

COLONIAL SQUARE COOPERATIVE
EXTERIOR ALTERATIONS POLICY

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- I. This policy covers alterations to the cooperative buildings not already addressed by other cooperative policies and standards. Additional policies to consult when considering alterations to your townhouse or to its exterior include the Standards for Member Yards, the Interior Alterations Policy, the Deck Policy, and the Low Voltage Wiring Policy (satellite dishes, low voltage wiring.)

The exteriors of the buildings of Colonial Square are the property of the cooperative. Therefore, any changes to building exteriors must be approved by the Board of Directors or Management acting on the Board's behalf. It is the goal of this policy for the cooperative to maintain a harmonious exterior appearance.

Note that Member-initiated alterations, even if approved, are subject to alteration or elimination during cooperative-wide maintenance or improvement projects.

Exterior alterations (and any approved process for carrying them out or installing them) may not unreasonably interfere with other Members' enjoyment of their units, nor interfere with their health or safety.

No Member may make any exterior alterations without a Standard Cooperative Permit or a Special Cooperative Permit as set forth in this policy. Members requesting or proposing exterior alterations to their unit also must follow applicable laws and city permitting requirements. A Colonial Square permit is not the same thing as a city permit. Colonial Square does not issue city permits.

- II. Definitions applicable to this policy
 - A. City Permit - A Building Permit issued by the City of Ann Arbor
 - B. Colonial Square Standard Permit - An Installation/Alteration Request with plan that has been approved by Management
 - C. Colonial Square Special Permit - An Installation/Alteration Request with plan that has been approved by Management and the Board of Directors

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III. Renovation Types

A. Cooperative Standard Permit

i. Remodeling or renovations that affect the exterior appearance or structural integrity of the building require notification to Management and obtaining a permit issued by the Cooperative. The Cooperative permit shall set forth standards and requirements for the Member to follow in his or her remodeling activities. Alterations that require the Cooperative Standard Permit include:

- (a) changing the exterior-facing color of your exterior door(s)
- (b) changing the color of your shutters
- (c) exhaust fans (may require city permits)
- (d) skylights (may require city permits)
- (e) basement egress windows (may require city permits)
- (f) replacement of any exterior door or window
- (g) installation of a wall mounted mail slot in place of a mail box
- (h) attaching anything to an exterior wall (see also Standards for Member Yards for gardening/lawn-related exterior alteration guidelines)

ii. General alteration guidance

(a) Door and shutter colors

- The office has a schedule/palette of approved colors and color combinations for the exterior-facing side of exterior doors and shutters. All requests for exterior color alterations must match a permissible combination in this document.
- Next-door neighbors cannot adopt the same color scheme.
- Screen doors and fiberglass doors must be painted to match one another. Mismatched screen doors and fiberglass doors are not acceptable.
- Doors must be painted in a manner to achieve a finish

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equivalent to the original factory finish and quality of work, including longevity and durability. If the Member cannot demonstrate his or her ability to Management to achieve this level of workmanship, Management may require color changes to take place through purchases of replacement doors and/or professional painting services.

- Shutters must never be painted. If a shutter color change is requested, new shutters must be purchased. All shutters on each townhouse must match one another.

(b) Brick

- Since matching brick is no longer available, brick must never be drilled into or removed without approval of Management and obtaining a permit issued by the Cooperative.
- iii. In all cases, the Member must follow all current city codes, and all state regulations for fire and safety in addition to obtaining the Cooperative Standard Permit.
- iv. If the Member is performing the work and if the local building inspector is not required to conduct an inspection, Management is required to inspect the work as it progresses and upon completion.
- v. FAILURE TO NOTIFY MANAGEMENT BEFORE COMMENCING WORK MAY RESULT IN THE MEMBER BEING ASSESSED COSTS AND FINES.

B. Cooperative Special Permit

- i. Unique activities or those alterations not mentioned in the Cooperative Standard Permit section shall require the Member to present a written proposal to Management to be forwarded for a review and recommendation to the Board of Directors. The Board of Directors must approve or deny the proposal.

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- IV. Identification of Service Lines (Gas, Electrical, Cable, etc.)
- A. Prior to any construction involving disturbing or digging into the ground, the requesting Member must arrange to have the location of all underground service lines identified. This will eliminate the danger of any service lines being damaged or cut during construction of the deck.
 - B. The utility companies have a joint service team who will come to the site at no charge and mark the locations. The telephone number is 1-800-482-7171 ("Miss Dig").
 - C. Contact the local cable provider to flag the cable service.
- V. Contractors
- A. If a Member hires a contractor to do the work, the contractor shall be licensed and insured, and follow the Michigan Construction Lien Act 497 of 1980. Management may provide the Member with information.
 - B. Remodeling or renovations, which affect the appearance or structural integrity of any component the building, may require the use of a "licensed and insured contractor." Refer to the Cooperative Standard Permit or Cooperative Special Permit for the type of installation planned.
- VI. Submitting a Request for an Exterior Alteration
- A. In order to initiate the authorization process for an alteration that requires a Cooperative Standard Permit or a Cooperative Special Permit a Member must obtain forms and related information from the office. The forms must be completed and returned to the office for review by Management. If the request currently requires a Cooperative Standard Permit, Management may approve the request and issue a permit.
- Conversely, if the request requires a Cooperative Special Permit, the request will be forwarded to the Board of Directors with Management's recommendations. Please be advised this process can take up to thirty days. A Board decision may be appealed.

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VII. Ongoing Member Responsibility

- A. The Member agrees to maintain any alteration's appearance, safety and structural soundness at all times. If the Member fails to maintain an alteration, Management has the option of performing repairs or removing the alteration and restoring the building and/or yard to its original condition. The repair, removal, and/or restoration costs will be responsibility of the current Member.
- B. If a future, incoming Member does not accept, in writing, to retain and maintain an exterior alteration, the current Member, upon move-out, agrees to remove the alteration and restore the building and/or yard to its original condition. If the Cooperative performs the removal and building and/or yard restoration, the current outgoing Member will be financially responsible for all costs. Management must secure the agreement from the incoming member at the time the Member accepts the unit and makes his/her down payment. The agreement will include a document signed by the incoming Member indicating improvements and modifications for which they are accepting responsibility.
- C. The current Member and any future Members are obligated to pay the cost of any repairs that might result from the Cooperative's need to access any part of the building or grounds covered by the alteration. The exceptions are repairs necessitated by damage or neglect done by the Cooperative staff.

VIII. All prior policies and motions passed by the Board on topics addressed by this policy are superseded by the current policy.