

Carola Condominium Association Rules and Regulations

The Carola and Lamar Buildings

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1 Carola Condominium Association Rules and Regulations

1.1 Purpose

The purpose of Rules and Regulations is to document any rules, regulations, policies, operating guidelines, and references as allowed by the Master Deed and Bylaws of the association.

1.2 Introduction

The Carola Condominium Association (CCA) is providing this document to the owners and residents of the Carola and Lamar condominiums as the official Rules and Regulations of our community.

The following Rules and Regulations have been adopted by the Board of Directors of the CCA in accordance with the Bylaws. not only to protect the architectural integrity and harmony of the community, but also to promote the safety and welfare of residents and to maintain an acceptable quality of life.

The Rules and Regulations do not replace the Master Deed or Bylaws. Should there be any conflict between the wordings, the order of prevalence is Master Deed, Bylaws, and then these Rules and Regulations.

The Rules and Regulations shall apply to all property owners, their residents, family members, tenants, occupants, agents, visitors, employees, guests, and contractors; and shall be enforced by the Board of Directors in accordance with the Bylaws.

In establishing and maintaining the Rules and Regulations, the Board of Directors has and shall make every effort to ensure that they do not affect unit owners' rights to the enjoyment of reasonable and unrestricted use of their property or privileges of ownership.

The Rules and Regulations may be modified, repealed, or amended at any time by a resolution of the Board of Directors when deemed necessary in the best interest of unit owners, residents, and the community.

1.3 Definitions

CCA: Carola Condominium Association, including both the Carola and Lamar buildings

BOARD: The Board of Directors of the CCA

BUILDING: A separate building containing one or more units (example: Carola, Lamar)

BYLAWS: The recorded Bylaws of the CCA

COMMON ELEMENTS: This includes all hallways, stairwells, the parking lot, sidewalks, landscaping, and anything of the like.

OWNER: The record Owner, whether one or more persons or entities, of beneficial title (and legal title if the same has merged with the equitable or beneficial title) of a UNIT. OWNER shall not include the purchaser of a UNIT under a recorded or unrecorded Agreement For Sale, Installment Land Sale Contract, or other recorded or unrecorded executory contract for the sale

of real property. OWNER shall not include persons or entities having an interest in a UNIT merely as security for the performance of an obligation. OWNER shall not include a lessee or tenant of a UNIT.

REGISTERED OFFICE: This is currently the management company of the CCA.

UNIT: A physical portion of structure, which is designated for separate ownership or occupancy and the undivided interest in the COMMON ELEMENTS associated with such UNIT. A UNIT also includes garage if so assigned.

2 Rules and Regulations

2.1 General Provisions

2.1.1 These are the Rules and Regulations of the CCA. Exceptions to these may be granted only by a written notice from the Board.

2.1.2 The CCA and management staff cannot be responsible for any service work in Units and cannot coordinate construction projects for Owners.

2.2 Roof

2.2.1 Except in the instance of personal maintenance (e.g. satellite dish installation/repair) with regards to items specific to the Owner's Unit, the roof is off limits to all residents, lessees, guests, and visitors for safety and roof integrity reasons. If access is needed, please contact the Board.

2.2.2 The roof area access is limited to building maintenance personnel, service contractors, and other persons authorized by the Board.

2.2.3 Owners will be held responsible for any damage to the roof or the equipment located on the roof caused by their service contractors.

2.3 Balconies / Windows

2.3.1 Flooding or hose washing on the balconies is prohibited. When watering plants or cleaning, excess water is not permitted to fall on lower units.

2.3.2 Grilling or outdoor cooking is limited to outside Common Elements and balconies only. Only gas grills with self contained LP gas tanks are permitted on balconies.

2.3.3 Bird feeders are not permitted on balconies, terraces, or the roof.

2.3.4 No garments, rugs, mops, tablecloths, bedding, or towels will be hung or dusted from windows or balconies. No clotheslines or drying racks may be used (other than within the Unit) for the purpose of airing or drying clothes, bathing suits, other apparel, or furnishings.

