



# **Pittsfield Village Condominium Association**

**Living in the Village:  
Community Rules, City Rules, and  
Making the Most of your Home**

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## Introduction

As a condominium association, Pittsfield Village is governed by rules of conduct established in common by its membership. These rules establish standards to encourage and enhance the security, safety and well-being of all residents, while protecting the value of our homes and property.

Community rules allow all of us the peaceful enjoyment of our homes, and exist to maintain their integrity, value, and aesthetic. Co-owners and residents are responsible for maintaining these standards: that is the promise we make when we decide to live here in one of the most wonderful places to live in Ann Arbor, surrounded by green spaces and great neighbors.

Who makes the rules? The short answer: **we all do**.

While the Board of Directors holds the ultimate responsibility for seeing that standards are maintained and rules followed, and two committees, Modification-Maintenance and Landscape, play roles, residents have the most important part. **Section 1** describes the responsibilities and tasks of these three groups: the Board, the committees, and us, as residents. Official descriptions can be found in the Pittsfield Village Condominium Bylaws, at [www.pittsfieldvillage.com](http://www.pittsfieldvillage.com).

Community rules apply to how we live and what we can do to our homes. **Section 2** presents the current set of rules in place in the Village, organized by topic.

In the Village, as in most condominium communities, what's outside your unit—the building, grounds, and surrounding areas—are considered common elements to be shared by all residents; responsibility for maintenance and improvement of common elements lies with the Association. As a co-owner, you are responsible for the inside of your unit, including your belongings and personal property. For many types of modifications, co-owners need approval from one of the appropriate committees or the Board. What are we allowed to do and how do we go about it? Answers are found in **Section 3**, where you'll find:

- guidelines on modification options and requirements;
- the maintenance matrix, showing who takes care of what, based on our master deed;
- a list of available specifications for the most common modifications, and
- information on how to make a maintenance request.

It's all well and good to have rules of conduct, but how do they get enforced? And who's checking? **Section 4** covers what happens when there's a rule violation and ways to report issues and concerns.

Local government has rules that apply to us: the City of Ann Arbor sets limits, for example, on the number of people that can live in your home. Zoning rules may restrict your ability to use your home as a place of business. **Appendix A** is a selection of ordinances from the City of Ann Arbor Code, chosen because they relate to activities commonly conducted in the Village. In reviewing and revising our rules, we have endeavored to ensure they are not in conflict with City rules; in some cases, they go further.

**Appendix B** covers emergency preparedness: something we all need to attend to. A flood or fire can be devastating; this section offers ways to make sure you know what to do if/when it happens to you.

Finally, you'll find examples of the current set of forms we use for various purposes in **Appendix C**. You'll see references to them sprinkled here and there throughout these pages.

**Keep in mind:** while you may not like a specific rule, it's there for a purpose; all have been vetted over time. Consider the reason why it's in place. Give it the benefit of the doubt. By choosing to live in the Village, you have also elected to abide by the rules we set for ourselves. Remember too: rules can be changed! If there is a rule you really object to or don't understand, then by all means bring it to the attention of the Board or one of the Committees.

## 1.0 Rule-makers

### 1.1 The Board of Directors

In its official role as the community's representative body, the Board of Directors approves the community rules. The Association bylaws empower the Board to adopt, amend, enforce, and repeal these rules. Requests for exceptions or changes may be made to the Board, which will balance the merits of individual requests against the objectives of the rule and the common interests of the Village community. Penalties for rule violations may be appealed directly to the Board.

The final responsibility for the oversight, maintenance, and upkeep of all common areas, general and limited, including but not limited to the pool, pool area, playgrounds, lawns, shrubs, trees, as well as the exteriors of all buildings, rests with the Board of Directors. The Board engages the services of the management company, Associa / Kramer-Triad, to assist in the exercise of these responsibilities and the day-to-day operation of the Village, including the enforcement of community rules and standards.

### 1.2 The Committees

The Board establishes and empowers committees composed of co-owners. Currently, there are two committees that have been assigned active roles in establishing rules. These committees meet monthly; the Pittsfield Village Manager and a liaison from the Board attend as non-voting members. Residents who are not co-owners may become members of a committee but shall not be granted voting rights.

#### 1.2.1 Modification and Maintenance Committee

The Modification and Maintenance Committee establishes specifications for structural or mechanical additions, improvements, and other changes relating to unit exteriors (e.g. windows, fences, decks, and patios) and interiors (e.g. walls, heating, plumbing, or electrical service) as they relate to the structural integrity of the buildings and safety of occupants.

#### 1.2.2 Landscape Committee

Landscape Committee: The Landscape Committee establishes specifications relating to the common elements and landscaping, including tree and shrub planting and maintenance, and the creation or enlargement of garden beds.

Information on both committees and the processes for making requests are presented in **Section 4: Making the Most of Your Home**.

## 1.3 Village Residents

Resident input is welcome and necessary to make and apply rules that are acceptable for the community as a whole, and that allow all of us the peaceful enjoyment of our homes and surroundings.

Residents are responsible for following community rules and ensuring that their guests do, too. Co-owners leasing their condo are responsible for making sure their tenants know that we have resident rules and provide access to them.

## 2.0 Pittsfield Village – Our Community Rules

### 2.1 Definitions

The Master Deed for the Pittsfield Village Condominium Association, which can be found on our website at <https://www.pittsfieldvillage.com/government/by-laws-and-rules.php>, provides a complete list of definitions. Included below are selected terms used in this document, using text from the Master Deed as appropriate.

**Co-owner:** “A person, firm, corporation, partnership, limited liability company, limited liability partnership, association, trust, or other legal entity or any combination thereof who or which owns one or more units in the Condominium, and shall include a land contract vendee.

**Resident:** A person residing in a residential unit; this includes a co-owner who occupies his or her unit or a tenant.

**Tenant:** A person who rents a unit from a co-owner but is not a co-owner.

**Common element (also called ‘general common element’):** The land, buildings, and improvements owned by Pittsfield Village Condominium Association, excluding limited common elements, the interior space of each residential unit, and the decks attached to residential units.

**Limited common element:** The grounds immediately surrounding residential units, extending 10 feet out from the building, and includes porches, decks, and areas where flowers and shrubs are grown.

**Guest:** Individuals who are visiting a co-owner or tenant, but do not reside in the Village. Pittsfield Village co-owners and residents are responsible for the behavior and conduct of their guests or their tenants’ guests. Guests are to observe Community Rules and the host resident and co-owner will be accountable for any infractions by any guests.

**Should vs shall:** In this document, ‘should’ indicates a recommendation; ‘shall’ indicates a requirement.

**Upwalk:** The concrete walkway between the sidewalk along the street and the front porch of the unit.

**The Village:** this term refers to Pittsfield Village in this document

### 2.2 Aesthetics

When our community was first built, it was designed to convey a certain look and feel. Without an architectural standard, gradual changes can easily affect the appearance of the community and be perceived as weakening the spirit of common design and neighborhood aesthetic, which can in turn affect property values.

Appearance is not only limited to upgrades or changes, but also to neglect. Few people are happy living next door to a home where trash containers always sit out in plain view, the front or back is cluttered with personal items; or the deck is piled with neglected or discarded items. Our standards help prevent these situations and provide guidelines for remediation, so property values—yours and everyone else’s—are protected.

The Board of Directors reserves the right to restrict exterior decorations or alterations which ordinary persons would consider aesthetically offensive, in poor taste, or a nuisance. Specific rules are set out below, with references to other rules and specifications in the document.

- a. **Decks:** Decks are owned by—and the responsibility of—each co-owner. They must be kept clear of trash and litter and kept in good repair. Furniture on decks must be well maintained. If a tarp is used to cover deck furniture during the winter, the tarp must be tied down. Neutral color tarp is preferred (less jarring against the snow in the winter). See also **Storage**.

The Association arranges for power-washing and re-staining of all decks every 3 years, as a courtesy, at no cost to residents. Beginning in 2021, the contractor will identify decks in need of repair and report them to the Village Manager. The Manager and maintenance staff will use these reports to qualify the repairs needed according to urgency and extent. Management will inform the co-owner of the results of the assessment; co-owners will be responsible for making requested/required repairs within a reasonable time frame. The Village manager may be contacted to make arrangements for the repairs, as needed.

