

# Georgetown Condominium Association

2436 Village Drive SE

Office #: 616-247-0764

After hours emergency #: 616-690-8978



## RULES & REGULATIONS

Revised & Updated Spring 2023

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## **Welcome Home to Georgetown Condominiums!**

As a co-owner, you are bound to uncover questions about our community and your residence as you settle in. This packet has been created to serve as your first point of reference in answering those questions.

As an association, our goal is to maintain a community that is friendly and welcoming, safe and clean, well-maintained, and financially sound. We welcome and respect all people and their pets and encourage our co-owners to demonstrate the same by extending common courtesy and exercising good judgment in daily interactions and in adhering to the Rules and Regulations of the Association.

Please take time to review this packet and keep it on hand for future reference. Throughout these Rules and Regulations, the Master Deed, and Bylaws, individual condominium units may be referred to as “apartments” or “units.” If you have any additional questions or concerns contact or stop in the Georgetown office.

**Property Manager:**

email: [office@georgetowngr.com](mailto:office@georgetowngr.com)

phone: 616-247-0764

**Maintenance email:** [gtrequest@gmail.com](mailto:gtrequest@gmail.com)

After hours Emergency #: (Furnace/AC/Water Heater only) #: 616-690-8978

If you are ‘locked out’ of your unit and use the afterhours emergency # a charge of \$100.00 will be assessed.

***We’re happy you’ve chosen to make Georgetown Condominiums your home and wish you the very best in settling in!***

This Association operates as a non-profit organization with oversight provided by our volunteer Board of Directors who rely on the established Master Deed, By-laws, and the Rules and Regulations (all available through the office).

**It is the responsibility of every Georgetown Co-owner to know and abide by the Association’s Rules and Regulations.**

# ASSOCIATION BOARD OF DIRECTORS

Who we are:

We're your neighbors! We are members of our community who seek to serve the interest of the Association we represent. We are elected by the community to three-year terms. Our responsibilities include fiscal budgeting and oversight, community upgrades and upkeep planning, vendor contract oversight, staff hiring and management, rule & regulation adherence, and ensuring Georgetown continues to thrive as a community of value for our residents.

Our board of directors currently meets monthly at our clubhouse. New members or renewing members are decided upon every year as our three-year terms are set in a staggered timeline, so as to ensure continuity in our board and performance. Co-owners are welcome to join us for the first 30 minutes of board meetings to discuss concerns. Co-owners may contact the property manager for meeting times and dates.

To be eligible to serve on the board, members must:

- Be considered a resident in **good standing\*** of the Georgetown community.
- Reside in a condominium that serves as your primary address.
- Submit a resume and letter of interest expressing the wish to serve on the board.
- Meet with the existing board members prior to any vote for introductions and to verify qualifications. Participate in the annual meeting to share thoughts on interest/answer questions posed by voting co-owners.
- Commit to regular attendance in all meetings and completion of work assigned or projects engaged in by the board.

**\*Resident in good standing =**

- Association fees current and paid on time.
- No outstanding rule/regulation violations/fines issued.

## COMMON ELEMENTS

### **Important Note:**

The following information is intended to clarify elements of the property classified as either General Common Elements or Limited Common Elements. Generally speaking, the Association manages care and costs relative to General Common Elements. The Association manages maintenance care and costs relative to the following Limited Common Elements: the furnace, central air conditioner, and the water heater of each apartment. Co-owners manage the care and costs relative to the remaining Limited Common Elements. The information below defines the specifics:

**GENERAL COMMON ELEMENTS:** are structures, infrastructure, and areas that are for the use and enjoyment of all Co-owners. General Common Elements of Georgetown Condominiums are identified in Article IV, paragraph A of the Master Deed.

**LIMITED COMMON ELEMENTS:** are structures, infrastructure, and areas that are located in or appurtenant to a specific apartment and are for the use and enjoyment of individual Co-owners of such apartments. Limited Common Elements of Georgetown Condominiums are identified in Article IV, paragraph B of the Master Deed.

**RESPONSIBILITIES:** The respective responsibilities for the decoration, maintenance, repair, and/or replacement of the Common Elements are listed in Article IV, paragraph C of the Master Deed. Costs that would otherwise be borne by the Association shall be borne by Co-owner(s) if the costs are related to Co-owner or Co-owner's agent, invitee, licensee, family, or pet's actions, inactions, or negligence.

## CO-OWNER INSURANCE REQUIREMENTS

1. **Insurance Requirements.** Each Co-owner shall obtain insurance, at the Co-owner's own expense, pertinent to the ownership, use, maintenance, and repair of the Co-owner's Apartment and any common elements that are appurtenant to such Apartment. This provision requiring insurance shall apply to all Co-owners and all Apartments, including but not limited to any Apartment that is not subject to a mortgage, lien, or other security interest. Such insurance shall include coverage for personal property and property damage located within the Co-owner's Apartment or elsewhere in the Project. Such insurance shall include coverage for interior walls within the Co-owner's Apartment, including drywall, paint, and the pipes, wires, conduits (excluding HVAC conduits), ducts (excluding HVAC ducts), all fixtures, all equipment, and trim contained within or appurtenant to the Co-owner's Apartment. Such insurance shall include coverage for any improvements made by a Co-owner within the Co-owner's Apartment or within the common elements that are appurtenant to a Co-owner's Apartment. Such insurance shall include coverage for personal liability for occurrences within the Co-owner's Apartment, upon common elements appurtenant to the Co-owner's Apartment, or for

occurrences on common elements over which the Co-owner has control, including but not limited to, by way of example, pipes contained within interior walls. Such insurance shall include coverage for damage to other Apartments, and common elements appurtenant to other Apartments, caused by the Co-owner or originating from the Co-owner's Apartment, i.e., water damage in an adjacent Apartment caused by a frozen/fractured pipe in the Co-owner's Apartment. The property for which a Co-owner is responsible for insuring shall include coverage in an amount equal to the maximum insurable replacement value of such property. Each Co-owner's liability coverage shall be \$50,000 or greater. The Association shall have absolutely no responsibility for obtaining such insurance coverages. The Association and all Co-owners shall use their best efforts to see that all property and liability insurance carried by the Association or any Co-owner shall contain appropriate provisions whereby the insurer waives its right of subrogation as to any claims against any Co-owner or the Association. The Association may require Co-owners and/or non-Co-owner occupants to provide the Association with proof of the required insurance.