2.4 Doors / Halls / Stairwell

2.4.1 Hallways will not be obstructed, littered, defaced, or misused and will be kept free and clear of all rubbish, debris, and unsightly materials.

2.4.2 Pots, statuettes, decorations or the like are not permitted on doors or in hallways and stairwells unless you have the approval from the Board.

2.5 Elevators

2.5.1 The ceiling panels may not be removed by anyone except elevator service personnel and the Board.

2.5.2 Weight restriction and capacity limits must be obeyed.

2.5.3 No personal objects are to be left in the elevator.

2.5.4 Damage to the elevators by contractors and/or movers is the responsibility of the Owner hiring the service. Additional padding may be required to protect the elevator entrances. Owners must engage and assist on move-in day to supervise the movers.

2.6 Deliveries / Service Personnel

2.6.1 No delivery person will be allowed in the building without an escort on evenings, weekends, or holidays. Delivery persons must be met at the front door.

2.6.2 Parking for service personnel is not permitted on the premises, other than temporary loading and unloading.

2.7 Solicitations

2.7.1 Door-to-door solicitations are not permitted

2.8 Bulletin Board

2.8.1 The CCA Bulletin Board is for the use of the Owners and Residents. Undated or outdated notices will be removed.

2.8.2 The Board will control and supervise the posting and removal of all items.

2.9 Trash Dumpsters / Recycling

2.9.1 Owners/Lessees are strongly encouraged to recycle. A nearby recycling center is: Recycle Here! www.recyclehere.net; main location: 1331 Holden Ave, Detroit, MI 48202

2.9.2 All items must be placed inside the dumpster and NOT on the ground. There is no service to clean up around the dumpsters. Boxes are to be broken down before being placed in the dumpster. Other trash is to be placed in sealed plastic bags before being placed in the dumpster.

2.9.3 Decorators, delivery personnel, housekeepers, and other trades people should be instructed regarding use of the dumpsters.

2.9.4 Do not put anything in the dumpsters that might cause a fire, explosion, or strong odor. Proper disposal of paint cans, chemicals, oils, and construction debris are the responsibility of the Owner/Lessee. Please see the City of Detroit's website for drop off locations of hazardous waste.

2.10 Motor Vehicles / Parking Lot

2.10.1 Only residents of the Carola and Lamar buildings are permitted inside the gated lot. Only approved and registered motor vehicles may be parked in the common element parking spaces.

2.10.2 No vehicle shall remain on the CCA property unless it has current registration tags and plates.

2.10.3 All vehicles parked in the lot during extended absence of the Owner must have their keys deposited with the CCA or in the care of another person in residence. A disclaimer form must be completed by the Owner for any vehicle that may have to be driven by the Board.

2.10.4 Vehicles leaking oil must be removed from the parking lot.

2.10.5 Units with a garage will park their primary vehicle in their assigned garage, and will not be provided a permit tag for their primary vehicle. Each Unit that has no garage shall register their vehicle with the management company by providing the make, model, year, and license plate number and will be assigned one (1) BLUE permit tag for parking in one of the spaces marked "RESERVED."

2.10.6 One (1) additional GREEN tag is available for Units with a second car; however the second car can only be parked in the designated unmarked spaces. As these unmarked spaces are limited (only 3), there is no guarantee that an open space will be available and are first-come-first-serve. No more than two (2) permits will be issued to any one Unit, regardless of the number of vehicles associated with that Unit.

2.10.7 If the resident purchases a different vehicle, that new vehicle must be registered with the management company so the permit number can be transferred to it.

2.10.8 BLUE permit tags may be transferred to a guest's vehicle only if the resident's vehicle is not occupying a reserved parking space. Green permits are not transferrable.

