

Georgetown of Grand Rapids Condominium Association

Rules and Regulations



Revised Edition: June 14, 2004

Table of Contents

General Rules.	1
Notice of Intent.	5
Disturbances.	10
Remodeling.	11
Washer/Dryer Permit.	12
Screened-in Porch Permit.	14
Storage Facilities.	16
Laundry Rooms.	17
Pool.	18
Guest Suite.	19
Plymouth Inn.	21
Pets.	24
Enforcement Procedures.	25

GENERAL RULES

1. No portion of any Unit may be rented and no transient tenants may be accommodated therein, provided that nothing herein shall prevent the rental or sublease of an entire Unit and adjacent Limited Common Elements for residential purposes in compliance with the provisions of the Condominium Documents.
2. No Co-owner shall make alterations in exterior appearance or structural modifications to his/her Unit without the written approval of the Board of Directors. The Board of Directors shall not approve any alterations or structural modifications, which would jeopardize or impair the soundness safety or appearance of the Development.
3. No immoral, improper, offensive or unlawful use shall be made of the Condominium property or of any part thereof, and nothing shall be done or kept in any Unit or on the Common Elements which will increase the rate of insurance for the Development without the prior written consent of the Board of Directors. No Co-owner shall permit anything to be done or kept in his/her Unit or on the Common Elements which will result in the cancellation of insurance on any Unit, or any part of the Common Elements, or which would be in violation of any law.
4. No signs or other advertising devices shall be displayed which are visible from the exterior of any Unit, or upon the Common Elements, including "For Sale" signs, without the written permission from the Board of Directors
5. No Co-owner shall display, hang, store or use any clothing, sheets, blankets, laundry or other articles outside his/her Unit, or which may be visible from the outside of his/her Unit (other than draperies, curtains or shades of a customary nature or appearance), or paint or decorate or adorn the outside of his/her Unit, or install outside his/her Unit any radio, television antenna, satellite dish, or other equipment, fixtures, or items of any kind without the prior written consent of the Board of Directors. The foregoing restrictions as to use and occupancy shall not be construed to prohibit a Co-owner from placing and maintaining outdoor furniture and decorative foliage of a customary nature and appearance on a patio, which is a limited Common Element adjacent to his/her Unit.
6. The Common Elements shall not be used for the storage of supplies, personal property, trash or refuse of any kind except for common trash receptacles placed at the discretion of the Board of Directors. In general, no activity shall be carried on, nor condition maintained, by a Co-owner either in his/her Unit or upon the Common Elements, which despoils the appearance of the Development.
7. Normal maintenance hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. All requests should be made by phone through the Management Office. Emergency requests, defined as major water leaks and inoperative furnaces, can be made after normal working hours by calling our emergency beeper (680-3285). You may also call the emergency beeper for lockouts; however, there will be a charge for this service (\$50) due to the fact that the Association must pay overtime to its employees. Co-owners and tenants will be fined \$50 for calling the emergency beeper for non-emergency issues.

GENERAL RULES (cont)

8. The assessment fees are due in the Management Office on or before the first of every month. Checks should be made payable to "Georgetown Condominium Association" and be delivered to the Management Office. A charge of \$50 per month per assessment will be billed for assessments over ten (10) days late. A charge of \$50 will be billed for any checks that are returned to Georgetown because of dishonor or non-payment (NSF), non-acceptance or any other reason wherein payment is not effected. Delinquencies over thirty (30) days will be reported to the Board of Directors. Any Co-owner or tenant who is more than 30 days past due shall have all Georgetown privileges suspended, including the use of the Plymouth Inn, Guest Suite and Swimming Pools. The Association will record a notice of lien against the Unit of any Co-owner who has a delinquent balance of \$500 and/or is 90 days late.
9. Owners and tenants will maintain their private patios and balconies in good, clean, safe condition, including the sweeping up and removal of leaves in the fall. If a tree within a patio area is over ten (10) feet tall, Board permission must be secured before it is removed from the patio. All new patio decks require a permit and written approval of the Board of Directors. Planters on the wooden porches of the ranch style condominiums may not allow water to drain freely from their planters or flower boxes. Fences are the property of the Association and permission must be obtained from the Board of Directors prior to any painting. No plants or vines are allowed to become attached to the fences.
10. No combustible materials, which may cause a fire hazard, are permitted. No motorcycle or any other type of gasoline engine is to be kept indoors, or on patios or balconies.
11. No additional locks may be placed on any Unit door without the prior knowledge and approval of the Management Office. Management must have a key to all Units and locks on exterior doors for emergency access purposes. There will be a \$100, per month, fine imposed to any Co-owner or tenant that does not issue an entry key to the Management Office. Co-owners shall be responsible for any and all damages that may occur due to the office not having an access key to that Co-owner's unit.
12. When disposing of large packing cartons and boxes, residents must be sure to flatten them before placing them in the dumpsters. Carpeting must be cut into three (3) foot pieces before being placed in the dumpsters. Residents may not leave appliances, boxes, or other trash of any kind on top of or around the base of the dumpsters at any time. Recycling bins may be placed at the curb no earlier than 6:00 p.m. the day before pickup.
13. Carports are available for a monthly fee on a first-come, first-served basis. All carports leased must be leased on a standard carport lease form. Carport leases are non-transferable, non-assignable. Lease rates are available by the month or for 12+ months. Checks should be made payable to "Georgetown Condominium Association" and delivered to the Management Office. Payment is due on the first of every month. A charge of \$10 per month per carport will be assessed for payments over ten (10) days late.