## **CO-OWNERSHIP AND OCCUPANCY**

1. **Co-owner.** The Co-owner(s) are the individuals who have an ownership interest in a unit. The Co-owner(s) will be considered the primary resident(s) of the unit and must reside within the unit unless otherwise approved, in writing, by the Association. Co-owners are responsible for timely payment of Association fees and/or fines and adherence to the Master Deed, Bylaws, and Rules and Regulations of Georgetown Condominium Association.

Co-owners who choose not to reside within their unit are required to notify and meet with the Property Manager and complete paperwork as required by the Association and/or Property Manager, including but not limited to paperwork providing contact information. If a Co-owner wishes to allow an eligible non-Co-owner occupant to occupy a unit, the Co-owner and non-Co-owner occupant must provide information and documents as required by the Association and/or Property Manager and agree to comply with all terms of the Master Deed, Bylaws, Rule and Regulations, and processes pertaining to such arrangement.

2. **No Rental.** Beginning on August 1, 2023, no Apartment, or any portion of an Apartment, or any common element area that is appurtenant to an Apartment may be leased or rented, for any amount of time or for any amount of money (or no money), and no transient tenants of any sort may be accommodated in any Apartment, in any portion of any Apartment, or in any common element area that is appurtenant to an Apartment. No Co-owner may advertise with or use platforms such as but not limited to Airbnb, VacationRenter, WIMDU, Vrbo, Vacasa, hometogo, Apartmentlist, or Craig's List to rent or lease the Co-owner's Apartment, or any portion of an Apartment, or any common element area that is appurtenant to an Apartment. The Board of Directors may develop, implement, and enforce rules, regulations, practices, and procedures relating to violations.

Co-owners found to be in violation of the “no rental” policy will be required to remedy the violation(s), will be subject to fine(s), and will be subject to any other enforcement actions, including but not limited to court proceedings, deemed appropriate by the Board of Directors.

**3. Occupancy Limited to Specific Individuals.** No Apartment, portion of an Apartment, or common element area that is appurtenant to an Apartment may be occupied by anyone other than the Co-owner of such Apartment, the Co-owner’s spouse, or: 1) any individual who has not attained the age of 18 years and is the child of the Co-owner and/or the Co-owner’s spouse; 2) any individual who has not attained the age of 18 years and is under the legal custody of the Co-owner and/or the Co-owner’s spouse; or 3) any individual who has not attained the age of 18 years and is living with the Co-owner and/or Co-owner’s spouse, the Co-owner and/or Co-owner’s spouse being the written designee of a parent or other person having legal custody of the individual who has not attained the age of 18 years.

A Co-owner or Co-owner’s spouse’s child, parent, brother, sister, grandchild, grandparent, or descendent (“Family Members”) may occupy the related Co-owner’s Apartment as a non-Co-owner occupant. The Association’s Board of Directors may, but need not, approve other family members as non-Co-owner occupants of an Apartment, after written application from the Co-owner.

Please see Article VII, Section 3(a)(2) for more details.

**4. No Unlawful Uses.** No 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 Association 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.

**5. Association Fees.** The association fees are due on or before the first of every month. Checks should be made payable to “Georgetown Condominium Association” and can be delivered to the Association office or dropped in the mailbox outside of the Association office. Automatic withdrawal can be set up easily – please see the Property Manager for details. A charge of \$60.00 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.

**6. Delinquencies.** Delinquencies over thirty (30) days will be reported to the Board of Directors. Co-owners with more than 30 days past due shall have all Georgetown privileges suspended, including the use of the Plymouth Inn, Guest Suite, and swimming pool. The Association may record a notice of lien against the unit of any Co-owner with a delinquent balance, regardless of the amount past-due or time delinquent, under circumstances in which the Board of Directors, at its sole discretion, determines a lien to be in the best interest of the Association.

7. **Combustible Materials.** No combustible materials that may cause a fire hazard are permitted, including charcoal grills and fire pits. No motorcycle or any other type of gasoline engine is to be kept indoors, on patios, or on balconies.

8. **Additional/Changed Locks.** No additional locks may be placed on any Unit door without the prior knowledge and approval of the Property Manager. Management must have a key to all Units and locks on exterior doors for emergency access purposes. Installing locks on back patio gates is allowed.

9. **Smoke Detector.** 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.

10. **Pest Control.** Pest control within a unit is the responsibility of the Co-owner (i.e., ants, mice) The Association will from time to time have treatments applied around the parameters of the building and will deal with larger animals (i.e. squirrels, raccoons) if found in a building's attic. Check with the Property Manager regarding questions or concerns.

11. **Excessive Use of Utilities.** 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 the rule shall pay to the Association immediately upon service of written notice of all the Association's expenses arising from the breach and in the event of failure to pay, the Association may utilize anyone or more of its remedies.

12. **Destroying Property.** Individuals found destroying Georgetown property will be subject to a fine in addition to being held responsible for the cost of all damages.

13. **Annual Co-Owner's Meeting.** Co-owners are encouraged to attend the Annual Co-owner's meeting and will receive written communication regarding the date, time, location, and agenda of the meeting. Guests are permitted to attend this meeting but will not be permitted to speak without prior approval of the Board. Absentee ballots may be completed and submitted.

14. **No Soliciting.** Georgetown has '**NO SOLICITING**' signs posted throughout the property. Please advise the Property Manager if any company representatives are on property and/or violating this policy. In keeping with the same spirit, Co-owners are not allowed to solicit sales, donations, or contributions for any reason or cause from within the community without the knowledge and approval of the Board of Directors. This includes placing and/or displaying signage, collection bins, or distributing/posting flyers, etc.



## **CURB APPEAL – APPEARANCE OF PROPERTY**

1. **No Signs.** 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.

2. **Exterior Appearance.** 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 or 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.

3. **No Storage on Common Elements.** 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 (sidewalks, stairways, hallways, streets, and green spaces.)

4. **Patios, Balconies, and Fences.** Owners will maintain their private patios and balconies in good, clean, safe condition, including the sweeping up and removal of leaves in the fall. Notify office prior to the removal of any tree (over 10 feet in height) on your patio. Planters on the wooden balconies 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. Co-owners are welcome to attach patio decorations to them. No plants or vines are allowed to become attached to the fences. Painting of fences (either side) is not allowed. Patio deck – needs to be free floating over patio, not attached to the fences.

5. **Patio Screen Installation.** Plans, drawings, and name of installer must be submitted to the Board of Directors, prior to installation, for approval. Specifications for screen wall enclosures are as follows:

- Extruded aluminum framing with dark bronze color finish shall be concealed behind wood post and rails.
- 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.