2.10.9 If a permit is lost or misplaced, the permit tag number will be voided and CCA will charge a \$25 fee for the replacement of the permit.

2.10.10 Permit tags will be displayed prominently by the hang tag from the rear view mirror at all times while the vehicle is in the parking lot. Any untagged vehicles or vehicles improperly parked are subject to immediate towing by any resident or Board member. An effort to establish a courtesy contact to the owner of the vehicle is recommended prior to initiating a tow.

2.10.11 Prohibited vehicles and vehicles which are improperly parked are subject to towing at the vehicle owner's expense. Once towed, storage and other related costs and charges are also the owner's expense. All arrangements are to be made by the vehicle owner directly with the towing company posted at the entrance to the parking lot. Currently, it is Goch's Towing 313-382-2727.

2.10.12 A copy of the towing order will be retained in CCA files. No other notification is required prior to towing.

2.10.13 Neither the CCA nor its management company will assume any responsibility or liability for damage to any vehicle.

2.11 Architectural Maintenance / Control

2.11.1 Drilling of holes in any Common Element walls is not permitted without prior consent of the Board.

2.11.2 Extensive alterations to any unit require written permission from the Board. A deposit to be used for clean up of Common Elements affected by the work may be required.

2.11.3 All changes proposed by the unit owner to the exterior of his/her unit shall be submitted in writing to the Board. All requests shall include a written description and a diagram of the proposed changes, and must be signed by the Owner. Once written approval has been received from the Board and changes have been made, the Owner must contact the Board for final inspection and sign off.

2.11.4 No owner or resident may make or cause to be made any change outside his/her Unit without prior written approval of the Board.

2.11.5 The Board must approve or disapprove construction of new structures, exterior additions, or alterations to the original design of the units, and all subsequent alterations thereto BEFORE the Owner starts them. The Board has the task of reviewing applications and making a final decision.

2.11.6 Board approval of any project does not preclude subsequent adoption of more restrictive or more liberal standards where deemed necessary to maintain or improve overall architectural standards and harmony. No amendment shall affect any project approved prior to adoption of such amendment.

2.11.7 Any project or exterior modification which was completed prior to the issuance of the regulations which would normally require Board approval prior to initiation shall not be construed as setting a precedent, and will require Board approval before any major repairs, changes, and/or additions are made to said project or modification.

2.11.8 Before making any exterior changes or initiating any project which might be contrary to the architectural/maintenance standards, Owners are reminded that non-approved changes can not only be aesthetically offensive to their neighbors, but can also decrease the value of all units.

2.11.9 Window air conditioning units are not allowed.

2.12 Contractors, Sub-Contractors, and Decorators

The Board has adopted specifications and procedures for installation and maintenance of improvements. Terms and conditions that are applicable to contractors, sub-contractors, and decorators are contained in these procedures. The Board must be contacted about these requirements and specifications prior to any construction or modifications. It is the responsibility of the Owner to enforce these terms and conditions.

2.12.1 Work preparation and lunch breaks by contractors must take place within the Unit.

2.12.2 Trash is not to be left in Units or in any other part of the Condominium. All trash and debris will be hauled off site daily. Contractors are forbidden to use the CCA's dumpsters, unless designated for such use by the Board, and are required to remove all of their waste from the property.

2.12.3 Grout, paint, or other similar materials will not be poured into drains or toilets.

2.12.4 Contractors, sub-contractors, and decorators are on the premises at their own risk and agree to indemnify and hold harmless the CCA from any liability or damages which might arise in connection with their activities on the condominium premises.

2.12.5 Building entrances, stairwell access, and other security doors are not to be propped open and left unattended.

2.13 Move in Fees

2.13.1 When a resident (Owner or Lessee) moves into a CCA Unit (Carola or Lamar buildings) there will be a Move-In Fee assessed in the amount of one hundred fifty dollars (\$150). This fee is for the common area paint touch up, administrative charges, parking gate maintenance, and parking passes.

