

**BLOOMFIELD HILLS TOWNHOUSES COOPERATIVE
RULES AND REGULATIONS
MAY 5, 2010**

In accordance with existing Cooperative policy, as embodied in the provisions of Article V, Section II, paragraph (f) of the Bloomfield Hills Cooperative By-Laws, the following Rules and Regulations are in effect. These rules are not designed to unduly burden or harass members or infringe upon their rights. Rather, they provide a framework within which the 285 resident families may live as harmoniously and inexpensively as possible.

AIR CONDITIONERS

After obtaining permission from the Board of Directors, members may install air conditioners; except that no mounting bracket may be attached to the aluminum siding and any structural damage caused by such installation must be repaired by the vacating member. Members are responsible for maintenance of the air conditioners and will bear the expense of additional wiring required for any appliance operating on 220. Air conditioners must be installed by a qualified technician and permits are the responsibility of member or contractor.

ANTENNAS

No antenna of any kind may be installed outside your unit. Any connecting wires to your equipment must be brought out of the back of the unit. All cables or wires need to be buried within a week of installation. During winter months a work order should be scheduled with your provider to complete in the spring.

ATTIC SPACE

All units have access to the attic crawl space through ceiling scuttles. The crawl space is not to be used for storage.

APPLIANCES

At your own expense and subject to routine co-op approval, you may upgrade any appliance in your home, including the kitchen range, refrigerator or hot water heater. Use the form shown in item #1 to receive co-op approval for the change and to enter it onto the improvements log for your home. Upkeep of special units will also be a member's personal responsibility.

BALL AND OUTDOOR PLAY

Playing catch is permitted only if soft rubber or whiffle balls are used. Football and Frisbee throwing are allowed only in the play area. Bats of any kind are prohibited in the Cooperative and will be confiscated. Abusive language by participants in any outdoor activity will not be tolerated.

AWNINGS

No awnings are permitted on the exterior of your home, nor may other items be hung from the building exterior. This includes such items as lawn and garden fixtures and clotheslines.

BASEMENTS

Basements are intended to serve as storage and recreational areas for members and their families and may not be used for sleeping quarters. The Cooperative's Regulatory Agreement requires compliance with building and construction codes. For lack of exits, no beds/bedrooms are allowed in the basement. Due to potential hazard or damage, waterbeds are not allowed.

Basements are to be adequately protected against moisture. If you see moisture on the walls inside the basement, it may be caused by condensation (when warm, moist air comes in contact with cold surfaces). Opening windows on dry day will help evaporate condensation. Also, dehumidifiers have been found to be very effective.

Shifting or shrinkage of concrete can result in cracks in basement walls, which will need to be filled with new cement to prevent seepage of moisture through the wall (if the crack is large enough to break through to the outside). Note, such cracks do not affect the structural soundness of the house. Call the office if this type of repair becomes necessary.

BASEMENT DRAINS

Installation of an inexpensive "flood guard" in the floor drain can reduce the incidence of damage that may occur if there is a blockage and back-up in the sewer system. You can prevent most drain odors by keeping the trap in the floor drain filled with water. (Pour a half gallon of soapy water into the drain from time to time) As an extra precaution, you can also avoid potential damage to personal belongings from sewer back-ups by keeping them off the floor. Important articles might be set up on "pallets" to help ensure against damage if a back-up were to occur. Also, you should carry a renter's/homeowner's insurance policy in any event. The cooperative is not responsible for items in your basement.

BUDGET

Our budget is drawn up annually by the management firm and must be approved by the Board of Directors. Deviations from the approved budget are not permitted except in cases of extreme necessity. The budget is formulated to exhaust all monies for the operation of the Cooperative, without profit. Upon request, the corporation will furnish any member with a statement of the income and the disbursements for each fiscal year.