The owner of the unit shall keep framing and screen in good state of repair. Painting, repair, and maintenance are the Co-owner's responsibility. The Association reserves the right to make an inspection of the proposed installation, to re-inspect after installation for compliance with these standards, and to conduct ongoing inspections in the event of a violation.

**6. Refuse.** 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 bin may be placed at the curb no earlier than 6pm the day before pickup. If you are disposing of furniture or large items, do not leave these next to the dumpster.

**7. Plantings.** No new plantings (bushes, shrubs, and trees) will be allowed on the Common Elements without the permission of the Board of Directors. This will not preclude the planting of flowers in the aforementioned areas.

**8. Destruction of Property.** People destroying Georgetown property will be subject to fines and all costs necessary for repairing or replacing all damages as determined by the Board of Directors.

**9. No Structures/Unallowed Storage.** 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 Georgetown without the written prior approval of the Board of Directors. No commercial vehicles shall be parked in or about the Georgetown property except those used by residents as mandatory to conduct business. No motor homes shall be parked in or about the Georgetown property in excess of three (3) hours without the written prior consent of the Board of Directors.

**10. Door Maintenance and Painting.** Co-owners are responsible for maintaining, painting, repairing, and/or replacing (and all associated costs) interior and exterior doors, including but not limited to glass doors, sliding doors, and storm doors, that are appurtenant to or located within each Apartment.

Exterior paint color and design of all exterior doors shall be the same as or similar to all other similar doors within the Project. All Co-owners shall seek, in writing, approval of paint color and design prior to painting/installing any exterior door. If notified that an exterior door requires repair, maintenance, replacement, or paint, Co-owners will be given reasonable time to complete this task. If a Co-owner does not complete the required repair, maintenance, replacement, and/or painting within such reasonable period of time, the maintenance crew will complete the repairs, maintenance, replacement, and/or painting and the Co-owner will be

charged for the labor and materials needed to complete the task(s). Such charge shall be \$100.00, at minimum.

**11. Window Maintenance and Painting.** Co-owners are responsible for maintaining, painting, repairing, and/or replacing (and all associated costs) interior and exterior windows that are appurtenant to or located within each Apartment. As of October 31, 2001, all units must have storm windows, unless windows have been replaced with new double pane windows.

Exterior paint color and design of all exterior windows shall be the same as or similar to all other similar windows within the Project. All Co-owners shall seek, in writing, approval of paint color and design prior to painting/installing any exterior window. The Management office or the Board must approve style and color of Condominium windows and replacement doors/sliders and storm doors. If notified that an exterior window requires repair, maintenance, replacement, or paint, Co-owners will be given reasonable time to complete this task. If a Co-owner does not complete the required repair, maintenance, replacement, and/or painting within such reasonable period of time, the maintenance crew will complete the repairs, maintenance, replacement, and/or painting and the Co-owner will be charged for the labor and materials needed to complete the task(s). Such charge shall be \$100.00, at minimum.

**12. Permits Required for Decks.** All new patio decks require a permit and written approval of the Board of Directors and must be built free standing – unattached to any fencing or building exterior.

**13. Units with Balcony.**

- Association will repair and maintain the balcony railings.
- Co-owners will repair and maintain the balcony floors, walls, and ceilings.
- If balcony floor is replaced, Association will cover the cost of subfloor (plywood or similar) only. If Co-owner chooses to install decking (at Co-owner's expense), the decking must be 'floating' and not attached to wall, railing, or subfloor.

## **GUEST SUITE**

**1. Use for Residents and Guests.** The Guest Suite (also referred to as the "Plymouth Inn") is for the use of Georgetown Co-owners/Residents and their guests only. The Co-owner reserving the suite is responsible for its proper use and payment.

**2. No Smoking.** No smoking or vaping is permitted within the guest suite.

**3. Occupancy.** Occupancy is limited to not more than two (2) people.

4. **Contract and Rental Fee.** A signed contract, deposit, and rental fee are required to be paid ten (10) days prior to the reservation date. In the event that the Co-owner should cancel the reservation within the ten (10) day period prior to the reservation date, the rental fee will not be refunded and will be considered earned money that will be applied toward the expense of keeping the suite ready for use. (Please see forms.)

5. **Keys and Check-Out.** Suite key(s) may be picked up at the office. Check-out time will be noon on the last day of the rental period.

6. **Joint Responsibility.** The Co-owner reserving the suite and the guest(s) using the suite agree to be jointly responsible and to pay the Association for all repairs or replacements as a result of any damages to any part of the suite or other property of the Association or any resident or owner including without limitation, damage to the walls, ceiling, and floors of the suite, its furnishings and linens.

7. **Key Return.** All lights must be turned off at the end of the rental period and the key(s) must be returned to the office by noon the next business day, either to the office or in the mailbox by the office entrance.

8. **Lost Key.** If the key(s) to the suite are not returned or are lost, resulting in the need to replace the lock to the suite, the responsible Co-Owner and guest will pay all costs involved in changing the lock.

9. **Reservations.** The Management Office at 2436 Village Drive SE will handle all reservations, deposits, scheduling, billings, etc. for the guest suite. All reservations MUST be made through the Management office and KEYS MUST BE picked up during normal business hours at the office. The Emergency Number is not to be used for key pick up/lock out. Co-owners will be charged \$100.00 for calling the emergency for non-emergency issues. Such charge amount is subject to change upon notice.

**PLEASE NOTE:**

- The party house and the guest suite may be in use at the same time (by different parties) and we ask for mutual cooperation in respecting the comfort of each party during these situations. Georgetown has little ability to control noise and shall bear no liability whatsoever.

## **PARTY HOUSE**

1. **Use for Residents and Guests.** The party house (also referred to as the “club house” or the “Plymouth Inn”) is for the use of Georgetown Co-Owner residents, including their immediate

family that live at Georgetown. The Co-owner who reserves the party house must be present at all times during party house use.

2. **No Smoking.** No smoking or vaping is permitted within the party house.

3. **Occupancy.** No more than thirty (30) people are allowed in the party house at one time. Use of the party house that is sponsored by the Association may include more than 30 people.

4. **Specific Use.** The party house is to be used for private parties and social functions of Co-owners and Association business only. Functions that involve the charging of a fee for admittance or making a profit are not permitted.

5. **Contract and Rental Fee.** A signed contract, a deposit, and rental fee, which shall be set from time to time by the Board of Directors, is required to be paid for the reservation and use of the party house. It shall be the responsibility of the Co-owner to deliver to the Management Office the deposit, rental fee, and agreement to rent on or before ten (10) days prior to the reservation date. In the event that the Co-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 directly applied toward the expense of making the party house ready for use.