2.13.2 The Move-In Fee will be assessed and billed directly to the Owner of the Unit.

2.13.3 The Move-In Fee will be due and payable within thirty (30) days of receipt. Failure to pay the Move-In Fee will be treated as a delinquency subject to remedies in the Bylaws.

2.14 Pet Policy

2.14.1 See the CCA's Bylaws Article VI Section 5 for the complete Pet Policy.

2.14.2 All pets must be registered with the CCA.

3 Operating Guidelines

3.1 Rules and Regulations Revision

3.1.1 Version control of the Rules and Regulations is maintained by the Board. The document will be controlled by adding a revision history section that includes any changes to the official policies (conduct and procedures) within the document. Revision history is not required on any unofficial or reference sections. In addition, official releases (approved versions as opposed to draft versions) will be indicated by the following version naming/numbering convention on the cover page:

CCA_Rules_and_Regulations_Version_X_Adopted_DDMMYYYY

3.1.2 The Board has the power and duty to add, revise, or remove any reasonable policy as given by the Bylaws. The CCA must inform Owners in CCA members meetings if a new version of the Rules and Regulations has been adopted by the Board. Policy changes are to be presented during the CCA members meeting where Unit Owners may call a vote to reject any of the changes. Changes do not go into effect until they have been presented during a CCA members meeting.

3.1.3 Unit Owners may submit requests for changes to the Board. The Board may not ignore these requests.

3.1.4 The Rules and Regulations document which is in effect will be kept at the CCA's registered office.

3.2 Budgeting

3.2.1 There is a reserve account as required by the Bylaws. In order to prepare for large repair and maintenance projects, the CCA has established a separate money market account and is funding this account as recommended by the Engineering Survey through the use of the CCA Master Plan. The Engineering Survey is conducted approximately every 5 years by a licensed Engineering firm to help determine the remaining life expectancy of major parts of the property and therefore update the CCA Master Plan.

3.2.2 The CCA Master Plan exists to satisfy the Bylaws requirement to create and annually update a 5 year plan. It is recommended the CCA Master Plan extends for at least 15 years to capture plans to pay for large repairs that occur less often (roof, parking lot, brick/exterior, mechanical system replacement, fencing/gates, balcony, painting, and others).

3.3 Dues / Assessment Collection / Lien Process

3.3.1 Per the Bylaws, monthly dues installments are due on the 1st day of each month.

3.3.2 Per the Bylaws, any dues or assessments which remain unpaid ten (10) days after the due date shall incur a uniform late charge of 10% of the unpaid amount (with a minimum of \$25.00) to compensate the CCA for administrative costs incurred as a result of the delinquency.

3.3.3 By the 14th of the month, a reminder is sent.

3.3.4 By the 7th of the next month, a letter indicating that, if dues have not been received by the 14th, the handling of the matter will be turned over to the CCA's legal counsel.

3.3.5 By the 14th of the next month, the CCA's legal counsel will begin the lien process by sending legal notification requiring the offender contact the lawyer and make arrangements to pay the debt. A lien will be placed on the property pending the outcome of this action.

3.3.6 Payment for the legal fees is added to the Owner's late dues and penalties. Upon payment, the legal fees are paid first, followed by any penalties, and finally, the dues/assessments.

3.4 Door and Gate Security Codes / Remotes / Keys / Locks

3.4.1 Security Codes: All security codes are to be changed by the CCA approximately every year. It is recommended to inform the management company, Post Office, DTE, landscaping/snow removal contractor, and cleaning contractor of the new code. The procedure for changing the codes is held by the President (Carola front/rear door keypads use the same procedure, the gate keypad uses a unique procedure). The current list of codes includes (all use the same 4 number code):

- Carola building upper main front door keypad
- Carola building rear door keypad
- Parking lot gate keypad outside the fence on the Carola Building

3.4.2 Parking Lot Gate Remote Control: The parking lot gate remote utilizes a Stanley-type remote commonly available at hardware stores or online stores. Set the dip switches inside the remote by moving the following numbers only to the "on" position: 1-3-5-7. All other dip switches should be set to the "off" position. It is not recommended to change this setting often.