CARPETING

When installing wall-to-wall carpeting in a unit, members are advised to use tackles installation so that repairs to floors will not be necessary when a member vacates. Carpeting is not reimbursable by the Cooperative, and the member has the option of removing it or selling it to the in-coming member. The new member assumes responsibility for the floor under any carpeting in the unit at the moving date.

CARRYING CHARGES

Member's carrying charges, pursuant to the Occupancy Agreement between the Corporation and the member, are due and payable on the **FIRST DAY OF EACH MONTH**.

Failure to pay the entire amount of carrying charges, plus any other charges which may have been assessed, by the end of the business day on the 5th day of the month for which it is due will result in the levying of a \$50 late fee against the member. The member's name will be included on the current month's attorney's list and the member will receive a Notice to Quit from the attorney, which will result in an additional \$25 charge.

Failure to pay the entire amount of carrying charges, plus any other charges which have been assessed and not paid, within seven days of the date of the Notice to Quit, will result in future legal action and the attorney will file for a court date. At this point, the member will incur an additional \$140 in legal cost, which will be assessed to his or her account. Fees are subject to change.

Failure to pay the account in full by the court date will result in the issuance of a judgment by the Court.

Failure to pay the account in full or vacate the unit by the date stipulated on the judgment will result in the issuance of a Writ for Eviction and the member will be physically evicted by the Court Bailiff. The cost of the writ, which is \$50, and any costs owed to the bailiff will be assessed to the member's account.

IF IT IS NECESSARY TO FILE A SUIT WITH THE COURT THREE TIMES IN ANY SIX-MONTH PERIOD, THAT MEMBER'S OCCUPANCY AGREEMENT WILL BE TERMINATED BY THE CORPORATION.

IF IT IS NECESSARY TO ORDER A WRIT FOR EVICTION ON THE DATE PERMITTED ON THE JUDGEMENT, THE WRIT WILL NOT BE RETRACTED AND THE MEMBER WILL HAVE TO MOVE OUT OR PHYSICALLY REMOVED BY THE COURT BAILIFF.

Only under **EXTREME CIRCUMSTANCES** will any member be granted permission to pay after the 10th of the month. Such requests must be submitted to the office **IN WRITING**, and must be received in the office no later than the first day of the month. The member's request must state the reason for the request and the date by which the member can make the payment.

Permission to pay late will be granted for ONE MONTH ONLY and cannot continue on a month-to-month basis.

CHILDREN

Members are responsible for the action of their children at all times. Parents are obligated to acquaint their children with all pertinent Rules and Regulation and to insist on adherence to these rules. Play in their yard or in the play area, not in other member's yards without permission.

COMPLAINTS

If you are having a problem with a neighbor or with our service and you wish to have the Cooperative address the problem, you are asked to put your complaint in writing. Please do this as follows:

In a letter to management, write out a detailed description of the nature of the complaint; be as specific as possible, listing dates and times and the problem which occurred. Also give the names of any corroborating witnesses.

In your letter, indicate whether you have attempted to resolve the matter yourself and, if you have not, explain why not.

Although we will make all efforts to keep your complaint confidential, the Cooperative cannot guarantee the confidentiality of your complaint; so if you feel there are compelling reasons for not divulging your name, please list them in detail. (The co-op's policy is to not divulge any complainant's name without permission to do so. However, in cases of court or legal involvements, the co-op will give the complaining party the choice of continuing with complaint or dropping it, should a determination be made that there is insufficient reason for confidentiality.)

Upon verification of your complaint, management will take whatever actions are deemed appropriate and within our proper jurisdiction; you and the Board of Directors will receive copies of any notices we send out.

COMMUNITY CENTER BUILDING

The community center (club house) may be rented by members in good standing for non-business events. Educational, community service and occasional social events may be scheduled, so long as there is no admission charge or any sale of food or drink. Rental rates for the center are set by the Board of Directors. Please inquire at the office. A rental fee of \$200.00 is required (subject to change). The Community center needs to be put back to its original condition, mopped, vacuum, countertops wiped down, bathrooms cleaned, garbage bags removed, tables wiped down and chair put away.

