

**Piety Hill Place Association
Rules and Regulations - Dated April 1, 2021**

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Piety Hill Place is a residential Condominium community in which we, the Co-owners and residents should take pride. Our Rules and Regulations are for the common good, beneficial to all residents, and necessary to make our living or visiting here, pleasant at all times. The cooperation and assistance of all is required. When in conflict, the specific provisions set forth in the Bylaws and Master Deed shall govern in all matters and take precedence.

Per the Condominium Bylaws Article VI, Section 11, the Board of Directors adopts the following Rules and Regulations effective April 1, 2021. Any prior versions of the Rules and Regulations are null and void. The Board of Directors has the authority to amend or add to the Rules as necessary.

*These rules will be enforced by the Board of Directors by means of a system of fines as set forth in the Bylaws Article XVII Section I d: A warning letter will be sent for a first violation (**unless the specific violation outlined in these Rules and Regulations has a fine or charge for the first occurrence**), a \$25.00 fine will be assessed for the second violation, a \$50.00 fine for the third violation and \$100.00 for any and all subsequent violations of any kind. Complaints regarding violations of Bylaw restrictions or Condominium rules must be made in writing, identifying the dates and times of the alleged violation, individuals involved, specific facts concerning the violation and, if applicable, should be accompanied by photos. The complaint must be signed and dated by the complaining Co-owner. The complaint should be directed to the Board of Directors, in care of the Management Company. The Board recommends that prior to directing such complaints, if possible, the complaining party should attempt to contact and informally resolve the problem with the offending party.*

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We urge all Co-owner residents, investor-Landlords and Tenants to read these Rules and Regulations carefully to thoroughly acquaint themselves with them.

Security

Under no circumstances shall a person be admitted to the building unless you, the resident, personally knows him or her. If someone says he is here to visit another resident, politely tell him to "buzz" that person for admittance. Only admit delivery drivers (UPS, FedEx, etc.) if you are expecting the package.

Secured doors must never be propped open and left unattended at any time such as, but not limited to, receiving deliveries or moving. This includes all doors requiring a key such as exterior stairwell doors, exterior Community Room door, and the door between the main lobby and the elevator/mailbox lobby. If unable to perform this duty yourself, you may contract with the Association, prior to the event, to provide an attendant. The charge for this service will be based on the Association's actual hourly cost, currently \$35.00 per hour.

If during move-in, move-out, furniture delivery or other similar times, any of the above doors are found to be propped open and unattended, the Association will supply an attendant at a cost of \$100, such amount to be charged to the responsible Co-owner. This charge will be for a minimum period of three hours with an additional charge, currently \$35/hour for each additional hour or any part thereof. **Moving is limited to 8:30AM to 5:30PM Monday to Friday. Weekend moves must be approved by the Board at least Five (5) days in advance. See the section on Moving for additional information and rules. Please note: Any unpaid fees and fines caused by the old Co-owner during move-out will accrue to the new Co-owner.**

If the Co-owner or Co-owners Tenant does not schedule door service, and the door is left unattended, then the Co-owner will be charged a \$200.00 fee in addition to the hourly door attendance fees noted above. Please note: if the Co-owner has sold his apartment these fees will accrue to the new Owner.

Community Room

The Community Room exterior door is not to be used as an entry or exit door except in an emergency. Entry to the building must be through the Brown or Townsend Street entrances or either of the two stairway doors. Outer lobby doors are locked from 10:00 PM to 7:00AM.

The Community Room shall remain locked at all times except when it is in use. Your building entry key will unlock the Community Room door. Use of the Community Room is reserved by sign-up on the calendar in the Laundry Room on a first come, first served basis. Include additional days if needed for pre or post-event arrangements. Furniture removal requires a Board member's approval. Fire regulations mandate a limit of 50 persons. No meal preparation is allowed but the stove and oven may be used for warming. Co-owners/Residents are responsible for returning the room to its original clean and orderly

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condition by 9:00AM the following day or a minimum \$75.00 charge will be added to Co-owner's account. As with any Common Area, any damage is the responsibility of the Co-owner hosting the event.

