

**CARRIAGE PARK CONDOMINIUMS ASSOCIATION**  
**RULES AND POLICIES**

Effective December 27, 2012; with Revised Rule 5 Effective June 12, 2014

*Background:* The Board of Directors has established the following Rules and Policies, as permitted by Article VI, Section 10 of the Bylaws, which provides as follows:

Section 10. Rules/Regulations. Reasonable rules and regulations consistent with the Act, the Master Deed and these Bylaws, concerning the use of the Condominium may be made and amended from time to time by the Board of Directors of the Association. Copies of all such regulations and amendments thereto shall be furnished to all Co-owners and shall become effective thirty (30) days after mailing or delivery thereof to the designated voting representative of each Co-owner. Any such regulation or amendment may be revoked at any time by the affirmative vote of more than fifty (50%) percent of all Co-owners in number and in value.

**1. Pest Control**

Pests Outside: If a pest is outside of a building, it is generally an Association expense to remove it. However, if the pest is outside a unit and under a Co-owner's deck, its removal is the Co-owner's expense.

Pests Inside: If a pest is inside a building, it is generally a Co-owner expense to remove it if it is in a limited common element, such as in a chimney. However, if the pest is inside the building and in a common element, such as the attic, its removal is an expense of the Association.

*Policy:* If it can be shown the pest came in to a limited common element (a unit) through a breach in common element (such as the attic or exterior wall), the Association may be responsible. A Co-owner who removes a pest from their unit may petition the Board of Directors within 30 days of the incident for full or partial reimbursement if it is based upon a claim of a breached common element. Reimbursement will be at the sole discretion of the Board.

*2012 Rule:* Co-owners who have the responsibility to remove a pest may either call the Association's recommended company or, if they do not want to use the recommended company, must use a company that is licensed for the work and notify management which company will be on the property and approximately when. The Co-owner must provide verification that the Co-owner's preferred service company or individual used for pest control is licensed and carrying insurance and workers' compensation coverage before the service is rendered.

**2. Pet Registration and Rules**

Current Condominium Bylaws, Article VI, Section 5, relates to pets. A few of the restrictions include the following: no more than one dog and/or one cat can be brought on the premises by any person without advance approval of the Board; no animals may run loose at any time; the Association can require that any pets be registered with it and may adopt additional reasonable rules and regulations regarding animals that it deems proper; Co-owners are responsible for the immediate collection and disposition of all fecal matter deposited by their pet/s; no animal which can be heard on any frequent or continuing basis shall be kept in any Unit or on the Common Elements.

*2012 Rule:*

All pets shall be registered with information to include the name and contact information of the owner, the pet's name, age, breed, physical description, and an indication of whether the pet is obedience trained, rabies vaccinated, and licensed with Canton Township. A photograph of each pet will be required at the

time of registration for purposes of identification, plus any other information reasonably required by the Association.

All pets must be leashed and under the complete control of a responsible handler at all times whenever in a limited common area or master common area.

The immediate cleanup and disposal of pet waste is required. Pet waste must be bagged and disposed of in compliance with City ordinances for health and safety.

### **3. Satellite Dishes**

**2012 Rule:** Satellite dishes are permitted with the written pre-approval of the Board of Directors. The dish may not exceed 1 meter (39.37 inches),<sup>1</sup> must be mounted entirely within the Co-owner's limited common element, and may not penetrate the roof or other exterior surface of the building. All connecting wires must be concealed as well as reasonably possible, so as not to interfere with existing utility connections.

### **4. Landscaping**

According to the Condominium Bylaws, Article VI, Section 12, Co-owners are not permitted to perform any landscaping or plant any trees or shrubs or place any ornamental materials upon the Common Elements unless approved by the Board of Directors in writing; provided, however, that Co-owners who wish to landscape the small plots near their front porches and walkways may do so at their expense using perennials or other plantings and they shall be responsible for maintenance of same. No artificial flowers, plants or trees may be used outside that are visible from the roadway.

**2012 Rule:** In all cases, landscape stones are not permitted, as they may not stay within the area they are initially placed and result in damage to landscaping equipment. Any mulching must conform to the property standard, which is currently black or dark brown.