3.4.3 Keys: The CCA President maintains the master set of keys. Additional copies of important keys are distributed to: CCA Treasurer, CCA Secretary, and the CCA's management company. Each Carola building Owner is given 1 key to the rear entry door. Each Lamar building Owner is given 1 key to the front entry door (either north or south). Carola Unit 1 and Unit 2 Owners are additionally given 1 key to the Carola lower front entry door.

3.4.4 Alley Gates Combination Locks: The combination for the alley gates locks is set to 1078.

3.5 Board Meetings

The Board meets once a month, normally the last Monday evening at 7pm so that all reports are available from the management company for the prior month, with the following minimum agenda:

- Association Member Meeting Timing/Planning
- Financial & Budget
- Legal & Delinquencies
- Building Upkeep (trash, light bulbs out, etc)
- Projects for the Current Year (Planned)
- Open/Closed Issues
- Community & Social

3.6 Association Owners' Meetings

As stated in the Bylaws, the CCA will hold at least one annual Association Owners' meeting in March, chaired by the President. An optional meeting is recommended in November to review the following year's budget and dues changes (if any). The recommended agenda is at least:

- Welcome to new members (if any)
- Financial
 - CCA Summary
 - Budget
 - 5+ Year Master Plan
- Voting Items (if any)
- Legal Items (if any)
- Open/Closed Issues
- Member's Requested Topics / Open Forum

4 Reference Information

4.1 Security Strategy

4.1.1 Community Security Measures: The CCA over the years has considered many forms of security measures and has decided on the following items:

- Garage motion lights were installed (east and west ends by the alley gates)
- Key pads on the front and rear doors of the Carola and the parking lot gate are changed about once per year
- Fencing was increased in height to 8' at the alley and between the Carola and Devon
- No Trespassing signs were installed on the rear alley gates
- Unit 3 and 4 installed deck motion lights
- Address was added to the rear alley gates (help responding officers and act as deterrent)
- Video system (real or fake) - repeated discussed and always voted down due to visually unappealing and unwelcoming as well as costly.
- Possibly installing convex mirrors to view blind spots at Carola rear entrance and alley gates
- Increasing lighting/brightness around the front of each building, the rear entrance of the Carola, and along the garages is planned for future improvements in the CCA Master Plan.

4.1.2 Unit Security Measures

- Use your alarm, lower units install and use glass break sensors
- Put up window coverings
- Install peep holes in the unit entrance door
- Change your garage door code

4.1.3 Personal Security Measures

- Never let anyone you don't know inside the building or parking lot
- Use a different entrance if uncomfortable with people standing around an entrance
- Consider carrying pepper spray, especially at night in the parking lot
- Consider carrying a police type whistle

4.1.4 What to Do in Case of Issues

- Call 911, the Detroit Police, and Wayne State Police. If you see prowlers call 911 right away. In giving descriptions think: sex, race, age, height, weight, and build then start from the top (hat, face, glasses, clothing, carrying anything) and work down to the shoes. Note criminals often work in pairs.
- Inform others and the Board when suspicious people or vehicles are observed
- Inform the Board when any of the following are seen: lights out, parking lot gate is broken/ajar, keypads are broken, doors are ajar, rear alley gates are broken/ajar/unlocked, vehicles are parked in our lot that do not belong, intercom (Carola only) is not working.
- Introduce yourself to the Police and let them know where you live
- Don't hesitate to call 911

4.2 Carola Building Fire Alarm System

4.2.1 How to silence an alarm: type in 1, 2, 3, 4, 5, 6 then "Silence". If it is definitively determined that no fire exists - call Detroit Fire Department Central Dispatch at 313-596-1601 to cancel the fire trucks from coming.