6. **Vacation.** The party house must be vacated by 11:00pm Sunday through Thursday and by Midnight Friday and Saturday. Violations of this rule are subject to a fine.

7. **Cleaning.** The party house must be cleaned before leaving. All dirty dishes, silverware, and utensils must be washed and put away. Tables and countertops 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, and/or the loss of party house privileges for one year. The Co-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 damages.

8. **Prohibited Items.** No use of staples, tacks, nails, holes, scotch tape, or anything that could damage walls or ceilings is permitted.

9. **Key Return.** All lights must be turned off and the doors must be locked at the end of the rental period. The key(s) must be returned to the Management office, either in person or placed in the mailbox by the office door, immediately upon leaving the party house.

10. **Joint Responsibility.** The Co-owner reserving the party house and the guest(s) using the party house agree to be jointly responsible and to pay the Association for all repairs or replacements as a result of any damages to any part of the party house or other property of the Association or any resident or owner including without limitation, damage to the walls, ceiling, and floors of the party house, its furnishings and linens.

11. **Lost Key.** If the key(s) to the party house are not returned or are lost, resulting in the need to replace the lock(s), the responsible Co-Owner and guest will pay all costs involved in changing the lock(s).

12. **Reservations.** The Management Office at 2436 Village Drive SE will handle all reservations, deposits, scheduling, billings, etc. for the party house. All reservations MUST be made through the Management office and KEYS MUST BE picked up during normal business hours at the office. The Emergency Number is not to be used for key pick up/lock out. Co-owners will be charged \$100.00 for calling the emergency for non-emergency issues. Such charge amount is subject to change upon notice.

**PLEASE NOTE:**

- The party house and the guest suite may be in use at the same time (by different parties) and we ask for mutual cooperation in respecting the comfort of each party during these situations. Georgetown has little ability to control noise and shall bear no liability whatsoever.

## **LAUNDRY ROOMS**

**Locations, Operation, and Hours.** There are three (3) laundry rooms at Georgetown, each secured by touch pad lockset.

- Building 5 (in corner, street level) 2 entrances: through front parking area & back pool area.
- Building 10 (downstairs at Abbingtion Drive, end of building) 1 entrance.
- Building 27 (end of Blackstone Drive, street level) 2 entrances: front corner parking area & back across from maintenance garage (Blackstone St.) .

All laundry equipment is owned by Georgetown Association and serviced by a vendor. Machines are coin operated. There is an app available that manages payment on-line with a service charge. Details are available in laundry room signage.

Hours: 7:00 am to 10:00 pm but may vary upon notice.

**RULES:**

1. The laundry rooms are for Georgetown residents only/individual use should not exceed more than 4 machines at once.

2. No smoking or vaping is permitted.
3. Ironing is not permitted.
4. Pets are not permitted.
5. Washers and dryers must be emptied as soon as cycle is completed.
6. Clean all spills (liquid and powder) from machines, tubs, chairs, and folding tables.
7. Dispose of debris, lint, etc. in the receptacles provided.
8. Dyeing is not permitted in laundry tubs (sink or machines).
9. All inoperative machines should be reported to the Management Office as soon as possible and machines should be tagged "Out of Order". (Please note # of machine being reported.)
10. For security reasons, close doors tightly behind you when entering or leaving. Laundry Room doors may not be propped open for any reason.
11. No posters, signs, or other materials are permitted except on the bulletin boards provided for such items. All notices, business cards, etc. must be cleared through the Management Office before posting. The bulletin boards are for resident-only information or advertising.
12. Wheeled toys are a safety hazard and are not permitted.
13. The Board of Directors and the Association assume no responsibility for loss of or damage to any resident's laundry.

## **MAINTENANCE**

1. **Hours.** Normal maintenance hours are from 8:00 am to 4:30 pm, Monday through Friday, but may vary from time to time.
2. **Furnaces, Air-Conditioners, and Water Heaters.** Co-owners who experience problems with malfunctioning furnaces, air-conditioners, or water heaters should contact our office manager requesting assistance. Maintenance staff will check the situation and, if needed, service technicians will be called in to correct the problem. If these situations occur after normal maintenance hours, requests for help can be made by calling our **emergency phone (616-690-8978)**.

3. **Lockouts.** We encourage Co-owners to keep a backup key placed somewhere safe in case you are locked out of your unit. You may also call the emergency phone for lockouts; however, there will be a \$100.00 charge for this service to cover overtime or other costs accounted in responding to the request. Such charge amount is subject to change upon notice.

4. **Non-Emergency Calls.** Co-owners will be charged \$100.00 for calling the emergency phone number for non-emergency issues. Such charge amount is subject to change upon notice.

5. **Maintenance Inspections.** Maintenance staff conducts routine maintenance inspections twice per year. Management will notify residents in writing, in advance, when routine maintenance inspections are scheduled. When a Co-owner/resident is not available at the scheduled time/day and requires/requests a specific inspection appointment time that is outside of the normal maintenance work schedule, a service charge of \$50.00 will be billed to the Co-owner. Such charge amount is subject to change upon notice.

6. **Repairs Required Pursuant to Inspection.** In the event that issues are discovered during maintenance inspections, residents will be notified in writing of the discovery and will be required to have all issues repaired/corrected within fifteen (15) days. If such repairs/corrections are not made within 15 days, Georgetown management will make such repairs/corrections and Co-owners will be billed for the cost of repairs/corrections.

**\*Reminder: The Grand Rapids Fire Code prohibits storage of any kind within the furnace closet. Residents found to be in violation of this code will be assessed a fine of \$100.00. Such charge amount is subject to change upon notice.**

7. **Assistance with Repairs.** Should you request assistance with projects at your residence, you can make arrangements to hire our maintenance workers outside of their daily obligations. Please do not pull them off their work schedules but rather schedule 'after hour' appointments. Compensating maintenance assistance on projects is the responsibility of the requestor.

8. **Requests for Maintenance.** Requests for maintenance service should be emailed directly to the maintenance team. Be sure to include your name, address, and building number in your communications. Maintenance team email: [gtownrequest@gmail.com](mailto:gtownrequest@gmail.com).