CONSIDERATION

In the interests of better community relations, members should always be considerate of their neighbors and maintain respectable households. NO LOUD NOISE or disturbances between the hours of 10:00 p.m. and 7:00 a.m. are permitted. Parents are responsible for any damages their children cause to the common area as well as other member's property or homes. Any Cooperative member who causes continuing annoyance in any fashion to any of his or her neighbors or to the operation of the Cooperative may be subject to fines and eviction under the terms of the Occupancy Agreement.

CURFEW

City ordinances regarding curfews are applicable.

DRAPERY HARDWARE

If wall studs are located, members may attach drapery hardware to the wall with wood screws at least 1 ½" long. If drapery hardware is attached to the wall between studs, toggle bolts or similar devices must be used. When removing hardware, members must repair any holes made by installation.

DRAPES/CURTAINS

All members are required to have and maintain their own curtains or drapes throughout your unit. The color of the drapes from the inside does not matter, but the Cooperative would like to have a white backing to provide a consistent appearance from the exterior and roadway.

ELECTRICAL

Once you have moved into Bloomfield Hills Townhouses Cooperative you must have the electric service transferred to your name. Please call the office with your confirmation number that DTE will provide for you.

ELECTRICAL WIRING

Ten-circuit electrical distribution panels are located in basements or in living room closets of units without basements. All circuits in the unit are 110. If a 220-volt circuit is needed for an electrical appliance, a wire may be installed from the panel after a member obtains a permit from the Board of Directors. Any additional electrical outlets require a Cooperative permit and city inspection. 15-amp fuses are the maximum allowable in the fuse boxes, and all members are advised to have extra 15-amps fuses on hand.

EXTERMINATOR

If you require exterminating services for insects or rodents, please call the office to schedule your unit to be treated. Inform the office of the problem and they will be at your home on the 2nd and the 4th Thursday of each month. There is no charge for this service, unless the problem is caused by your negligence or abuse.

FENCES

Construction of any fences other than the patio fence is not permitted. An existing patio fence, however, may be extended to connect with the nearest point of the unit without closing it in.

FLOORS

Floors in the kitchen and bathroom are covered with vinyl tile or linoleum. They can be washed with a mild soap and water. An excessive amount should not be used since this may cause warping. A cleaner which contains a tri-sodium phosphate, such as Spic-N-Span is too harsh.

A detergent such as Tide will do the job nicely. For the best shine, wax with a water-emulsion wax or another preparation especially formulated for this type of floor covering. You may select a replacement tile or linoleum and install it at your own expense. If repairs to the sub-floor materials are required, the Maintenance Department can be called to handle the repair (without charge, as long as it is not caused by neglect or abuse).

Bathroom floors are not waterproof. Do not use your shower without shower curtains (inside the tub) or an enclosure. You may cause extensive damage to the tile or sub-flooring and to the downstairs ceiling. Such damage is likely to be determined as your responsibility.

FURNACES

Each unit is heated by a gas-fired hot air furnace with blower. For a fee paid by the member, the gas company will adjust the burner, light the pilots and check for leaks. To insure efficient functioning of the furnaces, members are advised to have them cleaned and the filters changed regularly. The Cooperative will provide yearly inspections to all furnaces and will notify members prior to this inspection.

GROUNDS

The Board of Directors has arranged maintenance of the grounds by maintenance staff and outside contractors. This service includes grass cutting, grounds care, snow removal and general cleaning as the budget permits. Residents are urged to help keep the grounds attractive and clean and should trim the grass around each porch and flowerbeds. Staking of lawns is not permitted. Toys or other articles run over by the grounds crew are not the responsibility of the Cooperative.

GUESTS

Members are responsible for the actions of their guests.