- b. **Window treatments:** Window treatments should consist of curtains, shades, or valances. Inappropriate materials, such as bed sheets, flags, clothing, cardboard, etc., shall not be used in lieu of appropriate window treatments. For windows facing the street, window treatments shall be a neutral color (such as white, off-white, beige, ecru, etc.).
- c. **Holiday lights and decorations:** Exterior lights must be UL approved and rated for outdoor use. All exterior holiday decorations must be placed so they do not interfere with routine building, landscape, and shrub maintenance. No lights or decorations may be affixed to the building through shingles. Outside grounded outlets shall be used for outdoor lights with outdoor approved cords; running electrical cords across sidewalks or up-walks is prohibited. Holiday lights and decorations shall be turned off within two (2) weeks of the holiday, and shall be removed completely no later than four (4) weeks after the holiday, weather permitting.
- d. **Insect control:** Electric bug killers are not allowed.
- e. **Exterior antennas:** Use of a television satellite dish, or any form of exterior television or radio antenna, requires prior written approval of the Modification/Maintenance Committee. See the *Satellite dish specification* in **Section 4**.
- f. **Exterior attachments:** No objects of any kind shall be affixed to the outside of any building through shingles, front or rear, without the express permission of the Board. This includes decorations, wall hangings, art, flags, hose reels/supports, tool racks, lattice or other garden supports, trash fences, and bike racks. Bicycles hung from hooks affixed to wood trim are permitted. See also **Signs** and **Use of Common Elements**.

## 2.3 Landscaping

Landscaping is the responsibility of the Association. Landscaping elements consist of trees, shrubs, lawns, corner garden beds, and vegetation in all other common elements, as well as in limited common elements, with exceptions noted below for flowers, the Garden Marker Program, and raised garden beds. Any modification, addition or removal of landscaping elements requires prior written approval from the Landscape Committee or the Board.

- a. **Maintenance of lawns and plantings in common areas:** Residents and their personal property shall not interfere with maintenance of lawns or any common element.
- b. **Shrub pruning:** Pittsfield Village contractors will perform all shrub pruning.
- c. **Flowers, vegetables, and herbs.** Residents may plant annuals, perennials and bulbs in existing garden beds in limited common areas and in window boxes without approval. All annual flowers and plants must be removed from garden beds and window boxes by December 1<sup>st</sup>. Vegetables and herbs may be grown only in the rear of your unit in soil, raised beds, or containers. See the *Specifications for raised garden beds* on the Pittsfield Village website.

Note: compostable yard waste pickup by the City ends in the fall; check the City website for current dates: <https://www.a2gov.org/departments/trash-recycling/Pages/Compost.aspx>.

- d. **Planting lists:** The Master Gardener associated with our landscape contractor worked with the Landscape Committee to come up with a list of plants for our climate and soil: good choices and poor choices, the latter also called the 'Do Not Plant' list. Both lists can be found at [https://www.pittsfieldvillage.com/info/other\\_info.php](https://www.pittsfieldvillage.com/info/other_info.php).

All communities need to know about plants that are invasive or hard to control or that simply won't grow well, so residents do not inadvertently plant them. Aside from wasted resident time, energy and money, the main reason is that inappropriate plants or plantings may be poorly managed or forgotten when a resident leaves the Village or decides to stop caring for their garden space. When neglected—and for some plants even when they are well-cared for—invasive plants will do just that: invade areas where they aren't wanted. Then it's up to the Village to pay our landscape contractor to remove them and restore the area. In the last couple of years, we have paid out upwards of \$10,000 for this task; it's an unnecessary expense that, in the end, it affects the fees we are paying.

The upshot: choose plants on the 'good' list! When in doubt, check with the Landscape Committee.

- e. **Garden Marker Program:** Residents who wish to assume the responsibility of maintaining their front and/or rear garden bed(s) **must** sign up for the Garden Marker Program in the spring. All residents receive an annual mailing announcing the beginning of the Program, which includes instructions on how to participate.

Being part of this Program is a privilege and an obligation: it means you agree to maintain your garden beds free of weeds and debris from the beginning to the end of the season, using dates defined in the Program, and to abide by all rules of the program, including the Plant/Do Not Plant list issued by the Landscape Committee (2019), available on the Village website or from the Committee.

Garden markers obtained from the office signal to the landscape/grounds crew that the resident participates in the Garden Marker Program. Markers must be placed so they are visible to the landscape crew: on both sides of the deck, by the kitchen window, and on the street side of the porch. Markers must be in place by the first date indicated in the current year Program guidelines, and shall remain in place through October 31st.

The Garden Marker Program is **not** designed to allow residents the opportunity to 'naturalize' their garden beds or prevent maintenance. If beds with garden markers have become weed-filled, have collected debris or appear otherwise neglected, Pittsfield Village will send the resident a written violation notice requesting that weeds and debris be removed and the beds tended within ten (10) business days. If the resident does not comply, participation in the Garden Marker Program will be suspended and the garden markers will be retrieved by the landscape/grounds crew, who will resume maintenance of those beds for the rest of the season. Any required landscape restoration costs shall be billed back to the co-owner.

Please see the Garden Marker Program Removal and Re-admittance Policy for further information.

The Landscape Committee reserves the right to refuse participation in the Garden Marker Program to any resident who has had a Program suspension in the past.

- f. **Raised bed gardens:** Raised garden beds for flowers and/or vegetables are allowed in the rear of units. They must be installed and comply with the *Raised Garden Bed Specification* (see **Section 4**) adopted by the Landscape Committee.



- g. **Composting:** A resident may use a composting bin up to the size of a standard 35-gallon trash container. Composting bins must be placed in the rear of the resident's unit, next to the deck, in a location that does not impede routine or periodic maintenance, such as painting or deck washing.
- h. **Use of mulch:** Use of organic mulch in the limited common areas is encouraged as it helps provide weed control, lowers watering costs, and provides soil nutrients as it decomposes. However, the use of inorganic mulches (rubber, pea gravel, etc.) is prohibited, as they provide no soil nutrition benefits, get into the lawns, do not decompose, and create difficulties for landscape work crews while mowing and during fall leaf cleanup. Residents wishing to add organic mulch may use the free supply at the Pittsfield Village office, or purchase their own organic brown bark mulch (no black or red mulch).
- i. **Tree swings:** Tree swings are not permitted for reasons of safety and liability. Any tree swing found in the Village will be removed by the landscape crew or the maintenance staff. Any damage to a tree limb resulting from a tree swing shall be the responsibility of the resident; any cost associated with removal or other remediation shall be charged to that resident.
- j. **Tree climbing:** Climbing trees is forbidden, for liability reasons and to protect our trees.

## 2.4 Nuisances

- a. **Noise:** Residents should use common sense and consideration of others when engaging in activities that create noise, indoors or outdoors. Requests to "please keep it down" are to be respected.
- b. **Odors:** Residents should use common sense and courtesy towards neighbors by preventing and eliminating odors that are noxious, offensive, unsanitary, or harmful, whether detectable inside or outside a unit.
- c. **Outdoor fires, grills, cooking and other smoke-producing equipment:** Barbecues, gas or charcoal grills, smokers and other types of cooking devices must be placed **at least 10 feet** from the building when in use (that means **NOT** on your deck). While occasional use is reasonable, keep in mind that smoke from any of these devices can be harmful or noxious to children, pets, and individuals with breathing or allergy issues. Check with neighbors to ensure they are not harmed or inconvenienced by use of this equipment; be mindful of neighbors' open windows. If you receive a complaint from a neighbor, the appropriate response is to cease use immediately.

**See also Section 2.12.e** about fire pits and chimneys, and **Appendix A: City Ordinances: Nuisances and Noise**

## 2.5 Pets

- a. **Definition:** In these rules, a "pet" shall be defined as any animal, reptile, bird or other living creature housed in any Village residential unit, including dogs and cats.
- b. **Control:** No pet shall be tied up or staked out on the commons or limited common elements. All pets shall be confined to the interior of the unit except while on a leash under the pet co-owner's direct control. A picture of the pet may be used as evidence that it was loose.
- c. **Pets as nuisances:** No pet shall be permitted to be a nuisance or cause a dangerous situation or condition of any kind. The following shall be deemed nuisances in these rules:
  - Excessive noise or odor coming from inside or outside the pet co-owner's unit



- Damage to common or limited common elements, such as trees, grass, shrubs, buildings
  - Animal waste not cleaned up immediately
  - Pets allowed running free/unleashed, on Village grounds. **This includes cats!**
- d. **Responsibility for pet damage:** Residents, whether co-owner or tenant, are responsible for any violations or damage caused by any pet belonging to a resident or to a guest of a resident, including cleanup expenses incurred by Pittsfield Village.