GENERAL RULES (cont)

14. Management will notify residents in writing, in advance, when it plans to effect routine services such as checking air conditioners, changing furnace filters, checking water heaters, checking for water leaks, etc. In the event that a leaking faucet or toilet is discovered, residents will be notified in writing that leaks must be repaired within fifteen (15) days or Georgetown will have them fixed and residents will be billed for the cost of repairs. No Co-owner or tenant may use the condominium furnace room as a storage area. The Grand Rapids City Fire Code prohibits storage in this room. Maintenance personnel shall notify the office of the violation and the Co-owner will receive an automatic \$100 fine.
15. The first time any Co-owner or Co-owner's lessee violates the Master Deed, Condominium By-laws, and Association Rules and Regulations by using any portion of the Condominium property for commercial purposes, which is strictly forbidden, said owner and/or lessee will be fined \$100.
16. A copy of any lease of a Unit, or interest therein, as and when executed, shall be furnished to the Board of Directors. The lessee under lease shall be bound by and subject to all of the obligations under the Master Deed and By-laws of the Co-owner making such lease and the lease shall expressly so provide. The Co-owner making such lease shall not be relieved thereby from any obligations and shall be liable for all violations of the Condominium Documents committed by the lessee. Upon the expiration or termination of such lease, or in the event of any attempted subleasing thereunder, the provisions below with respect to the Association's Right of First Refusal shall again apply to said Unit, or interest therein. (See attached form).
17. Whenever a Co-owner shall propose to sell, give, lease, devise or otherwise transfer his/her Unit, or any interest therein, to any person or entity other than a person or entity described in Article IX, Section 1 of the Condominium by-laws attached as Exhibit A to the Master Deed, said Co-owner shall give the Association not less than thirty (30) days prior written notice of the proposed transfer, which notice shall briefly describe the type of transfer proposed by the Co-owner and shall state the name and address of the proposed transferee. (See attached form) The notice shall also include a copy of the proposed lease, contract of sale, or other documents, if any, effecting said transfer.
18. Except as may be expressly permitted in these Rules and Regulations the total number of rental Units allowed at Georgetown of Grand Rapids Condominium Association can not exceed ten (10) Units.
19. No new plantings (bushes, shrubs and trees) will be allowed on the Limited Common Elements or Common Elements without the permission of the Board of Directors. This will not preclude the planting of flowers in the aforementioned areas.
20. All Units must have a working smoke detector. After January 1, 2000, all new smoke detectors installed must have a ten (10) year lithium battery. There must be a smoke detector in the living area, the hallway and one (1) in each bedroom.

GENERAL RULES (cont)

21. Pest control is the responsibility of the owner. Treatment for ants and other pests, as set from time to time by the Board, is available through the office.
22. When an owner requires a specific maintenance appointment time that is other than when our normal work schedule allows, he/she will be charged \$50.
23. No Co-owner or any occupant of any Unit shall cause, permit or allow any waste of or excessive use of utilities or cause the Association to incur any expense which is extraordinary or unusual in type or amount. Any Co-owner or occupant who breaches this Rule shall pay to the Association immediately upon service of written demand all of the Association's expenses arising from the breach and, in the event of failure to pay, the Association may utilize any one or more of its remedies. A Co-owner shall be jointly and severally liable for all breaches of the Rule by any occupant of his/her Unit.
24. Heat must be maintained in each unit of each building during the winter season in order to prevent water pipes from freezing, which could cause such pipes to burst and thereby result in water damage to the interior areas of the building. Therefore, it shall be the responsibility of the owner and/or the occupant to maintain sufficient heat within the Unit to prevent water pipes from freezing during a vacancy period or during a winter absence from the premises. The Association reserves the right to restore gas for heating a unit at the owner or occupant's expense whenever such occasion should be deemed necessary to preserve the premises. Residents should notify the office if they are leaving for an extended period. Maintenance will turn off and turn on the resident's water. Residents are responsible for any damage caused by frozen/broken pipes because of neglect. Residents leaving for an extended period must set their thermostats at 60 degrees.
25. Co-owners will be responsible for any plumbing bill and/or other expense that is found to be Co-owner abuse. If after reasonable inquiry, the Board determines that a plumbing problem emanated from a particular building but can't identify the responsible Co-owner (s), all Co-owners in the building shall equally share responsibility for the plumbing bill and/or other expense incurred because of Co-owner abuse.
26. People destroying Georgetown property will be subject to a fine plus the cost of all damages.
27. Guests will be permitted to attend the Annual Co-owner's Meeting, but they will not be permitted to speak without prior approval of the Board.

NOTICE OF INTENT
TO SELL OR LEASE CONDOMINIUM UNIT

**Georgetown of Grand Rapids
Condominium Association**

TO: Board of Directors
 GEORGETOWN OF GRAND RAPIDS
 CONDOMINIUM ASSOCIATION
 2436 Village Drive SE
 Grand Rapids, Michigan 49506

DATE: _____, _____

FROM: _____, TRANSFEROR
 Name of present Unit owner(s) Residence Phone

Address Office Phone

City/State/Zip Code Name of Mortgage Company

Unit address and building number

Date of sale or lease Indicated (X): Mortgage _____

NOTICE OF INTENT

In accordance with Article IX, (Sections 3-7) of the Condominium by-laws (Exhibit A of the Master Deed of Georgetown of Grand Rapids), I hereby submit to the BOARD OF DIRECTORS this Notice of intention to Sell or Lease the above described property to the party or parties named following and upon the terms specified in the attached Contract to Sell or Lease. The tender to and receipt by the BOARD OF DIRECTORS of this completed form, as required, and the attached sales contract, deed or lease, shall constitute valid notice of my intention to Sell (or Lease) the Unit.

I understand that not later than thirty (30) days after receipt by the BOARD OF DIRECTORS of this notice, it will either exercise its right of first refusal to Purchase or Lease the above mentioned Unit or will waive said right.

I further understand that my Sale (or Lease) transaction must be closed within forty-five (45) days after the BOARD OF DIRECTORS has formally waived its right of first refusal. The prospective Purchaser/Lessee also has read and understands the Georgetown Condominium by-laws, Association by-laws, Master Deed, Articles of Incorporation and all Rules and Regulations and other documents pertaining to Georgetown of Grand Rapids, including the Revised Rules and Regulations, dated May 31 2004, and further agrees that this Notice of Intention may be submitted to the BOARD OF DIRECTORS for their consideration.

A. TERMS OF SALE OR LEASE

Attached is a true copy of the Contract of Sale (or Lease) setting forth all the terms of the agreement between the parties.