HOT WATER

Each unit is equipped with at least a 30 gallon gas water heater. Once this quantity of hot water is used, it takes 1 or 2 hours to reheat the new water in the tank. The manufacturer recommends that you drain a bucket of water from the tank at least once a year to eliminate rust and sediment build at the bottom of the tank-up. The drain valve for the hot water heater is located near the bottom of the tank. Michigan Consolidated Gas will make adjustments and provide some other services, including energy audits. Set the temperature dial on your water heater midway between WARM and HOT, except when you go on vacation (when you can turn it down to WARM to save energy). If you water heater is set on HOT/HIGH, you will waste gas, shorten the life of the water heater, and get tap water that may be too hot.

IMPROVEMENT AND ALTERATION PERMITS

All permanent improvements or alterations of the units will require written authorization from the Board of Directors. Examples which require permission are: electrical work for washers and dryers, built-in cabinets, patio slabs, basement tile, room alterations, etc. Permission may be obtained from the Board of Directors via an APPROVED ALTERATION PERMIT available at the 155 Charles Lane Office. APPROVED ALTERATIONS may be removed from the unit upon move-out, but any damages resulting from this installation or removal shall be charged to the member. IMPROVEMENTS can be sold to any incoming member, but the Cooperative will not be a party to this agreement or handle any funds. The incoming member shall assume the same liability for damages to the unit from the installation or removal of any alterations.

INSPECTIONS

The Cooperative and occasionally either the City or Mortgage Company makes regular unit inspections. These inspections are made to take care of preventive maintenance needs and to confirm compliance with applicable housing codes and the Occupancy Agreement. They ensure that any hazardous condition that may develop between inspections is dealt with, and that City of Pontiac codes are being observed.

You will be notified in advance of any scheduled service under this program; and staff will endeavor to carry it out with your assistance when you are home. If the need for a City inspection is recurring and is caused by neglect or abuse of the member, the cost of the

inspection(s) will be charged to the member. The Building Department at City Hall makes inspections for safety and health complaints.

INSURANCE

The Cooperative's Insurance covers only damage to the building itself and not to the occupant's belongings. Members should obtain their own homeowners' insurance for this purpose. Door walls are not covered by Cooperative insurance. Members are urged to consult an insurance agent for appropriate coverage and cost quotes. Generally, such insurance is not very expensive.

KEYS

The Cooperative has a lock key box for member's house keys. It is required to have a key to each unit. In the event of an emergency (flood, gas leak, etc.) we will need immediate access to your unit. If we are unable to enter, we will take steps to enter at the member's expense.

KITCHEN COUNTERS

Kitchen counters are made of Formica. Do not place hot articles on the counter tops. If you burn your kitchen counter, the Cooperative will replace the burned area with a new Formica counter at your expense.

LIFT STATION

The Cooperative will not be responsible for acts of God, such as flooded basement. The Cooperative is responsible for the clean-up in the basement which was caused by a malfunction of the lift station. However, the Cooperative will not be responsible for any contents stored in the basement.

LIGHTS

Each unit has a front and some a back patio light. You may wish to keep these lights in operation at night as a security precaution. The Cooperative provides some additional exterior lighting in High Pressure Sodium fixtures placed on every building in the Cooperative. If the electric eye on these fixtures malfunctions, so that it is lit during daylight, please notify the office so that a repair may be made right away.

LIGHT BULBS

It is the member's responsibility to replace light bulbs.

LOST AND FOUND

Articles found on the grounds may be turned into the office at 155 Charles Lane and will be kept in the office for a reasonable time. The owner of lost articles may place an ad in the Cooperative newsletter to aid in returning lost property.

MAINTENANCE

The Cooperative employs a full-time maintenance staff to provide many diversified services. The staff is under the direct supervision of the management company and, under no circumstances, should members attempt to supervise their work. Members have the right to call the office and request maintenance service by our staff. If you need a service call do not stop an employee on the grounds to ask for service. Please coordinate through the office.