Maintenance Room

The Maintenance Room has historically been a secured common area. The Maintenance Room must remain locked due to liability issues engendered by the type of tools, equipment and supplies stored in this room. If you have a legitimate need for access to the Maintenance Room please contact Maintenance Staff, 248-646-2866. Please understand that the products and tools in the Maintenance Room are for the general maintenance and upkeep of the building's Common Areas, not for use in individual Co-owner's condos.

Construction and Renovation - MARI/PN FORM

The **MODIFICATION, ALTERATION, REMODEL, IMPROVEMENT (MARI/PN)** form with full description of the intended work including; detailed drawings, contractor information, start and end dates, etc. must be submitted to the Board for written approval prior to starting any project. **All MARI/PN requests that involve plumbing, electrical or demolition for remodeling must be accompanied by the required City of Birmingham Building Department permits. A MARI/PN will not be approved without these documents attached.** The Co-owner must provide the Association Management Company with a copy of all City inspection approvals in a reasonable time (3 weeks) after the completion of work. **Non-compliance will be reported to the City of Birmingham Building Department.**

In addition, when the Board conditionally approves a Co-owner's MARI/PN with specific conditions and documentation required by the MARI/PN approval, failure to comply in a timely manner as required shall result in an enforcement action, including but not limited to, fines and or withdrawal of the MARI/PN approval.

All work requiring an approved MARI/PN form other than hard surface flooring will be required to execute a Standard Modification Agreement to be recorded with the Oakland County Register of Deeds at the Unit owner's expense and attached to the Unit Deed.

The **PRIOR NOTIFICATION (PN)**: If you are modifying, altering, remodeling, or improving your Unit with items such as painting, carpet replacement, etc. that does not require prior written approval from the Board of Directors of the Association, you must still complete this Prior Notification form for the Association's records before commencing any such work. Please complete all pages and submit this signed form to the Management Company.

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All work must be performed in the Units, not in the hallways, between 8:30 a.m. and 5:30 p.m., Monday thru Friday. Weekend work (quiet work only) must be requested in writing and approved by the Board.

Any work started by a Co-owner or their contractor(s) without the required MARI/PN approval, or any work on the weekends or after 5:30 PM (unless approved in writing by the Board) will be subject to a \$300.00 fine. Any propping of the secure inner lobby door by any Co-owner or their contractor(s) at any time will also be subject to a \$300.00 fine = \$200.00 fine + \$100.00 door attendance fee. Each occurrence will subject the Co-owner to additional fines once the Co-owner has received e-mail notice of the first fine.

Removal from the premises of all demolition material (flooring, carpeting, cabinets, tile, etc.) is the Co-owner's responsibility. Special requests for the placement of rubber wheeled dumpsters should be submitted with your MARI/PN Form and will be considered and directed by the PHP Board. Co-owner will be charged for any special pick-up by our contracted services.

Hallways, elevators, and other Common Areas, including the parking lot, must be cleaned, vacuumed or swept each day to remove any construction debris. Failure to do so will result in warning letter and a minimum \$50.00 cleaning charge added to the Co-owner's account for the first occurrence. All additional occurrences are subject to fines as outlined in these Rules & Regulations.

NON-CARPETED FLOORING SOUND CRITERIA

Hard surface flooring must have a sound baffling system installed that provides the following: Floor/Ceiling assemblies separating Units shall have a Sound Transmission Class (STC) rating for airborne sound and an Impact Insulation Class (IIC) rating for impact sound of not less than 60 (55 if field tested) when tested in accordance with the latest versions of ASTM E 90 and ASTM E 492, respectively.

ALL HARD SURFACE FLOORING MUST BE SOUND TESTED BY BOARD CERTIFIED NOISE CONTROL ENGINEERING FIRM:

KOLANO & SAHA ENGINEERS INC.