**See also Appendix A: City Ordinances - Animals**

## 2.6 Parking

With parking available only at curbside, Pittsfield Village streets are narrow. Our streets curve, so sight lines are also limited. With young children playing, bicycling, and walking to/from school throughout Pittsfield Village, drivers should use the utmost care and vigilance when operating motor vehicles here and in surrounding neighborhoods.

- a. **Parking rights:** The streets in Pittsfield Village belong to the city; the Village cannot regulate parking on city streets. Residents may not reserve the space in front of their unit for parking, with the exception of spaces designated by the city as disabled parking. Residents are encouraged to park as close to their unit as possible, to allow other residents to do the same.
- b. Parking for **disabled residents** is designated by a posted sign along the sidewalk. Disabled residents must also have a hangtag or license plate indicating the need for disabled parking. New residents needing such a parking space shall contact the City of Ann Arbor (URL below) to arrange for installation of the signposts. Upon moving away from the Village, the resident shall be responsible for arranging for removal of the signage.  
<https://www.a2gov.org/services/disability-resources/Pages/Streets,Buildings,andParking.aspx>
- c. **Parking on lawns:** Vehicles or trailers shall not be driven or be parked on the common elements or limited common elements, regardless of the circumstances.

**See also Appendix A: City Ordinances – Traffic**

## 2.7 Pool area and facilities

- a. **Pool area:** The “pool area” includes the pool itself, the changing houses, pump room, and the entire area within the fence. The pool area is typically open from Memorial Day through Labor Day during posted hours; additional days or hours may be added at the discretion of the Board.
- b. **Pool attendants:** An attendant will be on duty and in charge of the pool area during open hours.
- c. **Pool closing:** The pool area may be closed at the discretion of the attendant or the Pittsfield Village community manager, as needed. Use of the pool area when closed is prohibited.
- d. **Admittance to pool:** Admittance to the pool area is limited to residents with pool passes and their guests:
- Each household has been issued a numbered pool pass.
  - There is no charge for the initial pool pass; replacements cost \$10.00, charged to the resident.
  - All residents and guests under the age of twelve (12) must be accompanied by a responsible person while in the pool area. The pool attendant on duty shall have the discretion to determine on a case by case basis who constitutes a responsible person.

- A maximum of four (4) guests per household may accompany a resident while the resident is in the pool area.
  - Requests for permission to bring additional guests to the pool should be directed to the community manager during regular business hours and at least 24 hours prior to the event.
- e. **Prohibited behavior:**
- Rowdy behavior is prohibited. The pool attendant shall have the authority to determine what constitutes rowdy behavior.
  - Alcoholic beverages and/or glass containers are not allowed in the fenced pool area.
  - No smoking inside the fenced pool area.
  - Pets may not be brought into the fenced pool area, with the exception of a certified service animal and the Pooch Plunge held after the close of the season.
- f. **Special rules:**
- Rules for use of the pool may be added or modified based on short-term needs, such as maintenance, safety, such as social distancing as required during the 2020-21 pandemic.

## 2.8 Signs

- a. **Display of signs:** As a general rule, political, promotional, and rental signs may be displayed only from windows of residential units. For local, state, or federal elections, however, residents may display election-related signs in limited common areas in the two (2) weeks prior to the election; signs must be removed within 24 hours after the date of the election.
- b. **Real estate signs:** Real estate signs announcing the sale of a unit, representing contracted agents or co-owners, may be displayed from windows and in limited common area garden beds. Real estate signs may not be placed on lawns or any area potentially posing an obstacle to pedestrian traffic, lawn and grounds maintenance, snow removal or other Village contractors. Signs must be professionally printed and no larger than 18 inches high by 24 inches wide.
- c. **Open house signs:** "Open House" signs are an important part of marketing activities in the Village. The City of Ann Arbor regulates the placement and frequency of use of these signs.
- d. **No other advertising devices or political statements** of any kind are permitted anywhere else on Pittsfield Village property.

**See also Appendix A:** *City Ordinances – Signs.*

## 2.9 Solicitations

- a. **Soliciting** on Pittsfield Village property by any person for any purpose other than political or religious canvassing is prohibited unless prior permission is granted by the Board or allowed by City of Ann Arbor ordinance.

**See also Appendix A:** *City Ordinances - Solicitation*

## 2.10 Storage

- a. **Common and limited common elements:** Except as specified in Rules 2.10.b, 2.10.c, and 2.10.d below, personal property may not be stored in the general or the limited common elements, which means on lawns, in garden beds, or in attics.

- b. **Decks and patios:** Only appropriate items shall be stored or used on decks and patios: outdoor furniture, tools, toys, bicycles, potted plants, and Rubbermaid or other storage containers approved by the Village. Trash containers may not be stored on decks or patios. Grills may be stored, but not used, on decks unless they are electric. When not in seasonal use, bicycles, toys, tools and similar possessions shall be stored indoors or, if outdoors, within an approved storage container.
- c. **Porches:** Porches shall display or hold only potted plants, decorative items, lawn chairs, or bicycles, as long as they do not interfere with foot traffic by residents, guests, mail carriers and other delivery people. Trash containers and recycling bins are prohibited.
- d. **Bicycles:** Bicycles, when in seasonal use, may be stored on decks or on porches if upright and properly secured from theft. They may also be hung from a bicycle hook installed on wood framing, but not affixed through shingles. When not in seasonal use, bicycles must be stored indoors or, if outdoors, within an approved storage container.
- e. **Dangerous/harmful substances:** Storage of explosives or substances which are toxic, flammable, or so odor-producing as to be a nuisance, is forbidden inside or outside any unit or on any common element or limited common element.
- f. **Upwalks:** Upwalks shall be kept free of items, such as potted plants or decorative items, which interfere with foot traffic or could present a trip hazard.

## 2.11 Trash and recycling

City ordinances govern trash collection and recycling and serve as the final determination of what is allowed. As co-owners and residents, though, we all share in the task of maintaining the appearance of the Village. That includes following city rules *and* showing we care about our neighbors and our community by keeping trash off of porches and out of garden beds, picking up stray papers or bottles—ours or not—and disposing of large items appropriately, rather than putting them on the curb with a 'Free' sign.

Presented below is a summary of City of Ann Arbor rules, current as of early 2021. Check the city website for updates.

- a. **Trash and recycling containers:** All garbage and recycling must be stored in a City of Ann Arbor approved cart.
- b. **Placement of trash and recycling containers:** To comply with city ordinances and maintain the appearance of our homes, we have developed specifications for placement of trash and recycling containers. Please see **Section 3.6** for the current specification.
- c. **Trash cart enclosures:**
  - Trash cart enclosures shall be constructed and installed according to Village specifications, which have been designed to meet City standards.
  - Prior approval must be obtained from the Board of Directors for any variance from the specification.
  - See the specification in **Section 3.6**.
- d. **Collection:** Trash and compostable material collection begins at 7:00 AM on Tuesdays (or Wednesday if there has been a holiday that week). Recycling begins at 7:00 AM on Fridays (Saturdays of holiday weeks). Trash and compostable containers and recycling carts may be set out at curbside the evening before or by 7:00 AM on the day of collection.

- e. **Retrieval of containers:** Trash and recycling containers must be retrieved by the evening of each trash and recycle collection day. Any loose items not picked up by the City must also be collected at the same time.
- f. **Trash and recycling not picked up by City:** Trash or recyclables refused by city collectors must be retrieved by residents no later than the evening of the trash collection day and disposed of by the resident.
- g. **Disposal of large items:** Residents (not Pittsfield Village staff!) are responsible for the prompt disposal of large items, such as furniture or appliances. Options for disposal include:
  - Recycle large items at no cost. If needed, Village office staff can provide contact information for charitable organizations that may wish to pick up the items.
  - DTE will pay owners to remove old freezers or refrigerators. Check their website at: <https://newlook.dteenergy.com/wps/wcm/connect/dte-web/home/save-energy/residential/rebates/appliance+recycling>
  - Private hauling contractors may be found online “Trucking-Light Hauling.”
  - If scheduling an outside pick-up by the City or another organization or individual, the resident shall notify the Village office of the arrangement (date, time). Items must be placed at the curb on the actual date of the scheduled pick-up, or the evening before the scheduled date. Any item remaining at the curb for more than twenty-four (24) hours will be considered abandoned. Village staff will then dispose of the item and fine the resident an amount sufficient to reimburse the Village for disposal fees and associated administrative costs.
  - No items may be left out on the grass, sidewalk, or in the street with or without a ‘FREE’ sign.
- h. **City Recycling Guides:** The City of Ann Arbor posts recycling requirements and information online at <https://www.a2gov.org/departments/trash-recycling/pages/recycling.aspx>. Residents should familiarize themselves with these requirements and comply with them. Questions should be directed to the Solid Waste Department.