Maintenance services are divided into two categories: Emergency and routine.

Emergency services will be provided after normal working hours when a problem calls for immediate attention because the situation is hazardous to the member's health or would cause serious damage to Cooperative property.

If a maintenance person returns to the site after normal working hours or on a weekend or holiday at the member's request and it is determined that the problem is not an emergency, the member will be charged \$50 for the service calls, plus the cost to the cooperative for the hours worked. Also, if it is determined that the work was necessary due to neglect or abuse on the member's part, the cost of all materials used will be charged to the member and the cost of man power.

Examples of emergency situation might include but not necessarily be limited to:

ELECTRICAL: Electrical failure affecting the entire unit or causing extreme hardship.

BLOWN FUSES ARE THE MEMBER'S RESPONSIBILITY AND ARE NOT CONSIDERED AN EMERGENCY.

HEATING: A malfunction, other than a blown fuse, which makes the furnace inoperable.

SERIOUS LEAK OR RUPTURED WATER LINES.

SEWER BACK-UP OR STOPPAGE

FLOODING: Serious flooding into the basement which could cause damage to the unit.

LOCKOUTS: Maintenance persons will return after hours for lockouts only if the Member has provided a key to be kept in the Cooperative office. A \$40.00 SERVICE

CHARGE, PLUS THE COST TO THE COOPERATIVE FOR THE HOURS WORKED, WILL BE ASSESSED TO THE MEMBER FOR ALL AFTER-HOUR LOCKOUTS.

Examples of requests which would not be considered emergencies and could be taken care of during normal working hours might include by not necessarily be limited to:

- Dripping faucets.
- Furnace out during warm weather.
- Water heater pilot out.

Maintenance men may enter a unit as stated in article 20 of the Occupancy Agreement, which reads as follows:

The member agrees that the representatives of any mortgagee holding a mortgage on the Property of the Cooperative, the officers and employees of the Cooperative, and with the Approval of the Cooperative the employees of any contractor, utility company, municipal Agency or others, shall have the right to enter the dwelling unit of the member and make Inspections thereof at any reasonable hour of the day and at any time in the event of an emergency.

To preserve members' privacy, the maintenance staff is instructed to enter a dwelling unit only when the occupant or his designee is present, unless emergency service is required as directed above.

MINI BIKES AND MOTORCYCLES

Mini bikes and Motorcycles are prohibited in the Bloomfield Hills Townhouses Cooperative.

MOVE-OUTS

The RESALE Secretary must be given written notice at least 60 days before the intended move-out date. The resale fee is \$100.00 The out-going member is responsible for the carrying charges for 60 days from date of notice and must allow maintenance four (4) normal work days to recondition and or paint the unit. In other words, units must be vacated at least four to six days before the sixty days elapses. The Cooperative will attempt to sell a unit before the expiration of 60 days, if the member notifies the office and turns in the keys when the unit is empty.

NEWSLETTER

The Cooperative publishes a newsletter as each month. Cooperative members are encouraged to contribute articles of interest to the newsletter and may leave them at the office for publication in the next issue.

OUTDOOR COOKING

During your cook-outs, all grills must be kept in the back yard or in the enclosure if you do not have a back yard. There is no cooking out in front of any unit or curb-side.

PAINTING

Members are responsible for all interior decorations and re-painting. You may choose the color of your choice, however, upon vacating you're unit it is to be re-painted in a neutral color. The Cooperative, however, must ensure that unit interiors are properly maintained. Members should paint carefully and avoid splattering or spilling on floors. Cleaning charges may be assessed against members for this type of damage.

