



RIVERSIDE PARK PLACE CONDOMINIUM

Rules and Regulations Handbook

Riverside Park Place Condominium Association

1050 Wall Street
Ann Arbor, Michigan 48105

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Welcome to Riverside Park Place Condominium

We welcome you to Riverside Park Place Condominium.

This **Rules and Regulations Handbook** provides an overview of key aspects of Riverside Park Place Condominium, as well as the policies that support a safe, respectful, and well-maintained community. We encourage you to review this information and apply this handbook as a reference for condominium living. Understanding and adhering to these guidelines help to ensure a positive and harmonious living experience for the entire community

Riverside Park Place is located in Ann Arbor's historic Lower Town neighborhood, at 1050 Wall Street, along the banks of the Huron River. The building holds a special place in Ann Arbor's architectural history. Originally constructed between 1964 and 1965 as the city's first luxury high-rise apartment building, it was designed by the Chicago architectural firm Shayman & Salk. In 1977, it became Ann Arbor's first apartment-to-condominium conversion.

Built with steel and reinforced concrete, Riverside Park Place is known for its durability and solid construction. The building is comprised of 60 condominium units, offering a mix of one-, two-, and three- bedroom residences ranging from 866 to 1,495 square feet. Many units feature custom finishes and distinctive architectural details.

The building offers a variety of amenities designed for comfort, convenience and security, including:

- A deeded, Covered Parking Space for each unit
- A Common Room with a full kitchen
- A Work Space equipped with workbenches and a utility sink
- A Mailroom
- An Exercise Room
- A private outdoor Swimming Pool
- Laundry rooms on each residential floor, each shared by six units
- Secure mobile building access
- Video surveillance

Condominium Living: A Shared Property

Living in a condominium offers a unique lifestyle – especially for those transitioning from a single-family home or a rental apartment. This section is designed to help co-owners understand the fundamental principles of condominium living and what it means to be part of a shared residential community.

Condominium ownership differs in important ways from both traditional homeownership and apartment living. While each co-owner holds individual title to their unit, they also share ownership of the building's Common Elements – including hallways, elevators, electrical and plumbing systems, and other essential infrastructure. With shared ownership comes shared responsibility - not only for property upkeep, but also for fostering a respectful and high-quality living environment.

At the heart of condominium living is a balance between individual freedom and collective responsibility. In exchange for shared amenities and professional maintenance services, co-owners agree to follow rules and guidelines that promote safety, respect, and harmony within the community.

All co-owners are legally obligated to comply with the condominium's governing documents: the **Master Deed, Bylaws, and Rules and Regulations**. These documents define the rights and responsibilities of both the Association and individual owners, and they serve as the legal foundation for the condominium's operations. Every co-owner is expected to read, understand, and adhere to these documents. Copies should have been provided during the purchase process by the seller or their agent. These are also available at <https://www.riversideparkplacecondo.com>.

Please note: Lack of familiarity with these documents does not exempt any co-owner from compliance with the documents.

In addition, co-owners are responsible for the actions of anyone they allow on the property - including guests, tenants, and non-co-owner occupants. It is the co-owner's responsibility to ensure these individuals follow all Association rules, respect the Common Elements, and do not disturb the peace or comfort of the community. Any violations or damages caused by such individuals may result in fines or assessments charged to the responsible co-owner, as detailed in the governing documents.

To help maintain a pleasant and respectful shared living environment, please observe the following courtesies:

- **Hold the door:** Unit entry doors are spring-loaded. Please hold the door when closing to prevent it from slamming, which can disturb other units.
- **Never leave exterior doors open:** All exterior doors to the building must remain closed and attended at all times, if open.
- **Do not admit strangers:** Never allow unknown individuals to enter the building.
- **Use the service entry for deliveries:** All deliveries should be directed to the service entrance, located on the west side of the building.

- **Return utility carts promptly:** Carts must be returned to the ground floor and left clean for the next user.
- **Clean up after laundry use:** After using the laundry room, please empty the dryer lint trap and wipe out the detergent drawer. Ensure the utility sink cover is in place. **Immediately report any water on the laundry room floor, hallways, or stairwells to the Building Manager, as it may indicate a leak or other maintenance issue.**

Governance

Riverside Park Place Condominium operates as a non-profit corporation, governed by a Board of Directors elected annually by, and from among, the co-owners. The Board consists of five members, each serving staggered two-year terms to maintain leadership continuity and organization stability.

The Board of Directors holds fiduciary and administrative responsibility for the operation and governance of the Association. Its key duties include:

- Enforcing compliance with the Association's governing documents
- Managing the Association's budget and financial matters
- Overseeing property maintenance and operations
- Establishing policies to ensure resident safety and comfort

The Board meets regularly throughout the year. Meeting notices are posted at least one week in advance on the mailroom bulletin board and indicate whether the meeting is open to co-owners or closed. Co-owners with questions, concerns, or requests are encouraged to contact the Board directly or through the property management company.

Governing Documents

The following documents constitute the legal and operational foundation of Riverside Park Place Condominium. They define the rights and responsibilities of both the co-owners and the Association and are drafted in compliance with Michigan's Condominium Act of 1978 (Public Act 59), as amended and Michigan's Nonprofit Corporation Act of 1982 (Public Act 162), as amended.

In the event of a conflict between any condominium documents and state law, the Michigan Condominium Act shall prevail. If a conflict arises among the condominium documents themselves, the following order of precedence shall govern:

1. Master Deed

The Master Deed is the recorded legal document that establishes the condominium. It defines the division of property into individual units and Common Elements, and assigns a percentage of value to each unit. This percentage determines each unit's share of assessments and voting power in Association matters.

2. Exhibit "A" to the Master Deed (Condominium Bylaws)

The Bylaws provide the administrative framework for the operation of the condominium. They govern topics such as Board elections, meeting procedures, officer roles, and other governance matters.

3. Articles of Incorporation

These establish the Condominium Association as a non-profit corporation. They outline the Association's legal powers and purposes, including entering into contracts, maintaining the property, and enforcing the governing documents.

4. Rules and Regulations

The Rules and Regulations Handbook serves as a practical guide for daily living at Riverside Park Place. It details policies, procedures, and community standards that help support a respectful, well-maintained, and cooperative residential environment.

Enforcement and Fines

All co-owners and residents are expected to comply with the Association's governing documents. Noncompliance may result in enforcement actions, including written warnings, fines, or other remedies as permitted under Michigan condominium law and the Association's enforcement policies.

Fine assessments for violations and noncompliance are outlined in Exhibit 'A' to the Master Deed, Article XVII, Section (1). Co-owners are encouraged to review this section for full details.

Below is a summary of the fine schedule:

1st Violation: No fine shall be levied unless the Board determines that the nature of the violation is such as to be best deterred if a fine is imposed for a first violation.

2nd Violation: Fine equal to 10% of the highest current monthly dues.

3rd Violation: Fine equal to 20% of the highest current monthly dues.

4th Violation: Fine equal to 40% of the highest current monthly dues.

5th and subsequent Violations: Fine equal to 100% of the current highest monthly dues.

Note: The Board reserves the right to determine the seriousness of a violation and apply fines accordingly, including issuing a fine for a first offense if warranted by the circumstances.

All fines are assessed per occurrence and per unit. Repeated violations of the same rule – or different rules – may be subject to escalating fines. Fines must be paid promptly.

General References

(Refer to Exhibit 'A' of the Master Deed for complete legal details.)

- **For fire, police, or medical emergencies, dial 911.**
- **Fire Safety**
In the event of a fire, locate the nearest red call box marked **FIRE** and pull the alarm. The signal is sent directly to the Ann Arbor Fire Department. Exit the building via the stairwells – do **not** use elevator – and proceed to the ground floor and out the building.

Important: Hallways are designated fire lanes. No personal belongings, including shoes or other items, may be left outside unit doors or in hallways at any time. Keeping these areas clear is essential for safe and efficient emergency evacuation.
- **Resident Directory**
Co-owners must provide the management company with the names, email addresses, and phone numbers of all residents, tenants, and non-co-owner occupants whenever changes occur. This ensures the Association maintains an accurate and up-to-date resident directory.
- **Safety and Access**
As required in Exhibit “A” to the Master Deed, Article VI, Section 15, each co-owner must provide the Association with either a key or access code to their unit’s locking system for emergency use.
- **Smoking of any kind is strictly prohibited in all Common Elements of the building - without exception.**
- **Monthly Association Fees**
Fees are due by the 10th of each month. Payments received after this date will incur a late fee. Electronic, preauthorized, and recurring payments can be arranged through the management company. To set up payments by check or other methods, please contact the management company directly.
- **Protocols for Sales and Leases**
(Refer to Exhibit “A” of the Master Deed: Article VI: Restrictions for complete details.)
 - **Selling a Unit:** Co-owners must provide the Association via the Management Company with a written notice (email) of intent to sell at the time a unit is listed or advertised for sale.
 - Upon transfer of ownership, a non-**refundable capital contribution charge** equal to 12 months of the current monthly fee is assessed to the new owner.

Note: Timesharing, interval ownership, Airbnb, VBRO, or other short-term occupancy arrangements are strictly prohibited.

