

COLONIAL SQUARE COOPERATIVE
INTERIOR ALTERATIONS POLICY

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- I. Colonial Square Cooperative encourages individual townhouse improvements and maintenance, which will serve to keep Colonial Square an attractive place to live, and to enhance the investment made by each of us. By following the guidelines set forth in this policy, the Members will protect their own interests and that of the Cooperative.

A Member, if he or she abides by the procedures set forth in this policy, may alter/renovate/remodel the interior of his/her unit, provided the Member does not unreasonably interfere with other Members' enjoyment of their units (that is, no unreasonable noise, odors, or interference with access to a Member's unit), does not interfere with the health and safety of the other Members, and does not interfere with the legal rights of the Cooperative. The Member must abide by all building, fire and safety codes and regulations, and Cooperative permits that are relevant to the changes to be made.

- II. Definitions applicable to this policy
 - A. City Permit - A Building Permit issued by the City of Ann Arbor
 - B. Colonial Square Permit or Cooperative Permit- An Installation/Alteration Request Form with plan that has been approved by Management and/or the Board
- III. Renovation Types
 - A. Simple Renovations Not Requiring a Cooperative Permit
 - i. Simple renovations/replacements not requiring approval from the Board nor notification to Management shall include:
 - (a) painting,
 - (b) wallpapering,
 - (c) carpeting,
 - (d) flooring or tiling,
 - (e) replacing light fixtures that does not require re-wiring,

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- (f) replacing bathroom vanities that does not require moving plumbing lines,
- (g) replacing kitchen cupboards that does not require moving plumbing lines,
- (h) replacing the dishwasher that does not require moving plumbing or electrical lines,
- (i) replacing kitchen counter tops,
- (j) installing wireless door bells,
- (k) replacing the tub or toilet with a different tub or toilet that does not require moving plumbing lines,
- (l) replacing interior doors,
- (m) replacing garbage disposals

NO MEMBER MAY MAKE ANY RENOVATIONS NOT LISTED IN THIS SECTION WITHOUT A STANDARD COOPERATIVE PERMIT OR A SPECIAL COOPERATIVE PERMIT SET FORTH BELOW.

B. 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. Activities that require the Cooperative Standard Permit are:
 - (a) replacing water heaters,
 - (b) installing exhaust fans,
 - (c) installing air conditioning (both central and window),
 - (d) finishing the basement,
 - (e) replacing basement windows,
 - (f) installing egress windows in the basement,
 - (g) replacing sliding doors,
 - (h) replacing front or back door,

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- (i) replacing screen/storm door,
 - (j) replacing furnace,
 - (k) installing satellite dish,
 - (l) installing extra electric circuits,
 - (m) installing dishwasher,
 - (n) installing new gas line,
 - (o) installing hard-wired smoke detectors,
 - (p) installing hard-wired door bells,
 - (q) adding insulation to attic and walls,
 - (r) installing dryer vents
- ii. 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.
 - iii. If the Member is performing the work and if the local building inspector is not required to conduct an inspection, Cooperative Management is required to inspect the work as it progresses and upon completion.
 - iv. **FAILURE TO NOTIFY MANAGEMENT BEFORE COMMENCING WORK MAY RESULT IN THE MEMBER BEING ASSESSED COSTS AND FINES.**

C. Cooperative Special Permit

- i. Unique activities or those not mentioned above in sections A and B, above, shall require the Member to present a 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. 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.

V. Submitting a Request for an Interior 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.

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