## **NOISE/DISTURBANCES**

1. **No Nuisance.** No nuisance shall be permitted on the Condominium property, nor shall any use or practice be permitted that is a source of annoyance to its residents, or that interferes with the peaceful possession, proper use, or occupancy within the Condominium property by its residents. Co-owners and residents shall display common courtesy and civil decency in daily routine and interactions. Co-owners, including Co-owners who allow eligible non-Co-owner occupants to reside in their unit, are responsible for the actions, including actions within the



Limited Common Elements and General Common Elements, of the non-Co-owner occupants and the non-Co-owner occupants' families, guests, invitees, and licensees. Excessive noise, whether inside or outside of a unit, is not permitted. Fines associated with these matters may be assessed to the responsible Co-owner and/or non-Co-owner residents. Any Co-owner who feels threatened, intimidated, or accosted by the actions/speech of another Co-owner are advised to contact the police. Complaints should be registered with the Property Manager as well.

2. **No Fireworks, Drones, or Hoverboards.** Igniting or launching fireworks of any kind is prohibited within Georgetown Condominium property, regardless of holiday, season, celebration, or type of firework. No drones or hoverboards are allowed.

3. **Disputes.** To the extent possible and practical, 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. Complaints made by a Co-owner against another Co-owner must be made in writing, signed, and submitted to the Property Manager. The Association will not serve as mediator in these matters. However, if the conflict reaches beyond the two parties and impacts the wellbeing of others within the Association, the Board may seek legal counsel in resolving the issues. In doing so, costs associated with addressing the conflict, including but not limited to attorney fees, will be assessed to the Co-owner found to be in violation of the Condominium documents.

## **PARKING/CARPORTS/VEHICLES**

1. **Speed Limit.** All operators of motorized vehicles must adhere to the speed limit of 15 mph within the Condominium property. Signs are posted throughout the Condominium property and individuals who disregard the safety of others in driving above the posted speed limit shall be subject to a fine of \$100.00. Such charge amount is subject to change upon notice.

2. **Yellow Painted Curbs.** In an effort to keep our streets open to emergency and service vehicles, at no time should ANY vehicles be parked where curbs are painted yellow. Those violating this rule are subject to a fine.

3. **Carports.** Carports are available for a monthly fee on a first-come, first-reserved basis. All carports must be leased through the Property Manager. Carport leases are non-transferable and non-assignable. Lease rates are available by the month or for 12+ months. Checks should be made payable to "Georgetown Condominium Association" and are due on the first of every month. A charge of \$10.00 per carport will be assessed for payments over ten (10) days late. Such charge amount is subject to change upon notice.

4. **Vehicles.** With the exceptions of changing a flat tire or having glass replaced onsite, mechanical work on vehicles is not permitted on Condominium property at any time. Damaged

vehicles, uninsured vehicles, or unlicensed vehicles cannot be parked or stored on Condominium property. Any vehicles identified as such will require Co-owners to provide registration/title/insurance information to Property Manager in resolving the matter. Violations will be assessed with fine and/or removal/towing of vehicle. Co-owners' cooperation is mandated in these matters. Property Manager may have vehicles towed at the owner's expense if violations are not immediately resolved. Carports may not be leased for storage of vehicles lacking proper registration, title, or insurance.

**5. Non-Carport Long-Term Parking.** The Property Manager must be notified if long-term parking is needed. Persons unable to remove their vehicles must notify the Property Manager as to the reasons why the vehicle cannot be removed. During winter plowing season, vehicles must be moved daily in order to clear all common parking areas. Vehicles remaining stationary for more than seven (7) days in common areas shall be subject to fines and/or towing at the owner's expense.

**6. Washing Vehicles.** 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 by the maintenance buildings on Blackstone Drive where there is a hose and water hook-up available.

## **PETS AND ANIMALS**

**1. Household Pets.** Only pets considered 'Household' or 'Domestic' are allowed and are 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. 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 that the Association may sustain as a result of the presence of such animal on the Condominium property.

**2. Registration.** 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 as well.

**3. All Pets on Lead.** 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. No Pets Permitted.** No pet is permitted in the Party House, Guest Suite, Laundry Rooms, or Swimming Pool areas.

5. **Proper Clean-Up.** Each pet owner must clean up after his/her pet by placing droppings into a plastic bag, to be sealed and disposed of in the dumpster. For your convenience, the Association provides waste bags available at a few dog waste stations on property. 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 \$100.00 fine. Such charge amount is subject to change upon notice.

6. **Pet Limit.** No more than two domesticated pets living in or visiting a unit are allowed at any time. Co-owners shall keep the office updated regarding pet status on a yearly basis.

7. **Fees.** Pet owners will be charged a \$100.00 fee if maintenance staff, the Property Manager, 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. Such charge amount is subject to change upon notice.

8. **Revocation of Permission.** The Association reserves the right to revoke permission to have a pet at any time. Any pets found to be a safety threat to persons or other pets will cause the board to take action. Pets that cause physical injury to other pets or persons or that cause property damage will not be allowed on Condominium property.

9. **Wildlife and Feral Animals.** No Co-owner may feed, bait, or engage in live trapping of any wild or feral animals on/in any General Common Element or Limited Common Element areas of the Georgetown property. Wild and/or feral animals include but are not limited to birds, squirrels, dogs, and cats. Co-owners who hire professional services or non-profit agencies involving pest/feral control must communicate their situation with the property manager and work with the Association to resolve it. Co-owners who do not adhere to this will be fined.

## PLUMBING

We strongly recommend all residents stay mindful in managing the care of each unit's plumbing, specifically regarding blockage and clogs in the pipeline due to careless use.

### RULES:

1. Do not pour grease down the kitchen sink drain.
2. Do not overload the kitchen sink disposal with food scraps that tend to clog drains or cause damage, i.e. potato skins, bones, etc. A good rule of thumb to follow – *If cleaning up and in doubt, bag it up and throw it out!*

3. Use single-ply toilet paper and/or dispose of any other products in the trash. It is better to be safe than sorry!

4. Correcting clogged/blocked drains are the responsibility of each individual Co-owner. If you are unsure who to contact, check with the Property Manager for recommendations of knowledgeable vendors who are familiar with our plumbing infrastructure.

5. If a plumbing/drain problem arises that involves multiple units within a building, Co-owners will be responsible for any plumbing bill and/or other expense that is found to be caused by said Co-owner. If, after reasonable inquiry, the Board determines that a plumbing problem originated from a particular building but can't identify the responsible Co-owner(s), all Co-owners in the building that are connected to the same plumbing line, as determined by the professional plumbing service, shall equally share responsibility for the plumbing bill and/or other expense incurred because of Co-owner disregard of the aforementioned rules and recommendations. The Association, at its sole discretion and on a case-by-case basis, may bear an equal share of the final plumbing bill.