- **Leasing a Unit:** A rental cap of **10 units** is enforced by the Association. A co-owner must continuously **reside** in the unit for at least one year before becoming eligible to lease it.
- A unit is considered a ‘rental unit’ if no owner of public record resides in it (see Exhibit ‘A’ to the Master Deed, Article VI, Section 3).
- Rental waitlist procedures are outlined in the Association’s Rental Policy (See Policy Section for details). Leases must be for a minimum of one year. Subleasing is prohibited.
 - **Co-owner Landlords** must ensure their tenants complete an orientation to the building. A signed and dated orientation form must be submitted to the management company within 10 days of the lease start date. Forms may be obtained from the management company.
 - Co-owner landlords are responsible for ensuring that their tenants comply with all governing documents, rules, and policies of the Association.
 - **Co-owners who have non-co-owner occupants** residing with them are also responsible for completing and submitting an orientation form within 10 days of the occupant’s move-in date. Forms may be obtained from the management company.
 - Co-owners are responsible for ensuring that all non-co-owner occupants comply with all governing documents, rules, and policies of the Association.
- **Parking**
Parking is reserved exclusively for co-owners and current residents. All parking is by permit only. Refer to the Parking Policy in the Policy Section for details.
- **Quiet Hours:**
 - Quiet hours are in effect from 10 p.m. to 7 a.m., seven days a week.
 - These hours comply with the City of Ann Arbor’s Noise Ordinance (Chapter 110: Noise Control).
- **Move-in/Move-out**
All co-owners, tenants, and non-co-owner occupants must adhere to the Move-in/Move-out protocols. These are detailed in the appendices.

Note: Moving is not permitted through the front entry or lobby areas.

- **Unit Inspections**

Co-owners are responsible for maintaining their units in a safe, clean, and sanitary condition. The Association conducts annual inspections of all units. See the Unit Inspection Policy in the Policy Section for more information.

- **Alteration of Units**

The Association encourages co-owners to improve and update their units. However, due to the complexities of renovating in a high-rise building, all alterations are subject to strict guidelines. Before beginning any work, consult the “Alterations of Units” section in this handbook and refer to Exhibit “A” to the Master Deed, Article VI, Section 6.

Condominium Maintenance Matrix

The following matrix provides a general overview of maintenance responsibilities within Riverside Park Place Condominium. It identifies which elements are maintained by the Association and which fall under the responsibility of the co-owners.

	Association	Co-owner	Comments
Air Conditioners			
AC Unit		X	
Exterior caulking	X		
Interior caulking/covers		X	
Wall repair	X		<i>Due to exterior caulking failure</i>
AC sleeve	X		
Balcony			
Railings/Slabs/Ceilings	X		<i>Except enhancements such as tile/other flooring/painted slabs</i>
Electrical			
Circuit box		X	
Circuit breaker		X	
Power to circuit box	X		
Fixtures		X	
Heat panels & electric baseboard heaters		X	
Interior outlets & switches		X	
Thermostats & Relays		X	
Unit Doors			
Entry Door Knob		X	
Entry Frame/Threshold	X		
Entry Door: inside surface		X	
Entry Door: outside surface	X		
Locks		X	<i>Doorknob and deadbolt</i>
Unit Entry Door	X		
Security viewers/peephole		X	
Unit interior doors		X	
Garages			
Door Openers		X	
Door Springs	X		
Doors	X		
Floors	X		
Lights	X		
Insects & Rodents			
Infestations of unit interior cabinets and closets	X	X	

	Association	Co-owner	Comments
Interior Ceiling/Walls			
Sagging ceiling	X		
Cracks & settling; nail pops		X	
Leaks (outside unit)	X		<i>See Leak Policy</i>
Leaks (inside unit)		X	
Plumbing			
Cold water supply to shut-off valves in bathrooms		X	
Garbage Disposal		X	
Dishwasher		X	
Drain Clogging	X		<i>Beyond the trap in bathrooms; Beyond the header connection in the kitchen</i>
Water heater		X	
Malfunction of faucets, fixtures, & toilet		X	
Malfunction of pipe after point of connection with the shut-off valves		X	
Rerouting embedded hot water pipes	X		
Sliding Glass Door/Windows			
Broken pane	X		<i>Excluding negligence</i>
Caulking	X		
Frame	X		
Lock & Handle	X		
Fogged window	X		<i>Significantly fogged</i>
Screens	X		<i>Excluding negligence</i>
Weather-stripping	X		
Storms		X	<i>When added by Co-owner</i>
Smoke Detectors/fire horns			
Batteries	X		
Hardware		X	
Reactivation		X	
Fire horns in unit	X		
Building Access System/Cable wiring			
Panel in lobby and at side doors	X		
Cable wiring in hallways	X		
Cable wiring inside unit		X	
Elevators			
	X		
Washers/Dryers			
	X		

Insurance

(See Exhibit “A” to the Master Deed: Article IV: Insurance and Article V: Reconstruction or Repair in the Event of a Casualty)

The Association maintains a master insurance policy that provides full replacement coverage for the condominium building. This policy includes coverage for vandalism, malicious mischief, liability, and workers’ compensation.

The master policy covers both interior and exterior walls originally provided by the developer, as well as pipes, wires, conduits, and ducts located within unit walls – provided these elements were installed as standard features within the units when first sold as condominiums in 1977.

Important: The master policy does not cover any betterments, improvements or additions made to individual units after the original conversion.

As of June 2016, Riverside Park Place was officially removed from the FEMA- designated floodplain. As a result, the Association no longer carries flood insurance, and individual co-owners are not required to carry it either. A copy of the FEMA release letter is available upon request from the management company.

Co-owner Insurance Requirements

Each co-owner **is required to maintain an individual HO-6 homeowner’s insurance policy**, which should include coverage for:

- Personal liability
- Personal property
- Items stored in designated storage areas
- All upgrades and improvements made to the unit after the original conversion

Covered improvements should include, but are not limited to:

- Wallpaper
- Hardwood or upgraded flooring
- Custom cabinetry or countertops
- Upgraded appliances
- Built-in shelving or closet systems (e.g., California Closets)
- Lighting Fixtures
- Window Treatments

The Association’s master policy will only restore a unit to its original, developer-provided condition. Any improvements or additions made after the original conversion must be covered by your individual HO-6 policy.

Recommendation: Annual Insurance Policy Review

To ensure your unit is adequately protected, it is strongly recommended that you review your HO-6 policy annually.

Be sure your coverage reflects all upgrades and improvements made to your unit – whether completed by you or by previous co-owners – since the condominium conversion, not just since the date you purchased the unit. This distinction is critical for proper protection.

Original Developer-Provided Unit Features

Below is a general description of unit features as originally provided by the developer:

- Kitchen
 - Merillat cabinetry: laminate faced
 - vinyl flooring
 - Formica countertops
 - Appliances included: dishwasher, range, ductless range hood, refrigerator, and garbage disposal. Painted walls.
 - Not included: Microwaves or microwave hoods, kitchen islands, bars, or peninsulas
- Entry, Living Room and Dining Room
 - Wall-to-wall carpeting
 - Painted walls
- Bedrooms
 - Wall-to-wall carpeting
 - Painted walls
 - Closets with a shelf and hanging rod
 - Not includes: custom closet systems (e.g., California Closets)
- Bathrooms
 - Fully tiled, with a tub and shower combination
 - Not included: Shower doors
- Balconies
 - Cement slab
- Window Treatments: None provided by the developer

Common Elements: General and Limited

The term Common Elements includes both General Common Elements and Limited Common Elements, as defined in Article IV: Common Elements of the Master Deed.

Unless otherwise specified in the Master Deed, the Association is responsible for the costs related to the maintenance, repair, and replacement of both General and Limited Common Elements.

This section provides an overview of key Common Elements at Riverside Park Place Condominium, along with the responsibilities that co-owners are expected to understand and uphold as part of everyday community living.

For comprehensive information regarding permitted uses and restrictions, please refer to the Master Deed and Exhibit “A” of the Master Deed, specifically Article VI: Restrictions.

By following these guidelines, co-owners help to maintain a safe, welcoming, and high-quality living environment for all residents – while also helping to preserve the long-term value of the property.

Please note: Smoking of any kind is strictly prohibited on all Common Elements, without exception.

General Common Elements

The following areas and systems are designated as General Common Elements, which are shared by all co-owners and maintained by the Association unless otherwise specified in the Master Deed.

Shared Spaces

- Common Room
- Elevators
- Hallways, Stairwells, and Laundry Rooms
- Swimming Pool
- Trash/Recycling Rooms
- Workroom
- Exercise Room
- Mailroom
- Lobbies

Other General Common Elements include:

- Parking lots and exterior grounds and landscaping
- Plumbing network
- Electrical wiring network
- Waste water distribution system
- Ventilation and HVAC system
- Entry and Security Systems
- Fire Alarm System
- Building Foundation and supporting columns
- Roofs and Roof Structure

Common Room

The Common Room is a General Common Element located on the ground floor of the building. It remains locked when not in use and may be accessed by co-owners and residents using either the storage room key or key fob.

The Common Room is exclusively available for use by residents of Riverside Park Place Condominium and is not available for rent to non-residents. It may be used on a drop-in basis unless it has been previously reserved for a special event. A monthly reservation schedule is posted in the mailroom.

To reserve the room, contact the Building Manager and complete a reservation request form. Upon confirmation of the reservation, a deposit is required. This deposit will be returned if no damages occur during the event. If damages occur due to misuse or carelessness, the deposit will be applied toward the cost of repairs. Any remaining balance will be returned or credited to the co-owner. If damages exceed the deposit amount, the additional charges will be billed to the co-owner.

The Common Room is furnished with tables and chairs, and other comfortable seating. The kitchen is equipped with a stove, microwave, refrigerator, and dishwasher. The Building Manager will assist the co-owner with any necessary arrangements, such as heating or cooling.

After use, the resident host is responsible for restoring the room to the original condition in which it was found. This includes returning furniture to its original placement, cleaning the kitchen area, wiping down tables and surfaces, removing all trash, vacuuming the room and sweeping or mopping the kitchen floor. Upon departure, the host must turn off the lights, set thermostats to 60 degrees F in the winter, or turn off the air conditioner in the summer, and lock all doors, including the sliding and entry doors.

Guest parking is available on Wall Street. Parking lots at Riverside Park Place Condominium are reserved exclusively for residents with a valid RPPC parking permit. Guest vehicles parked in RPPC lots are subject to towing.

Do not leave building entrances open for guests or caterers. All guests must enter through the ground floor doors, using the access entry system.

