

General Information and Regulations

Member Participation

Bradford Place Condominium Association members are encouraged to contribute to and participate in the governing and maintenance of the Association and our properties. We encourage you as a member to

- ◆ attend the annual meeting.
- ◆ vote in all elections.
- ◆ vote on proposed amendments of the by-laws.
- ◆ run for election to the Board of Directors.
- ◆ attend board meetings, address the board regarding issues of concern, and present proposals and advocate their acceptance by the board and membership. In the interest of efficient operation of meetings, prior arrangements should be made with the board.
- ◆ petition the board for consideration or reconsideration of an issue based on the interest of the members.
- ◆ serve on committees for the board making recommendations based on assigned projects and research.
- ◆ be a good neighbor, welcome new residents, and help solve association problems your neighbor may have.
- ◆ get to know your neighbor!

This is your association. Bradford Place emphasizes mutual respect. Violations of your privacy or any type of personal intimidation will not be tolerated.

Definition of Common Elements

General common elements are those common elements of Bradford Place Condominiums (BPC) which are for the use and enjoyment of all co-owners, including but not limited to:

- the land; easement interests of BPC for entrance and exit;
- parking areas, drives, sidewalks, yards, trees, shrubs, and other plantings;
- utility and service systems throughout common areas and common walls, floors, and ceilings;
- foundations, roofs, chimneys, perimeter walls, ceilings, and floors (including chimneys therein);
- entrances and exits of BPC.

Limited common elements are those common elements of BPC which are reserved for the exclusive use of the co-owners of a specified unit or units and include the following:

- pipes, ducts, wiring and conduits located within a unit and servicing only such unit;
- the stoop, deck and/or patio appurtenant to each unit;
- the separate furnace, water heater, air conditioner and/or compressor located within or adjacent to a unit;
- the windows, doors, and/or sliders located within any unit perimeter wall;
- garage interior spaces, garage door opener and controls;
- interior surfaces of unit perimeter walls, ceilings, floors, and cabinets within a condominium unit;
- fireplace combustion chambers appurtenant to each unit and servicing only such unit.

Association Dues

Association dues are payable on the first of the month. A late fee is charged if payment is received after 5:00 P.M. on the 10th. Please make checks payable to Bradford Place Condominium Association. If you do not know the amount of your dues, please call the treasurer of the Association. The Association maintains a payment drop slot in the first bank of mailboxes or checks may be mailed to BPCA at 795 Bradford Place NE.

Decks

The Association contracts for pressure cleaning and sealing of decks on a rotation basis. You will be contacted by the contractor for scheduling (day/time) and billed directly for the cleaning/sealing. The pressure washing is done at 2500 psi; sealing is done with Rymar penetrating wood sealer #85085 Cedartone. You may choose to clean and seal your own deck following the above specifications.

Exterior Decorations

Exterior decorations (lights, wreaths, seasonal decorative flags, hanging plants, etc.) may be used without prior board approval as long as they conform to the original integrity of the architecture and are tasteful. They must be hung or placed so as not to damage the building or plantings and should be removed soon after the particular season. Decorations that are hung from the entry door by a hook that does not damage the door are permitted. If the board receives complaints regarding a particular decoration, a letter will be sent to you requesting removal. You are solely responsible for repair or replacement of the siding should a decoration damage it.

Bird feeders may be hung from trees or your deck. Please be careful not to place them where they will disrupt the ground maintenance or use feed that will develop into weeds.

No signs or other advertising devices (political, for sale, garage sale, etc.) may be displayed without written permission from the board.

Insurance

You are responsible for obtaining insurance coverage at your own expense for the interior of your unit, including interior walls, wall-coverings, kitchen and bathroom cabinets, floor coverings, slider doors and windows, and all personal property located within the unit or elsewhere. In addition, it is your responsibility to obtain and maintain insurance coverage for personal liability for injury within the unit or upon limited common elements appurtenant to it. If damage to a limited common element is a result of damage to a covered common element, the Association policy may cover such damage or a portion of it.

Lawns

Lawns are mowed once a week from approximately April through October. Trees and shrubs are trimmed regularly. Bark is replaced on a scheduled basis. Beds along the main road receive bark every year; the side courts every other year (½ each year). If you choose to plant annuals, perennials, bulbs or other greens not belonging to the Association, you are responsible for their maintenance. Do not remove living bushes or trees without permission from the board.

Leasing

A member desiring to lease a condominium unit shall disclose that fact in writing to the Association board at least 40 days before leasing the unit and shall supply the board with a copy of the written lease for its review for compliance with the condominium documents. No unit shall be leased for a period of less than six months or more than 18 months. The Board may grant renewal of the lease up to 4 years. No more than 4 units in the complex may be leased at any one time. (Reference: Article IX of the original condominium development by-laws [page 15] and the Third Amendment, January, 1994).