IF SALE: \$ _____
Price

IF LEASE: \$ _____
Monthly Rental

Unit No. _____ Building _____ Sale _____ Lease _____

B. INFORMATION REGARDING BUYER/LESSEE (TRANSFEREE)

1. Name of each Purchaser (Or Lessee) _____

2. Who will reside in Unit? If Lease

_____ Above person(s) plus _____ additional persons whose names are:

_____ If Sale

_____ Above person(s) plus _____ additional persons whose names are:

OR: _____ Present Tenant

_____ Will seek new tenant

3. Present address _____ Phone _____

_____ How long? _____

_____ Own? Rent? _____

4. If presently renting, landlord's name & address: _____

5. Present employer _____ Phone _____

Address _____

Occupation/Job Title _____ How long? _____

TERMS OF SALE OR LEASE (cont)

6. Is transferee an Owner who desires to bring in a pet or a renter who is handicapped as to sight or hearing? (Pets are prohibited to all others—see Rule 3 below) Yes _____ No _____ If yes, describe animal in detail: _____

_____ and attach an inoculation sheet and veterinarian's certificate.

7. List all vehicles

- | | | | |
|----|-------------------|------------|---------------------|
| a. | Make of car _____ | Year _____ | Car License # _____ |
| b. | Make of car _____ | Year _____ | Car License # _____ |
| c. | Make of car _____ | Year _____ | Car License # _____ |
| d. | Make of car _____ | Year _____ | Car License # _____ |

C. HIGHLIGHTS OF THE RULES AND REGULATIONS, WHICH ALL NEW OWNERS/LESSEES FULLY UNDERSTAND AT THE TIME OF CLOSING OF THE SALE OR LEASE.

1. BOARD OF DIRECTOR APPROVAL: General Rule #17 states:
"Whenever a Co-owner shall propose to sell, give, lease, devise or otherwise transfer his apartment, or any interest therein, to any person or entity other than a person or entity described in Article IX, Section 1 of the Condominium By-laws, said Co-owner shall give the Association written notice of the proposed method and type of transfer."
2. BOARD OF DIRECTOR APPROVAL: General Rule #18 states:
"Except as may be permitted in these Rules and Regulations, the total number of rental Units allowed at Georgetown of Grand Rapids Condominium Association can not exceed ten (10) Units."
3. Since the Association does have the right of first refusal, and may at certain times exercise said right of first refusal, occupancy of the Unit must not take place until after the BOARD OF DIRECTORS has waived such right of first refusal on behalf of the Condominium Association; which waiver shall either be expeditiously exercised, or not unreasonably denied. Any Co-owner who permits that Co-owner's Unit to be occupied, leased or sold without complying with the prior notice and other requirements of the Condominium documents shall be subject to an automatic fine.
- 3a. Pets Rule #11 states:
"Georgetown Units may not be leased to any person with any pets. LESSEES ARE NOT ALLOWED TO HAVE PETS. Notwithstanding this rule, nothing shall be construed to infringe on the right of Lessee(s) who are either LEGALLY sight or hearing impaired to have PROFESSIONALLY TRAINED canine assistance as regards such impairment."
- b. Pets Rule #2 states:
"Each pet must be registered with the Management Office. A certificate of inoculation is required for such registration. All owners of pets must conform with Georgetown Rules and Regulations and with city and state ordinances and laws."
4. Transferor and Transferee acknowledge by their signature below that Transferee has been advised of all outstanding periodic assessments and other obligations on the Unit, and understand the nature of any obligation, and the rules regarding entitlement to a carport, and that it is the responsibility of the Transferor, not Georgetown of Grand Rapids Condominium Association, to inform and disclose same to Transferee.
5. Transferor who is selling under a Land Contract or other similar instrument does acknowledge that according to Georgetown's interpretation of state law, if your land contract purchaser defaults, you remain responsible for any outstanding Georgetown of Grand Rapids Condominium Association assessments and other obligations.
6. Heat must be maintained in each unit of each building during the winter season in order to prevent water pipes from freezing, which could cause such pipes to burst and thereby result in water damage to the interior areas of the building. Therefore, it shall be the responsibility of the owner and/or the occupant to maintain sufficient heat within the Unit to prevent water pipes from freezing during a vacancy period or during a winter absence from the premises. The Association reserves the right to restore gas for heating a unit at the owner or occupant's expense whenever such occasion should be deemed necessary to preserve the premises.

WE HEREBY CERTIFY THAT WE HAVE READ AND DO UNDERSTAND THE FOREGOING INFORMATION AND THE RULES REFERRED TO, AND FURTHER CERTIFY THAT THE ABOVE INFORMATION WE HAVE FURNISHED IS TRUE AND ACCURATE.

FURTHER, I/WE HEREBY ACKNOWLEDGE RECEIPT OF AN EXACT COPY OF THE GEORGETOWN OF GRAND RAPIDS CONDOMINIUM BY-LAWS, ASSOCIATION BY-LAWS, MASTER DEED, ARTICLES OF INCORPORATION AND THE REVISED RULES AND REGULATIONS DATED MAY 31, 2004 AND ANY AMENDMENTS TO THOSE DOCUMENTS. I/WE UNDERSTAND THAT THE RULES DESCRIBED IN THIS FORM ARE MERELY HIGHLIGHTS OF THE RULES AND REGULATIONS AND NOT THE RULES AND REGULATIONS THEMSELVES WHICH ARE, IN FACT, UNDER SEPARATE COVER. I/WE AGREE TO ABIDE BY ALL OF THE CONDOMINIUM DOCUMENTS AFFECTING GEORGETOWN OF GRAND RAPIDS.

Signature of transferee (New owner/lessee):

Dated: _____

Dated: _____

Signature of transferor (Present owner):