4.2.2 How to reset when condition has cleared: type in 1, 2, 3, 4, 5, 6 then "Reset". The President has the "red" painted key to reset the elevator. Do this first before resetting the system on the keypad.

4.2.3 Our alarm monitoring and repair company is Custom Design (248-442-2233) and our Password in "Brush Park". When Board members change, Custom Design should be contacted to update the call list when alarms go off. Because this is a commercial account, Custom Design cannot stop an automatic call to the Detroit Fire Department when the alarm goes off.

4.2.4 If the fire alarm system beeps at the control panel next to the front door, there is a system or sensor malfunction. It can be also silenced for 24 hours by typing 1, 2, 3, 4, 5, 6 then "Silence". Call Custom Design to fix the sensor/system which is malfunctioning.

4.2.5 When any service is being done, the system needs to be put in test mode. This does not stop the fire alarm from going off, but it does stop the fire department from coming.

4.2.6 The smoke detectors tied to the elevators will set off the fire alarm if servicing them. The others will not.

4.2.7 We keep the remote keypad next to the front door turned on - the main control is in the electrical room on the 1st floor.

4.2.8 Never Custom Design fix an elevator issue - go to the elevator contractor of the association - Elevator Solutions (was originally Detroit Elevator from 2003-2014).

4.3 Carola Building Common Area Automatic Temperature & Lighting Control

4.3.1 Automatic Temperature Control (Carola Building Only)

4.3.1.1 SPRING (heating to cooling modes):

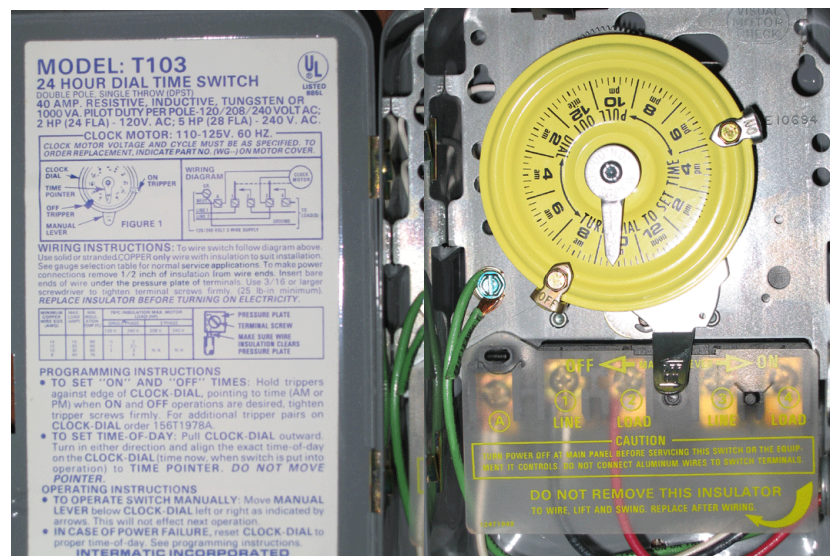
- Change in the late spring from heat to cool on the control panel next to Unit 4. Set temperature to 76 degF
- Close the ducts/vents on the bottom 2 floors of the building
- Open the ducts on the top 2 floors of the building
- Ducts on most floors can be open/closed by the metal tab near the start of the duct - pointing along the direction of flow is open, pointing perpendicular to the flow is closed.

4.3.1.2 FALL (cooling to heating modes):

- Change in late fall from cool to heat on the control panel next to Unit 4. Set temperature to 65 degF.
- Close the ducts on the top 2 floors of the building
- Open the ducts/vents on the bottom 2 floors of the building

4.3.2 Automatic Lighting Control (Carola Building Only)

- If the power goes out, you will need to reset the clock (yellow dial, shown below) by pulling it toward you and resetting the time of day. It is located in the pump room under the porch.
- The on/off times can be modified throughout the year (currently we don't use this) by loosening the 2 setscrews for the "On" and "Off" indicators and moving them to the revised time. The setscrews are difficult to turn - bring an adjustable wrench.
- It is recommended to eventually replace this timer with photo cells directly in a more modern light fixture on the front of the Carola.