## 2.12 Use of common elements

- a. **Free-standing decorations:** Each unit’s limited common area is allowed **at most** 5 lawn decorations. No free standing flowerpots, flower boxes, urns, barrels, or other yard decorations are permitted outside of limited common elements. Any item which is a trip hazard or which interferes with routine maintenance or lawn mowing is prohibited
- b. **Flower containers:** flower pots, flower boxes, and baskets must be on limited common elements or on decks. Seasonal artificial flowers are allowed.
- c. **Bird feeders, bird baths:** Each unit shall be allowed **one seed bird feeder**, which must have a catch tray immediately beneath it, and must be located such that the bottom of the feeder is at least 3 feet from the ground. Bird baths shall be at least 24 inches off the ground. No bird feeder or bath shall be placed on the ground. Bird seed or other types of food (e.g. bread crumbs) shall **not** be spread or distributed on the ground. Residents are encouraged to use ‘no mess’ bird food

Debris on the ground from a bird feeder must be removed to prevent mold and damage to the grass and to discourage rodents and pests, including unwanted wildlife such as skunks, raccoons, groundhogs, and possums.

- d. **Recreational areas and equipment:** Play areas are for the use and enjoyment of Village residents and their guests. General rules are as follows:
  - Children playing anywhere outside of residential units must have age-appropriate supervision. Supervision is not the responsibility of Pittsfield Village.

- Individuals participating in outdoor/recreational activities (e.g. parties, sports) shall keep noise to a moderate, common sense level. Use of recreational facilities shall end at 10:00 p.m.
  - All personal property, trash, and debris must be removed from common areas immediately upon the conclusion of outdoor activities.
- e. **Fire pits and chimineas** are expressly forbidden anywhere—that means on decks, in limited common elements and common elements—for reasons of safety and liability.
- f. **Personal Property:** Personal property shall not be stored in general or limited common elements, e.g., in garden beds or on lawns. Children’s toys may be stored neatly in the limited common area out of the way of landscapers.
- g. **Yard Sales:** A Village-wide yard sale is held once a year. Notices of the sale date are published in the Village newsletter and online. No other yard sales are permitted.
- h. **Commercial Activities:** Commercial activities (other than unit sales) which generate intensive, regular foot traffic or vehicular traffic are not allowed on Pittsfield Village property, in general or limited common areas.
- i. **Fireworks:** Projectile fireworks are prohibited anywhere on Pittsfield Village property.

### 3.0 Making the Most of Your Home

#### 3.1 Safety and Security – Resident Responsibilities

Safety is of utmost importance in our homes—even more so in a community like ours where we share walls with our neighbors. As a co-owner or resident in the Village, you agree to take precautionary measures to ensure the safety of your home as well as the other homes in your building. These measures include—but are not limited to—those listed here.

A separate section on emergency preparedness is found in **Appendix B**.

- a. If you plan to be away longer than one week, a key should be left at the Village office to allow access to your unit if there is an emergency. To reduce the likelihood of frozen water pipes in winter months, keep your thermostat at about 68 degrees and no lower than 55 degrees.
- b. Use electrical space heaters with the **utmost caution**. The manufacturer's guidelines for care and use must be followed. In general, all portable electric heaters:
  - Must be plugged directly into a wall outlet. Do not use any kind of extension cord for an electric heater – not even a power strip equipped with a circuit breaker. Heaters use a large amount of electricity and can melt an extension cord.
  - Must be equipped with tip-over switches and a high limit temperature switch. If it won't shut off automatically when tipped over, replace it with one that will.
  - Must be a safe distance away from combustible materials—at least 36"—at all times. Heaters can ignite combustibles in a very short time.
- c. Keep electrical appliances and the cords supplying power to them in good working condition. Frayed power cords and worn or poorly maintained electrical equipment can start a fire.
- d. Smoke detectors and alarms are **required by law** in the state of Michigan in existing buildings constructed prior to November 6, 1964.
  - Installation must be in each sleeping room or each area directly outside the sleeping room, and on each floor level including the basement level.
  - A wireless interconnected system is allowable; such systems must be powered by a non-rechargeable battery capable of operating the smoke alarm in a normal condition for a life of five (5) years.
  - Change smoke and carbon monoxide detector batteries twice a year; use the time change in the fall and spring as the reminder. Replace detectors every ten years.
  - City of Ann Arbor reference: [https://www.a2gov.org/departments/build-rent-inspect/building/Documents/InfoSheets/Smoke\\_Detectors.pdf](https://www.a2gov.org/departments/build-rent-inspect/building/Documents/InfoSheets/Smoke_Detectors.pdf)
- e. Have your furnace and air conditioning unit inspected annually to ensure they are in good working order. Furnace filter should be replaced at a minimum of every three months.
- f. Keep the area around the furnace and water heater clear of combustible materials. In our small basements, these areas tend to be a collection place for all kinds of storage. The appliances require air circulation around them to function properly; combustible materials pose a fire hazard.
- g. Do not store any flammable items on the stove. If a burner is turned on, unintentionally or not, they will start a fire.

- h. If you burn candles, use them responsibly:
  - Place them in a proper holder on a heat resistance surface
  - Position them away from curtains and all other combustible items
  - Place them where children or pets will not come in contact with them or tip them over
  - Do not put them under shelves
  - Do not move them when they are burning or leave lit candles unattended at any time
- i. Use BBQ grills at least 10 feet from the building and never leave a grill unattended.
- j. If smoking outside, have a container to put out the cigarette or cigar to prevent fire in brush or leaves close to the building. Do not dispose of cigarette butts anywhere on Village property.
- k. Residents are urged to purchase a fire extinguisher and install where it is easily accessible in case of a fire (usually close to or in the kitchen). Check regularly that it is in working condition.

### 3.2 Who Takes Care of What – The Maintenance Matrix

Responsibilities for maintenance, repair, and replacement are defined by the recorded Master Deed and Bylaws for the Condominium Association, with subsequent interpretation by the Board of Directors, as needed. General guidelines are below, followed by a table identifying each item, the responsible party, and important notes. For items under Co-owner responsibility, a **'YES'** in the column on the far right indicates that there is an approved specification that needs to be followed. NA means 'Not Applicable'.

#### General guidelines:

- a. For all items that fall under the responsibility of the Association, performance of maintenance, repair and replacement is the responsibility of the Board of Directors and may be delegated to the Association's management agent.
- b. The Association is responsible for maintenance, repair, and replacement of the general common elements, which include land, sidewalks, utility networks (electrical, gas, telephone, plumbing) up to the point of unit connection, foundations, outside perimeter walls, and roofs.
- c. Co-owners are responsible for maintenance, repair, and replacement of items on the inside of perimeter walls and from utility network connection points into the unit. Responsibility may extend to the limited common elements reserved for each unit co-owners' use, such as fixtures.
- d. Co-owners are responsible for maintenance, repair, and replacement of all items that are damaged by themselves or their guests, regardless of normal maintenance responsibility.
- e. The priority, timing, method, financing, degree, and type of maintenance, repair, and replacement for the association is up to the reasonable discretion of the Board of Directors. Costs shall be assessed to all co-owners through association fees or special assessments.
- f. **All modifications or alterations require notification of, or review by, the Modification and Maintenance Committee or the Landscape Committee before commencing work.** If a specification has been developed and published for the work to be done, the submitted request serves as notification. For all other situations, a request must be submitted and reviewed by the appropriate committee.
- g. The above statements and the following matrix serve as guidelines only; if there is any conflict with the recorded Master Deed and Bylaws, the latter documents prevail.



