

# **Maple Forest New Patio Installation or Replacement Guidelines**

This set of guidelines is intended for the initial installation of a patio or the replacement of an existing patio, both of which require approval by the association Board of Directors. It will be necessary for you to have your contractor review these guidelines before the project is quoted so the requirements are known.

## **Approval Process**

1. Your request for approval should be submitted to the Board of Directors via the management company and include:
  - The name of the contractor with address, phone number and estimated time of construction.
  - A copy of a Workmen's Compensation and liability insurance certificate.
  - Complete plans showing dimensions and position of the patio relative to the co-owner's unit and adjacent units. Dimensions cannot exceed 15' out from the unit nor exceed the width of the unit.
  - Verification with City of Wixom as to whether a permit is required; such as in the case of a poured concrete patio or on grade steps; If required provide a copy.
  - A signed (co-owner and contractor) copy of this Maple Forest Patio Guideline.
2. The board reply, in writing, will be returned to you via the management company within a week.

## **Pre-Building Requirements**

- Your contractor should determine if irrigation lines and heads need to be moved and/or adjusted. This work will be done by the association's contractor, at co-owner expense, and will require a co-owner-initiated work order be opened with the management company,
- The co-owner or contractor must contact Miss Dig at least 3 working days prior to construction digging. Miss Dig will mark all underground utilities and can be contacted at (800) 482-7171. The only exception being the replacement of patio with no change in size. Note: While it is true your contractor may not be digging very deep be advised that TV cables are only an inch or so under the lawn and you don't want to upset neighbors when you cut off their TV viewing.

## **Specific Patio Requirements**

- Patios may not be built beyond 15 feet from the building foundation or extend at any point beyond the parallel walls of the unit per Master Deed & Bylaws, Exhibit B, designated as "PA". Additionally, they may be located only in the area designated as Limited Common Element, as stated in the referenced document.
- It is imperative that the patio be laid or poured so that there is a slope away from the building foundation to provide adequate drainage. A slag base material under the pavers is recommended.

- Privacy screening, if desired, must have plans included in the request for approval package. Per City ordinance, drawings must not reflect a height greater than 6 ft. Materials and finishes should be included with your drawings. Design may be louvered or lattice with proper trimming and have structural information for wind resistance. Privacy screens, while not encouraged, are only allowed next to adjoining units in a multi-unit building. Landscaping may also be used as a screen and if desired should also have plans included for approval.
- Patios may be poured concrete, which can be tinted or stamped, or pavers. Drawings must reference type of material and color. The preferred color is anything that is neutral (browns and tans) that blends well with the building; for a deviation, color samples must be submitted with the signed guideline for approval. It is also permissible to elevate a patio, with earth, to sill height of the door wall as long as earth is only against brick.
- Step design and construction must be shown on submitted drawings. Per city ordinance/code the step height should not exceed 8 1/4". Also, the height from patio to step and step to door wall sill must be equal with no more than a 1/2" variance.
- As a final note: It is critical that Maple Forest building walls, foundations, sidewalks, drains, pipes, sprinkler lines and heads be protected. Damage to any of these elements will be at the co-owner's expense.

**Maintenance**

- It is the unit co-owner's responsibility to maintain both the structural condition and appearance of the entire patio area. For paver or any kind of stone patio this includes the replacement of broken pavers/stones or the relaying of pavers/stones that have sunk or raised up from freeze thaw cycles. For poured concrete this would include leveling or replacing sunken slabs.

**I accept the requirements and responsibilities as stated above:**

**Co-owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-owner Address:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit completed guideline to:  
Leadership Management, P.O. Box 307, Hartland, MI 48353 or  
dawn@leadershipmanagement.us

Rules and Regulations  
Addendum Document 101.6  
Board Approved: May 25, 2011  
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