Mailboxes

The seller of your dwelling should have given you the key to your mailbox. If you did not receive one, please call the Northeast Station and Postal Store, 1765 Three Mile NE, 364-4304. The mail person will usually pick up out-going mail if you put it to the front of your box.

Maintenance and Repair

You are responsible for all maintenance of and repair to your condominium unit, other than maintenance and repair to any general common element.

Newspaper

The Grand Rapids Press may be ordered by calling 222-5411. The *Press* carrier will assign a box.

Outdoor Lighting

Please consult with the board before replacing or adding any outdoor light fixtures.

Parking

A residence with a single stall garage has two parking spaces, one inside the garage and the second space on the driveway immediately outside the garage. A residence with a two-stall garage has two parking spaces inside the garage and two additional parking spaces immediately outside the garage door on the resident's driveway. The extra parking spaces in the complex are intended for your visitors and guests use as well as your neighbors' visitors and guests. If necessary, short-term guests may also park along the side of the road. Because the sprinkler heads are located very near the edge of the grass and are easily broken, please ask guests NOT to park on the grass (except along the west side of the road, just south of the west court by the fence, where there isn't any real grass). Please be considerate of your neighbors when using the extra parking spaces. The Association has the right to have abandoned or unlicensed vehicles towed away at the owner's expense.

Commercial vehicles may not be parked within the complex without Board approval. Dual axle recreation vehicles and boats may be parked in the parking areas of the complex only for loading or cleaning (48-hour limit). They may, however, be parked in your garage.

Car washing is allowed in your driveway or garage. Hoses should be stored out of sight and placed where they do not disrupt lawn servicing.

Pets

You must obtain prior approval of the board to keep a pet in the complex. A pet is defined as "a common household pet, a domesticated animal kept in the home for pleasure.

The board may refuse permission if it believes the pet may annoy or inconvenience other members. If you feel that permission should be granted, you may petition the membership. If the petition has 40% affirmative signatures, the request will be granted on a ninety-day trial basis. If after ninety days there have been no complaints from the members, the pet will be accepted. The behavior and disposition of the animal is of primary concern.

Pets may not roam freely but must be leashed or restrained by their owners. The owner of the pet is solely responsible for cleanup and disposal (in their own trash) of the pet's droppings.

Permission to keep a pet may be revoked for cause.

Right of Entry

Representatives of the BPCA board are entitled to enter a unit in the case of an emergency or to make emergency repairs to a common element. The Board requests a copy of your key be given to the president to be kept for such use.

Sale of Unit

The board requests written advance notice of proposed sale of a unit. Upon sale of your unit you must present the Owner's Notebook to the new owner.

Satellite Dishes/Other Antennas

Satellite dishes and other visible antennas installed on exterior walls or roofs require prior approval of the board. (Reference: Paragraph 79 of the September 25, 1998 F.C.C. Order No. 98-214 regarding restriction and/or regulation of antenna and satellite dish installations.)

Snow Removal

The Association contracts for snow removal and ice control. Individual driveways, sidewalks and porches are all included. You may hear this work being done during the night. The plow service will place stakes along the lawn perimeter. The Association will mark fire hydrants and any other areas that should not have snow plowed into them. Please do not place additional stakes.

Speed Limit

The recommended speed limit in the complex is 15 miles per hour. Please be aware that there are no stop signs on any of the side courts.

Structural Changes or Additions

If you wish to make a design or structural change affecting the exterior of your unit, you must first obtain permission from the board. Plans and specifications must be presented. Failure to obtain approval or unapproved variances to any approved plan will not be allowed and must be remedied at the owner's expense.

Sump Pumps

If the sump pump for your unit is in your basement, you are expected to make sure it is maintained. If you cannot find the directions, please contact either a neighbor or board member. Some of the units have a marine battery for backup in case of power failure. These batteries have been supplied by the Association but must be maintained by you. The batteries should have the water checked every month for best performance. Disconnect the power source and lift the cover of the plastic unit. Remove the two plug covers and fill nearly to the top of each hole. If there is a problem with the pump or the back-up battery, please inform the board immediately and let the other residents in your building know as well.

Trash

The Association contracts for trash pick-up. Pick-up is on Wednesday mornings, usually by 7:00 a.m. You may use plastic bags, metal or hard plastic trash containers. Please place these on the driveway rather than on the grass. If you use bags, be aware that wild animals may tear them open. You are responsible for picking up any mess due to broken bags.

Although the Association does not participate in a complex-wide recycling program, you may arrange for your own recycling pick up for an additional fee.