3559 SASHABAW RD. WATERFORD, MI 48329 348-674-4100.

ALL SOUND TESTING TO BE DONE AT THE CO-OWNER'S EXPENSE. PIETY HILL PLACE BOARD HAS THE FINAL DETERMINATION AS TO FLOORING SPECS THAT PASS SOUND TESTING REQUIREMENTS.

An approved MARI/PN form in which hard surface flooring is installed requires Co-owner to execute a Hard Surface Flooring Modification Agreement to be recorded with the Oakland County Register of Deeds at the Unit owner's expense and attached to the Unit Deed.

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All MARI forms for non-carpeted flooring systems must be submitted with documentation attached, including a copy of the Sound Engineer's Report, fully executed Hard Surface Flooring Modification Agreement and the Manufacturer's Specifications confirming that the system meets the minimum sound baffling specifications outlined above.

At the start of installation, but no later than 24 hours after the start of installation the Co-owner is required to deliver documentation (including invoices & and photos of the materials on the job site) and certify that the materials used are in fact as approved. Failure to comply with this requirement may cause the MARI approval to be withdrawn.

Sound Transmission Disputes Shall Be Resolved By:

Neighbor-to-Neighbor Resolution - In the event that sound transmission between Units is causing a disruption in a Co-owner's peaceful enjoyment of his Unit, the complaining Co-owner shall first inform the Co-owner of the Unit from which the sound is emanating. The Co-owner of the Unit from which the sound is emanating may rectify the sound complaint by any of the following suggested methods:

Eliminate or reduce impact sound by installing carpeting or area rugs with the appropriate pad, or by installing padded glides on the feet of chairs and other furniture that might be moved across the hard surface.

Eliminate or reduce air borne sound transmission by turning down the volume on televisions, stereos, etc. Area rugs or carpeting with the appropriate pad will also help absorb sound.

Board of Directors Intervention - In the event that neighboring Units are unable to resolve the sound/noise transmission dispute, a Co-owner may submit a written complaint to the Board of Directors. The Board may require both Co-owners to appear at an Executive Session to provide evidence of their respective positions. If the dispute cannot be resolved, the Board shall make an independent determination, by reviewing the documentation on file with the MARI approval and may require a new Sound Engineering Report to determine if the hard surface flooring continues to meet sound transmission and impact insulation ratings that were approved prior to installation. If it is necessary to secure a licensed Sound Engineer the Co-owners of the Units in dispute will equally share all costs.

If it is determined that a viable sound transmission complaint exists, the Co-owner of the Unit from which the noise is emanating shall be notified by the Board in writing that a viable sound transmission complaint has been verified and that remediation is required. Said Co-owner shall submit a proposed remediation plan to the Board by utilizing the (MARI/PN) Form within 30 days. All costs incurred by the Association after the initial notification to the Co-owner shall be assessed to the Co-owner of the Unit from which the sound is emanating and may be collected in accordance with the Association's assessment collection remedies set forth in the Condominium Bylaws. The Co-owner of the Unit in which remediation has been

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undertaken shall grant the Board of Directors or its designated agent access to the Unit to inspect the remediation.

Exercise Room

The Exercise Room is for the exclusive use of Co-owners and residents. Use of the equipment is at your own risk.

Fire and Fire Safety

Call 911 in case of fire. Pull the alarm on the red fire alarm boxes located on each floor near the elevators. The alarm also goes to the Fire Department. Each Co-owner is responsible for installing and maintaining smoke detectors in his/her Unit. The Birmingham Fire Department recommends 3 alarms in 2-bedroom Units, and 4 alarms in 3-bedroom Units. The Association will supply batteries annually.

Residents should familiarize themselves with routes of escape should it be necessary. Inform the PHP Board if you or a family member would require assistance during an emergency.

!!DO NOT USE THE ELEVATORS DURING A FIRE EMERGENCY - EVACUATE ONLY VIA THE STAIRWAYS!!

