

# **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.

The Association's goal is to have a common, uniform and consistent appearance throughout the entire complex. One of the ongoing comments about individuals looking at Maple Forest Condominiums is how nice everything looks and the Board strives to maintain that appearance. The Board prefers to maintain the original cedar (wood) tone. Deviations from this style must be approved by your Board before any work is started.

## **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 an insurance certificate showing the contractor carries 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 and major renovations.
  4. A diagram showing the position of the deck relative to the co-owner's unit and to adjacent units for new decks and major renovations.
  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.

## **PLEASE NOTE: (Potential Impact on Your Deck Quote)**

If this is a replacement of an existing deck, any areas or rotted wood (be it trim or siding) exposed after the removal of the old deck becomes the responsibility of the co-owner and must be replaced and properly flashed before proceeding with new construction. The association cannot be responsible for the maintenance of trim and siding that cannot be accessed due to the existing deck structure. All wood replaced must be painted the established colors: paint will be provided by the association.

When quoting your deck replacement, if needed, please have your contractor quote a separate line form rotten wood replacement for the Boards review and approval.

**General Deck Requirements** (Contractor must fully understand, initial, and date)

- Decks may not be built beyond 15 feet from the building foundation, including steps, or extend at any point beyond the parallel walls of the unit per Master Deed & Bylaws, Exhibit B, designated as "PA". \_\_\_\_\_  
Initial    Date
  
- 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. \_\_\_\_\_  
Initial    Date
  
- 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). \_\_\_\_\_  
Initial    Date
  
- 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. Privacy Trim must be positioned to face the common area or both sides must have decorative trim. 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. \_\_\_\_\_  
Initial    Date
  
- Low voltage lighting for stairs and railings is allowed. Any other lighting requested must be reviewed and approved by the Board prior to installation. No permanent overhead or string lights are allowed. \_\_\_\_\_  
Initial    Date
  
- 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. \_\_\_\_\_  
Initial    Date
  
- 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. \_\_\_\_\_  
Initial    Date

**Specific Deck Requirements** (Contractor must fully understand, initial, and date)

- 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 Deck Specification 2 drawing) regardless if city codes wave this requirement for free standing decks. \_\_\_\_\_  
Initial    Date
  
- 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. \_\_\_\_\_  
Initial    Date
  
- 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. \_\_\_\_\_  
Initial    Date
  
- For decks that are attached to the unit, **PRIOR TO COMPLETING THE DECK, exterior surfaces must be PAINTED AND SEALED** with a high quality exterior caulk, similar to Quad OSI window door and siding sealant, including any replaced trim boards. \_\_\_\_\_  
Initial    Date

**Specific Deck Requirements** (Continued) (Contractor must initial, and date)

- 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. \_\_\_\_\_  
Initial    Date
  
- 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). \_\_\_\_\_  
Initial    Date
  
- Decking and stairs may be Cedar, Pressure-Treated Yellow Pine or composite materials. If composite decking and non-wood material is used for railings, to maintain the original and consistent look throughout the complex. Samples of the 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. \_\_\_\_\_  
Initial    Date
  
- Railings and deck balusters need to maintain the current complex look. The association prefers a "Wood Style" appearance, using materials of a "Wood Like" aspect. Glass, sculptured metal or wire strands are NOT ALLOWED. \_\_\_\_\_  
Initial    Date
  
- 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. \_\_\_\_\_  
Initial    Date
  
- 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. \_\_\_\_\_  
Initial    Date
  
- Flashing details for door-wall sill are depicted in the Detail Drawing (found in Deck Specification 2). Flashing details required at Maple Forest at wood trim boards, battens and sheet siding are depicted in Detail Drawing "C" attached. \_\_\_\_\_  
Initial    Date
  
- 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. \_\_\_\_\_  
Initial    Date
  
- 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. Multi-colored (more than two) stains are not allowed. \_\_\_\_\_  
Initial    Date
  
- Common area landscaping around the deck area is allowed, up to 24" beyond the deck area. All proposed landscape plans must be included with your deck plan sketch prior to Board approval. \_\_\_\_\_  
Initial    Date

**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 as 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 the 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 exposed, the material must be painted to match the existing Association wall or trim colors.
- If existing concrete patio slabs have sank 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  
P.O. Box 307, Hartland, MI 48353 or  
dawn@leadershipmanagement.us

**Rules and Regulations**  
Addendum Document 101.2  
Board Approved: July 3, 2009  
Last Revision: Jan 10, 2025 (revisions are underlined)