## Maintenance Matrix

ITEM	ASSOCIA-TION	CO-OWNER	NOTES / COMMENTS	SPECS*
<b>Air Conditioner</b>				
• Compressor / coil		X	Installed by contractor	No
• Fan, pad		X	Installed by contractor	No
<b>Animal removal – from common area</b>	X			
<b>Animal removal – from unit</b>		X	Exception: wild animal in crawl space	NA
<b>Appliances</b>		X		NA
<b>Basement / foundation</b>				
• Cracks, floor or wall	X			
• Drainage	X			
• Drywall, finishings to walls, floors		X		NA
• Leakage	X			
<b>Cabinets and shelves</b>		X		NA
<b>Chimney</b>				
• Cap cracks	X			
• Flue	X			
• Flue liner		X	Installed by contractor	No
• Leaks	X			
• Structure	X			
• Birds (in chimney)	X			
<b>Deck</b>				
• Lights, fixture and bulb	X		Existing fixture only	
• Maintenance		X	Courtesy power-wash & staining by Association	NA
• Snow removal		X		NA
• Structure		X		YES
<b>Detectors, alarms</b>		X	Smoke, carbon dioxide, radon	YES
<b>Doors, Exterior</b>				
• Caulking	X			
• Knobs / lock mechanisms		X		NA
• Frame	X			
• Inside/outside surfaces		X		NA
• Lockouts		X		NA
• Replacement	X		Association: Board's discretion	
• Threshold	X			
• Storm doors - repair	X		Association: Board's discretion	
• Storm doors: purchase of new doors		X		YES
• Weather stripping		X		NA
<b>Doors, Interior</b>		X		NA

ITEM	ASSOCIA-TION	CO-OWNER	NOTES / COMMENTS	SPECS*
<b>Electrical</b>				
• Alarms (smoke, radon, CO2)		X		YES
• Bulbs, interior		X		NA
• Circuit breakers / box		X	Must hire licensed electrician	No
• Doorbells, door cameras		X	Spec under consideration	No
• Fixtures, interior		X		NA
• Fans, kitchen or bathroom		X		YES
• Meter		X	Must hire licensed electrician	No
• Porch lights, fixture and bulb	X		Existing fixture only	
• Outlets and switches, interior		X		No
• Outlets, exterior		X	Must hire licensed electrician	No
• Wiring		X	Must hire licensed electrician	No
<b>Fences</b>				
• Patio divider fences		X		YES
• Trash enclosure fences		X		YES
<b>Floors</b>				
• Coverings		X		NA
• Subfloor	X		Exception: if negligence	
<b>Furnace</b>		X	Must hire licensed contractor	No
<b>Gas lines</b>	X		Up to point of connection w/ meter	
<b>Gutters</b>				
• Cleaning	X			
• Downspouts	X			
• Repairs	X			
• Splash blocks	X			
<b>Infestation – insects / rodents / pests</b>	X			
<b>Lawn &amp; grounds</b>				
• Common areas	X			
• Tree, shrub trimming	X			
<b>Mailbox</b>		X	Contents for USPS items only	NA
<b>Plumbing</b>			Most work requires licensed plumber; may require permit	
• Connections	X		Up to unit shut off	
• Disposal		X		NA
• Drain clogs		X		NA
• Fixtures		X		NA
• Frozen pipes		X		NA
• Leaks – faucet or fixture		X		NA
• Leaks – inside walls	X	X	Depends on source/cause	NA
• Outside faucet/spigot	X			

ITEM	ASSOCIA-TION	CO-OWNER	NOTES / COMMENTS	SPECS*
• Sewer backup	X		From basement clean-out to city main	
• Sewer backup damage		X		NA
• Sewer stack replacement	X			
• Shut-off valves		X		NA
• Sump pump		X		YES
• Toilet		X		NA
• Underground pipes	X			
• Water meter / bills	X			
<b>Porch</b>				
• Lattice	X			
• Light fixture and bulb	X		Existing fixture only	
• Maintenance / repair	X		Posts, concrete, underside of roof	
• Railing (if needed)		X		NA
• Steps	X			
<b>Roofs</b>				
• Repair	X			
• Insulation - attic	X			
• Ice dam issues	X			
<b>Sidewalks / upwalks - maintenance</b>	X		Sidewalks - City of Ann Arbor	
<b>Snow removal</b>	X		Porch, sidewalks, upwalks	
<b>Snow removal - streets</b>			City responsibility; PV has agreement to execute with reimbursement from City	
<b>Siding</b>	X			
<b>Vents, kitchen or bathroom</b>		X		YES
<b>Walls – exterior</b>				
• Caulking	X			
• Leaks	X			
• Painting	X			
<b>Walls - interior</b>				
• Caulking		X		NA
• Cracks		X		NA
• Insulation		X		YES
• Nail pops		X		NA
• Paint / wallpaper		X		NA
• Structural failure	X			
<b>Water heater</b>		X	Must hire licensed plumber	No
<b>Windows</b>				
• Broken glass		X		NA
• Caulking, exterior	X			

ITEM	ASSOCIATION	CO-OWNER	NOTES / COMMENTS	SPECS*
• Caulking, interior		X		NA
• Egress window (basement)		X	Requires permit + engineering evaluation at co-owner cost.	YES
• Repair / replacement	X		Association: Board's discretion	
• Purchase of new window(s)		X		YES
• Sash (holds glass)	X		If original from conversion in 2009	
• Screens		X		NA
• Seal - defective / fogging	X			
• Sills, exterior	X			
• Weather stripping, exterior	X			
• Weather stripping, interior		X		NA
• Window wells		X	Covers, maintenance, repair	YES

### 3.3 Maintenance requests

There are two ways to make **non-emergency** maintenance requests:

- **By phone:** call the office – **734.971.0233** – during usual business hours. Staff will take your request or refer you to the maintenance department. After hours, emergency issues are handled through our answering service: agents take your call and relay it to the appropriate staff person.
- **Online:** you may email your request to [office@pittsfieldvillage.com](mailto:office@pittsfieldvillage.com) or use Town Square (<https://townsq.io>), a community service offered by Associa/Kramer Triad, to make a request for maintenance or service or to report an issue that needs attention inside or outside your unit. Advantages of Town Square include the ease with which residents can make requests, efficiency in getting the request and responding to it, and the ability to document and track both requests and responses.

Requests are entered into the Maintenance Log and assigned to maintenance staff. Staff will contact you to make arrangements for access to your home to complete the work. If staff is unable to reach you directly, a door knocker will be left hanging on your door to call the office. When work is completed, a finished maintenance form will be left in your home or hanging on the door.

If a maintenance request is not covered by the Association, it will be considered a Bill Back. Please contact the office for current Bill Back charges.

If your request is an **emergency**, call the office at 734-971-0233. For calls after regular office hours, our after-hours dispatch service will take your call. Indicate the nature of your emergency, your name, address, and phone number. The on-call dispatch maintenance staff will call you to arrange for service.

Emergency requests are those that endanger life or property. Examples include a serious roof leak or burst pipes. All non-emergency requests that are called into the answering service will be handled on the next business day.

**IN CASE OF FIRE OR OTHER SIMILAR EMERGENCY, CALL 911**, and then notify the office at 734.971.0233 when it is safe to do so.

### 3.4 How to make changes

Nearly every co-owner in the Village wants to make changes to their home at some point, to suit changing needs and tastes. It's gratifying and can add comfort and value to your property. Before making any change, however, bear in mind the following:

- a. The Pittsfield Village Condominium Association owns all buildings and has authority for their maintenance and improvement, as well as for limited and common elements, which includes garden beds, recreational facilities, and landscaping.
- b. **Any exterior or interior modification or addition to existing structures or landscaping requires prior written approval.** When in doubt, please contact the office to seek advice from the Community Manager or contact the appropriate committee chair.
- c. **Submission *BEFORE* modification:** Requests *must* be submitted in advance of commencing any work on the proposed modification. Please remember that committees generally meet only once per month. Consult the Pittsfield Village Newsletter's Calendar of Events or call the Pittsfield Village office (734.971.0233) for meeting dates and times.
- d. **Written request:** All requests for exterior or interior structural modifications, or for landscape modifications, must be submitted by the co-owner of record, not by a tenant or any other resident. A "Modification Request Form", found online or from the Village office shall be completed and submitted to the appropriate committee *no later than the Friday prior to the meeting*.
- e. **The Modification and Maintenance Committee** establishes specifications for structural or mechanical additions, improvements, and other changes relating to unit exteriors (e.g. windows, fences, decks, and patios) and interiors (e.g. walls, heating, plumbing, or electrical service) as they relate to structural integrity and safety of occupants.
  - Committee-approved modifications must be performed in conformity with city building codes.
  - The co-owner is solely responsible for determining the need for a building permit and obtaining or ensuring that a contractor/tradesperson obtains the appropriate permit from the City, for paying any fees, and for scheduling any required inspections of the work performed.
  - Exterior additions that are cosmetic only and not structural—flower pot hooks, flag pole mounts, or garden hose holders—may be installed on *building wood trim elements only*, such as door or window trim or roof overhangs. They shall *not* be attached to the building through shingles.
  - Interior decorations which are cosmetic only, and not structural, such as painting, curtain rods, or wall hangings, do not require approval.
- f. **Landscape Committee:** The Landscape Committee establishes standards and specifications relating to the common elements and landscaping, including tree and shrub planting and maintenance, and the creation or enlargement of garden beds. Planting of annuals, perennials, and bulbs in existing garden beds does not require approval.
- g. Co-owners should consult current modification or landscape specifications as they make plans. Current specifications are posted on the Pittsfield Village website and listed in **Section 3.6**.
- h. **Restoration of unauthorized modifications:** Should modifications be performed without advance written approval, contrary to the approved request, or fail to be completed within a reasonable length of time, the co-owner is responsible for restoring the property to its pre-modification state at co-owner expense.