Heating, Air Conditioning

Heating and air conditioning represent a substantial part of our total budget. If you plan to be away for a period of a few days or longer, please turn your thermostat to 60 degrees in winter and 80 degrees in summer. *If you are leaving for the winter season do not turn off your heat; just dial down your thermostat to 60. If you will be away from your Unit over 30 days, please turn off all water in your Unit.*

Furnace filters are provided by the Association. A supply of them is located in the recycle room on each floor. Please check your own filters and replace every month.

Water & Drain Systems

Water is supplied to all Co-owners at an ever increasing cost. Please be diligent in maintaining your plumbing fixtures and checking faucets and toilets for leaks. **Do not allow water to run unnecessarily.** *If you will be away from your Unit over 30 days, please turn off all water in your Unit.*

Drain systems and water service lines are designed in stacks which include the units above and below you. Clogs created in 1 Unit can affect all Units within the stack. There are many items that should never be disposed of through plumbing fixtures.

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Do not ever flush; sanitary products, paper towels, supposedly flushable wipes for cleaning or personal hygiene, dirt, aquarium gravel, or grease or food items of any kind. Potato peels, banana peels, onion skins, bones of any kind should never be run through garbage disposals.

Should clogs or back ups occur, the offending Unit Co-owner will be responsible for payment of plumbing services and possibly water damages to adjoining Units.

Keys

Under no circumstances should a key to the secured outer doors be given to any contractors, delivery people or other outside, unrelated persons. Duplicate keys to all Units must be provided for placement in a locked box for emergency use only. They are available, if needed, in case you are locked out of your Unit and a Board member or maintenance is available to assist. The policy of the Board is that emergency use of these keys, for entry into a Unit, will be by a Board member only and accompanied by at least one other person.

These keys are only accessible by members of the Board, Emergency Personnel – Fire Dept., Police and maintenance. If a Co-owner refuses to provide a key and forced entry is required for emergency reasons, all costs associated with repair and restoration shall be assessed to the Co-owner.

Key Lockbox Policy:

Only one lockbox per Unit will be allowed on the north vestibule rack. Unit must be currently for sale or rent or a caregiver(s) must be currently on a visitation schedule. Other reasons may be temporarily approved by the Board, space permitting. Lockbox must have a prominently displayed ID number assigned by the Association. The Co-owner must request this number in writing using the Lockbox Request Form from maintenance staff. The on-site maintenance staff will maintain the ID number list. Lockbox must be removed within fifteen (15) days of new resident's move-in or the end of caregiver's service. Violation of the above policy will result in the Association removing the lockbox and the owner will be charged a \$25.00 fee to recover it.

Laundry Room Washing Machines

The Laundry Room has an automatic ON/Off light switch; please do not touch this switch. Please use extra caution when bringing bleach to and from the Laundry Room. Laundry facilities are for the use of residents, caretakers and overnight guests only. Items should be promptly removed from the washers and dryers. Do not hang laundry in the Laundry Room to dry. Clean dryer lint filter after each use.

Grocery carts must be returned immediately to the Laundry Room and not left in any hallway or inside an apartment. Others maybe waiting for a cart.

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You may use only two washers and/or dryers at one time. Shut off the fan when not in use. Leave washing machine doors open when not in use. Laundry Room door must be kept closed if a dryer is left unattended.

WASHER & DRYER INSTALLED IN UNIT - MARI FORM APPROVAL IS REQUIRED

Although Piety Hill Place was not designed for in Unit laundry facilities, a number of Co-owners have installed or wish to install washers and dryers in their Units.