The host is responsible for the behavior of their guests while in the building.

Use of the Common Room for events does not include access to the swimming pool.

Restroom facilities are located in the hallway leading to the pool and must be unlocked by the host using the storage room key.

Maximum Capacity: The Common Room has a maximum capacity of 60 persons.

Elevators

The elevators are General Common Elements available for use by all co-owners, residents, and their guests. There are two elevators in the building.

- The west elevator functions as the service elevator and is equipped with protective pads to preserve the elevator walls while moving large items.
- The east elevator is intended for passenger use only.

The service elevator provides access to all eleven floors of the building, including the Ground Floor, Main Floor, and Floors 2–10. It is specifically designated for transporting furniture, large appliances, ladders, paint, heavy tools, lumber, building materials, and debris.

Resident Responsibilities

Residents are expected to follow these guidelines to ensure the safe and proper use of the elevators:

- Notify the Building Manager in advance of any moves, construction or renovation work, appliance installations, or other activities requiring the use of the service elevator. An elevator key must be obtained for any of the above activities.
- Inform all contractors that only the service elevator (west) may be used for transporting tools, equipment, or materials. Contractors are responsible for cleaning up any debris or messes they create in or around the elevator.
- Promptly report any elevator damage to the Building Manager or property management company.
 - Co-owners are financially responsible for any elevator damage caused by movers, contractors, service providers, or guests.
- Report elevator malfunctions immediately to the Building Manager or property management company.
- Return carts to the ground floor immediately after use. Carts must not be left in the elevators. Carts must be left clean.
- In case of emergency, use the emergency phone located on the elevator control panel. Operating instructions are posted inside the elevator.

Important: Elevator doors must not be held open except when authorized, and only when the elevator key has been properly obtained.

Emergency Protocol

Both elevators are equipped with emergency call bells. If you hear a bell sounding repeatedly, it may indicate someone is trapped or in distress. If this occurs:

1. Attempt to contact the Building Manager (use pager if not on-site), the management company, or a board member.
2. If no one is available and urgent help is needed, call 911 or the Fire Department.

In Case of Fire or Emergency

Elevators must not be used during a fire or other emergency situation. For safety, the elevators will be lowered to the ground floor and disabled. If evacuation is necessary:

- Use the stairwells to reach the Ground Floor. These areas are equipped with emergency lighting.
- Exit the building through the east or west ground floor exterior doors on the Ground Floor.

(See pages 29–30 for more information on what to do in case of fire.)

Hallways, Stairwells, and Laundry Rooms

The hallways, stairwells, and laundry rooms are designated as General Common Elements.

- All interior and exterior lobbies, stairwells, and hallways must remain completely free of personal belongings at all times.
- Any furnishings, artwork, or decorations in these areas are selected and maintained by the Board or its designees.

Laundry Rooms

Each residential floor is equipped with a shared laundry room, serving the six units on that floor. These facilities are exclusively for the use of residents.

Residents on each floor may coordinate among themselves to create a usage schedule if desired, to ensure fair and efficient access to the laundry equipment.

Equipment

- To use the machines, either obtain a laundry card (available in the mailroom or from the Building Manager) or the smartphone app provided by the service vendor.
- For any issues or malfunctions, contact the laundry service vendor directly or through the vendor's app. (Phone numbers are listed on the machines.)
- As a courtesy, notify the Building Manager of the issue and place a note on the affected machine to alert your neighbors that service has been requested.

Resident Responsibilities

To maintain cleanliness and functionality in these shared spaces, residents are expected to follow these guidelines:

- Use only the laundry room on your own floor.
- Clean up after each use, including:
 - Emptying the dryer lint trap
 - Wiping out the soap/bleach drawer
 - Leaving the washing machine door open after use to allow the gasket to air dry and prevent mildew
- Follow posted instructions on all washers and dryers to avoid misuse or damage.
- Do not store laundry supplies in the laundry rooms; these are Common Elements.

If your floor uses an open or flexible laundry schedule, please be courteous and timely in your use of the room.

Immediately report any water on the laundry room floor, hallways, or stairwells to the Building Manager, as it may indicate a leak or other maintenance issue.

Swimming Pool

The swimming pool and surrounding deck are designated as General Common Elements and are available for use by residents and their accompanied guests.

The swimming pool is regulated and licensed by the State of Michigan and its use is governed by City, State and, County regulations.

These guidelines are designed to ensure the safe, sanitary, and enjoyable use of the pool by all community members.

Caution:

- No lifeguard is on duty. Use of the pool area is at your own risk.
- In case of emergency, use the poolside telephone (located near the building entry door) to call 911.

Resident Responsibilities & Pool Rules

1. The pool is open daily from 8:00 a.m. to 11:00 p.m. for residents and their guests.
2. Children under the age of 14 must be accompanied by a responsible adult at all times.
3. Glass containers and food are not allowed in the pool area.
4. Pets are not permitted in or around the pool area.
5. Running, horseplay, and excessive noise are strictly prohibited.
6. Portable music devices may be used with headphones, only.
7. When traveling to and from the pool, footwear and appropriate cover-ups must be worn over swimwear in all common areas of the building.

Restroom facilities are located in the hallway leading to the pool and are unlocked using the storage room key.

Pool Capacity: 50

Trash/Recycling Rooms

The Trash/Recycling Rooms are designated as General Common Elements. These shared facilities are maintained to support the responsible disposal of everyday household waste and recyclables, while minimizing odors, pests, and environmental impact.

- The main Trash/Recycling Room is located at the west end of the ground floor, accessible through double doors.

Note: This area is monitored by video surveillance.

- Each residential floor has a smaller Trash/Recycling Room, located adjacent to the C Unit, intended for daily use by residents on that floor. These rooms include recycling containers and a trash chute and are for everyday household trash and recyclables only.

Important: All other waste – including renovation debris, unwanted furniture, and appliances – must be disposed of by the resident at their own expense. These items may not be left in any Trash/Recycling Room or at the curb.

Resident Responsibilities

Proper use and upkeep of the Trash/Recycling Rooms is a shared responsibility. Persistent misuse may result in the temporary closure of a floor's Trash/Recycling Room by the Building Manager in consultation with the Board.

Recycling and Trash Removal Guidelines

Trash Chute Use: (Residential Floors)

- Use only the trash bags supplied by the Association for trash chute disposal.
- Securely tie all trash bags before sending them down the chute.
- Do not use plastic or paper shopping bags for the chute.
- Chutes use is limited between 8:00 a.m. and 10:00 p.m. to minimize noise to nearby units.
- Do not force oversized or unfit items down the chute – no cardboard boxes.
- Rinse and dry all recyclables before placing them in the recycling bins.
- Report any problems to the Building Manager immediately.

Note: The City of Ann Arbor uses a single-stream recycling process. **DO NOT** bag recyclables - place them loose in the bins.

Refer to the City of Ann Arbor's recycling guidelines in the Appendix or go to the City of Ann Arbor's website (<https://www.a2gov.org/trash-recycle-and-compost/>) for further information.

Ground Floor Trash/Recycling Room

The room contains large dumpsters, recycling carts, and a compost cart. It should be used for:

- Kitty litter. Must be bagged and securely tied and placed in the dumpsters.
- Cardboard boxes. Must be broken down and placed in recycling carts.
- Large or heavy items that cannot go down the chute.

Please carry these items directly to the ground floor Trash/Recycling Room.

Moving and Large Deliveries

The ground floor Trash/Recycling Room also serves as the designated access point for:

- Move-in and move-out
- Deliveries of large items such as furniture and appliances

When using the space for these purposes:

- Do not leave doors unattended while open.
- The garage door may be left open only if the interior double doors, leading into the building, are closed and locked.
- The garage door opener is located on the interior back wall of the garage, to the left of the double doors, when facing the ground floor hallway.

Seasonal Dumpster

To assist with the disposal of large items, the Association provides a large dumpster at least once a year, typically July or August. Advance notice will be posted in the mailroom.

This service is intended for:

- Bulky household items
- Paint cans (sealed and dry)
- Renovation or construction debris

Composting

- Residents are encouraged to participate in the building's composting program. Compostable bags are provided in each floor's trash/recycling room. When full, compost bags must be taken to the Trash/Recycling Room on the ground floor and placed in the designated compost cart. Do not leave these filled bags in the trash/recycling room on residential floors.

Special Disposal Guidelines

To protect the plumbing system and maintain building cleanliness:

- Do not place the following items in garbage disposals:

- celery, banana peels, coffee grounds, rice, solid or liquid grease, or other fibrous or starch materials.

These items may cause clogs. Instead, as per the City of Ann Arbor composting guidelines, dispose of them in a compost bag or in sealed trash bags place in the compost bin in the Trash/Recycling Room on the ground floor.

- Avoid using commercial drain cleaners or caustic chemicals in disposals.
- When using the garbage disposal, always run cold water while grinding waste, and continue running water for at least one minute after use to flush the system.

Other

Real Christmas trees must be placed in a heavy-duty biodegradable removal bag and taken to the Trash/Recycling Room on the ground floor or they may be taken directly to the curb unbagged. Plastic bags may not be used for tree disposal. If pine needles are dropped in hallways or elevators, residents are expected to promptly vacuum or clean them up to help maintain the cleanliness of shared areas

Work Space

The Work Space is a designated General Common Element, located on the ground floor, and is available for use by all residents. It is intended for small personal projects such as potting plants, painting, or minor repairs.

Note: This room is also used by the Building Manager during weekday business hours.

The Work Space is accessible using the same key that opens the storage room. Residents must bring and use their own tools and materials, as the Association does not provide equipment.