### 3.5 Top modifications

Below are listed the most frequent modifications in the last 10 years. All modifications require submission of a request so the Association can maintain an ongoing record of them. Modifications marked with an asterisk have published specifications and usually receive automatic approval.

• Basement window replacement*	• Outdoor electrical sockets*
• Bathroom vent/fan*	• Radon mitigation*
• Closet modifications/enlargements	• Reconfiguration of kitchen layout
• Crawl space encapsulation*	• Reface/replace kitchen cabinets and/or countertop
• Deck replacement/enlargement*	• Relocation of washer and dryer
• Doorway between kitchen and living room*	• Replacement of back storm door with full lite door*
• Egress window installation*	• Replacement of front/back exterior doors*
• Insulation of exterior walls*	• Satellite dish installation*
• Kitchen/exhaust fan	• Soundproofing of common wall(s)
• New bathroom vanity, fixtures, toilet	• Switch placement of refrigerator and stove*
• New tub surround or tile in bathroom	• Upper window replacement*
• New flooring in kitchen or bathroom	

### 3.6 List of specifications

All work related to the following specifications require notification of or approval by the Modification and Maintenance Committee or the Landscape Committee, as appropriate, prior to commencing work. All specifications are available on our website after approval by the Board.

SPECIFICATION	LAST REVIEWED/ UPDATED
<b>Deck and Patio</b>	
• Deck modification / rebuild	2015
• Patio pavers	May 2019
<b>Doors</b>	
• Exterior door	August 2009
• Kitchen to living room doorway	August 2019
• Stained glass in exterior door	May 2015
• Storm door	December 2019
<b>Unit Exteriors</b>	
• Exterior storage unit	June 2015
• Handicap access	July 2015
• Insulation (outside walls)	March 2018
• Satellite dish	March 2018
• Trash- fence / enclosures	June 2020
• Raised garden beds	April 2017
• Clotheslines – pending adoption via Bylaws	May 2020
• Porch light replacement	April 2021
<b>Unit Interiors</b>	
• Bathroom vent / fan	May 2015
• Crawl space encapsulation, insulation	May 2015; under review
• Switching stove and refrigerator location	March 2018
• Radon reduction / abatement	June 2014
<b>Windows</b>	
• Basement - glass block	May 2015
• Basement window replacement	May 2015
• Upper window replacement	December 2020
• Egress window	October 2019



### 3.7 List of Policies

Listed below are policies in effect as of this version of the resident rules. Any concerns or questions about how something is handled in the Village that is not addressed by one of the current policies should be directed to the Community Manager.

POLICY – TITLE / TOPIC	LAST UPDATED
Basement Drain and Sewer Line Policy	March 2012
Committees: Membership, responsibilities, chair term	December 2019
Community Building Rental Policy	May 2019
Do Not Plant List	May 2019
Mold – Information	2013
Pool Area and Facilities: Policy and Rules – Covid 19 Update	June 2020
Structural Alterations to Kitchen: Architect Guidelines	September 2018
Unit Rental and Leasing Policy	May 2019
Window Glass Replacement Policy	January 2013
Garden Marker Program Removal and Re-admittance Policy	July 2021

## 4.0 Violations

### 4.1 Who's checking???...and what to do if something bugs you

We live in fairly close quarters, requiring an extra dose of tolerance towards our neighbors. So, what to do if something bothers you, worries you, drives you nuts, or you just *know* can't be right?

First, **a friendly word can go a long way!** Having trouble feeling friendly? Wait 24 hours and try again. And try to frame it in a way that you'd like to hear it if you were the one having committed 'the offense'.

Didn't work?

If it's something that violates our rules, please **file a written complaint** with management, anonymously if you prefer, so staff can take the necessary steps to respond. Forms are available on the Village website and from the office. When complaints are received and it is established that the substance of the complaint violates our policies, action is required in the form of a violation notice. All violations may be appealed to the Board, in person or in writing.

So, **who else is checking?**

No one feels comfortable when rule enforcement is driven by complaints. Ideally, we would all know the rules and follow them as best we can and help new neighbors and those needing gentle reminders. The reality, though, is that focused enforcement is needed.

Members of our Committees and the Board walk the Village a few times a year to assess what needs attention and follow-up. Our full-time maintenance staff and our contracted landscape crew are frequently out and about and take stock of what needs attention and follow-up, by friendly word, violation notice, or fine, if it gets that far.

No one is in the business of "policing" the Village, nor is there any intention for residents to feel singled out when a violation notice is sent. Nonetheless, it's the Board's duty to establish rules acceptable to the community and enforce them. Violation notices are the way to let residents know a line has been crossed and needs correction.

#### Important notes:

- Violations to the current resident rules are enforceable upon approval of the rules by the Board.
- Present or past practices or deeds that contradict the current resident rules shall be corrected within 90 days of adoption of these rules; past this period, they become subject to violation.
- Violations shall be cumulative for a period of three years.

### 4.2 ...Then what happens?

Once a complaint or concern has been recorded, our Community Manager investigates. If there is confirmation that a violation has occurred or is occurring, a written warning is delivered to the violator(s) in person or by first class mail. If the violation could pose an urgent threat to the health or safety of any resident or damage to Pittsfield Village property, the Manager shall immediately summon the appropriate individuals: emergency personnel, police or fire, maintenance staff, or Board members. Notice to co-owners or residents will follow. Notice to a tenant shall be considered first notice to the off-site co-owner. When possible, the Manager shall give the identical written notice to the off-site co-owner.

Failure to heed the warning and resolve the violation, or in the event of the recurrence of any previous violation, will result in the assessment of monetary penalties:

- \$50.00 for a second violation (i.e., the warning constitutes the first incident)
- \$75.00 for a third violation, and
- \$100.00 for a fourth violation.



Penalties are payable just as Association dues are payable. Non-payment of penalties and/or continued violation of rules may subject the co-owner and/or the tenant to legal action, which could result in a lien being placed on the title for the property.

Should the violation consist of modifications that are undertaken without an approved request, or that do not follow the approved request, the co-owner shall be held responsible for the cost of correction.

## Appendix A: City of Ann Arbor – Rules and Ordinances

Complaints about the violation of any local ordinance should be reported directly to the appropriate City of Ann Arbor department or agency for investigation and enforcement.

Pittsfield Village co-owners and residents are required to abide by the provisions of the *Ann Arbor Code of Ordinances* which relate to all city residents and which are subject to enforcement by the relevant City Department or agency, and not by Pittsfield Village.

This section does not quote every ordinance which may relate to residential life in Pittsfield Village or in Ann Arbor. Excerpts from specific ordinances have been chosen and are reprinted here because they address subjects believed to be of particular concern or interest to co-owners and residents.

**The Association accepts no responsibility for the completeness of these ordinances, nor whether they reflect current versions.**

The *Ann Arbor Code of Ordinances* at the Office of the Ann Arbor City Clerk is the official text. It may be consulted at the Ann Arbor District Library Reference Desk and online at

[https://library.municode.com/mi/ann\\_arbor/codes/code\\_of\\_ordinances?nodeId=TITIXPORE\\_CH119NOCO](https://library.municode.com/mi/ann_arbor/codes/code_of_ordinances?nodeId=TITIXPORE_CH119NOCO)

### 3.1 Animals

#### 9:38. Domestic Animals and Fowl

No person shall keep or house any animals or domestic fowl within the city except dogs, cats, rabbits, canaries or small animals commonly classified as pets which are customarily kept or housed inside dwellings as household pets.