- **Proposals for washing machines/dryers to be installed inside a Unit must be submitted through a MARI/PN Request for Approval Form.**
- **AS AMENDED ON JUNE 25, 2020 THE APPROVED INSTALLATION OF ANY NEW WASHING MACHINES WITHIN A UNIT SHALL OCCUR IN THE SHOWER STALL ONLY IN ORDER TO PROVIDE CONNECTION TO THE 2" DRAIN LINE.**
- **Newly installed washing machines shall not be connected to any other drain line servicing the Unit.**
- **All washing machines shall be placed in a fiberglass reinforced or metal drip pan of sufficient strength to support these appliances without failure.**
- **To reduce moisture, residents having a washing machine inside the Unit shall be required to wipe the interior of the washing machine and gasket after each use.**
- **ONLY DUCTLESS, CONDENSING DRYERS shall be permitted in the Condominium Complex. No dryers using venting into walls or out to the exterior of the building will be allowed.**
- **A Unit housing a washing machine or dryer shall be subject to at a minimum, bi-annual inspections conducted by the Association and its duly authorized agents. These inspections shall insure compliance with the Condominium Documents and shall verify that no leaks or other water events have occurred with respect to the use and operation of the washing machines and dryers.**
- **So that the Association can defer the additional maintenance expenses and the loss of revenue to the Association from use of the coin-op facilities, a \$20.00 per month fee will be assessed to each condo with a washer. This will be in addition to the monthly assessment.**

Leasing

A Co-owner must notify the Management Company in writing of any intention to lease his Unit. Failure to notify the Association of the intent to lease could result in a fine.

The Co-owner is required to have the Piety Hill Place Condominium Association Lease Addendum form and the Lease Agreement approved by the Management Company. Per the Bylaws, the initial term of the lease must be at least one (1) year and non-compliance with any Association Bylaw or Rules and Regulations shall constitute a material breach of the lease.

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A copy of the Residential Lease, the Association Lease Addendum and a Co-owner/Tenant form must be delivered to the Management Company within ten (10) days of the start of any lease. A copy of any extension of a lease including a month to month extension must be in writing and a copy delivered to the Management Company within ten (10) days of its start date.

All leased Units will pay a \$100.00 per year fee, regardless of the start day of the lease, to the Association to cover the additional cost of administration.

Lockers and Basement Storage

Each Unit is assigned a storage locker in the basement common area. Residents are responsible for providing their own locks. The Association assumes no responsibility for stored items. **Lockers must be kept free of perishable and combustible materials.**

Fire department regulations prohibit storing anything on top of the lockers. Bicycles can be accommodated by special arrangement. Storage in other common areas is not permitted without Board approval.

Moving (In or Out)

The Management Company must be notified, by telephone, fax or email, at least Five (5) business days in advance of moving day by submission of the Moving Form in order for the pads to be placed in the elevator and other protection put down in appropriate path areas. Only the padded elevator is to be used for moving or deliveries. The resident or moving company must remove packing cases, barrels, and boxes used for moving. Do not place them in our dumpster. Charges for special pick-up provided by contracted services will be charged to the Co-owners account. Damage to Common Elements caused during a move is the Co-owner's responsibility and the Co-owner will be charged accordingly

Moving is limited to 8:30 AM to 5:30 PM Monday to Friday. Weekend moves must be approved by the Board at least Five (5) days in advance. Moving vans should park in the Brown Street lot, at the end of the center island, allowing access for emergency vehicles.

Secured doors must not be propped open without the resident or other designated person in attendance at all times. See **Security** section for additional requirements.

Parking Spaces

Each Unit is assigned one covered parking space. Any exchange of spaces will be a private agreement between co-owners. Car washing or repair is not permitted on the premises. Notify maintenance if guests will be parking a car in the lot for an extended period. The Piety Hill Place parking lot is for the use of Co-owners, guests and vendors providing services to

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Co-owners or Tenants. All other vehicles are subject to ticketing and towing as provided for by Michigan law.

Pets

No animals of any kind are allowed in the building except for tropical fish and a caged bird. This is a Bylaw condition and exceptions will not be granted.

Selling

If you are listing your Unit for sale, please provide the real estate listing agent's contact information to the Management Company. A selling Co-owner must provide the current Master Deed, Bylaws and a copy of these Rules and Regulations to the new Co-owner, prior to closing. These are available from the Management Company for a fee.