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 or exterior areas of the building. It is the responsibility of the Co-owner 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 Co-owner's expense whenever such occasion should be deemed necessary to preserve the premises. Residents shall notify the office if they are leaving for an extended period; maintenance staff may turn off and turn on the resident's water. Co-owners are responsible for any damage caused by frozen/broken pipes because of neglect or failure to maintain appropriate internal temperatures within the unit, preventing pipes from freezing. Residents leaving for an extended period of time must set their thermostats at a minimum of 60 degrees.

## **POOL**

Georgetown of Grand Rapids is a condominium community and Co-owners and their guests are expected to show courtesy and respect as they adhere to the following rules during use of the pool:

### **RULES:**

1. No food of any kind is permitted in the pool area.
2. Everyone swims and uses the pool area 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 may access the pool area using an electronic key provided by the management office. If the key is lost, Co-owners will be charged a replacement fee.
5. Children under the age of twelve (12) are not permitted in the pool area unless accompanied by an adult 18 years of age 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 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 is allowed. Cursing and/or obscenities are not allowed. Common sense should be used with regard to inflatable toys in the pool. There must be room for people to swim without barriers.
8. No pets are allowed in the pool area unless they are Certified/TRAINED CANINE ASSISTANCE DOGS.
9. No radios are allowed unless used with headphones or ear buds.
10. No wheeled vehicles are permitted except for "Assistance Vehicles" used to assist handicapped individuals. Strollers must be parked away from the pool area (near the restroom building).
11. No smoking, vaping, or gum chewing is permitted in the pool area. Smokers are to use receptacles for ashes and butt disposal in the designated smoking area.
12. No glass containers are allowed in the pool area. Beverages must be in plastic or cans. Dispose of these containers before leaving the pool.
13. Cut-offs/denim is prohibited as swimming attire.
14. Lounge and/or pool side chairs may not be reserved or saved for anyone who is not present at the pool. One Co-owner along with 4 guests are allowed at the pool. Guests must be accompanied by their Co-owner sponsor at all times.
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. The pools are not available for private parties except those sponsored by the Association.

## REMODELING AND REPAIRS

**\*Co-owners shall submit project plans to the Office Manager PRIOR to undertaking any remodeling/projects involving units/patios/balconies.** If work is undertaken or completed without the knowledge or approval of the Association and does not conform to the Master Deed, Bylaws, or Rules and Regulations, is deemed 'does not meet code', or causes damage to others, others' property, the building, or units, then all damages of any sort, including but not limited to all costs involved in undoing, correcting, redoing, of property damage etc., will be the responsibility of Co-owner initiating the project.

**1. Written Approval Required.** No Co-owner shall make alterations to the 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.

**2. Submission of Plans.** 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 a Certificate of Insurance and all necessary permits from their contractor and appropriate governmental agencies and submit them to the Management office prior to remodeling.

**3. Hours of Construction.** The Management office must be notified prior to beginning any construction. Construction is permitted between the hours of 8:00 am and 4:00 pm on weekdays and 10:30 am and 4:00 pm on weekends and holidays. This holds true for DIY projects that may require loud power tools used inside or outside.

**4. Debris.** Co-owners are responsible for the removal of any construction debris, carpeting, flooring, drywall, appliances, lumber, tile, etc. during and following project/construction work. On-Site dumpsters are for trash and garbage only and must not be used for construction debris. Work with your contractor or other trash removal service in removing project debris from the property.

**5. Exterior Siding.** Nothing may be physically mounted on aluminum siding unless approved in writing by the Association.

**6. Unauthorized Remodeling or Repairs.** The Association will not be responsible for any unauthorized repair or replacement of any part of the exterior of a Co-owner's unit.

## **Selling or Transferring Property/Notice of Intent**

1. **Notice of Transfer Required.** Whenever a Co-owner shall propose to sell, give, 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 Bylaws, said Co-owner shall give the Association not less than thirty (30) days prior written notice of the proposed transfer. Such notice shall briefly describe the type of transfer proposed by the Co-owner and shall state the name and address of the proposed transferee. The notice shall also include a copy of the proposed contract of sale or other documents, if any, that relate in any way to said transfer. This information must be provided whether you sell by owner or work with a real estate agent.

See **Notice of Intent to Transfer** form in the back of this packet and contact the Property Manager for more information.

## **STORAGE FACILITIES**

Storage for Ranch units is provided within the unit's patio/balcony space.

Townhouse and Building 3 Units: Deadbolt keys may be obtained from the Management Office for a minimal charge. There is one storage bin per unit.

- Building 27 (lower level, back-to-back with the maintenance room)
- Building 10 (next to the laundry room – entry through keypad combination, down exterior covered stairway).

### **RULES:**

1. Each resident is responsible for items in his/her bin.
2. Fire laws prohibit the storing of flammable or combustible materials in storage areas.
3. Storage bins must be registered with the Management Office. Residents must mark their name and address on their bins and each bin must be properly locked.
4. Storage Room lights must be turned off and the doors tightly closed upon leaving.
5. The aisles in the Storage Room 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.

6. Thirty (30) days after a resident vacates the property, the resident's property left behind will be disposed of, without notice, in any manner including sale. The Association may keep all proceeds, if any, generated by the sale of such property.

## **FAILURE TO COMPLY WITH CONDOMINIUM PROVISIONS**

### **1. Complaints.**

- A complaint concerning an alleged violation of a provision(s) of the Condominium documents must be submitted in writing (and signed) by a Co-Owner to the Management Office.
- Once submitted, Co-owners may appear at the monthly Board Meeting to communicate their complaint.
- If, after investigation, the Management Office decides that a violation has occurred, the violator will be given a written warning letter. The letter will describe the complaint, the violation of a condominium provision and the consequences of non-compliance.
- If it is determined that a violation did not occur, the complainant will receive written notice that the investigation did not reveal sufficient evidence to warrant action.
- If the violator fails to comply, the Management Office shall notify the Board of Directors.
- After consideration, the Board shall notify the violator in writing of the Board's decision.
- In the case of a violation by a non-Co-owner occupant or a non-Co-owner occupant's agent, invitee, licensee, family member, or pet, the Co-owner will be held responsible.