4.4 Carola Building Elevator (Carola Only)

Elevator Solutions was chosen in 2014 as our elevator maintenance company. Before it was Detroit Elevator from 2003-2014. They charge much higher rates outside of normal business hours Monday-Friday 8-5pm. They should only be called out during business hours.

4.5 Unit Specific Items

4.5.1 Alarm Systems

Setup

1. Before you do anything, have 4 digit security code in mind that you will use.
2. Makes sure your door is closed
3. Push the "8" key and hold it until you hear a loud beep
4. Punch in the six digit program code likely 1-2-3-4-5-6. This will cause the first 3 lights to begin flashing.
5. Press the B/A key. This should be at the bottom of the 3rd row of keys.
6. Press #1 key. This is the master user number - you. You have the option later of adding additional users that will have different security codes.
7. Enter the 4 digit security code you have chosen. This step links your security code with you as user #1.
8. Finally again pressure the B/A key TWICE.

Use

Leaving:

With all doors closed, type in the security code, leave and lock the door. You will have about a minute to leave.

Returning:

After opening the door, a steady beep from the alarm will be heard. This alerts you that the alarm is on. You have a minute to deactivate the alarm by simply punching in your 4 digit security code.

4.5.2 Radiant Floor Heating Systems

The heating system in all units of both the Carola and the Lamar buildings is an in-floor hydronic (water based heating medium - not electrical resistance) radiant heating system. There is a closed (secondary) loop of water and/or coolant that runs through tubing laid into the ~4" of additional light weight concrete which was laid on top of the original floors during the 2003 renovation of the building. This secondary loop has a pump to circulate the fluid 100% of the time the system is switched on and a heat exchanger to transfer heat from the domestic hot water supply in each separate unit. There is a second pump controlled by the thermostat on a wall in the Unit monitoring air temperature which turns on/off the circulation of domestic hot water to the heat exchanger.

There are components in this system which will wear out and fail over time. Recommended maintenance is as follows:

- a. Once every 2 years - Inspection of the system by an HVAC professional familiar with Hydronic Radiant Floor Heating Systems. Inspection should consist of:
 1. Check for leaks around joints, valves, tubing, and expansion tank
 2. Check for any signs of corrosion around fittings
 3. Check the system pressure

4. Check the system fluid temperature while running (low temp may indicate issues with low pump flow or heat exchanger plugging)
5. Check the heat exchanger for pressure drop (high pressure drop may indicate plugging)
- b. Once every 2 years - Flushing of the secondary loop fluid and replacement with new fluid and corrosion inhibitors by an HVAC professional familiar with the system. They will also likely check the pH of the fluid.
- c. As needed - replacement is expected to be required for the following components over time:
 - Secondary Loop Pump (closed fluid circuit in the floor)
 - Primary Loop Pump (domestic hot water to the heat exchanger)
 - Heat Exchanger - build up of minerals from city water is expected over time
 - Valves for the release of air and pressure in the system

The recommended HVAC professionals for service and maintenance of the Radiant Floor Heating systems are:

- Jacob's Ladder; 248-967-4263; www.jacobsladderhvac.com
- Expert Mechanical Service Inc; 734-282-2250; www.expertmechanicalservice.com

4.5.3 Hot Water Heaters

Carola:

The domestic hot water heater system in the Carola Units are a special high capacity unit because it is used to also provide heat to the radiant floor systems. The hot water heater is recommended to be serviced by the company which installed them: A&F Water Heater (248-269-7900). The cost to replace the hot water heater may be several thousand dollars. It is recommended to also install a catch pan under the water heater with drain pointing into the floor drain as soon as possible to catch any possible leaks in the future.

