

GRAMONT MANOR CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

The purpose of this manual is to supply useful information for all residents and to list some rules which, if observed by everyone living at Gramont Manor Condominiums, will help make and keep this a pleasant home for everyone.

Gramont Manor Condominiums Association is a non-profit corporation created under Michigan law. All condominium owners automatically become members of the Association upon completing the purchase of a unit here. The Declarations, By-Laws, the Articles of Incorporation (Condominium Documents) together with other information such as these Rules and Regulations are documents, which all owners should receive at the time of purchase of the condominium home.

A condominium is an individually owned single unit in a multi-unit building. A condominium owner has title to unit from wall to wall, and from floor to ceiling. All common areas such as hallways, lobbies, amenities, and parking lots are owned in common and shared with other residents. All condominium owners pay fees to the Association, which is responsible for maintaining and operating the building, grounds and facilities.

Gramont Manor has 50 units, but occupies a relatively small parcel of land. This creates a very high density of population here, compared with the same number of conventional single-family homes on individual lots. Because of our close proximity to each other and also because of common area we share, consideration for our neighbors is essential.

RESPONSIBILITIES OF OWNERS

Owners as defined in the Condominium Documents should be familiar with the Condominium Documents, including the By-Laws of the Association and the contents of this manual. They should observe the described procedures and abide by these Rules and Regulations, which the Association Board has approved. For health, safety and welfare reasons, owners are responsible for notifying Management of the names, ages (if under 21 years old) and business telephone numbers of all occupants of the condominium units and for notifying the Management Company promptly of any changes.

Owners elect the five-person Board of Directors

Owners have both the right and the responsibility to attend homeowners meetings whenever possible to receive information about condominium affairs, to vote on certain questions of general concern, and to raise questions or express their views on matters of general interest to other owners.

Owners who lease their units are responsible for assuring the lessees abide by these regulations and procedures.

RESPONSIBILITIES-BOARD OF DIRECTORS

The Board of Directors is responsible for the overall operation and management of the Association, including the selection of a Management Firm and its functions. The Board is responsible for developing plans and policies to assure that the property is maintained in a manner, which will protect the financial investment of the owners. It is responsible for the safekeeping of legal records, guarantees and warranties, and for controlling the investment of the Associations funds. The Board has the authority and responsibility to levy special assessments, levying fines for violations of condominium documents and rules, and for levying charges for late payment of Association fees.

Board meetings are regularly held. All Directors are expected to attend regularly scheduled or special Board meetings whenever possible.

The Board elects the Officers of the Association. The powers and duties of the Board and the Officers are described in detail in the By-Laws.

RESPONSIBILITIES-MANAGEMENT COMPANY

The management company assures that the building; grounds and facilities are properly maintained and kept in repair. The firm receives all Association revenue, employs the operating staff, prepares an annual budget for Board approval, approves and monitors expenses authorized by the Board, and publishes monthly financial statements.

PETS

1. No animals, except for one or two small domestic pets, shall be maintained by any co-owner.
2. Pets are not allowed to run loose in common areas and attended at all times by responsible person while on Common Elements.
3. The dog and cat owners must pick up all solid waste and dispose of it properly.
4. All animal wastes are to be securely tied in bags and disposed in the trash dumpsters in back.
5. Owners of pets should be responsible for cleaning up any fecal matter in the building.

There is a fine schedule. See violation on last page.

TRASH, REFUSE

1. All material should be securely tied or bagged and placed in the dumpsters in the alley. Food scrapes that cannot be disposed of in your kitchen disposal should be securely tied in plastic. Glass bottles should be placed in the recycling bin.
2. Recycling bin is located in the alley. Place recycled items in clear plastic bag.
3. For disposal of large items, contact the trash hauler for the fees and special pick up time.

STORAGE ROOMS

Storage lockers are provided in basement for each owners use. No items are to be stored in front of the storage areas. Your storage room should be locked at all times. Please do not store garage type items in your storage room. (Gasoline, oil etc.)

PARKING

1. One parking space per unit
2. No Co-owner can have a guest park in another space unless arrangement is made with Co-Owner of space.

3. No unlicensed or inoperative motor vehicles can remain in excess of forty-eight (48) hours. The Association may tow at the Co-Owners expense.
4. No house trailers, motor homes, boats, motorcycles, snowmobiles may be stored in the parking lot.

HALLS AND ENTRANCES

1. A Co-owner may install a knocker and peep hole on individual entrance door.
2. Temporary, well-maintained seasonal decoration on a condominium entrance door is permitted.
3. Any spillage in the halls should be cleaned up or reported to Management agent immediately. Also advise the Managing Agent was has been spilled so that the proper cleaner can be used.
4. No smoking in the common areas of the building.

