations: Exterior building and common area alterations are not permitted. Hallway wall decorations are acceptable.
8. Barbeque: Barbequing is permitted only in designated areas by the pool. Please clean the barbeque after each use.

LAUNDRY

1. Hours: 8:00 a.m. to 9:00 p.m.. Persons living above the laundry rooms have a right to take reasonable steps to halt noise outside these hours.
2. Neatness and Cleanliness: Clean washer and dryer area after use.
3. REPORTING PROBLEMS WITH A MACHINE, CALL THE PHONE NUMBER ON THE MACHINE FOR SERVICE: Post an out-of-order sign on broken appliance. Machines in other buildings may be used.
4. Courtesy to others: Promptly remove clothes when cycle stops. Give preceding person reasonable time (15minutes) to remove clothes before you remove them yourself. Treat their property with respect.

HEAT, ELECTRICITY AND WATER

1. Heat: Heat consumes a large portion of your monthly fee. If windows are open, make sure thermostat is off. The Association will install new thermostats when needed.
2. Electricity: Each unit has its own meter for electricity. The association fees pay for electricity that is used in Common Areas such as hallways, basement and outdoor lights. Turn off laundry room lights after use. Electric use within the Co-owner's unit is the Co-owner's responsibility.
3. Water: Water is the largest utility expense paid for in Association fees. Avoid waste. Repair toilets with sticking floats, fix dripping faucets and use warm or cold water for washing, if possible.

REPORTING UTILITY PROBLEMS

Residents are responsible for repairs of utility and appliance problems within their Unit. No one must allow a problem to persist that is dangerous to life or property within the building or anywhere in the complex. For burned out or missing bulbs in the Common Areas, call customer service.

SWIMMING POOL RULES

1. Pool opens Memorial Day Weekend and closes Labor Day Weekend. Pool hours are 9:00 a.m. to 9:00 p.m.
2. Co-owners are limited to two guests and must accompany their guests. Residents should be prepared to screen unauthorized persons. It is the duty of all residents to enforce guest rules. Damage incurred by guests and/or tenants will be billed to Co-owners for repair costs.
3. Children must be 18 years of age to use the pool unsupervised. NO babies in diapers are permitted.
4. No glass containers, food or alcoholic beverages are permitted in the pool area. All trash is to be disposed of in trash receptacles prior to leaving.
5. No diving, dunking, pushing, ball throwing, Frisbees, air mattresses or floating equipment are permitted in the pool area. Running on the pool deck is strictly forbidden. Baby rings and arm floaters are permitted.
6. Pets are not allowed in the pool area. Poolside smoking is not permitted. Radios must have earphones.
7. Suntan lotion or oil should be removed before entering the pool to avoid damage to the filtering system.
8. Do not open the gate for persons who do not have an entrance key.
9. There is an emergency phone that dials the Police Department. No lifeguard is present, swim at your own risk.
10. Regulation swimwear only, no cut-offs. No person with skin irritations or infections is allowed in the pool. Persons should shower at home before entering the pool. Feet should be rinsed at the gate.
11. Please keep noise levels down and be mindful not to disturb neighbors near the pool.

VEHICLES AND PARKING

1. Carports: Carports are privately owned and not for general use. If you own a carport, you may not park in the street after 4:00 p.m.. This will free-up spaces for those who work. If you do not want to use your carport, you should make it available to another resident. The rule is: NO EMPTY CARPORTS.
2. Trucks and Vans: Their large size usually poses a danger, inconvenience or proves unsightly. They should be parked along the sidewalls or at the rear of the complex.
3. RVs, Campers, Boats, Trailers and Commercial Vehicles: Not to be parked or stored on the premises except when being readied for transit. A commercial vehicle is described as any vehicle used for commercial purposes, has advertising on any portion, ladders and/or other articles attached to it in any manner.
4. Storage of Vehicles: Cars not moved in 30 days and inoperable vehicles will be towed at the owner's expense. Contact the Board if you require an extension.
5. Dumpsters: Keep vehicles clear of dumpsters to permit rubbish removal. Vehicle owners who obstruct rubbish removal will be assessed the cost of return trips by the rubbish company and/or ticketed.
6. Winter Parking: Do not park in designated snow pile-up areas in front of the pool and at the end of the two front carports. Violators will be fined.
7. Washing Cars: Due to the increase in water rates and forecasted water shortage, car washing will not be allowed under any circumstances until further notice. The RVCA Board has the responsibility to monitor this. Violators will be fined.
8. Speeding: Obey the 10 mph posted speed limit when driving in the complex. Please obey the entrance and exit signs.