Dated: _____

Dated: _____

**ACKNOWLEDGMENT OF RECEIPT BY GEORGETOWN OF GRAND RAPIDS
CONDOMINIUM ASSOCIATION (Board Member or Management)**

By: _____

Date: _____

ADMINISTRATIVE FEE RECEIVED

Date: _____ By: _____

DISTURBANCES

1. No nuisance shall be permitted on the Condominium property, nor shall any use or practice be permitted which is a source of annoyance to its residents, or which interferes with the peaceful possession or proper use of the Development by its residents.
2. No structure of a temporary character, trailer, tent, shack, garage, accessory building or outbuilding shall be used at any time as a residence, either temporary or permanent. No boats or trailers shall be parked or stored on the common drives or parking lots of the Condominium without the written prior approval of the Board of Directors. No commercial vehicles shall be parked in or about the Condominium property except those used by residents as mandatory to conduct business. No motor homes shall be parked in or about the Condominium property in excess of three (3) hours without the written prior consent of the Board of Directors.
3. Everyone must do his/her best not to disturb or annoy others. Owners and tenants are responsible for the actions of their children and guests. Excessive noise, whether inside or outside, will not be permitted.
4. Driveway and parking area speed limit is 15 MPH except when conditions dictate lower speed. Owners exceeding the 15 MPH speed limit shall be subject to a \$100 fine.
5. Fireworks are prohibited, including all devices that make noise or shoot into the air, such as firecrackers, cherry bombs, torpedoes, etc.
6. There will be no mechanical work on vehicles permitted on Georgetown Association property at any time. This also includes damaged vehicles and those unlicensed vehicles, which cannot be parked or stored on Georgetown property without the written prior approval of the Board of Directors. Approval, when granted, shall in no event ever exceed approval beyond thirty (30) days of such granting.
7. Any vehicle parked in front of a yellow painted curb shall be subject to a fine.
8. Washing vehicles in the parking areas or on the streets of Georgetown property is not permitted. The only location where vehicles may be washed is behind building #27, where the Association will supply the water and hose.
9. The office must be notified if long-term parking is needed. Persons unable to remove their vehicles must notify the office as to the reasons of why the vehicle cannot be removed. Vehicles must be moved daily for snow removal. Vehicles remaining stationary for more than seven (7) days in common areas shall be subject to a fine and/or towing at the owner's expense.
10. To the extent possible and practicable, the Association will attempt to treat continuing disturbances, annoyances and/or disputes involving only or almost exclusively two residents as a private matter between those parties and will recommend counseling or an informal means of resolution. If such efforts to resolve the matter are unsuccessful, the Board may use its Enforcement Procedures and recover from any person or persons found to have violated the Condominium documents all costs incurred by the Association in connection with the matter.

REMODELING

1. All plans for structural remodeling of any Unit must be submitted to the Board of Directors for approval. This includes any additions or changes to plumbing or electrical systems. A licensed contractor must do all electrical and plumbing work. Residents must obtain, from their contractor, a Certificate of Insurance and all necessary permits and submit them to the Management Office prior to remodeling.
2. The Management Office must be notified prior to beginning any construction. Construction is permitted between the hours of 8:00 a.m. and 4:00 p.m. weekdays and 10:30 a.m. and 4:00 p.m. on weekends and holidays.
3. Removal from the property of construction debris, carpeting, flooring, etc. is the responsibility of the resident having the construction work done. Dumpsters are not to be used for this purpose. Residents will be charged for any extra cleaning of the common areas due to the construction.
4. The Management Office or the Board must approve style and color of Condominium windows, patio doors/sliders and storm doors. As of October 31, 2001, all condominiums must have storm windows, unless windows have been replaced with new double pane windows.
5. The Management Office or the Board must approve all patio decks. A permit is required.
6. Co-owners are responsible for repair and replacement of front doors. The Association is responsible for the painting of front doors.
7. Nothing may be mounted on aluminum siding, unless approved in writing by the Association.
8. The Association will not be responsible for any unauthorized repair or replacement regardless of the circumstances.
9. Residents must not in any way obstruct airflow of their air conditioners (such as by shrubbery, fences, etc.) as this causes the compressors to burn out. Co-owners are responsible for absorbing the cost of needed repairs in the event that airflow is obstructed.

CONDITIONS FOR PERMIT
TO INSTALL WASHER/DRYER AFTER MAY 25, 2004

**Georgetown of Grand Rapids
Condominium Association**

1. The only washers and dryers permissible at Georgetown shall be of the size known as "stackable". When current "full size" washers and dryers need to be updated or replaced, they must be the "stackable" models only. Full size models are no longer acceptable. Townhouses must have an appliance that is "vent-less" or a "condensation dryer". **NO WASHERS AND DRYERS MAY BE INSTALLED IN THE UPSTAIRS OF TOWNHOUSES.** The appliance must be electric and, if permanently installed, must be separately fused on #220 current.
2. There shall be no outside venting, venting into the attic or venting into the furnace room. Owner is responsible for dryer venting clean up and maintenance.
3. A licensed contractor or installer must do the installation in conformity with local plumbing and electrical code.
4. The installation must be done in such a fashion as to minimize noise in adjacent or underlying Units (such as that created by vibration). Any noise, sewage problems, leakage, or other damage or interference with adjacent or underlying Units shall subject the Applicant to the appropriate penalties and fines under the Rules and Regulations and/or to the removal at Applicant's expense of the offending washer and/or dryer, and shall otherwise be the Owner/Applicant's full responsibility and not that of Georgetown of Grand Rapids Condominium Association.
5. The Association reserves the right to make an inspection of the proposed location for the appliance before installation, to re-inspect after installation for compliance with these standards, and in the future in the event of a violation thereof.

Signatures _____

Dated _____

GEORGETOWN OF GRAND RAPIDS CONDOMINIUM ASSOCIATION
PERMIT APPLICATION
(For installation of washer/dryer)

Name of Co-owner _____ Phone _____

Address _____ Bldg _____ Unit _____

Type of Appliance _____

Brand _____ Model _____ Serial No _____

Proposed Installation Date _____ Proposed Contractor _____

Location in Unit _____

Other Observations/requests _____

I certify that I have read and agree to abide by the attached conditions.

Date _____ Signed _____

Permit

The foregoing application we reviewed by the _____ of the _____

_____ on _____, 20, and _____

_____ Denied because: _____

_____ Approved subject to the following _____

Date _____ Signed _____

On behalf of _____

CONTRACTOR/INSTALLER'S VERIFICATION

I, the below, signed, certify that I have installed the foregoing washer and dryer as above outlined and that the appliance as installed meets the attached conditions for installation established by Georgetown Condominium Association as well as state and local plumbing and electrical codes.

Date installed _____ Description of Appliance _____

Signed _____ Name of Company _____ Date _____

**CONDITIONS FOR PERMIT TO INSTALL PATIO SCREENS ON ONE, TWO AND
THREE BEDROOM RANCHES AFTER JUNE 28, 1988**

**Georgetown of Grand Rapids
Condominium Association**

1. Plans, drawings, and name of installer must be submitted to the Board of Directors for approval.
2. Specifications for screen wall enclosures:

Extruded aluminum framing with dark bronze color finish shall be concealed behind wood post and rails as shown in attached drawing.