#### 9:45. Definitions

For the purpose of this chapter, the following terms shall have the following meanings respectively designated for each:

1. **Animal Control Officer:** Any city police officer or such other persons as the Administrator may designate provided that such persons meet the qualifications specified by Act 339, Public Acts of 1919, as amended.
2. **Dangerous animal:** An animal which has bitten a person so as to draw blood or caused a person broken bones or which has repeatedly attacked, chased or menaced any person or damaged the property (including animals) of persons other than the co-owner. An animal shall not be considered dangerous solely because it has bitten or attacked a person or any animal attacking its co-owner or its co-owner's family nor shall an animal be considered dangerous if it bites or injures a person who has, without justification, provoked it by attacking it or it's young.
3. **Noise nuisance:** Barking, howling, meowing, squawking or making other sounds, frequently or for a continued duration, which annoys, endangers, injures or disturbs a person of normal sensitivities on premises other than that occupied by the owner of the animal.
4. **Sanitation nuisance:** Unsanitary conditions resulting from animal droppings, food waste, debris, or any other thing to cause vermin infestation, odors, or disease hazards.
5. **Own:** To have possession or a right of property in an animal or to permit a dog or cat to remain on or about one's premises 5 days or more.
6. **Under reasonable control.** A dog which is:
  - a. Secured by a leash held by the owner or the owner's agent.
  - b. Secured by a leash which is attached to a stationary object and attended by the owner or the owner's agent; or
  - c. On the premises of the co-owner or confined in a vehicle.

**7. Vicious animal.** An animal which:

- a. Has killed a person or caused a person serious bodily injury, including, but not limited to injuries resulting in hospital confinement or reconstructive surgery.
- b. Is owned, possessed harbored or trained for the purpose of animal fighting.
- c. Repeatedly bites or in any way injures people.

**9:47. Violations**

The owner of any dog or other animal shall be guilty of a violation of the chapter if:

1. The dog is at any time not under reasonable control
2. The animal causes a noise nuisance
3. The animal causes a sanitation nuisance
4. The dog is over 6 months old and is not currently licensed or is not wearing a license tag issued pursuant to this chapter
5. The dog (except leader dogs for the blind) discharges its feces on property other than that of its owner and the owner does not immediately remove such feces
6. The animal is vicious
7. The dog is at a location other than as specified in a confinement order issued pursuant to this chapter
8. The animal has symptoms of rabies or has bitten or been bitten by another animal showing symptoms of rabies and the owner fails to notify an Animal Control Officer of that fact
9. The owner fails to comply with all the terms of a confinement order
10. The dog has been impounded and disposed of or sold pursuant to section 9:49 (4) and the owner acquires another dog within 1 year of said impoundment
11. The owner of a cat older than 6 months fails to have it at all times immunized against rabies
12. The owner fails to provide the animal with proper food, drink or shelter from the weather
13. The owner fails to provide the animal with medical attention necessary to prevent the animal from suffering
14. The owner confines or leaves the animal in a vehicle or other enclosure without adequate ventilation to prevent the animal from suffering
15. A dangerous dog, when kept out of doors, is not in a pen or kennel sufficient to restrain the dog and surrounded by a perimeter fence not sharing common fencing with the pen or kennel
16. The animal, other than a dog, is dangerous and is not kept indoors
17. The person is convicted of owning a vicious dog and then acquires another dog within 2 years of the date of the conviction.

**3.2 Disorderly Conduct**

**9:62. Acts Prohibited**

No person shall:

1. Persist in disturbing the public peace and quiet by loud or aggressive conduct, having once been clearly informed by persons affected that he is, in fact, unreasonably causing such a disturbance, provided, however, that notice need not be given when such persons affected reasonably believe that to do so would constitute a risk to their personal safety.
2. Knowingly harass any other person. "Harass" is defined as any repeated nonverbal conduct which is specifically intended to frighten, embarrass or anger the person or persons who are the object of such conduct or which the person accused has reason to know is likely to produce such reactions, or as any repeated verbal communication which, by its very utterance, inflicts injury or tends to incite an immediate breach of the peace.
3. Knowingly permit a person in any place owned or controlled by him to disturb the public peace by loud or boisterous conduct.

### 3.3 Noise

#### 9:363. Specific Prohibitions

The following activities are prohibited if they produce clearly audible sound beyond the property line of the property on which they are conducted:

1. The operation, between 10 P.M. and 7A.M., of power tools or equipment.
2. The operation, between 10 P.M. and 7A.M. of any device for killing, trapping, attracting or repelling insects or other pests.
3. The sounding, between 10 P.M. and 7A.M. of any bell, chime, siren, whistle or similar device, except:
4. To alert persons to the existence of an emergency, danger or attempted crime;

Or as provided in section 9:365(5)

5. The operation or playing between 10P.M. and 7 A.M. of any radio, television, phonograph, drum or musical instrument.
6. Construction, repair, remodeling, demolition, drilling or excavation works at any time on Sunday and between 8 P.M. and 7 A.M. Monday-Saturday, except as permitted by section 9:365(2).
7. The operation or use between 10 P.M. and 7A.M. of any loudspeaker, sound amplifier, public address system or similar device used to amplify sounds.
8. The creation of a loud, unnecessary noise in connection with the loading or unloading of any vehicle or the opening and closing or destruction of bales, boxes, crates, or other containers.
9. The use of any drums, loud-speakers, musical devices or other instruments or devices for the purpose of attracting attention by the creation of noise to any performance, show or sale or display of merchandise.
10. The prohibitions of this section apply even if the sound level produced by a prohibited activity does not exceed the applicable level specified in section 9:364.

#### 9:364. Maximum Permissible Sound Levels.

No person shall conduct or permit any activity that produces a **dB (A)** beyond his property line exceeding the levels specified in Table 1. Where property is used for both residential and commercial purposes, the residential sound levels shall be used only for measurements made on the portion of the property used solely for residential purposes.

Table 1

If Property Receiving the Sound is:	7:00 am to 10:00 pm:	10:00 pm to 7:00 am
Residential	61	55
Commercial	71	61

### 3.4 Signs

#### 5:500 Application of Chapter

Signs may be erected or maintained in the City of Ann Arbor only as permitted by this Chapter and subject to other restrictions contained in this Code.

#### 5:501 Definitions

The following words and phrases shall have the meanings set forth in this section when they are used in this chapter:

**Exterior Sign:** Any sign other than an interior sign.

**Frontage:** The length of the portion of a building occupied by a single business, facing a street adjacent to the premises on which the business is located.

**Interior Sign:** A sign within the walls of a building.

**Political Sign:** A sign whose message relates to a candidate to political office, or to a political party, or to a political issue or an ideological opinion.

**Premises:** The contiguous land in the same ownership or control, which is not divided by a public street.

**Sign:** A name, identification, description, display, light, balloon, banner, or illustration which is affixed to, or painted, or otherwise located or set upon or in a building, structure or piece of land and which directs attention to an object, product, place, activity, person, institution, organizations, or business and which is visible from any public street, sidewalk, alley, park, or public property. The definition includes interior and exterior signs but not signs primarily directing persons within the premises of the sign owners. The definition does not include religious symbols or paintings which do not display lettering and do not advertise a business, product or service.

### **5:506 Political Signs**

Signs advocating or opposing a candidate for public office or a position on an issue to be determined at the election shall be erected no less than 100 feet nor more than 200 feet from any entrance to a building in which a polling place is located provided that such signs are erected not more than 12 hours before and removed not more than 18 hours after the election.

Permission to locate signs on private property shall be obtained from the owner or occupant of the property on which such signs are located.

### **5:507 Permitted Signs**

The following signs are permitted, notwithstanding any prohibition contained in this Chapter other than prohibitions contained in Section 5:508: Interior signs up to 4 square feet, indicating property is for sale or for rent.

## **3.5 Solicitation**

### **7:81. Permit Required**

No person shall go from place to place or remain in a public place or place open to the public soliciting contributions or selling goods for the benefit or purported benefit of a charitable, religious or educational organization or cause without first obtaining a permit.

### **7:83. Issuance of Permit**

The Mayor shall issue a solicitation permit if he can make the following determinations:

1. The solicitors will fairly represent to the public the purpose of their solicitation.
2. The solicitors or the organizations for which they are soliciting have not, within the previous 12 months, misrepresented the purpose of solicitations.
3. The solicitation will be in compliance with all State, Federal and local laws and ordinances, including those specified in this Chapter.
4. The time and location of the solicitation will not coincide with special events or other solicitations in a manner that will cause traffic or vehicle congestion.