9. Oil Leaks and Repairs: Vehicles with oil leaks must not be parked anywhere on the Redford Villa premises. NO oil changes or repairs on the premises.
10. Multiple Vehicles: A person who owns more than one vehicle must park one vehicle in the back or in a carport if they have one.

PETS

1. Number and Type: One small dog or cat of 10-12 pounds weight per unit. NO savage or dangerous animals permitted. No snakes or reptiles permitted.
2. Pet Walk Area: Dog runs have been provided at the rear of the complex. Use these areas only and not the grass. Always pick up after your pet immediately and discard waste in the dumpsters.
3. Leashes: Pets must be on a leash and accompanied by a responsible adult when in the Common Areas.
4. Pet Nuisances: Barking, odors, failure to pick up waste, destruction of property and any unsanitary conditions caused by pets is considered a nuisance and is not allowed. Owners will be required to correct or remove the animal. Owners will be held responsible for any such violations and expenses accrued due to the pet. Fines and/or legal action will be taken against chronic violators.

DELIVERIES AND SOLICITING

1. Posting of Notices: Only the Board is authorized to post and remove notices of meetings, etc. in designated areas.
2. Signs: For Sale, For Rent or any other signs are not allowed to be displayed in windows or on the grounds without Board approval.
3. Move-in and move-out times are from 9:00 a.m. to 9:00 p.m.

COMMERCIAL ACTIVITIES

1. No Unusual Traffic of People: Any endeavor that causes an unusually large amount of traffic in or out of the unit is not permitted.

NOISE AND NEIGHBORLINESS

1. Stereos, Loudness and Late Hours: Keep TV and stereo volume and bass levels down and keep low between 11:00 p.m. and 8:00 a.m.
2. Bare Floors, Carpeting: Ordinary walking and low-level noises are amplified on bare floors. All 2nd floor units must have sufficient carpeting with padding in the living room, bedroom, dining room and all high activity areas to comply with the condominium Bylaws.
3. Common Sense and Courtesies: Living in a condominium requires a little additional thought and consideration for neighbors.
4. Grievances and Complaints:
 - a. Residents must first attempt to resolve complaints with their neighbors up to and including calling the police.
 - b. The Board may be contacted by written notice if the problem persists and a committee will be formed to arbitrate. Once the Board/Committee reaches a decision, the parties involved will be notified in writing of the decision and the matter closed unless requested by the Board/Committee.

- c. Direct verbal contact, written letters, appearance before the Board, fines, binding arbitration and legal action for property liens, injunction or eviction are measures that are legal and provided for.
- d. Any Co-owner may register a written complaint about anything or anyone including the Board itself and be entitled to an answer or may appear personally before the Board.

INSURANCE AND LIABILITIES

1. Association Insurance: Your monthly Association fee pays for insurance of basic building and utility system. This includes floors, ceiling, wiring, piping, external walls, internal walls, their unfinished coverings and junction boxes up to the surface. The insurance does not cover personal property or certain internal items.
2. Home Owner and Personal Property Insurance: It is the owner's and tenants' responsibility to obtain condo owners and apartment personal property and liability insurance to cover items not covered by the Association insurance such as carpeting, certain appliances, cabinets, wall finishing and all personal effects. Policies must be on file with the Association.
3. Liability for Damages by Tenants: When Association members, tenants, renters, guests or others cause damage to Association property whether intentionally or through carelessness, they must bear responsibility to pay for repairs.
4. Check with Management: If you have questions regarding insurance coverage and liabilities check with the management company for clarification.