Lamar:

The domestic hot water heater system in the Lamar Units are high efficiency tankless water heaters (basically a mini-boiler). The gas lines are larger in diameter because the heating rate is much higher to supply hot water on demand for both domestic uses and the radiant floor heating systems.

4.5.4 Air-Conditioning Systems

The Carola and Lamar Units have mini-split AC systems which have wall-mounted evaporators in the unit and a single condenser outside on the balcony or Common Elements. The systems only work with the fan constantly running so as to sense the room air temperature. The temperature and fan speed can be set by the remote. There is an air filter which should be cleaned regularly under warm tap water and is located inside the front door flap on the wall-mounted evaporator units.

4.5.5 Clothes Driers - Ventless

The Carola and Lamar units were never built with a dedicated exhaust pipe through the exterior brick walls for a clothes drier. Therefore all Units must have either a condensing drier (like the Bosch Axxis model) or a standard drier fitted with a condensing adapter. Because the standard

drier with a condensing adapter will push hot air constantly into the Unit while in use, it is **STRONGLY** recommended to buy a Bosch Axxis type condensing drier. They take a little longer to dry a batch of clothes (1 hour), but your clothing will feel wonderful and it is far more energy efficient.

4.5.6 Garage Door Openers / Loss of Power

Garage door openers located on the side of the garage door are battery operated with a 9V which needs to be replaced every few years. Should there be a loss of power to the garages, there is also a key each garage owner should have which can be used to unlock a cable (located in the center of the door). Pull the lock and cable hard towards you to unlock the door arm from the shuttle on the chain. This will allow the door to be manually raised. To re-lock the arm to the shuttle, ensure the cable and red cord are fully released back up (may need to pull it straight down to get it to latch back up) and then operate the motor and as the shuttle passes by the door arm it will grab it and lock in place.

5 CCA Documents and Forms

5.1 Recorded Documents

The following documents are recorded with Wayne County Records.

- 5.1.1 Articles of Incorporation of the Condominium
- 5.1.2 Master Deed
- 5.1.3 Bylaws
- 5.1.4 Condominium Subdivision Plan

5.2 CCA Documents

See the CCA's registered office (management company) for the current version of these documents.

- 5.2.1 Rules and Regulations (Board updates as needed)
- 5.2.2 CCA Summary (Board updates for each Owner's Meeting)
- 5.2.3 CCA Master Plan (Board updates once a year)
- 5.2.4 Budget / Monthly Financial Report to the Board (Management company issues to Board)
- 5.2.5 Monthly Legal Report to the Board (Management company issues to Board)

5.3 CCA Forms

See the CCA's registered office (management company) for the current version of these forms.

- 5.3.1 Lease template
- 5.3.2 Vehicle registration form
- 5.3.3 Pet registration form
- 5.3.4 Complaint form
- 5.3.5 Electronic transmission - Waiver of paper notification for CCA business

- 5.3.6 Mortgagee of Unit form (Mortgage holder information required for some voting situations)
- 5.3.7 Garage transfer to another Unit form (to be notarized and recorded with Wayne County)
- 5.3.8 Unit modification form - to be developed
- 5.3.9 Antenna (TV, radio, satellite, etc.) approval form - to be developed

6 Contacts

To be updated

7 Change Log

6-Nov-2014 Version 1

1. Updated, restated, and renamed document to Rules and Regulations from the previous CCA Operating Handbook due to the issuance of the restated Master Deed and Bylaws of the Association recorded in 2014. The name Rules and Regulations is used as it is stated in the Bylaws as such.
2. Expanded section 3.4, added section 3.5, added sections 4.5.2 to 4.5.6 due to many questions through the years. Added section 5 to aid owners and future Boards with documentation control.