### **2. Non-Payment of Assessments, Late Fees, Carport Leases, or Other Charges.**

- A delinquent letter shall be mailed on or after the tenth (10<sup>th</sup>) day following the due date.
- A \$60 late charge shall be imposed as of the tenth (10<sup>th</sup>) day following the due date of any delinquent assessment. A \$60 NSF charge shall be imposed for returned checks. Such charge amounts are subject to change upon notice.
- A letter from the Board of Directors or the Management Office requiring payment shall be mailed on or after the thirtieth (30<sup>th</sup>) day following the due date. Non-mailing and/or non-delivery of such letter shall not invalidate the amount due or any associated fines/charges.
- The Board of Directors or Management Office may request that a letter be sent by the Association's attorney to the Co-owner whose account is past-due. ALL LEGAL FEES and COSTS regarding past-due accounts SHALL BE CHARGED TO AND PAID BY THE CO-OWNER.
- The Association may record a notice of lien against the unit of any Co-owner with a delinquent account, or may take other appropriate legal action, regardless of the amount past-due or time delinquent, under circumstances in which the Board of Directors, at its sole discretion, determines a lien to be in the best interest of the



Association. In circumstances deemed appropriate by the Board, at the Board's sole discretion, the sequence and/or timing of actions concerning past-due accounts may be altered. ALL LEGAL FEES and COSTS regarding past-due accounts SHALL BE CHARGED TO AND PAID BY THE CO-OWNER.

### **3. Other Fees and Fines.**

- Any person violating a Condominium document provision shall be subject to a fine of up to \$100.00. Such charge amount is subject to change upon notice.
- If the infraction continues or is repeated, the violator shall be subject to additional fines as determined by the Property Manager and/or Board of Directors. Delinquent payment of fines is subject to the consequences outlined regarding late payments.
- If any payment due for a carport lease is more than sixty (60) days past due, the Association may, at its option and upon written notice to the delinquent Co-owner, terminate the lease effective on the date of notice.
- Any Co-owner who permits that Co-owner's unit to be occupied by a non-Co-owner occupant or conveyed without complying with the prior notice and all other requirements of the Condominium document provisions shall be subject to an automatic fine.
- If any Co-owner fails to register any animal with the Management Office, the Management Office will send a warning letter providing a deadline for registration. If the animal is not registered by the provided deadline, the Co-owner will be subject to an automatic fine. The Association reserves the right to revoke permission to have a pet at any time.
- Any Co-owner shall be subject to a fine if he/she fails to install or properly maintain a smoke detector, fails to eliminate water leaks, or fails to 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.

## Required Permits/Forms

- Georgetown Co-Owner/Occupant Information Form p. 27
- Georgetown Roommate Information Update p. 29
- Non-Co-Owner Occupant Information p. 30-31
- Notice of Intent to Transfer p. 32-34
- Conditions for Permit to Install Washer/Dryer p. 35
- Permit Application (For installation of Washer/Dryer) p.36
- Conditions for Permit to Install Patio Screens p. 37
- Plymouth Inn – Guest Suite Agreement p. 38-39
- Plymouth Inn – Party House Agreement p. 40

**GEORGETOWN CO-OWNER/OCCUPANT INFORMATION**

Date: \_\_\_\_\_

*In an effort to keep Georgetown Co-owner files current, please complete and submit this form to the Georgetown Office Manager. This form will be required for new Co-owners at time of purchase and annually for existing Co-owners for file updates. This information will not be shared or sold; it will only be used by the Association and/or its agents/representatives for emergency and other Association purposes.*

Co-Owner Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Building # \_\_\_\_\_

\*E-mail address (required) \_\_\_\_\_

**Phone Numbers:**

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

Vehicle(s): ↓ Carport Number(s) \_\_\_\_\_

Owned by: (co-owner or roommate)	Make	Model/Year	Plate Number	Color

Roommate Name(s) \_\_\_\_\_ **\*\* Picture I.D. required \*\***

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**\*\*Required: Complete Roommate Information Form - See Office Manager for Details.**

**EMERGENCY CONTACT INFORMATION:**

	Name:	Phone/Other:	Relationship:
For Co-Owner			
For Co-Owner			

**Your Condo Liability INSURANCE Provider:**

\_\_\_\_\_

PH#: \_\_\_\_\_

**Pet Information:** *(two allowed per unit)*

Cat/Dog	Breed/ Color & Weight	Owned by:	Name:

Remember all storage bins located in buildings #10 and #27 are first come, first served. They must be labeled and locked. Please see Property Manager for details.

**GEORGETOWN of GRAND RAPIDS CONDOMINIUM ASSOCIATION**  
**ROOMMATE INFORMATION**

DATE: \_\_\_\_\_

*In an effort to keep Georgetown Co-owner files current, please complete and submit this form to Georgetown office/Manager. This information will not be shared with anyone; it will only be used by the Association and/or its agents/representatives for emergency and other Association purposes. Thank you.*

***Picture ID is required to be presented in verifying information.***

CO-OWNER NAME (S) _____
BUILDING NO. _____ ADDRESS _____

ROOMMATE(S) NAME \_\_\_\_\_

ROOMMATE'S RELATIONSHIP TO CO-OWNER (*optional*) \_\_\_\_\_

ROOMMATE'S PHONE NUMBER \_\_\_\_\_

The following vehicle information will help us to locate the correct owner if a vehicle has been vandalized, or in the event that it becomes necessary for a vehicle to be moved to prevent damage.

**ROOMMATE'S VEHICLE INFORMATION:**

1) \_\_\_\_\_  
                    Make                      Model                      Year                      Tag (License) No.

DOES ROOMMATE HAVE PET(S)?

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
                    Pet Name                      Pet Breed & Weight                      Pet Color

**ROOMMATE'S EMERGENCY INFORMATION:**

Name/Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**GEORGETOWN of GRAND RAPIDS CONDOMINIUM ASSOCIATION**  
**NON-CO-OWNER OCCUPANT INFORMATION**

DATE: \_\_\_\_\_

*In an effort to keep Georgetown Co-owner files current, please complete and submit this form to Georgetown office/Manager. This information will be kept on file. Acceptance of responsibilities of Co-Owner and of Non-Co-owner occupant must be acknowledged/verified.*

CO-OWNER NAME (S) \_\_\_\_\_

BUILDING NO. \_\_\_\_\_ Unit ADDRESS \_\_\_\_\_

Co-Owner Contact Information:

Ph:

Mailing address:

Email address:

I have read and agree to the responsibilities as Co-owner of this unit and in being accountable to the Georgetown Association in allowing a non-Co-owner occupant to reside in this unit while adhering to all Condominium Documents, with the knowledge that the Association reserves the right to repeal the request/arrangement, and has the right to evict, if violations by the non-Co-owner occupant occur or become on-going issues. I understand that I am responsible for any fines or costs and necessary fees, as determined by the Board of Directors, associated with my or the Co-owner occupant's violation of the rules, regulations, procedures, and provisions set forth in the Condominium Documents.