Usage Guidelines:

- Hours of Operation
 - Monday- Friday: 12:00 p.m. to 12:00 a.m.
 - Saturday and Sunday: Open all day
- A first-aid kit and fire extinguisher are located in the room for emergency use.
- Projects may be left in the Work Space for up to one week, if needed. All items must be clearly labeled with the resident's unit number. Items are left at a resident's own risk.
- For safety reasons, tools and equipment must not be left unattended in the room.
- The Work Space must be left clean and orderly after each use. A broom, dustpan, rags, soap, and paper towels are available to assist with cleanup.

During weekday hours, the Building Manager typically unlocks the room and turns on the lights. If using the room outside of weekday business hours, residents are responsible for turning off the lights and locking the door when leaving.

Exercise Room

The Exercise Room is a designated General Common Element located on the ground floor, in the hallway leading to the pool. It provides residents with convenient access to fitness equipment for personal use.

Note: The Exercise Room may also be accessed through the Common Room, but should not be entered this way when the Common Room is reserved or in use.

Note: Residents use the Exercise Room at their own risk.

- The room is open 24-hours a day to residents.
- Access is granted using the same key that opens the storage room.

The room is equipped with:

- Nu-Step
- Treadmill
- Elliptical Machine
- Dumbbell weight set, consisting of paired weights ranging from 5 to 25 pounds
- Mirrors

Resident Responsibilities

To maintain a clean, safe, and respectful environment, residents are expected to:

- Wipe down all equipment after use (cleaning wipes are provided in the room)
- Turn off the fans and lights before leaving the room.
- Ensure the door is locked upon exiting.

Mail Room

The Mail Room is a designated General Common Element located on the ground floor, near the east-side garage entry door. It serves as a central hub for mail delivery, community communications, and building services. The Building Manager's office is located at the rear of the Mail Room.

The Mail Room includes:

- Individual mailboxes for each unit
- An outgoing mail drop box
- The laundry card reload machine
- Areas for package delivery – packages may be delivered directly to the room or relocated here from building entryways.

Community Bulletin Boards

Two bulletin boards are maintained in the Mail Room

1. Community Bulletin Board

- General notices to the community will be removed after their effective dates or 30-days whichever comes first.
- Notices from co-owners or residents will be removed after the effective date.

2. Building Manager Bulletin Board

Notices commonly posted include:

- Fire Safety Information
- Contact information for Board members and the property management company
- The Common Room reservation calendar

Limited Common Elements

Limited Common Elements are areas owned collectively by all co-owners but are reserved for the exclusive use of an individual unit. These elements are maintained by the Association unless otherwise stated in the Master Deed.

The following are designated as Limited Common Elements at Riverside Park Place:

- Garages and Carports
- Balconies
- Storage Areas
- Windows and Screens

Other Selected Examples of Limited Common Elements include:

- The interior surfaces of the unit, including windows and the unit entry door, ceilings, and floors
- Air-conditioner wall-through sleeves

Garages and Carports

Garages and Carports are designated as Limited Common Elements, reserved for the exclusive use of the unit to which they are assigned. In contrast, the parking lots are designated as General Common Elements, available for the use of residents with valid permits, in accordance with the parking policy.

Vehicle use and parking are outlined in Article VI, Section 12 of Exhibit 'A' to the Master Deed, as well as in the Parking Policy (see Policy Section for full details).

Reminder: Parking at Riverside Park Place is strictly for co-owners and residents currently residing in the building.

Resident Responsibilities

- **Vehicle Registration:** All vehicles must be registered with the Building Manager. Co-owners are required to present valid vehicle registration to obtain a parking permit. Each unit is eligible for a maximum of two permits, one per registered vehicle.
- **Fire Lane Access:** Vehicles must not be left unattended or parked in front of the main entrance. This area is designated as a fire lane and must remain clear at all times.
- **Bicycles:** Must be brought into the building through the ground floor only. Storage options include: the outdoor bicycle racks located behind the building below the swimming pool, or in the co-owner's designated storage locker.
 - Bicycles stored in the outdoor bicycle racks must be in working condition.
- **Contractors, Deliveries, and Service Vehicles:** Residents expecting contractors, service personnel, or deliveries must instruct drivers to park on the street. Temporary unloading is permitted at the service entrance, but vehicles must be moved to the street immediately after unloading.
 - Engines must be turned off while loading and unloading to prevent exhaust fumes from entering nearby units.
- **Move-in/Move-out:** Residents planning to move in or out must notify the Building Manager in advance. This allows protective measures to be taken for elevators and other common areas, and for appropriate monitoring if necessary.
- **Vehicle Maintenance Restrictions:** Washing, repairing, or servicing vehicles in garages, carports, or any parking areas is strictly prohibited.
- **Garage Cleaning:** Garages are cleaned twice per year. Advanced notice will be provided, and all vehicles must be removed on the scheduled cleaning day.

- **Storage Restrictions:** Tires, vehicle accessories, gasoline, motorized bikes and scooters, and other personal property may not be stored in garages or carports.

NOTE: Unauthorized vehicles are subject to towing at the owner's expense.

Balconies

Balconies are designated as Limited Common Elements and are reserved for the exclusive use of individual units. However, their maintenance and structural upkeep - including brickwork, ceilings, and railings – is the responsibility of the Association.

- Tile or brick floors may be installed with prior Board approval. Awnings (10th floor only) and exterior shades may be fitted with the written permission of the Board of Directors. Any such additions or modifications are the sole responsibility of the co-owner for all maintenance, repair, and eventual replacement.
- Carpeting is strictly prohibited as it traps moisture and can cause damage to the concrete substrate.
- Freestanding pole and table lamps may be used; however, no permanent lighting fixtures nor structural modifications are permitted.

Resident Responsibilities

As semi-private spaces visible from and adjacent to other units, balconies must be used respectfully and in a way that maintains the aesthetic and comfort of the community.

- **Smoking is not permitted on balconies due to smoke drifting into other units. This is considered a nuisance.**
- Noise should be kept to a minimum, as sounds from balconies can disturb adjacent units.
- Balconies may not be used for storage. Only appropriate furniture and small plant containers are permitted. The Board reserves the right to require removal of unsightly or inappropriate items.
- Plant containers must be placed and designed to prevent water or soil dripping onto other balconies or the building exterior.
- Shaking or sweeping items or water off the balcony is strictly prohibited.
- Towels, rugs, clothing, or similar items are not to be hung on railings or draped within the balcony area.
- Grilling, fire pits, or any open flames are strictly prohibited.
- Residents are prohibited from attracting birds to the building by setting up bird feeders, bird baths, or by leaving food on balconies or window ledges. **Note: Feeding of birds is prohibited on all areas of the property.**
- Satellite dishes and antennas cannot be clamped to the balcony railing. If installed, these must be floor or pole-mounted in a way that does not damage the building, and recessed in the balcony so they cannot be seen from the street.

Storage Area

The storage lockers are designated as Limited Common Elements. Each unit is assigned one storage locker, located in the ground floor storage room. A reference list identifying each locker and its corresponding unit is posted on the west door of the storage room.

Note: The storage room remains locked at all times.

Important Storage Guidelines

To ensure safety, cleanliness, and shared access, all residents must adhere to the following:

- The storage room is not secure for valuables. Residents should avoid storing items of significant financial or sentimental value.
- All belongings must be stored inside the assigned locker only. Each locker must be secured with a personal lock.
- Aisles must remain unobstructed at all times to allow safe passage and comply with fire and safety codes.
- Flammable liquids, chemicals, and other combustible materials are strictly prohibited from being stored in the lockers.
- Food, perishables, or any items likely to attract rodents or pests must not be stored in the lockers.

By following these guidelines, residents help maintain a clean, safe, and orderly storage environment for everyone.

Windows and Screens

Windows are designated as Limited Common Elements and are maintained by the Association.

Storm Windows

Co-owners may install internal storm windows at their own expense, provided that:

- The installation does not alter the exterior appearance of the building (e.g., storm window frames must not be visible from the outside.)
- Written approval is obtained from the Board of Directors prior to installation.

Window Washing

The Association provides exterior window washing twice a year for all windows except for those that are accessible via the balcony.

That is, the following windows are excluded from the window washing service:

- All door-walls
- Dining room windows in Units C, E, and F.
- All storm windows

Co-owners may arrange for additional cleaning for window and storm windows directly with the service provider at their own expense. Notices of scheduled cleanings, including contact information for the service provider, will be posted on the mailroom bulletin board and sent to the Designated Voter in advance.

Screens

Window screens are removable and may be stored either inside the unit or in the co-owner's assigned storage locker during winter months. Screens must be removed to allow for exterior window cleaning.

Any issues with the operation of windows or screens, including fogged glass, should be promptly reported to the Building Manager or management company for inspection and repair.

Building Operations Overview

The section outlines key aspects of building operations that directly impact the daily lives of co-owners. These include:

- **Emergency Protocols**
- **Communications**
- **Safety and Security/Keys and Fobs**
- **Unit Utility Systems: Controls**
 - Circuit Breakers
 - Plumbing Shut-off Valves
 - Heating and Air Conditioning

- **Cable Ready Infrastructure**
- **Pets**

Each of these areas plays a vital role in maintaining a safe, functional, and connected living environment at Riverside Park Place.

MAINTENANCE REQUESTS

Any maintenance requests must be submitted to the Building Manager in writing using one of the following methods:

- Complete a Work Order – Available in the mailroom
- Email the Building Manager - rppmanager@gmail.com

The Building Manager is responsible for the repair, maintenance, and overall operation of the building's Common Elements.

Please note: The Building Manager's responsibilities are limited to the Common Elements of the building. Maintenance or repairs related to co-owner property are not within the Building Manager's scope. However, recommendations or referrals may be provided by the Building Manager or management company as a courtesy.

Emergencies

Emergency number (Police and Fire): 911

Your safety - and the safety of others - is the highest priority during an emergency. The following procedures outline what to do in the event of a fire, severe weather, or elevator-related emergency at Riverside Park Place.