SAFETY AND SECURITY

1. Hallway Floors: Wall decorations are allowable but floor must be free of obstruction.
2. Fire Extinguishers: Extinguishers are for everyone's use for emergencies. DO NOT obstruct access to or remove extinguishers for anything other than emergencies.
3. Smoke Alarms: In your Unit, periodically test and change batteries as needed. Report to customer service any common area smoke alarm problems.
4. Neighborhood Watch: Keep your eyes open for suspicious people or events, thieves or prowlers. If in doubt call the police.
5. Inviting Trouble: Leaving newspapers to pile up or notes on doors invites thieves. Use nightlights and keep doors locked at all times. Use a dead bolt type lock.
6. Spare Keys: The RVCA Board must have the name and phone number of a person to contact who has a key to your unit incase of an emergency. In an emergency situation the Association or Police have the authority to break down the door to gain access to your unit. And you are responsible for any damage occurring.
7. Outside Doors: Outside doors must be kept closed. They must be locked from dusk to dawn for your safety.

SOCIAL ACTIVITIES

1. Planting: Flowers may be planted around your building. Co-ordinate your ideas with other tenants in your section so as not to interfere with previous plantings.
2. Rummage Sales: RVCA may hold periodic rummage sales to outfit the pool area or other needs. If you have items to donate, contact a Board member. Personal sales may be done by permission of the Board, with the resident obtaining and paying for a permit from Redford Township.

LEASING AND RENTING

1. Giving Notice: Current landlords must inform the Board when a unit is leased out giving the names and phone numbers of authorized tenants. Co-owners' offsite addresses and phone numbers are required to be on file.
2. Furnishing Copies of Rules Booklet: All new residents will be given this handbook and acceptance will constitute an agreement to obey all rules.
3. Tenants: Co-owners and renters are equally subject to obeying the rules, and Co-owners will be fined for infractions.
4. Occupancy: All units are limited to 2 people for one-bedroom units and 3 people for two bedroom units.
5. Special Problems or Requests: Whenever extenuating circumstances to the rules are anticipated, the Board may be contacted and a review of the situation will be made. Contact management for special requests.

III. THE ASSOCIATION

All Co-owners are encouraged to get involved in the governing and other activities of the Association. Attending meetings, speaking out and voting on issues are ways to be involved. Any Co-owner can run for a Board position and you are encouraged to do so.

THE BOARD OF DIRECTOR'S DUTIES

1. President: To enforce constitutional and by-law requirements and direct all Association activities through committees, individual appointments or a management company and to preside at meetings.
2. Vice-President: To assist the President and act in his/her absence.
3. Secretary: Keep minutes of the meetings and maintain Association records and documents and to write communications.
4. Treasurer: To work with a management company or a bookkeeping service to maintain accounting of funds, keep their collection and disbursement, deposit monies and keep financial records.
5. Board Members at Large: To head committees and assist the other officers as needed.

ELECTIONS

1. Electing the Board Members: Nominations by Co-owners can be made prior to the Annual Meeting. Nominations may be made at the Annual Meeting.
2. Terms of Office: Nominations and elections are held every year. Board members may be re-elected.
3. Appointments: Vacancies to the Board can be filled by nomination and election of any qualified Co-owner by vote of the remaining Board members.