Signature: \_\_\_\_\_

Proof of Insurance:

Copy of Rules/Regulations:

Payment of Association Fees/Fines:

**GEORGETOWN of GRAND RAPIDS CONDOMINIUM ASSOCIATION**  
**NON-CO-OWNER OCCUPANT INFORMATION (CONT.)**

Date: \_\_\_\_\_

Non-Co-owner Occupant NAME \_\_\_\_\_

Relationship to Co-Owner: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

Email: \_\_\_\_\_

**VEHICLE INFORMATION:**

1) \_\_\_\_\_  
          Make                      Model                      Year                      Tag (License) No.

**PET(S)**

\_\_\_\_\_  
          Pet Name                      Pet Breed & Weight                      Pet Color

**EMERGENCY INFORMATION:**

Name/Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I have read and agree to the responsibilities as non-Co-owner occupant of this unit and in being accountable to the Georgetown Association in residing in this unit while adhering to all Condominium Documents, with the knowledge that the Association reserves the right to repeal my right to reside in this unit and evict me if violations by me occur or become on-going issues. I understand that I am responsible for any fines or costs and necessary fees, as determined by the Board of Directors, associated with my violation of the rules, regulations, procedures, and provisions set forth in the Condominium Documents.

Signature: \_\_\_\_\_

**NOTICE OF INTENT TO TRANSFER**  
**CONDOMINIUM UNIT**

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

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

Name of present unit owner(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Unit address and building #

\_\_\_\_\_  
Date of transfer

**Mortgage Company:**

\_\_\_\_\_

Indicated (X): Mortgage \_\_\_\_\_



**NOTICE OF INTENT:**

In accordance with Article IX of the Condominium Bylaws, I hereby submit to the BOARD OF DIRECTORS this Notice of Intent to Transfer the above-described property to the party or parties named following and upon the terms specified in the attached contract to sell or transfer. The tender to and receipt by the BOARD OF DIRECTORS of this completed form, as required, and the attached sales contract or proposed deed, shall constitute valid notice of my intention to sell or convey the unit.

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

I further understand that my sale or transfer 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 also has read and understands the Georgetown Condominium Bylaws, Association Bylaws, Master Deed, Articles of Incorporation, all Rules and Regulations, and other documents pertaining to Georgetown of Grand Rapids, and further agrees that this Notice of Intent may be submitted to the BOARD OF DIRECTORS for its consideration.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Real Estate Ofc./Agent of Seller: \_\_\_\_\_

Contact Info: \_\_\_\_\_

**A. TERMS OF SALE OR TRANSFER**

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

IF SALE: \$ \_\_\_\_\_ Other:\$ \_\_\_\_\_  
Price

Unit No. \_\_\_\_\_ Building \_\_\_\_\_ Sale \_\_\_\_\_

**B. INFORMATION REGARDING BUYER/TRANSFEEE**

1. Name of Purchaser (Or Transferee) \_\_\_\_\_  
\_\_\_\_\_

2. Who will reside in unit? (If not Title Holder, additional information is needed by Association. Consult with Georgetown Office for details.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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? \_\_\_\_\_

**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, full size washers and dryers must be replaced with 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, mechanical, and electrical codes.
4. The installation must be done in such a fashion as to minimize noise in adjacent or underlying units (such as noise and disturbance created by vibration). Any noise, sewage problems, leakage, or other damage or interference with adjacent or underlying units shall subject the Applicant to fines under the Rules and Regulations and/or the removal, at Applicant’s expense, of the offending washer and/or dryer, and shall otherwise be the Co-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 of the appliance before installation, to re-inspect after installation for compliance with these standards, and to conduct ongoing inspections in the event of a violation.

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** \_\_\_\_\_

**CONTRACTOR/INSTALLER'S VERIFICATION**

I certify that I have installed the foregoing washer and/or 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, mechanical, and electrical codes.

Date installed \_\_\_\_\_ Description of Appliance \_\_\_\_\_

Signed \_\_\_\_\_ Name of Company \_\_\_\_\_ Date \_\_\_\_\_

**The foregoing application was reviewed on \_\_\_\_\_, and is determined to be:**

\_\_\_\_\_ **Denied because:** \_\_\_\_\_

\_\_\_\_\_ **Approved subject to the following** \_\_\_\_\_

**Date** \_\_\_\_\_ **Signed** \_\_\_\_\_

**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 Association 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 to conduct ongoing inspections in the event of a violation.

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

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

Co-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 Co-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/or third parties caused by guest(s) or in connection with guest's use of the Guest Suite.

A deposit of \$ \_\_\_\_\_ has been paid by Co-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.

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

**Co-owner Signature:** \_\_\_\_\_

Georgetown Authorized Signature: \_\_\_\_\_

Name/Address of Guest(s):

Deposit Received: Yes / No (date) \_\_\_\_\_ Refund Issued: Yes / No (date) \_\_\_\_\_

Payment Received: Yes / No (date) \_\_\_\_\_ Key Issued: Yes / No (date) \_\_\_\_\_

Key Returned: Yes / No (date) \_\_\_\_\_

Reservations MUST be made through the Management office and KEYS MUST BE picked up during normal business hours at the office. **The Emergency Number is not to be used for key pick up/lock out.**

Co-owners calling the emergency for non-emergency issues will be charged \$100.00. Such charge amount is subject to change upon notice.

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Georgetown of Grand Rapids Condominium Association has received the sum of \$ \_\_\_\_\_ from the above-named Co-owner for the use of the Plymouth Inn Party House on the above date(s).

Co-owner and the guest(s) listed below shall be the sole person(s) entitled to the use of the Party House during the above-specified time and date(s).

The Co-owner and guest(s)\* agree to assume joint and several liability for any loss or damage done to the Party House 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 Party House.

A deposit of \$ \_\_\_\_\_ has been paid by Co-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 Party House privilege; otherwise, it will be returned.

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

**Co-owner Signature:** \_\_\_\_\_

Georgetown Authorized Signature: \_\_\_\_\_

Deposit Received: Yes / No (date) \_\_\_\_\_ Refund Issued: Yes / No (date) \_\_\_\_\_

Payment Received: Yes / No (date) \_\_\_\_\_ Key Issued: Yes / No (date) \_\_\_\_\_

Key Returned: Yes / No (date) \_\_\_\_\_

Reservations MUST be made through the Management office and KEYS MUST BE picked up during normal business hours at the office. **The Emergency Number is not to be used for key pick up/lock out.**

Co-owners calling the emergency for non-emergency issues will be charged \$100.00. Such charge amount is subject to change upon notice.