LOBBY AND LAUNDRY ROOM

1. Please do not use lobby table for your unwanted mail.
 2. Please do not let elevator doors slam
-
1. Please clean lint out of dryer vents for next user
 2. Please clean out washer of paper, lint etc after washing.
 3. Dispose of empty laundry detergent properly
 4. Please remember at times the machines are busy; remember to come back in a timely manner to remove your laundry.

BARBECUING AND BACKYARD

1. Barbecuing is only allowed in the back of Gramont Manor
2. Please dispose of material properly
3. Barbecue should be a distant from the building
4. No Barbecuing in front on Sidewalks or in Courtyard. Unless approved in writing by Board of Directors.

COMPLIANCE AND ENFORCEMENT

A building like the Gramont Manor Condominiums needs the understanding and cooperation of every individual resident to obtain maximum compliance with our policies, practices and rules. Each resident must take responsibility for his or her own actions in order to keep this building a pleasant place in which to live. Violations of the rules can be reported to the managing agent. (See “complaints”). However residents are to politely but firmly inform anyone seen not acting in accordance with Gramont Manor policies and practices of the appropriate and correct action.

Individuals repeatedly violating the condominium documents or rules may be subject to fine. These individuals have the right to request a hearing before the Board of Directors.

COMPLAINTS

1. All complaints about the operation or maintenance of the building or grounds should be brought to the attention of the Managing Agent. If you fail to obtain satisfaction, contact any Board member.
2. Complaints about violations of any condominium rule by another resident should be made in writing, signed and mailed to the Managing Agent.
3. Complaints or concerns about any aspect of the Gramont Manor Condominium’s policy may be discussed with any Board member.

FIRE SAFETY

In the event the fire alarms sound, call 911 immediately!!

Follow all accepted fire safety procedures for more safety procedures contact Detroit Fire Department.

The smoke detector in each unit is electric, however repair, maintenance and replacement is the responsibility of the homeowner. Regular periodic tests should be performed to insure their proper working order. The fire detector also has a battery that needs replacing, it is recommended this be done when clocks are changed for daylight savings.

It is the responsibility of each resident to know where the fire extinguishers and alarm boxes are located. Residents are further encouraged to maintain a small fire extinguisher of the type recommended for all types of fires (HALON) in their individual units.

SAFETY- EVERYONE'S RESPONSIBILITY

Security is everyone's responsibility. Gramont Manor employs a number of systems to aid in building safety, but it is only the constant attention and alertness of each individual resident that can ensure maximum security.

1. Entry doors are to remain closed and locked at all times. They should never be propped open. If you find one propped open, close it. Any door that does not appear to be closing or locking properly should be reported to the Managing Agent.
2. When leaving or entering the building, be sure that the door closes and locks behind you. Never hold it open or allow strangers to pass through. Persons with a legitimate reason to enter the building will either have key or will have business with a resident or a management representative who will let them in by way of the entry system.
3. Solicitors or canvassers are not allowed in the building. Suspicious activity or strangers loitering about the premises should be reported immediately to the Police, as appropriate.
4. The entry system has a telephone panel at the front gate. Visitors to contact residents in order to gain entry through gate use the phone system. Visitors contact the resident by using their unit number. Once the resident has identified the caller he/she can release the electronic lock on the gate by depressing "0" on the unit telephone. You then you're your visitor at the front door. **NEVER ADMIT ANYONE YOU DONN'T KNOW.**
5. **KEEP YOUR VEHICLE LOCKED WHEN PARKED EITHER IN THE PARKING LOT OR ELSEWHERE TO GUARD AGAINST THEFT OF YOUR GATE OPENER.** Report theft of your opener to managing agent promptly.
6. Each homeowner is provided with an entry key, a proximity reader and back gate key. The entry key fits all exterior doors in the building and the parking lot pedestrian gate. The back gate fits the padlock and the side gate of the building. The proximity card is used to enter through front gate. The entry key cannot be duplicated; a \$35.00 replacement fee will be charged if lost.

Proximity reader card will be replaced if malfunctions. The fee for a replacement card if lost is \$10.00.

7. It is recommended that each resident provide a key to an emergency contact. The managing agent should be informed of the emergency contact. Providing a key is at the individual's resident's discretion. However, if forced entry is necessary in an emergency (i.e. Fire, water leakage, storm damage) the expense of repairing any damage will be borne by the owner.