MEETINGS

1. General Membership Meetings: May be held in June and October with the Annual Meeting held in November. Meetings are in the basement of “J” building. Open discussion is welcome.
2. Special and Co-owners’ Meetings: To conduct specific business items only, a special meeting may be called by a vote of the Board or by petition of 1/3 of the Co-owners.
3. Board Meetings: Held the third Wednesday of each month at 6 PM in the basement of “J” building. Please contact a Board member to have an item put on the agenda or to obtain prior permission to address the Board.
4. Meeting Notices: The Secretary shall give 10 days advance notice to the Association of all general membership meetings.
5. Voting Rights and Vote Power: Co-owners in good standing can vote on issues at the general membership or special meetings.
6. Quorums: 1/3 of the Co-owners present in number or represented by proxy constitute a quorum.
7. Proxies: Written proxies on voting issues may be filed with the Secretary at or before the meeting.
8. Motions: Co-owners may make motions for issues to be voted on at the general membership meetings of Co-owners.

COMMITTEES

Committees consist of one Board Member and one or more Co-owners.

1. Elections and Records Committee: Coordinates voting and ballot counts.
2. Grievance Committee: Written complaints from Co-owners will be addressed.
3. Special and Temporary Committees: As required to accomplish special tasks.

BUDGET

1. Need for Budgeting: A yearly budget to determine monthly dues is submitted to the Board annually.
2. Expenses: Repair and maintenance costs are anticipated in the budget.
3. Reserves: Special funds for sewers, roofs, or other major repairs are built up and must be part of the budget. They constitute 10% of the annual budget.
4. Methods to Establish: Previous year’s expenses and anticipated repairs as well as 10% reserves are used to establish the budget.

RIGHTS OF CO-OWNERS

1. Using Your Voting Power: Your vote at meetings is your power to express your desires.
2. Submitting Grievances: All grievances must be in writing. They can be simple repair request or complaints.
3. Speaking Up At Meetings: At open meetings a period of orderly voicing of affairs or opinions by Co-owners is set aside.
4. Petitions: A petition to conduct a meeting or accomplish a wish is the right of Co-owners. 1/3 of all Co-owners must sign to call a special meeting to take a vote on an issue.

5. Inspection of Books: Co-owners have the right to inspect books and financial records of the Association during business hours and after giving proper notice. A yearly review or audit is required and a report sent to Co-owners upon request.
6. Michigan Condominium Act: All Michigan Condominiums are subject to state legislated control.

DISPUTES AND GRIEVANCES

1. Verbal Notice: A complaint between Co-owners or with the Association can often be settled with polite verbal notice.
2. Written Letter: The Board can issue letters by certified mail notifying Co-owners or residents of a grievance or violation that has been filed. It must be answered or corrected in 15 days.
3. Second Notice: A second notice may be in the form of a fine or action on behalf of the Association.
4. Fines: The Board can assess fines for violations as provided for in the by-laws. Property liens can be applied for non-payment of fines.
5. Arbitration: Grievances can be arbitrated at the expense of the complaining parties. Arbitration findings are final.
6. Eviction or Ejection from the Association: The Association has the option of evicting chronic violators and suing for money damages. This applies to both Co-owners and renters.

IV. ASSOCIATION DUES, PAYMENTS AND FEES

ASSOCIATION FEES AND ASSESSMENTS

1. Regular Monthly Dues: Each Co-owner is required to pay a monthly fee or dues as determined by the budget. Carport owners and two bedroom units pay a higher monthly fee.
2. Special Assessments: If unusual expenses occur not anticipated by the budget, each Co-owner can be assess an additional amount to cover the cost.
3. Delinquencies: A cost of \$25.00 is imposed for late payment of the maintenance fee. This applies to payments not received by the tenth (10th) day of each month.
4. Fines: Additional fines can be levied against Co-owners for infraction of the rules as stated in Article 14-D of the Condominium By-laws, which are approved by the State.
5. Liens: Property liens will be placed when fines and assessments are not paid. All legal fees with filing the lien will be charged to the Co-owner.
6. Foreclosures: Liens can be foreclosed if the account is not brought current and/or payments are not being made.