Dark gray treated aluminum screen

Metal kick panels also in dark bronze finish to be installed no higher than base post trim. Kick panels are for lower units only.

Where there are existing wood rails, the aluminum framing will sit behind and on line with those railings and posts.

Screens must be removable for cleaning and painting.

3. The owner of the Unit agrees to keep framing and screen in good state of repair. Painting upkeep is owner's responsibility.
4. The Association reserves the right to make an inspection of the proposed installation, to re-inspect after installation for compliance with these standards, and in the future in the event of a violation thereof.

Signatures _____

Dated _____

GEORGETOWN OF GRAND RAPIDS CONDOMINIUM ASSOCIATION
PERMIT APPLICATION
(For Installation of Patio Screens)

Name of Co-owner _____

Address _____ Bldg _____

Phone _____ Type of Framing _____

Color of Framing _____ Color of Screening _____

Type and Style of Door, if any _____

Proposed Contractor/Installer _____

Other Observations/requests _____

I certify that I have read and agree to abide by the attached Conditions.

Date _____ Signed _____

PERMIT

The foregoing application was reviewed by the _____ of the _____

_____ on _____, 20____, and

_____ Denied because _____

_____ Approved subject to the following _____

Dated _____ Signed _____

On behalf of the Board of Directors

CONTRACTOR/INSTALLER'S VERIFICATION

I, the undersigned, certify that I have installed the foregoing framing and screening as above outlined and that the patio screen as installed meets the attached conditions for installation established by Georgetown Condominium Association.

Dated _____ Signed _____

Name of Company _____ Date Installed _____

STORAGE FACILITIES

1. Ranch Units have storage rooms adjacent to the Unit. Unit keys will open these doors. There are two (2) locked storage areas available to Townhouse and Building #3 residents. Deadbolt keys may be obtained from the Management Office for \$2.50, for access to these areas. One room is on the lower level of Building #27, back to back with the maintenance room; the other is next to the laundry room in Building #10. There are enough bins for one per Unit only.
2. EACH RESIDENT IS TO ASSUME RESPONSIBILITY FOR ANY ITEMS IN HIS/HER BIN.
3. Fire Laws prohibit the storing of flammable or combustible materials in the storage areas.
4. Storage bins must be registered with the Management Office. Residents must mark their names and addresses on their bins and each bin must be properly locked.
5. Storage room lights must be turned off and the doors tightly closed upon leaving.
6. The aisles in the storage rooms must not be used for storing any items or empty cartons. Anything found outside of the storage bins will be removed and disposed of promptly.
7. Thirty (30) days after a resident moves from the property, the Board of Directors will cause to be cleaned out that resident's storage area, dispose of any property left therein at the resident's expense and without liability of any kind to the resident. The property may be disposed of in any manner, including without limitation, sale, selected by Association and the Association may keep all proceeds, if any, generated by the sale or other disposition of such property.

Laundry Rooms

1. There are three (3) locked laundry rooms at Georgetown: Building #5 (in corner, street level); Building #10 (downstairs at Abbington Drive, end of building); and Building #27 (end of Blackstone Drive, street level). Combination to the locks is available through the Management Office.
2. The laundry room hours are from 7:00 a.m. to 10:00 p.m.
3. The laundry rooms are for Georgetown residents only.
4. NO SMOKING PERMITTED.
5. Ironing is not permitted.
6. Pets are not permitted.
7. Washers and dryers must be emptied as soon as cycle is completed.
8. Clean all spills, liquid and powder, from machines, tubs, chairs and folding tables.
9. Dispose of debris, lint, etc. in the receptacles provided.
10. For security reasons, PLEASE CLOSE DOORS TIGHTLY BEHIND YOU WHEN ENTERING OR LEAVING LAUNDRY ROOM. DOORS MAY NOT BE PROPPED OPEN FOR ANY REASON.
11. All inoperative machines should be reported to the Management Office as soon as possible and machines should be tagged "Out of Order".
12. No posters, signs or other materials are permitted except on the bulletin boards provided for such items. All notices, business cards, etc. so posted must be cleared through the Management Office before such posting. The bulletin boards are for resident-only information or advertising.
13. Wheeled toys are a safety hazard and are not permitted.
14. Do not use laundry tubs for dyeing.
15. The Board of Directors and the Association assume no responsibility for loss of or damage to any resident's laundry.

POOL RULES

This is a condominium community and we all must work together as well as police each other and our guests so that we can all enjoy the benefits of a peaceful and pleasurable pool area. Courtesy, respect and common sense and adherence to these rules must be used at all times among Co-owners and their guests. The pool rules are subject to revision.

1. No food of any kind permitted in pool areas.
2. Everyone swims at his/her own risk; there is no lifeguard or attendant.
3. Pool hours will be posted at the pool.
4. Co-owners and guests will register at the pool to monitor usage. Residents are responsible for their guests and must inform them of the rules and regulations and monitor the adherence of said rules.
5. Children under the age of 12 are not permitted in the pool area unless accompanied by an adult 18 years or older. The adult must remain with the children at all times.
6. No children under the age of three (3) years of age are allowed in the adult pool. There is a child's pool area for children under the age of three. Infants MUST be diapered with visible rubber pants or swim diapers.
7. No ball playing, running, diving, pushing or shoving. Cursing and/or obscenities are not allowed. Common sense should be used in regard to inflatable toys being used in the pool. There must be room for people to swim without barriers.
8. No pets allowed in the pool area unless they are PROFESSIONALLY TRAINED CANINE ASSISTANCE DOGS.
9. No radios allowed unless used with headphones or earplugs.
10. No wheeled vehicles except "Assistance Vehicles" are allowed in the pool area. Strollers must be parked away from the pool area back by the restroom building.
11. No smoking or gum chewing in the swimming pools. Smokers are to use receptacles provided for ashes and butt disposal.
12. No glass containers allowed. Beverages must be in plastic or cans; containers must be disposed of properly to keep pool area clean.
13. Foot and bathing suit coverage must be worn to and from the pool area. Proper swim attire must be worn while in the pool. Cut-offs, denim and T-shirts are not to be worn while in the pool.
14. Lounge and/or pool side chairs may not be RESERVED or saved for anyone not at the pool.
15. Oily lotions should be removed or allowed to soak into the skin prior to entering the pool. Swimmers should shower and/or rinse their feet prior to entering the pool.
16. The pools are for the use of Georgetown residents and their guests only. It is not available for private parties except those sponsored by the Association.