The Board and the managing agent take the safety and it's residents very seriously. If at any time, there is anything that makes you feels uneasy, feel free to discuss your concerns promptly with the managing agent.

911 EMERGENCIES

Dial 911 for police, fire or medical emergencies. If calling for emergency in the building give operator your name, unit number and a description of the problem. If available, have someone wait at the main gate to admit emergency team and direct them to the correct location.

BUILDING OR COMMON AREA EMERGENCIES

To report emergencies such as broken water pipes, call the managing agent for help or advice immediately.

BUILDING ARCHITECTURE

In order to maintain the quality of the building's appearance and structure, all alterations and changes in the building's exterior, common areas and limited common areas must have the prior written consent of the Board of Directors. This is inclusive of any changes to walls and other structural elements or to the building systems within individual condominium units.

NOISE AND DISTURBANCES

Nobody is immune to noise and disturbances, although we all have varying degrees of sensitivity to these. May we simply remind everyone to avoid disturbing your

neighbors, especially after 10:00 p.m. at night or before 7:00 a.m. in the morning? Do not play TV or stereo loudly, especially during these hours.

If you have problems, a polite phone call to the offending neighbor will probably help—but be reasonable. In extreme cases, you can call the Detroit Police.

SERVICES OF MANAGEMENT COMPANY

1. Service Requests-Report anything out of order in the building common areas or grounds to the Management Agent. The Managing Agent is responsible for the follow up of service request
2. Entry System-Managing Agent maintains the entry way telephone and handles reports of malfunctions
3. Parking Control- Report parking violations to Managing Agent who will post a warning on the vehicle and record the violation. Repeat violators are subject to towing at the vehicle owners expense.
4. Occupancy Records- Maintain Association records and names and telephone numbers of all occupants of the units. These records are used by the Managing Agent for health, safety and welfare reasons,
5. Comments/Suggestions-Comments about policies, neighbors or services will be accepted only in writing to the Managing Agent. All comments and suggestions will be reviewed or acted upon by the Managing Agent, or the Board, as appropriate.
6. Association Fees- all monthly Association fees are to be received by the Managing Agent payable to “Gramont Manor Condominiums”. Automatic monthly payments may be set up with the Managing Agent.
7. General Information-Information relative to Gramont Manor Condominiums is available by making appointment with the Managing Agent.

VIOLATIONS

Any homeowner found in violation of any of the Gramont Manor Rules and Regulations are subject to a violation notice and a possible fine. Listed below is the approved fine schedule in our documents.

Fine Schedule is as follows:

1st Notice: Warning

2nd Notice: \$25.00 fine

3rd Notice: \$50.00 fine

One hundred (\$100.00) Dollars for any subsequent violation

CONDOMINIUM UNIT LEASING

An owner may lease his/her condominium unit, subject to the rules and regulations governing rentals, which appear in the Condominium Documents and these rules and regulations. Owners of rental units must provide their lessee with a copy of these Rules and Regulations and are responsible for ensuring their compliance with the same.

1. The lease agreement and a copy of the Addendum in the form attached provided to the Managing Agent 10 days prior of the occupancy of the unit. We also recommend for homeowner protection and the Associations that both a credit and criminal background check be done.
2. The lease must be for a term of at least 6 months.
3. Sub-leasing of the unit or part of is prohibited.
4. Each rental unit must have a telephone so the building entry system will function.
5. The unit owner must bear the expense of providing necessary copies of documents to the tenants.
6. The unit owner will be responsible to the Association for any damages caused by the tenant to the condominium building, grounds and facilities.
7. The unit owner will be assessed a move-in or move-out fee for units leased as approved by the Board of Directors.

ADDENDUM TO CONDOMINIUM UNIT LEASE

Gramont Manor Condominiums
120 Seward
Detroit MI, 48202

Unit Num. _____
Parking Space Num. _____
Storage Room Num. _____

I have read the rules and regulations of Gramont Manor Condominiums and understand that these become an integral part of the lease agreement on these premises. I understand that any violations on my part of the condominium documents or the condominium rules will be violations of the lease. I understand that the names and telephone numbers of all occupants of the rental unit must be on file with the Association, and I must notify the Association promptly of any changes.

I am furnishing the following information at the request of the Condominium Association. I understand that if any of this information is found to be false, any lease made with me may be terminated at any time.

Names on Lease

Name _____ Name _____
Phone _____ Phone _____

Name of others to Occupy unit

1. _____
2. _____
3. _____

Contact in case of Emergency

Name _____
Phone _____
Pets:
Dog: _____
Cat: _____

Date _____ Signed _____
Date _____ Signed _____