### **5. Non-Owner Occupancy; Leasing and Rental of Units**

**2012 Rule, revised 2014:** Co-owners who do not live in their Carriage Park unit are required to keep the Association informed as to the occupancy status of their unit, including changes in occupancy status and occupant identities.

Co-owners who wish to lease or rent their unit must comply with the requirements of current Condominium Bylaws, Article VI, Section 2. Among other requirements in Section 2, the Co-owner must provide written notification at least 21 days before leasing the Condominium Unit, and must provide a copy of the exact lease form for the Association's review for its compliance with the Condominium Documents.

If the non-owner occupant is a renter, the co-owner must comply with the requirements of current Condominium Bylaws, Article VI, Section 2 and 2012 Rule 5 on Leasing and Rental of Units. Non-resident co-owners are also required to notify the Association of any authorized non-owner occupants of their units with, at a minimum, a copy of the use restrictions contained in the Bylaws at Section VI.

In order to assure compliance with the rules and regulations regarding the use of the Condominium premises, Non-Resident Co-owners authorizing others to occupy their unit must provide the unit's occupants or tenants, including lessees and renters, with, at a minimum, a copy of the use restrictions contained in the Bylaws at Section VI and Rules adopted by the Board of Directors. This information is to be provided at the

---

<sup>1</sup> Size limit set according to FCC guidelines <<http://www.fcc.gov/encyclopedia/faqs-satellite>> accessed 9 May 2014.

co-owner's expense.

In order to assure communication in the event of emergencies, and for cooperation with annual mandatory fire alarm inspections, a copy of any signed lease together with the names and contact information of all tenants or other non-owner occupants living in the Co-owner's unit must be provided to the Association, along with emergency contact information. This information may be provided on a registration form provided by the Association, which may include such other information as is reasonably required.

Consistent with this requirement, all pets and vehicles associated with any non-owner occupant, including a lessee or renter, must be registered with the Association.

*Comment:* The revision of this rule in 2014 is intended to extend notification requirements to all non-owner occupants who are not renters, such as family members who may not have formal renter or lease status.

## **6. Retractable Extension Awnings**

Current Condominium Bylaws require that all modifications be approved in writing by the Board of Directors.

**2012 Policy (reflecting past practice):** Retractable Extension Awnings over patios and decks are permitted with the written pre-approval of the Board. Retractable awnings must conform to the color of the building and include a wind sensor.

## **7. Privacy Panel Fencing Between Patios**

According to the Master Deed, the privacy panel fencing between the patios is a Co-owner responsibility and must be maintained in good repair.

**2012 Policy:** To maintain visual uniformity, the Association will continue to arrange and pay for the painting of these fences contemporaneously with the ongoing building painting schedule at its discretion and as the budget allows.

## **8. Patio Furniture**

Current Condominium Bylaws require that seasonal items be removed from the limited common elements and stored when not in use.

**2012 Policy:** The Board of Directors has established a policy that allows patio furniture to stay out of doors over the winter months provided that it stored securely and safely.

## **9. Garage Sales**

Current Condominium Bylaws, Article VI, Section 9, prohibit visible signs and advertising without Board approval:

Section 9. Signs, Advertising. No signs shall be displayed which are visible from the exterior of a Unit or on the Common Elements at any time for any reason without advance written approval of the Board of Directors. This prohibition includes, but is not limited to, "For Sale" signs, "Open" signs, "Garage Sale" signs and political signs. No advertising devices shall be displayed which are visible from the exterior of a Unit or on the Common Elements at any time without the advance written permission of the Board of Directors.

### **2012 Policy:**

Any Co-owner desiring to hold a garage sale at their unit must first obtain approval. A request should be

made at least two weeks in advance to the Management Company. Before approval is given, the Co-owner must commit in writing to 1) providing notice to immediate neighbors and being considerate of neighbors during the sale, 2) use signs that are not hand-made and are placed only on Carriage Park property (not between the sidewalk and Canton Center Road at the main entry), and 3) clean-up as needed and removal of signs when the sale is over.

To expedite the approval process, no pre-approval from the Board of Directors will be required for those Co-owners who commit in writing to the Management Company that they will adhere to these conditions. Management will promptly advise the Board of Directors of approvals that have been given according to this policy, providing the name of the Co-owner and dates of the sale.