PLYMOUTH INN RULES: GUEST SUITE

1. The Guest Suite is for the use of Georgetown Owner-Residents, or their immediate family that live at Georgetown and their guests only. The Owner who reserves the Suite is responsible for its proper use and for payment.
2. NO SMOKING PERMITTED.
3. The Suite is to be occupied by no more than two (2) people.
4. A signed contract, a deposit and a rental fee are required to be paid for a reservation and use of the Suite. It shall be the responsibility of the Owner to deliver to the Management Office the rental fee on or before ten (10) days prior to the reservation date, and prior to the reservation date, Owner must sign the Guest Suite Agreement and make a deposit. In the event that the Owner should cancel the reservation within the ten (10) day period prior to the reservation date, the rental fee will not be returned, but it will be considered to be earned and thereby applied toward the expense of making the Suite ready for use.
5. The Suite must be vacated by 12:00 noon on the day of departure.
6. The Owner reserving the Suite and the guest (s) using the Suite agree to be jointly and severally responsible and to pay the Association for all repairs or replacements required as a result of the guests' occupancy of the Suite, and because of damages to any part of the Suite or other property of the Condominium or any resident or Owner including, without limitation, damage to the walls, ceiling, and floors of the Suite, it's furniture, linens and furnishings.
7. All lights must be turned off at the end of the rental period and the thermostat set as follows:
Winter - 60 degrees Summer OFF
8. If the key to the Suite is lost or not returned, resulting in the need to change the lock, the responsible guest and Owner must pay all costs.
9. The Management Office, at 2436 Village Drive, will handle all reservations, deposits, scheduling, billings, etc. for the Guest Suite.
10. The Owner acknowledges that the Plymouth Inn Party House (located below the Guest Suite) may be rented out at the same time as the Suite and the excessive noise from one area may disturb the other, or neighboring residential units; therefore, Owner and Owner's guest (s) agree to keep noise down to acceptable levels to such other residents and also recognize and accept the fact that there may be some noise emanating from the Party House over which the Georgetown Management has only limited control and for which the Association, the Board and Management shall have no liability whatsoever.

**GEORGETOWN OF GRAND RAPIDS
PLYMOUTH INN GUEST SUITE AGREEMENT**

Name _____ Home Phone _____
Home Address _____ Time of Rental _____
Date of Rental _____

Georgetown of Grand Rapids Condominium Association has received the sum of \$ _____
from the above-named Owner for the use of the Plymouth Inn Guest Suite on the above date (s).

Owner and the guest (s) listed below shall be the sole person (s) entitled to the use of the Guest Suite during the above-specified time and date (s).

The Owner and the guest (s) agree to assume joint and several liability for any loss or damage done to the Guest Suite and its furnishings, furniture and equipment and to all property of the Association and third parties caused by guest (s) or in connection with guest's use of the Guest Suite.

A deposit of \$ _____ has been paid by Owner to the Association and will be used toward the satisfaction of any loss or damage, and all or a portion of the deposit may be forfeited to the Association for misuse of Guest Suite privilege; otherwise it will be returned.

Owner acknowledges that he/she has read the attached Rules applicable to and part of this agreement and agrees to abide by said rules.

Owner-Resident Signature _____

Georgetown of Grand Rapids Authorized Signature _____

NAME (S) AND ADDRESS (ES) OF GUEST (S)

Payment Received (deposit) _____

(rental fee) _____

Key issued _____

Key returned _____

Refund issued _____

PLYMOUTH INN RULES: PARTY HOUSE

1. The Party House is for the use of Georgetown Owner-Residents, or their immediate family that live at Georgetown, and Owner who reserves it must be present at all times during the function involved.
2. No more than thirty (30) people are allowed in the Party House at one time. Use sponsored by Georgetown of Grand Rapids Condominium Association would be the only exception.
3. Party House is to be used for private parties and social functions of Owners and Association business only. Political, civic, religious, charitable, commercial, or functions that involve the charging of a fee or making a profit are not permitted without the prior written approval of the Board of Directors.
4. A signed contract, a deposit, and a rental fee, that shall be set from time to time by the Board of Directors, is required to be paid for reservation and use of Plymouth Inn. It shall be the responsibility of Owner to deliver to the Management Office the deposit, rental fee and the agreement to rent on or before ten (10) days prior to the reservation date. In the event that the Owner should cancel the reservation within the ten (10) day period to the reservation date the rental fee will not be returned but will be considered to be earned and thereby applied toward the expense of making the Party House ready for use.
5. The party House must be vacated by 11:00 p.m. Sunday through Thursday, and by 12:00 a.m. Friday and Saturday. Violations of this rule are subject to fine.
6. The party House must be cleaned before leaving. NO SMOKING PERMITTED. All dirty dishes, silverware and utensils must be washed. Tables, bar and counter tops are to be wiped clean. Trash is to be placed in the dumpster maintained in the carport across from building #7. Misuse shall result in the loss of deposit, payment for damages, \$100 fine for non-compliance, and the loss of Party House privileges for one year. The Owner making the reservation and the person (s) causing the damages and/or non-compliance shall be jointly and severally liable for all fines and other penalties.
7. No use of staples, tacks, nails, holes, scotch tape or anything that could damage walls or ceilings is permitted.
8. Owner shall be responsible for all damaged or missing personal property maintained at the Party House pursuant to an inventory that includes furniture (inside and outside), furnishings, dishes, silverware and utensils.
9. All lights must be turned off at the end of the rental period and the thermostat set as follows:
Winter – 60 degrees Summer – OFF
10. The Owner using the Party House must agree to be responsible, and to pay the Association for all repairs or replacements for damages caused by him/her or guests or any other third parties during the use of Plymouth Inn and its contents, including any extraordinary cleaning required, and to the other property of the Association and any third party. Owners are not allowed to attempt furniture repairs themselves; a general contractor will be used.
11. The Management Office at 2436 Village Drive, will handle all reservations, deposits, scheduling, billings, etc. for the Party House.