Fire Emergencies

1. If a fire starts in a unit, an alarm will sound. If the detector above the entry door senses smoke or fire, it will automatically trigger closure of all fire dampers.
2. If you detect a fire in your unit or elsewhere in the building, immediately pull the nearest red fire alarm box.
 - Alarm pull boxes are located across from the stairwell doors on each floor and in the main lobby.
 - Pulling the alarm automatically alerts the Ann Arbor Fire Department.
 - The Ann Arbor Fire Department has access to a lockbox above the exterior lobby entry door to facilitate emergency entry to the building.
3. All fires – regardless of size – must be reported.
 - If safe to do so, small fires may be extinguished using a household fire extinguisher, which is required in every unit.
 - Additional wall-mounted fire extinguishers are located in the east stairwell of each hallway. To operate:
 - Release the band securing it to the wall.
 - Break the seal and remove the pin.
 - Aim the nozzle at the base of the fire and discharge.
 - Do not open any door separating you from the fire unless absolutely necessary.
 - If a door feels hot to the touch, do not open it. Shelter in place and wait for emergency responders unless evacuation is required.

In case of evacuation:

- Use the stairwells to exit the building.
- **DO NOT USE ELEVATORS**
 - If the hallway smoke detector is activated, the elevators will automatically descend to the ground floor and shut off.
- Stairwells and lower hallways are equipped with emergency lighting.
- If unable to use the stairs, shelter on the landing of the west fire stairwell, with the fire door fully closed, to await rescue by emergency personnel.

Once evacuated, proceed across Wall Street to avoid obstructing emergency responders.

4. In compliance with the City of Ann Arbor fire code, each unit must have:

- One smoke detector at the entrance
- One smoke detector near the bedrooms (*Rental units require additional detectors inside each bedroom*).

The Building Manager replaces smoke detector batteries annually during unit inspections. If the detector above the unit's entry door is triggered, it must be professionally reset. Contact the Building Manager. The cost of reactivation will be charged to the co-owner.

Tornadoes and Severe Storms

In the event of a tornado warning or severe storm, residents are strongly advised to take shelter in the main hallway on the ground floor until the danger has passed.

Elevator Emergencies:

- Each elevator is equipped with an emergency bell and telephone.
- If you hear a bell ringing repeatedly, please investigate to determine if someone is in distress.
- If assistance is needed, contact:
 - The Building Manager (use pager, if not on-site)
 - The Management Company
 - A Board Member
 - If none are available, call 911 or the Fire Department

Communication

Effective communication is essential to maintaining a well-managed and informed community at Riverside Park Place. The following channels and responsibilities help ensure co-owners stay connected and up to date.

- In accordance with the condominium bylaws (Exhibit ‘A’ to the Master Deed, Article VIII, Section 3) each unit must designate one co-owner as the Designated Voter. This individual will receive all communications from the Association and Management Company.
- The condominium’s official website is: www.riversideparkplacecondo.com. It includes electronic copies of the governing documents, Association policies, and these Rules and Regulations.
- A Resident Directory is distributed annually to co-owners. It includes names, unit numbers, email addresses, and phone numbers for both on-site and off-site co-owners and other residents.
- Important notices are distributed by email and posted on the mailroom bulletin board.
- Co-owners may post messages on the mailroom bulletin board. Messages are not to be taped or affixed to any other common areas of the property.

Entry Access System

Riverside Park Place uses a smartphone-based entry system: AIPhone IXG.

- The QR code to download the app is available from the Building Manager.
- The system allows residents to monitor and control access from all building entrances (Main, West, and East). Access can be granted from the Common Room, too
- Residents can communicate with visitors at access panels and remotely unlock the door when a call is received.
- The access panels display both unit numbers and resident last names, searchable by either.

Security Reminder: Do not grant entry to anyone you are not expecting or do not personally know. Never allow strangers to enter the building.

Note: Telephone Landlines: While most units have transitioned to mobile or internet-based phone services, a few units still maintain traditional landlines, which will be discontinued after 2029.

For telephone-related repairs: Contact the Building Manager to arrange access to the telephone rooms. The main telephone room is located within the ground floor storage room. Occasional access may be required to the 5th floor telephone/mechanical room.

Safety and Security

The Riverside Park Place Condominium Association places a high priority on the safety and security of all residents. While the building is equipped with interior and exterior video surveillance, resident awareness and vigilance remain the most effective deterrents to crime.

The Ann Arbor Police Department (AAPD) encourages residents to call 911 if they observe suspicious behavior. Even minor incidents can help identify broader safety concerns in the area. The AAPD has access to an exterior door entry key to the building as well as an emergency access code through the entry system.

To support emergency response and maintain building systems, the Association is authorized to enter units in the event of an emergency, or to inspect, maintain, and replace Common Elements. (Exhibit 'A' to the Master Deed, Article VI, Section 15).

Co-owners must provide the Association with access during any period of absence.

The Association conducts annual unit inspections to ensure building systems are functioning properly and units are maintained in a clean, safe, and sanitary manner (Exhibit 'A' to the Master Deed, Article VI, Section 17).

Resident Responsibilities

All residents share responsibility for maintaining a secure and respectful living environment. Please observe the following:

- Keep all building entry doors securely closed and locked. Do not prop open doors or leave them unattended.
- Do not allow unknown individuals to follow you into the building. All visitors must use the entry access system to contact the resident they are visiting.
- Be alert to unfamiliar persons on or near the property. If someone appears lost or confused, offer assistance. If behavior seems suspicious, contact the Building Manager, Management Company, or call 911.
- Soliciting is strictly prohibited anywhere on the property.
- Notify the Building Manager if you will be away for an extended period (generally, two weeks or more). While the Building Manager does not monitor individual units, knowing a unit is unoccupied can be helpful in an emergency.
- Give no public notice of a planned vacation or absence.
- Before leaving your unit for an extended absence:
 - Shut off water valves and ice-makers.
 - Turn off circuit breaker to the hot water heater.
 - In winter, maintain heat at a minimum of 55°F.

- Suspend mail and newspaper delivery.
- Arrange for a trusted individual to check on your unit, water plants, or care for pets.
- Inform the Building Manager if someone will be entering your unit on your behalf.

Reminder: Do not store valuables in your ground-floor storage locker.

Outside Door Keys and Fobs

Maintaining building security depends on careful control of entry devices.

Note: all keys and fobs that provide access to the building are the property of the Riverside Park Place Condominium Association.

There are nine secured entry points to the building's interior:

- Front entrance
- East and West entrances
- Four garage-access doors
- Pool door
- Ground floor Trash/Recycling door

All doors are equipped with Medeco high-security locks, which are not easily duplicated. Each key is numbered and registered to the unit and co-owner.

Each unit was originally issued two Medeco keys at no charge. Additional keys may be requested from the Building Manager, and these require a refundable deposit. Co-owners are encouraged to limit the number of keys in circulation to help preserve building security.

If a Medeco key is lost or stolen, the co-owner is responsible for requesting a replacement and paying the deposit. If a key is damaged and returned, it will be replaced at no charge.

All nine secure entry doors to the building have been retrofitted for electronic fob access. Each unit was originally issued two fobs. Lost fobs may be replaced and will require a deposit. Additional fobs may be requested and will also require a deposit.

Important: In the event of a power outage, the electronic fob system will not function. Residents should always carry a Medeco key as backup to ensure building access.

Transfer of Keys and Fobs Upon Sale

- At the time of sale, it is the seller's responsibility to provide the buyer with:
 - Two Medeco keys, and
 - Two electronic key fobs

These are the standard access devices issued to each unit by the Association. After closing, the new co-owner must contact the Building Manager to request any additional keys or fobs, which will require a deposit.

Other Keys

Each unit should also have:

- A Common Area key that provides access to shared spaces on the ground floor:
 - Storage Room
 - Exercise Room
 - Common Room
 - Work Space
 - Ground floor bathrooms
- A mailbox key (2) for the unit's assigned mailbox.
- A deadbolt key, if the unit's entry door is equipped with a secondary lock.

Utility Systems: Plumbing, Electrical, and HVAC

The plumbing and electric networks throughout the building - up to the point of connection within each unit - are classified as General Common Elements. This section outlines co-owner responsibilities for the unit components of these systems, as well as guidance for maintenance and emergency preparedness.

1. Electrical System

- Each unit contains its own circuit breaker panel, located within the unit.
- When a breaker trips (i.e., cuts off electrical current), identify and correct the cause before resetting the breaker.
- Co-owners are strongly encouraged to label each breaker to ensure quick identification during an emergency.

2. Plumbing System

Shut-off valves

Proper knowledge of the unit's shut-off valves is essential for preventing and managing plumbing emergencies.

- **Bathrooms:**

- A shut-off valve is located in the supply line to each toilet tank.
- Hot and cold water shut-off valves for bathroom sinks is inside the under-sink cabinet.
- A main cold water shut-off valve – which controls cold water to the sinks, toilets, and bathtub - is typically accessible through an opening in the wall of the primary bathroom's under-sink cabinet, it is sometimes found in the guest bathroom.

Important: If replacing the bathroom cabinet during a renovation, do not seal or cover the wall access opening. An access hole must be created in the new cabinet to maintain access to the main cold water shut-off valve.

- **Kitchen:**

- All plumbing valves are located under the sink.
- Separate valves exist for the hot and cold faucets and the dishwasher.
- The hot water shut-off valve for the unit is located in the line leading to the unit's hot water heater, and it shuts off the hot water to the entire unit.

(Note: The A stack hot water heaters are located in the adjacent laundry rooms.)

NOTE: There is no individual shut-off for the entire water system within a unit. If it becomes necessary to shut off all the water to the kitchen and bathrooms in the unit, the Building Manager must be notified, as shut-off affects all units in the entire vertical stack.

NOTE: Individual washer and dryers cannot be installed in units.

Co-owners are advised to shut off the valves to the toilet tanks and faucets when leaving for an extended period. It is also recommended to shut off the circuit breaker to the hot water heater, as water heater thermostats can malfunction over time.