Trash and Refuse

All loose refuse which is put down the trash chute, or placed in the dumpsters, must be securely wrapped and enclosed in small to medium trash bags. Do not put cardboard boxes of any size down the trash chute. **Do not dispose of grease or bulky materials in sinks or toilets.** Glass objects, small boxes, and plastic should be placed in the recycling closet on your floor. Large cardboard boxes should be flattened and placed in the Townsend Street trash room, next to the dumpster. Again, do not put cardboard boxes in trash chute. Rigid objects (coat hangers, pizza boxes, old toasters, picture frames, etc.) should be placed in the Townsend Street trash room. Do not put them down the chute. Do not pile unacceptable trash in the trash room. The Townsend trash room is locked daily at 8:00 p.m. Your building key will open the door.

Balconies, Common Elements and Window Treatments

No unsightly condition shall be maintained upon any balcony and only furniture and equipment consistent with ordinary balcony use shall be permitted. Patio furniture, sturdy plant holders and American flags are allowed. Grills of any type, bird feeders and birdhouses are not allowed. Nothing is to be hung or attached to the railings or ceiling.

No item shall be placed on any balcony or balcony railing that would create an unsafe condition for the areas below. No sunscreens, awnings, or similar items shall be used or stored on a balcony. Speakers, wind chimes and other sound emitting devices are not permitted on balconies.

Smoking is allowed in your Unit and on your balcony (a Limited Common Element) but all smoking materials must be disposed of properly.

DO NOT THROW CIGARETTE BUTTS OR OTHER REFUSE OFF YOUR BALCONY.

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The Common Elements, Limited or General, shall not be used for storage of supplies, materials, personal property or trash or refuse of any kind, except as provided in these Rules and Regulations. The Common Elements shall not be used in any way for the drying, shaking or airing of clothing or other fabrics. Automobiles shall not be washed or repaired (except for emergency repairs) in the parking lot. In general, no activity shall be carried on nor condition maintained by a Co-owner either in his Unit, or upon the Common Elements, which spoils the appearance and tranquility of the Condominium.

Sidewalks, entrances, inner and outer lobbies, corridors, elevators, stairways and parking spaces must be kept free and unencumbered by any object such as doormats, footwear, planters, decorative items and furniture. Newspaper delivery should be made to the Townsend Street outer lobby. Signs of any type in apartment windows, on balconies or in Common Areas including the Laundry Room are not permitted without Board approval.

All window treatments facing the outside must be in neutral tones.

MAINTENANCE & AFTER HOURS EMERGENCY CALLS

Although you are a member of a Condominium Association, not all repairs or maintenance are the responsibility of the Association. Most of the maintenance/repair items within the Unit are the Co-owner's responsibility. Our Managing Agent can advise you as to each category. Please note, if a Co-owner initiates maintenance or repair of an Association supported item, the Co-owner will be liable for all costs incurred.

If you require maintenance, unless of an emergency nature, wait to report it on the next business day. Association supported maintenance items should be reported to PHP Maintenance Supervisor, Brian Brodhead at 248-646-2866. Brian is onsite Monday & Friday from 8:00AM - Noon, Tuesday, Wednesday & Thursday from 2:00PM - 6:00PM. You will be advised if your requested repair is Association supported or the Co-owner's responsibility.

Contact for repairs should be made through Maintenance or our Managing Agent. Do not contact Board members, other than for lock out or immediate emergency situations. If Board contact is necessary it will be initiated by Maintenance or Agent.

After hours emergency calls should be made to our Management Company 586-775-5757. After 5:00PM calls to this number are routed to an Answering Service and if an emergency the message is relayed to our Managing Agent, Paula Campbell for follow up. After hours calls to this number that are not of an emergency nature will be responded to on the next business day. As there is a charge to the Association for after hours calls, calls found to have been falsely reported as emergencies or caused by Co-owner neglect or negligence will be charged back to the Co-owner. **Emergencies include, fire, flood or no heat in winter.**