PLYMOUTH INN RULES: PARTY HOUSE (cont)

12. Functions held in the Party House may not be advertised to the public. This is not intended to preclude the right of the Association to give notice of a function of general or limited interest to the residents.
13. Any person or group including members of the Board of Directors, Management Personnel, and Chairpersons of various committees must request use of the Party House through the Management Office for any meetings except the regularly scheduled committee meetings.
14. If the key to the Party House is lost or not returned resulting in the need to change locks, the responsible Owner shall pay all costs.
15. The Owner acknowledges that Plymouth Inn Guest Suite above the Party House may be rented out at the same time and that excessive noise from one area may disturb the other, or neighboring residential units; therefore, Owner agrees to keep noise down to an acceptable level to such other residents and also recognizes and accepts the fact that there may be some noise emanating from the Guest Suite over which the Georgetown Management has only limited control and for which the Association, the Board and Management shall have no liability whatsoever.
16. A gas log is provided.
17. GEORGETOWN OF GRAND RAPIDS CONDOMINIUM ASSOCIATION ASSUMES NO LIABILITY incurred on or off the premises directly or indirectly for the use of Plymouth Inn Party House, including DAMAGE OR LOSS RESULTING FROM CONSUMPTION OF ALCOHOLIC BEVERAGES. No kegs of beer are permitted.
18. Owner has received a copy of the Plymouth Inn Party House Agreement and rules.
19. Owner must be twenty-one (21) years of age or more.
20. No alcoholic beverages shall be served to or possessed by persons under the age of twenty-one (21) on Georgetown premises. No alcoholic beverages will be served to or consumed on the premises by any person appearing to be intoxicated or unable to safely operate a motor vehicle.
21. Owner agrees to indemnify for, and hold Georgetown of Grand Rapids Condominium Association harmless from, any loss, on or off the premises, to persons or property occurring as a direct or indirect result of a violation of any Plymouth Inn rule.
22. Violation of any Plymouth Inn rule may be grounds for Management to terminate the Owner's use of the Party House forthwith, fine, and all other remedies available to the Association upon violation or the Condominium documents.
23. Loud noise or other boisterous behavior-causing disturbance to neighbors in the complex shall not be permitted and may be grounds for a fine by the Board of Directors.

**GEORGETOWN OF GRAND RAPIDS
PLYMOUTH INN PARTY HOUSE AGREEMENT**

Name _____ Home Phone _____
Home Address _____ Time of Rental _____
Date of Rental _____

Georgetown of Grand Rapids Condominium Association has received the sum of \$ _____
from the above-named Owner for the use of the Plymouth Inn Party House on the above date.

Owner and not more than twenty-nine other people shall be the sole persons entitled to use of the
Party House during the above-specified time and date.

The Owner agrees to assume liability for any loss or damage done to the Party House, its
furnishings, furniture and equipment and to all property of the Association and third parties in
connection with the use of the Plymouth Inn Party House reserved by Owner.

A deposit of \$ _____ will be used toward the satisfaction of any loss or damage and all
or a portion of the deposit may be forfeited to the Association for misuse of the Party House
privilege; otherwise it will be returned.

Owner acknowledges that he/she has read the attached Rules applicable to and part of this
agreement and agrees to abide by said rules.

Owner-Resident Signature _____

Georgetown of Grand Rapids Authorized Signature _____

Payment Received (deposit) _____

(rental fee) _____

Key Issued _____

Key Returned _____

Refund Issued _____

Pets

1. No animals shall be kept except "HOUSEHOLD/DOMESTIC" pets, which shall be subject to such rules and regulations as may be imposed by the Board of Directors relating to household pets. No animal may be kept or bred for any commercial purpose and shall have such care and restraint so as not to be obnoxious or offensive on account of noise, odor or unsanitary conditions. No animal shall be permitted to run loose upon the Common Elements, and any person who causes or permits any animal to be brought or kept on the Condominium property shall indemnify and hold harmless the Association for any loss, damage or liability which the Association may sustain as a result of the presence of such animal on the Condominium property.
2. Each pet must be registered with the Management Office. A certificate of inoculation is required for such registration. All owners of pets must conform to city and state ordinances and laws.
3. In accordance with the City of Grand Rapids ordinance, all pets must be on a lead when in the General Common Elements and completely controlled when in the Limited Common Elements, such as patios and balconies.
4. Georgetown Units may not be leased to any person with any pets. LESSEES ARE NOT ALLOWED TO HAVE PETS. Notwithstanding this rule, nothing shall be construed to infringe on the right of Lessee (s) who are either LEGALLY sight or hearing impaired to have a PROFESSIONALLY TRAINED canine assistance as regards to such impairment.
5. No pet is permitted in the Party House, Guest Suite, Laundry Rooms, or Swimming Pool areas.
6. Each pet owner must clean up after his/her pet by placing the droppings into a plastic bag, sealing it with a twist tie or a knot and placing the bag in a dumpster.
7. No more than two (2) pets per Unit are permitted.
8. Pet owners will be charged a \$50 fee if maintenance staff or Association hired contractors are unable to enter a Unit for repair work because of an unattended, unfriendly pet and must, as a result, return at another time.
9. No sweeping of animal hair or droppings onto adjoining patios or lower patios will be permitted. No animal droppings will be allowed to accumulate in General Common Elements or Limited Common Elements. Offenders will be subject to a \$100 fine.
10. THE ASSOCIATION RESERVES THE RIGHT TO REVOKE PERMISSION TO HAVE A PET AT ANY TIME.
11. A visiting pet may remain on Georgetown property for a period not to exceed seven (7) days and seven (7) nights consecutively. Owners of visiting pets must abide by all rules and regulations of the Association. Common sense dictates that the intent of this rule is not to allow a pet to be a visitor for seven (7) days, leave for a day, come back for seven (7) days more, etc., which is an obvious intent to violate the rule.