Co-owner Responsibilities

Co-owners are responsible for keeping all valves and plumbing components in proper working condition. Damage caused by the following is the responsibility of the co-owner, including any resulting damage to other units or Common Elements:

- Malfunctioning hot-water heaters
- Worn or faulty valves
- Dishwashers
- Clogged Sinks
- Cracked toilet porcelain

Working shut-off valves can greatly reduce potential water damage during a plumbing incident.

3. Heating and Air Conditioning (HVAC)

- Thermostats, located in the living room and each bedroom, control both heating and cooling in the unit.
- Once the desired temperature is set, the system will cycle on and off automatically to maintain it.
- Units with original baseboard heating elements (featuring a removable front panel grille cover) that use a ceramic heating panel are no longer available through the Association. Replacement panels must be sourced, installed, and maintained by the co-owner.
- Co-owners are responsible for the installation and maintenance of baseboard heating units, air-conditioning units, and combination air-condition/heating wall units.
- Thermostats and relays requiring replacement are also the responsibility of the co-owner.

Through the wall air-conditioning and heating units

- These units are the property of the co-owner.
- Replacement units must fit the existing wall sleeve, which is a Limited Common Element and cannot be modified to fit other sizes.
- Once properly installed and plugged in, these units operate automatically based on the thermostat settings when connected to the 220V outlet adjacent to each sleeve.

TV/Cable System

The building is pre-wired for cable. Cable is wired to the unit's entry door. Co-owners are responsible for all cable hook-ups and wiring within their unit.

Note: The original building antenna system is no longer in use, although some units may still have antenna outlets.

A widescreen television is available for resident use in the Common Room. It can be used for viewing parties when the room is formally reserved. Residents may also use the TV on a casual, drop-in basis, when the room is not reserved. Co-owners must use their own streaming accounts to use the television.

Other

Satellite dishes and antennas are not permitted to be clamped or attached to balcony railings or affixed to the building exterior in any way. Any such equipment must be freestanding - floor- or pole-mounted - in a way that does not damage the building structure. Further, these must be positioned within the balcony, so that it is not visible from the street.

Pets

Pets are welcome at Riverside Park Place, subject to rules established in the governing documents and applicable City of Ann Arbor ordinances. These policies are designed to ensure a safe, clean, and respectful living environment for all residents.

- For the governing rules regarding pets, refer to Exhibit ‘A’ to the Master Deed, Article VI, Section 9.
- All pet owners must comply with all City of Ann Arbor ordinances regarding pet ownership, licensing, and care.
- A maximum of two pets may be kept in any single unit.
- All pets must be registered with the Association to ensure resident safety, proper noise/nuisance control, and compliance with local regulations.

Pet Owner Responsibilities

Pet owners are expected to be courteous and responsible members of the community. The following guidelines must be followed.

- Pets may not be kept or bred for commercial purpose.
- Pets are not permitted to roam freely on any Common Elements at any time. Animals must be attended and under the direct control of a responsible person while on Common Elements.
- Pet waste must be immediately collected and properly disposed of by the owner.
- Pets that are consistently or frequently audible (e.g., persistent barking or meowing) and disturb neighbors are not permitted.

To minimize disruption to other residents and maintain a clean environment:

- Dogs must be leashed and use ground floor entrances only. Extendable leashes must be locked when inside the building.
- Cats must be carried at all times in Common Areas.
- Pets are not permitted to use the front lobby entrance at any time.
- Any damage to Common Elements – including staining, scratching, or scarring of carpets, walls, woodwork, etc. – caused by a pet will be billed to the responsible Co-owner.
- Cat litter must be sealed in heavy-duty plastic garbage bags and carried to the ground floor Trash/Recycling Room. Kitty litter is not to be disposed of down the trash chute or left in trash rooms located on individual floors.

ALTERATION OF UNITS

A Shared Responsibility

The Board is committed to supporting and encouraging co-owners in making improvements to their homes, while also ensuring the building's structural integrity and protecting the interest of all residents. Because Riverside Park Place was originally designed as an apartment building, inherent structural limitations exist. All co-owners are expected to recognize and respect these constraints when planning any renovation.

Co-owners must not make alterations to the exterior appearance, structural components, or Common Elements— whether General or Limited – without the prior, express written approval of the Board of Directors. This includes:

- Modifications to interior walls that contain easements for structural support or utility easements.
- Attachments to or modification of shared walls that could impair the soundproofing between units.

ALL requests must be submitted in writing to the Board. If approved, the alterations will be formally documented and recorded.

General Guidance for Alterations

Most major alterations to individual units affect the building's Common Elements. While some cosmetic improvements – such as painting, wallpapering, or installing carpet – do not require Board approval, other projects do such as installing wood, tile, or stone flooring - impacting other residents due to increased noise transmission if proper soundproofing materials are not used. Even minor alterations may require co-owners to protect General Common Elements – such as hallway carpets and walls – to avoid damage during transport of materials and equipment.

Note: Soundproofing Requirements

For all flooring upgrades (wood, tile, stone, laminate, etc.), adequate soundproofing is mandated to minimize noise transmission between units. Failure to use proper sound mitigation materials may result in project rejection or required modifications, including the removal and replacement of non-compliant flooring.

Common Elements within Units that may NOT be modified

- **Air-circulation vents:** Each unit contains three vents (one in each bathroom and one in the kitchen) connected to the building wide ventilation system. These vents must remain unobstructed and cannot be altered, covered, or relocated.
- **Main cold-water shutoff valve for the bathrooms:** The valve, typically located behind one of the bathroom vanities, provides essential access for maintenance and

emergency water shutoff. It must remain fully accessible at all times and may not be enclosed, relocated, or blocked.

- **Air-conditioner sleeves:** The existing A/C sleeves are structural components of the building façade. They may not be removed, resized, enclosed or modified in any way.

Responsibility for Maintenance of Modifications

The co-owner is fully responsible for the ongoing maintenance and repair of any modification or improvement (Exhibit 'A' to the Master Deed, Article VI, Section (6)). If a co-owner fails to maintain these modifications properly, the Association reserves the right to perform necessary maintenance or repairs at the co-owner's expense.

Modifications must never restrict access to:

- Plumbing or waterline valves
- Vents: These are located in the bathrooms and the kitchen. These are an integral part of the heat wheel ventilation system for the whole building.
- Any building system or component maintained by the Association.

Plans, Drawings, & Board Review

Because architectural blueprints of the building are not available to co-owners, it is the co-owner's responsibility to submit plans for review. While these plans do not need to be professionally prepared, they must clearly depict conditions and proposed changes. A clear, hand-drawn sketch may be sufficient, if it communicates the necessary information.

Co-owners must:

1. Consult the City of Ann Arbor Building Department for guidance and permit requirements.
2. Prepare and submit to the Board a detailed proposal including:
 - a. Description/scope of work
 - b. Drawings and specifications
 - c. Identification of structural impacts (e.g., wall removal, plumbing reroutes)
3. Coordinate with the Building Manager throughout the process.
4. Ensure protection of Common Elements, and inform all contractors of their responsibilities for daily cleanup, damage prevention and the removal of all construction debris.

Right to Access

The Board has the right to access (Exhibit 'A' to the Master Deed, Article VI, Section 15) any unit undergoing major alterations to survey the progress of work at any reasonable time.

If entry is made when the co-owner is not at home, the Building Manager will leave a notice of the date and purpose of the entry.

Renovation Protocol and Association Oversight

To ensure the Association meets its obligations to maintain building safety, code compliance, and the integrity of the Common Elements, the following will be followed for all renovation projects requiring Board approval:

- **Pre-construction walk-through:** After Board approval, management will meet with the co-owner for a unit on-site review of the proposed renovation scope.
- **Contractor Introduction and Protocol Review:** The Building Manager will be introduced to the contractor (if applicable). The Building Manager will review all building procedures, access rules, and restrictions with both the co-owner and the contractor.
- **Inspection Coordination:** The Building Manager must be informed in advance of all scheduled plumbing, electrical, and building inspections to ensure compliance with building standards and to verify that no Common Elements have been altered.

Construction/Maintenance/Remodeling Guidelines

OVERVIEW

This document outlines when Board approval is required for maintenance, construction, or remodeling work in any unit at Riverside Park Place.

Please remember: Riverside Park Place is a shared residential building, and construction in one unit can significantly impact neighboring units. These impacts may include excessive noise, dust and debris, elevator congestion, or – most seriously – water leaks or flooding (especially during plumbing work).

When Board Approval Is Required

Board approval is required before starting any project that meets one or more of the following criteria:

- The project requires a Building Permit from the City of Ann Arbor, particularly if a sub-permit (e.g., plumbing or electrical) is also required.
- The total cost of the project exceeds \$2,500, regardless of scope.

Note: The Building Manager must be kept informed throughout the process, even if Board approval is not required.

Project Timing and Planning

Contact the Board at least two months in advance of your anticipated start date. This allows time to:

- Schedule a Board review of your proposal
- Incorporate Board feedback and recommendations.
- Meet city and RPPC permit and compliance requirements.

IMPORTANT: Remodeling a unit in a multi-story condominium building is far more complex than renovating a single-family home. Contractors must meet high-rise construction standards, and the permitting process is more rigorous.

Project Review Fee:

A \$150 Project Review Fee is required for all significant construction or remodeling projects. This helps offset oversight by the Board of Directors, Building Manager, and Management Company, and the increased wear and tear on Common Elements such as elevators, entry doors, hallway carpeting and walls.

Responsibility & Communication

The co-owner is fully responsible for managing their project. It is the co-owner's duty to inform the Board and neighbors at all stages:

- During planning

- As work progresses
- When delays occur (which are common in renovation projects)

Each project must include a written schedule, submitted to the Board before construction begins. This schedule should also be shared with residents and updated as necessary until the work is completed. This schedule should be posted in the Mailroom.