PATIO

An existing patio may not be changed unless a member first obtains an alteration permit from the Board of Directors

PARKING

Notice of violations of the parking rules and regulations will result in a Cooperative ticket being placed on the vehicle which is in violation. The ticket will note that the violation must be corrected within 48 hours. If not corrected within that time period, a second Cooperative ticket will be placed on the vehicle. A \$50 FINE WILL BE ASSESSED, AND AN ADDITIONAL \$5 PER DAY WILL BE ASSESSED until the violation is corrected. Adler's Towing will be notified of the vehicle and will be towed at the member's expense.

There is to be only one vehicle per licensed driver, pursuant to your Occupancy Agreement. So if you have two people listed on your Occupancy Agreement there should be only two vehicles in the parking lot. All other vehicles MUST be stored off site. Your visitors should park in the visitor's space. **Member's are not to park in visitor's parking spaces, you must park in your own numbered space.** There will be one numbered parking space for each address within the Cooperative. Visitor spaces will be left un-numbered. All visitors' spaces are ON A FIRST-COME FIRST BASIS for any additional vehicles.

Each parked vehicle must occupy only one space, and parked between the yellow lines. Do not extend over a sidewalk or into a traffic corridor. Vehicles may not be driven or parked on lawns, patios or sidewalks. All vehicles must be properly licensed.

No commercial vehicles owned or operated by or associated with cooperative members can be parked in the Cooperative during the hours of 6 p.m. to 6 a.m. No recreational vehicles are allowed on Cooperative property, except for a 36-hour period for loading or unloading. No utility trailers or boats can be parked on Cooperative property.

There is no parking on the main drive of Charles Lane, other than designated parking spaces that are numbered. THIS IS A DESIGNATED FIRE LANE. You will be fined or your vehicle will be towed at the owner's expense.

Vehicles in inoperable condition cannot be parked within the Cooperative. No major vehicle repairs are allowed. Minor repairs will be permitted only if the repair is started and completed within a two-hour time limit. Absolutely no body work on vehicles is permitted. No vehicle left on jacks over night. Oil changes are not permitted on Cooperative property. It is the responsibility of the member to advise his or her guest of these parking rules.

PET POLICY

Other than fish, caged birds, and customary home-caged animals such as hamsters, and excluding exotic animals, no animals are allowed within the Cooperative. The Board of Directors will allow the residents to keep an animal needed as a reasonable accommodation to the resident's disability, and will allow animals to accompany visitors with disabilities who need such animals as an accommodation to their disability.

REPAIR WORK

Members will be charged for any repair work necessitated by their negligence.

RUBBISH REMOVAL

Each unit is equipped with a garbage disposal and only items that you can eat should be placed down the disposal. (No peels, coffee grounds, etc.) All other rubbish should be placed in either a paper or plastic bag and set out by the street each Friday morning, the rubbish removal company comes out during the afternoon. (Days and time are subject to change) Do not set your rubbish out prior to Friday morning. Violators will be fined. Storage of rubbish is not permitted on the outside. Units with basements must store rubbish inside and units without a basement may use a small can outside with a lid. **DO NOT SET YOUR RUBBISH OUTSIDE ON THE PORCH.**

SNOW REMOVAL

The maintenance staff will remove snow from the main walks and parking lots. Each member is responsible for their porch and secondary walk. Members who refuse to move their cars during snow removal will be fined. If you are applying any snow or ice melt to your porch or sidewalk, **DO NOT USE SALT.** Use calcium chloride only on all concrete. If you are unable to shovel your walk or porch please contact the office and a special needs form can be filled out and the maintenance/grounds personnel will assist those members.

STORAGE SHEDS

No outdoor storage enclosures of any kind are permitted.

STORM DOORS

Each unit must have a white or glass storm door. Once a member has signed their lease a storm door must be installed within (30) thirty days. It is the member's choice of style for their storm

door. Members may purchase a storm door from the Cooperative for \$150 (subject to change) and maintenance will install it. You may purchase your own storm door. Upon vacating your unit you may also take the storm door with you. The frame must be repaired or replaced at the member's expense.