ENFORCEMENT PROCEDURES AND PROVISIONS

1. The following procedure shall be used in investigating and/or enforcing alleged violations of the Condominium documents unless a more specific procedure for investigation and /or enforcement of specific provisions is set forth in these rules or elsewhere in the Condominium documents:
 - a. Any complaint concerning an alleged violation of any provision of the Condominium documents, including the Master Deed, Condominium By-laws, Association by-laws and these rules and regulations, must be submitted in writing to the Management Office. The complainant must sign the complaint and describe the alleged violation.
 - b. The Management Office will investigate the alleged violation and, if after such investigation the Management Office decides that the violation of the Condominium documents probably occurred, then the Management Office shall serve on the alleged violator written warning (the "warning letter") notifying the person of the complaint made and of the possible consequences of non-compliance with the Condominium documents. If the Management Office decides that the violation probably did not occur, the Management Office shall serve on the complainant written notice that the investigation did not reveal sufficient evidence to warrant the Management Office to take action against the alleged violator. The Management Office may attempt to resolve the situation by informal conference between the Management Office and the parties involved, by summoning law enforcement personnel and/or by any other procedure, which the Management Office may deem appropriate.
 - c. If it appears to the Management Office that a violation of the Condominium documents is not discontinued within 48 hours of service of a warning letter from the Management Office (or within such other period of time as may be set forth in a warning letter) or is repeated by the alleged violator after service of the warning letter, then the Management Office shall so notify the Board of Directors in writing.
 - d. If the Board of Directors determines, based on information submitted to it by the Management Office, that it is probable that a violating of the Condominium Documents has been reported or has not been discontinued, the Board shall schedule a hearing in order to determine whether a violation of the Condominium Documents occurred, to address such other issues as the Board may deem appropriate and to afford the alleged violator a reasonable opportunity to be heard. Notice of the hearing shall be served by the Management Office on the alleged violator and may be served by the Management Office on any other people deemed by the Management Office to be interested parties. The notice shall be served no later than ten (10) days prior to the date of the hearing. The notice shall inform the alleged violator of the time, date, place and purpose of the hearing.
 - e. After the hearing, there will be a written report stating whether a violation of the Condominium documents occurred, and if so, the factual basis for such conclusion and a recommendation as to what action, if any, should be taken with respect to the alleged violator.
 - f. The Board shall establish such procedures for each hearing as it deems appropriate in order to determine the relevant facts and afford the alleged violator and others involved a reasonable opportunity to be heard.

ENFORCEMENT PROCEDURES AND PROVISIONS (cont)

- g. After consideration, the Board shall notify the alleged violator in writing of the Board's decision.
 - h. A Co-owner shall be jointly and severally liable to the Association for violations of the Condominium documents committed by the Co-owner's tenant and Co-owner, in addition to the tenant, shall, for purposes of these rules, be deemed to be an alleged violator.
2. In the event of non-payment of assessments, late fees, carport leases or other charges imposed from time to time upon Co-owners by or on behalf of the Association, the following procedure shall apply for enforcement:
- a. A letter from the Management Office to the delinquent person shall be mailed on or after the tenth (10th) day after the date of the payment was due (the due date).
 - b. A \$50 late charge shall be imposed as of the tenth (10th) day after the due date of any delinquent maintenance assessment. A \$50 NSF charge shall be imposed for any returned checks.
 - c. A letter from the Board of Directors or the Management Office demanding payment shall be mailed to the delinquent person on or after the thirtieth (30th) day after the due date.
 - d. When payment of the assessment, late fee, carport lease or other charge is more than ninety (90) days past due and/or reaches the sum of \$500, the attorney for the Association shall be requested to send to the delinquent person a letter demanding payment. All legal fees and costs shall be charged to and paid by the Co-owner in default. If no payment is received within the deadline for payment contained in the attorney's letter, the Board or Management Office shall take such action as may be appropriate including, without limitation, recording of a notice of lien against the Unit to collect the sum owed.
 - e. In the event that a notice of lien is prepared to be recorded against a Co-owner's Unit, the Co-owner is responsible for all legal fees and costs.
 - f. In circumstances deemed by the Board to be appropriate (such as the impending sale of the unit), the sequence of actions and dates upon which action may be taken may be revised.
 - g. The procedure set forth in these rules for enforcement of non-payment of money owed to the Association is in addition to, and not in lieu of, all remedies which the Association may have under the Condominium documents and applicable law.
3. Any person violating any provision of the Condominium documents shall be subject to a fine of up to \$100. If the infraction continues or is repeated, the violator shall be subject to an additional fine of \$100 per month (or fraction thereof) or per violation. If any fine is not paid by the deadline established by the Board for payment, the Association may take the appropriate measures to collect the money owed including, without limitation, the recording of a lien against the Unit owned by the violator or the violator's landlord.
4. If any payment due pursuant to a carport lease is more than sixty (60) days past due, the Board or Management Office may, at its option and upon written notice to the delinquent Co-owner, terminate the lease effective on the date of notice.

ENFORCEMENT PROCEDURES AND PROVISIONS (cont)

5. Any Co-owner who permits that Co-owner's Unit to be occupied, leased or sold without complying with the prior notice and all other requirements of the Condominium documents shall be subject to an automatic fine.
6. If any person shall fail to properly register any animal with the Management Office, the Management Office shall send a warning letter to such person providing a deadline for registration. If the person fails to register the pet by the deadline, the person shall be subject to an automatic fine. THE ASSOCIATION RESERVES THE RIGHT TO REVOKE PERMISSION TO HAVE A PET AT ANY TIME.
7. Any Co-owner shall be subject to a fine if he/she fails to install or properly maintain a smoke detector, eliminate water leaks or take such other reasonable actions concerning the safety or maintenance of a Unit or conservation of utilities or services as may be reasonably required by the Association.
8. If any Co-owner or any tenant of a Co-owner, shall waste utilities or cause the Association to incur an expense in excess of a normal expense for any utility or other service billed to the Association, then the Co-owner and, if applicable, tenant, who caused the unreasonable expense to be incurred shall be liable to the Association for the amount of the unreasonable expense.
9. Any notice required, permitted or otherwise served in connection with these Enforcement Procedures and Provisions shall be served in accordance with Section 2 of Article XII of the Condominium By-laws.
10. Section 5 of Article VII of the Condominium By-laws provides, in part, that failure to comply with any provision of the Condominium documents shall entitle the Association to any of the remedies set forth in Section 4 of Article V of the Condominium By-laws which are appropriate to the nature of the breach. One of the remedies is that costs and actual attorney's fees incurred by the Association in enforcing its rights shall be chargeable to the Co-owner in default. The Association takes the position, binding on its members and other third parties who are required to comply with the provisions of the Condominium documents, that the Association shall be entitled to collect from a Co-owner in default all actual attorney fees incurred by the Association as a result of or stemming from the Co-owner's failure to comply with the Condominium documents.