Clear, proactive communication helps reduce inconvenience to others and fosters a cooperative building environment.

Note: The Building Manager has no responsibility to manage remodeling, construction, or maintenance work inside private units.

See Appendix B: **Construction/Remodeling/Maintenance Application Form**

BOARD APPROVAL DETERMINATION

Before beginning any maintenance, construction, or remodeling project, please review the criteria below to determine whether RPPC Board approval is required.

If your project does not clearly fall into one of these categories, please contact the Board and request clarification before work begins.

Board Approval NOT Required

Board review and approval are not required if your project meets all of the following conditions:

- Involves only maintenance or cosmetic remodeling, and,
- Has a total cost under \$2,500, and,
- Does not require any permits from the City of Ann Arbor (e.g., construction/building, electrical, or plumbing).

Then:

**Board approval is not required.
\$150 Project Review Fee is not required.**

Examples:

- Painting
- Replacing carpet
- Basic appliance replacement (without moving plumbing or electrical connections)
- Wallpapering

Board Approval Required – When Permits Are Involved

Board review and approval are required if your project meets all the following conditions:

- Involves any kind maintenance, remodeling, or construction
- Involves any amount of expenditure
- Requires one or more permits from the City of Ann Arbor (construction/building, electrical, or plumbing)

Then:

**Board approval is required before any work begins.
\$150 Project Review Fee is required.**

Examples:

- Installing new flooring that impacts noise transmission
- Relocating kitchen plumbing or adding electrical outlets
- Bathroom renovations requiring permits

- Removing walls

Special Case: Hot Water Heater Replacement

Due to City of Ann Arbor regulations, the replacement or relocation of small-capacity water heaters (i.e., “low-boy” heaters under the kitchen counter) now requires:

- Plumbing and electrical permits
- The hot water heaters can no longer be located under the kitchen counter, if inaccessible.

POLICIES

- **Embedded Pipe Policy**
- **Leak Policy**
- **Parking Policy**
- **Rental Policy**
- **Unit Inspection Policy**

I. Riverside Park Place Condominium: EMBEDDED PIPE POLICY (February 2026)

This policy is adopted by the Board of Directors of Riverside Park Place Condominium pursuant to its authority under the Michigan Condominium Act, MCL 559.153 and MCL 559.154, and the Condominium's Master Deed and Bylaws.

The Condominium was constructed with hot water supply pipes embedded within the concrete floor slab of each individual unit. Due to age-related deterioration, these embedded pipes have experienced failures. Based upon engineering considerations and cost-effectiveness, replacement of embedded piping within concrete slabs is not feasible or advisable. Accordingly, when replacement is required, embedded pipe shall be permanently abandoned and replaced by re-routing piping within the interior of the affected unit but outside the concrete slab.

This policy establishes a uniform and reasonable procedure for such work and clarifies the allocation of responsibility and costs consistent with the Condominiums governing documents and Michigan law.

This policy is adopted pursuant to the Riverside Park Place Condominium Master Deed and Condominium Bylaws, including but not limited to

- Master Deed Article IV(A) (General Common Elements)
- Master Deed Article IV(A)(5) (Potable Water Plumbing Network)
- Master Deed Article IV(B) (Unit Interior Surfaces)
- Exhibit "A" to the Master Deed, Article V (6) (Unit Fixtures)

The hot water supply pipes serving the Condominium are classified as follows:

General Common Elements: All hot water pipes from their point of origin through the building and up to the point of connection with the shut-off valve serving each individual fixture – typically the hot water heater – are general common elements pursuant to Master Deed Article IV(A)(5).

Embedded Pipes: Hot water pipes embedded within the concrete floor slab of a unit, up to the point of connection with the shut-off valve serving each unit's hot water heater, are general common elements regardless of their physical location within the unit boundaries. The Association is responsible for maintenance, repair and replacement of general common elements. Hot water pipes after the point of connection with the shut-off valve serving each unit's hot water heater are limited common elements for whose maintenance, repair and replacement the Association is also responsible.

Unit Fixtures and Interior Surfaces: Hot water heaters, fixtures, and all interior walls, ceilings, floors, and surface finishes within a unit – except for Original Finishes (as defined below) – are the responsibility of the co-owner pursuant to Master Deed Article IV(B) and Exhibit "A" to the Master Deed, Article V (6).

- The Association shall bear the cost of maintenance, repair, and replacement, and rerouting of embedded hot water pipes as common elements, whether general or

limited, including the cost of permanently abandoning the embedded pipes and installing replacement piping.

- In connection with re-routing the hot water pipes, the co-owner shall be responsible for the removal and replacement of wall coverings, floor coverings, fixtures, cabinetry, and personal property. The co-owner is also responsible for the repair, replacement, or reinstallation of finishes beyond those original to the unit's original developer standards and for any elective upgrades or improvements. A list of finishes original to the unit's original developer standards is attached hereto as Appendix A (the "Original Finishes"). The Association is responsible for the repair, replacement or reinstallation of Original Finishes (but not any elective upgrades or improvements) within a unit.

When an embedded hot water pipe fails or requires replacement, the pipe shall not be replaced within the concrete slab. Instead, replacement piping shall be re-routed outside of the concrete floor but within the interior space of the affected unit.

An effort shall be made to standardize the rerouting in each of the stacks – A, B, C, D, E, and F. All rerouting shall:

- Be designed and implemented by a licensed and insured plumbing contractor retained by the Association;
- Comply with applicable building codes and permit requirements;
- Follow Board-approved criteria, including materials, routing paths, and construction methods;
- Include enclosing replacement piping within chases, conduit, or other protective enclosures to conceal and protect the piping from damage or misuse.

If a co-owner becomes aware of leakage from an embedded pipe – whether within their unit or an adjacent unit – the co-owner must promptly notify the property management company.

Upon notification, the Association shall arrange for an inspection and engaged a licensed and insured plumbing contractor to, pursuant to MCL 559.147 and the Condominium Bylaws (which grant the Association a right of reasonable access to units):

- Evaluate the condition of the piping;
- Provide an estimate;
- Obtain any required permits; and
- Coordinate the scope and scheduling of the work with the affected co-owner.

The Association, through the property management company, shall establish standards and provide oversight during the rerouting of embedded pipes.

Prior to the scheduled repair, the co-owner shall, at their own expense, remove all obstructions from the work area, including but not limited to wall coverings, floor coverings, fixtures, cabinetry, and personal property.

Upon completion of the work the contractor shall restore disturbed interior wall surfaces to a primed (but unpainted) condition and floors to an uncovered condition. The co-owner is responsible for all finish work, including painting, flooring, cabinetry, fixtures, etc., except that the Association is responsible for restoring Original Finishes, if any, within a unit.

The Association shall pay the plumbing contractor directly for work within its scope of responsibility.

All newly installed hot water pipes replacing embedded pipes shall remain common elements, whether general or limited, of the Condominium and shall thereafter be maintained, repaired, and replaced by the Association in accordance with the governing documents.

Co-owners shall not independently repair, modify, alter, or replace embedded hot water piping or rerouted piping except as authorized and performed in accordance with this policy. Unauthorized work constitutes a violation of the governing documents and may result in enforcement action and liability for resulting damage.

The policy shall become effective upon adoption by the Board of Directors and shall apply to all embedded hot water pipe failures occurring on or after the effective date.

Appendix A

Original Developer-Provided Unit Features

Below is a general description of unit features as originally provided by the developer:

- Kitchen
 - Merillat cabinetry: laminate faced
 - vinyl flooring
 - Formica countertops
 - Appliances included: dishwasher, range, ductless range hood, refrigerator, and garbage disposal. Painted walls.
 - Not included: Microwaves or microwave hoods, kitchen islands, bars, or peninsulas
- Entry, Living Room and Dining Room
 - Wall-to-wall carpeting
 - Painted walls
- Bedrooms
 - Wall-to-wall carpeting
 - Painted walls
 - Closets with a shelf and hanging rod
 - Not included: custom closet systems (e.g., California Closets)
- Bathrooms
 - Fully tiled, with a tub and shower combination
 - Not included: Shower doors
- Balconies
 - Cement slab
- Window Treatments
 - None provided by the developer

II. Riverside Park Place Condominium: LEAK POLICY (March 1993)

In the event of a leak coming through the common elements, the Association will:

1. Identify the leak source.
2. Make sure that repairs are made by the Co-owner or the Association as determined by the Maintenance Matrix (pages 7-8).
3. Clean up any water and make efforts to dry out and re-lay carpeting/flooring, if necessary.

Personal property damage claims are the responsibility of individual Co-owners.

III. Riverside Park Place Condominium: PARKING POLICY (December 2024)

1. **Parking for Co-owners and Residents:** Parking is exclusively for co-owners and residents currently residing in the building. Each unit is assigned either a carport or garage by deed, and these designated spaces are reserved solely for that unit owner.

Open parking spaces are available on a first-come, first-served basis for residents with a second vehicle. However, possessing a parking permit does not guarantee the availability of an open parking space.

2. **Parking Lot Monitoring:** Management personnel routinely monitor the parking areas to ensure that only vehicles with valid, current permits are parked in these areas.
3. **Handicap Parking:** Handicap spaces are reserved exclusively for the use of vehicles displaying a State of Michigan handicap sticker.
4. **Vehicle Registration and Permits:** All vehicles, including cars, pick-up trucks, and motorcycles, must be registered with the Association. Parking permits can be obtained from the Building Manager. Each unit may obtain up to two parking permits, which are assigned to specific license plate registrations. Permits must be clearly displayed in vehicles, including those parked in carports and garages.
5. **Towing:** Vehicles without a valid parking permit or with an invalid permit, will be towed at the owner's expense. Towing is enforced. To recover a towed vehicle, contact Brewer's Towing at 734-665-8888.
6. **Guest and Visitor Parking:** Guests, visitors, contractors, and service personnel are not permitted to park in the condominium parking lots. These individuals should park on Wall Street in front of the building. Note: Wall Street has a 2-hour time limit from 8 a.m. to 5 p.m.

