

Maple Forest New Deck Installation and/or Replacement Guidelines

This set of guidelines is intended for the initial installation of a deck as well as the replacement of an existing deck, 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 he quotes your project so he knows what is required. Additionally, your contractor will have to assist you in preparing the paper work that must accompany your request for approval.

Approval Process

- Your request for approval should be submitted to the management company and include:
 1. The name of the contractor with address, phone number and estimated time of construction.
 2. A copy of a Workmen's Compensation Certificate and a insurance certificate showing the contractor carries a minimum liability coverage of \$500,000. Contractor must be licensed and bonded.
 3. Complete plans showing front and side elevations and a plan view with dimensions. (For new decks only)
 4. A diagram showing the position of the deck relative to the co-owner's unit and to adjacent units. (For new decks only)
 5. Material samples (if using synthetics) and/or stain color samples.
 6. A signed (co-owner and contractor) copy of this Maple Forest Deck Guideline.

- The Board of Directors will review your request once all the above data is submitted.
- The board reply, in writing, will be returned to you by the management company.
- Once an approval is received and before construction begins a building permit must be obtained from the City of Wixom Building Dept. and a copy provided to the association.
- The co-owner or the 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.

General Deck Requirements

- Decks 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".

- Decks (including steps and railings) may be located only in the area designated as Limited Common Element in the Master Deed and Bylaws of the association (designated as area "PA" in the exhibits of those documents). Neither the deck nor the stairs can extend beyond the parallel sides of your unit.

- Other than the deck owner's unit, the deck must not be attached to any portion of any adjoining unit(s) and must provide adequate clearance to avoid knocking or vibrating against any adjoining unit(s).

General Deck Requirements (continued)

- Privacy screening, if desired, must have plans included in request for approval package. Per City ordinance drawings must not reflect a height greater than 6 ft. Design may be louvered or lattice with proper trimming and have structural integrity for wind resistance. Landscaping may also be used as a screen and if desired should also have plans included for approval.
- All deck construction will be subject to inspection by the City of Wixom Bldg Dept. and the Board of Directors for compliance with these guidelines. Any non-compliance will be corrected at the co-owner's expense.
- As a final note: It is critical that Maple Forest building walls, foundations must be protected. Drains, pipes, sprinkler lines and heads must not be closed off by the deck. Damage to any of these elements will be at the co-owner's expense. Needed sprinkler head relocation will be at co-owner's expense and require a co-owner-initiated work order.

Specific Deck Requirements

- All decks constructed in Maple Forest must comply with City of Wixom Zoning Ordinance Section 18.80.080 for "Porches and Decks" available at the city Building Dept. **Additionally, Maple Forest Assoc. requires metal flashing on all decks (as noted on the attached detailed drawing) regardless if city codes wave this requirement for free standing decks.**
- City required compliance with deck and "Railing Details" along with "Required Deck Flashing Details" (Technical Fact Sheet No 23) should be reflected in submitted plans.
- All deck construction shall meet good engineering practices. Minimum design live load to be 60 lbs. per sq.ft. Post to bear on minimum 6" of concrete footing by 10" round at 42" below finished grade; city inspection required. Backfill around post may be concrete or compacted earth. Framing plan to be included in plan package for approval.
- All sod and landscape items must be removed from the under-deck area. Re-grade with existing soil or added sand/soil and **fill to provide a min slope of 3/4" per foot away from building foundation to allow for proper drainage.** Ground cover of plastic and stone may extend beyond post/column supports by a max of 12" to allow for a border between deck and lawn allowing for proper maintenance of landscaping.
- A weed barrier of 6 mil plastic with a minimum of 1" to 2" of pea gravel covering must be provided beneath the entire deck and steps. Screening between grade and bottom of deck framing to prevent animal access must be board approved (submit intent with plans).
- Decking and stairs may be Cedar, Pressure-Treated Yellow Pine or composite materials. If composite decking and non-wood material is used for railings (such as wire cables, glass or wrought iron etc.), samples in chosen color must be submitted as part of the approval package. If using wood, color samples of stain must be submitted. Painting of deck is prohibited.
- Structured deck supports of posts and beams must be constructed using construction grade or better Pressure-Treated Southern Yellow Pine or other pressure-treated wood material. All fasteners of metal saddles, bolts and nails must be corrosion resistant and non-staining galvanized material.

Specific Deck Requirements (continued)

- Height of all areas of the deck floor surface must not be less than 6" below sill of the door-wall used for access to the deck.
- Flashing details for door-wall sill are depicted in Detail Drawing "A" and "B" attached. Flashing details required at Maple Forest at wood trim boards, battens and sheet siding are depicted in Detail Drawing "C" attached.
- All railings and steps must meet all codes and ordinances. Illumination of stairs may be from a well-maintained wall light fixture with a motion sensor above deck area. See Deck and Railing detail attached.
- Only stain or solid color stain is allowed, **painting of decks is prohibited**. Deck colors should be natural wood tones in keeping with other decks in the community. An acceptable alternative is the use of a stain matching the unit trim color.

Wood Decks at Front of Condo Over Existing Concrete Patio

In some rare cases a co-owner may desire to put a small deck in front of their door wall near porch because that particular unit has an unusual layout prohibiting a large rear deck or patio. Same conditions shall apply as noted above for regular decks except for the following:

- These wood decks will generally be constructed at door-walls set in brick veneer walls and butting concrete porches. Deck surfaces must be flush with concrete porch which leaves approximately a 6" step at sill of door-wall. Deck to then line up with front of concrete entrance porch. Very specific drawings will be required for approval.
- If deck is constructed of treated Southern Yellow Pine it may be finished with deck stain matching trim color on condo unit or other suitable color submitted to the Board for approval. Management company and board should be contacted for specific stain manufacturer and color.
- Flashing details will not apply where deck material meets brick or concrete porch slab.
- If existing concrete patio slabs have sunk along foundation walls and porch walls, slabs must be removed and graded/sloped away from foundation walls, for proper drainage, prior to installation of plastic barrier and stone/rock.
- Since some of these decks will be over co-owners existing concrete patio and highly visible from the street, all construction details will be closely monitored by the board to minimize an unsightly appearance.

Maintenance

It is the unit co-owner's responsibility to maintain both the structural condition (wood) and appearance of the entire wood deck. As decks weather it becomes evident that cleaning of the wood surface and refinishing is needed.

- Rotted wood must be replaced as well as wood that has become deformed due to cupping or bowing etc. These conditions are not only unsightly but pose a risk by creating a trip hazard or lack of proper support.
- Railings must be kept in a rigid secure condition to avoid injury. Deck railings found to be loose and unsafe will require immediate repair or the association will close it off with "yellow caution tape" until repairs are complete.
- Cleaning and staining may be required periodically to maintain the aesthetic appearance of our condominium community.
- Spray applications for applying stains are not acceptable unless all building surfaces, plantings and grass are protected when cleaning or staining. CAUTION, spray staining requires a very still day and some level of expertise. Remember, you will be responsible for all damage resulting from over spray.

I accept the requirements and responsibilities as stated above:

Co-owner Signature: _____ **Date:** _____

Co-owner Address: _____

Contractor Signature: _____ **Date:** _____

Contractor Address: _____

Submit completed guideline to:
Leadership Management PO Box 146 Gaines MI 48436 or
dawn@leadershipmanagement.us

Rules and Regulations
Addendum Document 101.2
Board Approved: July 3, 2009
Revised: July 31, 2023 (revisions are underlined)