SUGGESTIONS, COMPLAINTS AND CARRYING CHARGES

A door mount mail box is located in the office door for receipt of all complaints, suggestions, carrying charges and permit requests. All deposits in the mail box should include the signature, address and a phone number of the sender.

TAX BENEFITS

For Federal Income Tax purposes, members may deduct the portion of their annual carrying charges that went for Real Estate Taxes and Mortgage Interest. The long form, with itemized deductions, must be used. The management office will furnish members with statements which may be attached to income tax returns each year.

TILE FLOOR

Members who have caused substantial damage to tile will be liable for the cost of replacement. To facilitate cleaning and to prevent wax build-up, old wax should be removed periodically. Newly-in-installed tile does not require waxing since it has a no-wax surface.

TILE WALLS

The bathroom wall tile is ceramic and should be cleaned with a mild soap or detergent. Abrasives which might scratch the surface should not be used. Broken tile accessories will be replaced at the member's expense.

TRANSFERS

All transfers are subject to the Cooperatives move-out policy, and each member must be approved by the Board of Directors. All requests for transfers must be in writing and must provide proof of change in family size. Those who transfer must be members in good standing and without a delinquency in carrying charges during the preceding six months. A \$100 re-sale fee is charged on all transfers. When transferring to a smaller unit, the resale value of the membership decreases. When transferring to a larger size, it increases. This difference in resale price must be paid by the transferring member. Members requesting a transfer within the Cooperative will have first choice of available units. A deposit will be required if moving to a larger unit. Transfer deposits will be determined per unit size. A minimum \$800 deposit will be required for painting and cleaning. Any part of the deposit will be refunded if costs do not exceed the repairs. However, if costs exceed the deposit, the member will be required to

reimburse the Cooperative of additional amounts within 30 days. Monies owed to the member will be reimbursed within 30-days after the unit has sold.

TREES AND SHRUBS

Members may not remove any tree or shrub, living or dead from the Cooperative but can contact the office if one of these items needs to be addressed. Grounds will trim if needed, trees and shrubs may be planted near units if member first obtains permission from the Board of Directors by using an ALTERATION PERMIT.

VANDALISM

Vandalism of any kind, by a member, member's family or guest will result in immediate eviction.

VIOLATION NOTIFICATIONS

In order to enforce rules and inform violators of infractions, the Cooperative has designed a violation letter. Letters will be sent to violators, and permanent records kept for future reference. The most common violations include improper parking, improper storage of trash and keeping pets. These letters will be attached to windshields or doors and serve as reminders to the recipients to improve the situation for the betterment of the Cooperative living conditions. If the situation does not improve, and a member is cited again for the same offense, the Board of Directors will notify the Cooperative's attorney for appropriate action.

WADING POOLS

Pools must never be left unattended when full of water and must not exceed 12" in depth and 6' in diameter. All pools must be emptied and moved daily. Damaged sod must be replaced by the member.

WASHER AND DRYERS

Wiring for washers and dryers must conform to existing codes and proper venting must be provided for dryers. These costs are the responsibility of member.

WATER

The cost of water and sewer service is included in the monthly occupancy charge. Because it is a major expense and results in carrying charge increases based on use, members are reminded to repair leaks and running water situations as soon as they are discovered.

WATER – OUTSIDE FAUCETS & HOSES

Spigots are provided for each member to share. Do not leave your hose attached during winter months or cold weather.

WINDOWS AND SCREENS

If a window or screen is broken in a unit, the member is responsible for having it fixed. Members are responsible for repairing broken windows and screens in their units. Members are also responsible for washing their own windows inside and out.

THE BOARD OF DIRECTORS HAS FORMULATED AND ADOPTED THE FOLLOWING POLICY WHICH BECOMES EFFECTIVE AS OF JUNE 1, 2010.

Incoming members are expected to have acceptable draperies, curtains or blinds hung at all windows of their home within two weeks of the date they sign their lease and receive their keys.