### **7:88 Prohibited Solicitation Practices**

No person engaged in soliciting that is regulated by this Chapter shall do any of the following:

1. Solicit while not carrying a copy of the solicitation permit.
2. Fail to display the solicitation permit to anyone requesting to see it.
3. Misrepresent the purpose of the solicitation.
4. Accept compensation for soliciting unless the arrangement for compensation is specified on the permit.
5. Solicit at any business or residence on which a notice is posted stating "No Soliciting."
6. Solicit in a manner that obstructs the free passage of pedestrian or vehicle traffic.
7. Solicit in a manner that intimidates, threatens or harasses the persons solicited.



8. Fail to leave a private residence or a business after being requested to do so.

### **3.6 Traffic**

#### **10:60. Prohibitions for Certain Purposes**

1. No person shall park a vehicle upon any street or highway for the principal purpose of:
2. Displaying such vehicle for sale;
3. Washing, polishing, greasing, or repairing such vehicle, except repairs necessitated by an emergency;
4. Displaying advertising;
5. Selling merchandise from such vehicle except in a duly established market place, or when so authorized or licensed under Title 7 of this Code.

#### **10:126. Abandoned Vehicles**

1. If a vehicle has remained standing or parked on public or private property for a period of time so that it appears to be abandoned, the City Administrator may affix a written notice to the vehicle requiring its removal.
2. If a vehicle is not removed within 48 hours after the time the notice ordering its removal was affixed, the vehicle shall be deemed abandoned and the City Administrator may take the vehicle into custody.

#### **10:137. Vehicle Trespass**

1. No person shall park a motor vehicle on private property without the consent of the property owner.
2. No person shall park a vehicle on publicly owned property without the consent of the public body owning the property unless the vehicle is parked in an area open to the public and designated for public parking of vehicles.
3. If a vehicle is parked in violation of subsections (1) or (2) the owner of the property may have the vehicle impounded by a business engaged in the towing and storage of vehicles if that business has a contract for such services with the City of Ann Arbor.

#### **10:138. Vehicle Repairs and Inoperative or Unregistered Vehicles**

1. Vehicle Repairs. No person shall disassemble, construct, reconstruct or conduct major repairs upon a motor vehicle on the streets, highways, or parking lots of the City of Ann Arbor, nor shall any person disassemble, construct, reconstruct, or conduct major repairs upon a motor vehicle upon any private property unless in connection with an auto maintenance or repair business or unless the vehicle is completely enclosed within a garage. A reasonable time, not to exceed 48 hours from the time of disability, shall be permitted for the removal or emergency servicing of a disabled vehicle on the streets, highways or parking lots of the City.
2. Inoperative Vehicles. No person shall park, store, leave, or allow to be left upon private property controlled by him or her, any motor vehicle in a rusted, wrecked, junk, or partially dismantled or inoperative condition, whether attended or not, unless in connection with an auto maintenance or repair business or unless the vehicle is completely enclosed within a garage. Provided, however, that while no such vehicle can be maintained in the rear yard for a period not to exceed 30 days after notice to remove the vehicle is served by the City so long as the vehicle is not within 20 feet of an abutting residential lot.
3. Unregistered Vehicles. No person shall park, store, leave, or allow to be left upon the streets, highways, or parking lots of the City of Ann Arbor, any motor vehicle not displaying current license plates registered to that vehicle.

## Appendix B: Emergency Preparedness

The Board of Directors and Village management use email to alert co-owners of emergencies and important information. Please make sure the Village office staff have your current contact information to ensure a timely delivery of emergency notices.

**Disaster control operations:** The community building will be used as a base for providing information about areas that are affected and any other necessary information. In the event the community building cannot be used as the base, a notice will be issued and posted advising co-owners of the alternate site.

### IMPORTANT PHONE NUMBERS

(Current as of July 2021)

**Management office: 734.971.0233**

Calls after hours go straight to the emergency answering service.

**Police/Fire/Emergency: 911**

**Ambulance:** Huron Valley Ambulance: 734.477.6341

**Utilities:** DTE (gas and electric): 1.800.477.4747

### What to do in the event of:

#### Tornado:

- Each household needs an emergency plan. Discuss and decide where and how to seek shelter.
- Understand the warning system:
  - Tornado watch: conditions favor the formation of tornadoes
  - Tornado warning: a tornado funnel has been sighted or indicated by radar; take cover immediately
- Note where your first aid kit and any fire extinguishers are located.
- Do not use matches, lighters or appliances or operate light switches until you are sure there are no gas leaks.

#### Severe winter storm and/or extreme cold:

- Each household needs an emergency supply kit, which should include
  - Bottled water
  - Three-day supply of non-perishable food (and a can opener!)
  - Battery powered radio
  - Flashlight
  - Extra batteries
  - First aid kit
- Furnaces and air conditioning units should be checked yearly.

#### Flooding:

- Be prepared!
  - Whether or not your unit or building has a history of basement flooding, it's wise to raise the furnace and the water heater off the floor by creating a base of a couple of inches for them to sit on. This can be done retroactively or when getting a new furnace or water heater.
  - Avoid storing items of value on the floor.
  - Consider additional insurance coverage for basement drain back-ups.

- After a flood event:
  - Watch out for electrical devices in the water: furnace motors, appliances, televisions, etc.
  - Call your insurance agent to find out what is covered for replacement and clean-up costs.
  - If the water came up from the basement floor drain, it's likely storm or sewer water. Report it to the City of Ann Arbor (734.794.6320) and file a claim on their website:  
<https://www.a2gov.org/departments/finance-adminservices/treasury/Pages/Filing-a-Claim-Against-the-City.aspx>
  - Remove as much as you can from the affected area. Companies specializing in disaster clean-up can do this for you. Your insurance company may assign a company or can help you find one.
  - Sanitize everything! Storm and sewer lines are interconnected and there could be a chance that there was some sewer water contamination. Disaster clean-up firms can help by spraying the affected area with an anti-fungal and disinfectant.
  - Turn off your furnace or AC unit. If the water reached the furnace electrical panel, the unit should be checked and repaired, as needed, before turning it back on. If water reached the filter, remove and replace it.
  - If water reached the controls for the water heater, have it checked by a licensed plumber and repaired or replaced, as needed.
  - Air out your basement: use fans to promote drying and help prevent the formation of mold.

#### **Fire:**

- Be prepared!
  - Purchase a fire extinguisher, secure it in an accessible location, and keep it up to date.
  - Ahead of time, make sure you know how to safely exit every room in your home.
  - Select a location outside your home where everyone will meet after exiting.
  - Practice your escape plan at least twice a year.
- Once you have exited, stay out! Call 911 and wait for fire trucks and emergency personnel.
- Call the Village office (734.971.0233); if it's after hours, the call will be routed to the emergency phone system. An agent from our management company will be contacted and arrive on site to work with authorities to ensure your safety and that of surrounding units.

#### **Power outage:**

- Notify the utility company. DTE: 1.800.477.4747
- If the power has been out for longer than 2 hours, pay attention to:
  - Food Safety:
    - A freezer that is half full will hold food safely for up to 24 hours. A full freezer will hold it for up to 48 hours. Avoid opening the freezer door or compartment.
    - In the refrigerator section, pack milk, dairy products, meat, fish, eggs, and spoilable leftovers in a cooler surrounded by ice or frozen items from your freezer (frozen vegetables work well).
    - Use a food thermometer to check the temperature of your food right before you cook or eat it. Throw away any food item that has a temperature greater than 40 degrees F.
- Safe drinking water:
  - Water purification systems may not be fully functional when power is out
  - If you suspect that tap water is contaminated or unsure, do not use it for drinking, cooking, or washing.
  - Make sure any bottled water comes from a safe source.
  - Boiling water is the preferred way to kill harmful bacteria and parasites. Bring water to a rolling boil for at least 1 minute; this will kill most organisms.

- Extreme heat during an outage:
  - Risks to you and others include heat stroke, heat exhaustion, heat cramps and fainting.  
To avoid heat stress:
  - Drink a glass of fluid every 15-20 minutes and at least one gallon daily
  - Avoid alcohol and caffeine; they both dehydrate the body
  - Wear light-colored, loose-fitting clothing
  - Work during cooler hours of the day if possible, or distribute work evenly throughout the day
- Extreme cold during an outage:
  - The greatest risk is hypothermia; the elderly, very young, and those who are ill are most vulnerable. Ways to prevent hypothermia include:
  - Ensuring adequate food, clothing, and shelter, as well as sources of heat
  - Blankets can help, even in poorly heated rooms
  - Wear layers of clothing and a hat, even indoors, to help retain body heat
  - Move around; physical activity raises body temperature