Co-owners are responsible for ensuring their guests and visitors comply with this policy.

7. **Prohibited Practices:** Residents may not occupy open parking spaces while leaving their deeded carport or garage empty to reserve a space for another vehicle. Residents with two permitted vehicles must ensure both vehicles do not occupy open parking spaces simultaneously.
8. **Temporary Permits:** Temporary permits are available from the Building Manager for short-term parking or overnight guests, caregivers, and similar situations. These permits are tied to specific vehicles and are valid for limited durations. Temporary permits do not guarantee a parking space and allow for parking on a first-come, first-served basis.
9. **Moving Vans and Trucks:** Moving vans and trucks may park on the property as needed for loading and unloading. These vehicles must park in either the loading

zone, outside the trash room, or in an open parking space. These vehicles must not block fire lanes, garage doors or carports. Moving activities should be coordinated with the Building Manager to minimize disruptions.

- 10. Rental of Carports and Garages:** Co-owners who wish to rent out their carport or garage must rent to co-owners or residents currently residing in the building. Renting out a carport or garage forfeits the lessor's right to obtain parking permits, as the deeded space is no longer in use by the lessor.

This policy is designed to ensure a safe, organized, and fair parking environment for all residents.

IV. Riverside Park Place Condominium: RENTAL POLICY (May 2024)

Riverside Park Place Condominium imposes a rental cap of 10 units, established through an amendment to the governing documents, recorded with the Washtenaw County Register of Deeds on May 15, 2018. Leasing and Rental (Article VI, Section 3).

Definitions:

- A rental unit is defined as a unit without an owner of public record in occupancy (Article VI, Section 3 (e)).
- Residency Requirement (Article VI: Restrictions: Section 3 (b)): Mandatory Initial Residency Requirement: “No Co-owner shall be permitted to rent or lease a unit until they have continuously resided in such unit for at least one year.”

Overall Cap:

- The 10-unit cap includes both grandfathered and non-grandfathered unit owners. If this cap is exceeded, non-grandfathered co-owners cannot rent their unit.

Grandfathered Status:

- Co-owners who owned their unit and were in good standing on or before May 15, 2018, are considered grandfathered. They can rent their unit at any time, without being affected by the cap. The grandfathering exemption expires upon the first sale or transfer of the grandfathered unit.
- Per the governing documents (Article VI: Restrictions: Section 3 – Leasing and Rental (a)), notification of the desire to rent a unit must be provided to the Association in writing at least 21 calendar days before leasing. Further, a copy of the executed lease, the Certificate of Compliance (CofC) from the City of Ann Arbor, and other relevant documents for review with compliance with the Condominium’s governing documents must be provided to the Association.

Non-Grandfathered Co-owners:

Co-owners purchasing a unit after May 15, 2018, can rent their unit under the following conditions:

- The Co-owner must have continuously resided in the condominium for one year, after the date of purchase.
- After the Co-owner has resided in the unit for one year after the date of purchase, that is, owner-occupied, they can submit a written request to be placed on the rental unit waiting list if the rental cap has been reached or exceeded.
- No rental is permitted for a non-grandfathered Co-owner if doing so would exceed the rental unit cap, i.e., making the total units rented more than 10.

Waiting List and Notification:

1. Non-grandfathered Co-owners are placed on a waiting list in chronological order of the date when a written or email request is received by the Association.
2. When the total number of rental units drops below 10, the Association notifies, in writing, the first Co-owner on the waiting list of an available rental slot.
3. Upon notification of a rental opening, the Co-owner must provide a response, within 10 days, if he/she intends to execute renting the unit. If yes, the Co-owner has 75 days to provide all the required rental documentation to the management company (see below). If no, the Co-owner is removed from the list. Failure to have leased the unit at the end of the 75 days, results in removal from the waiting list. The Co-owner can submit a new written or email request to be placed back on the list, once again in chronological order of the date the request is received by the Association.

Documentation Requirements for All Rental Units:

All Co-owners, grandfathered and non-grandfathered, renting out a unit, must provide the Association with:

- An exact copy of the lease which meets the requirements of the Condominium's governing documents. (to be kept on file with the Association).
- A copy of the Certificate of Compliance (CofC) from the City of Ann Arbor (to be kept on file with the Association). Future inspection certificates are required, the inspections based on the City of Ann Arbor rental ordinances; timeframes for such inspections, currently every 30 months.
- A \$100.00 surcharge assessed at the time a new lease is executed.
- A \$250.00 move-in/move-out fee assessed with each new lease.

Co-owner Landlord Responsibilities to the Association:

- Landlord Co-owners must provide a signed tenant(s) orientation to the building and acknowledge that the tenant(s) have a copy of the Rules and Regulations Handbook.
- Landlord Co-owners must provide access to the Condominium's governing documents to the tenant(s). The tenant must agree to comply with the conditions set forth in the Condominium's governing documents.

Termination of Rental Status:

- A unit retains its status as a rental unit until 90 days after the termination of the current tenancy or the Association is notified in writing that the unit is no longer occupied as a rental unit.

Enforcement and Consequences:

- Violation of rental and leasing requirements may result in fees and fines as outlined in the Association's governing documents, in addition to legal remedies.

V. Riverside Park Place Condominium: UNIT INSPECTION POLICY (October 2025)

Riverside Park Place Condominium Unit Inspection Policy

To ensure the health, safety, and well-being of all residents, Riverside Park Place Condominium conducts annual inspections of all units. These inspections are designed to identify and address concerns related to fire safety, plumbing, emergency access, and the overall condition of essential building systems.

In accordance with the Condominium governing documents, co-owners are responsible for maintaining their units in a safe, clean, and sanitary condition (Exhibit 'A' to the Master Deed: Article VI (17)).

Purpose and Legal Authority

The Association's right to access and inspect individual units is a fundamental element of condominium living. As affirmed by the Michigan Court of Appeals (123MichApp749, 1985):

“The principle is to promote the health, happiness, and peace of mind of the majority of the unit owners since they are living in such close proximity and using facilities in common, each unit owner must give up a certain degree of freedom which he/she may otherwise enjoy in separate, privately owned property.”

This policy reflects the Association's responsibility to promote a safe, functional, and harmonious environment for all co-owners and residents.

Scope of Annual Inspections

Each inspection will include an evaluation of the following areas:

- **Emergency Access:** Ensuring the unit can be accessed in case of an emergency.
- **Fire Safety:** Verifying the condition and operability of:
 - Entry door fire dampers
 - Spring-loaded door hinges
 - Smoke detectors (batteries will be replaced during inspection)
 - Fire horns
 - Fire extinguisher (must be fully charged and located in or near the kitchen)
- **Plumbing Systems:** Checking faucets, shut-off valves, caulking, and porcelain fixtures for leaks or deterioration.
- **Ventilation:** Ensuring kitchen and bathroom vents are unobstructed and functioning properly.
- **Electrical Systems:** Verifying the circuit breaker box is accessible and in good condition.

- **Windows and Frames:** Assessing the condition of windows and frames (These are common elements: the Association is responsible for maintenance, repair, and replacement.)

Inspection Process

- Inspections will be conducted by at least two individuals, under the supervision of the management company.
- Co-owners will receive a minimum of one week’s notice of the scheduled inspection.
- Units must be accessible at the scheduled time. Co-owners are required to have necessary keys or entry codes on file in the RPPC office to facilitate access. In accordance with Article VI (15) of Exhibit ‘A’ to the Master Deed.
 - The Association reserves the right to access any unit during reasonable working hours with prior notice, and at any time without notice in case of emergencies affecting common elements, other units, or resident safety.

Required Safety Items

To pass inspection, each unit must have:

- A working water alarm located near the hot water heater.
- A fully charged fire extinguisher in or near the kitchen.
- Operational smoke detectors, properly installed in accordance with City of Ann Arbor building codes.

Deficiency Notification and Fines

Following the inspection, co-owners will receive a copy of the Inspection Report identifying any deficiencies. This report serves as the first official notice of non-compliance with the Association’s governing documents, and the date of the report establishes the deadline for correcting any issues.

The most critical concerns typically involve fire safety and plumbing systems, where prompt corrective action is essential to safeguard residents and prevent property damage.

Urgent Repairs (15-day Deadline)

Urgent issues are those that pose an immediate risk to safety or the building infrastructure. Examples include:

- Non-functioning or broken water shut-off valves
- Inoperable smoke detectors
- Missing or uncharged fire extinguishers

These must be corrected within 15 days of the inspection report date.

If the necessary repairs are not completed within this timeframe and no notification is provided, the Board will authorize the necessary work without further notices, as permitted under Exhibit 'A' of the Master Deed, Article VI (15) and Article XVII (1) (c). All costs will be billed to the co-owner.

Non-Urgent Repairs (30-day Deadline)

Non-urgent repairs include issues that do not present an immediate hazard but must still be addressed to maintain unit safety standards. Examples include:

- Obstructed kitchen or bathroom vents
- Minor maintenance deficiencies

These must be corrected within 30 days of the inspection report date.

If a reinspection conducted on or after day 31 finds the issue(s) remain unresolved, the co-owner will be subject to fines as outlined in Exhibit 'A' to the Master Deed, Article XVII (1) (d) (ii).

Co-owners should promptly correct any identified deficiencies to maintain compliance with fire safety regulations, maintenance standards, and the Association's governing documents, and to avoid potential penalties. Once a required repair has been completed, co-owners must provide written notification (for example, by email) to the Building Manager or the management company.

APPENDICES

- A.** Trash, Recycling, and Composting Guides
- B.** Construction/Remodeling/Maintenance Application Form
- C.** Preparation for Work in Units
- D.** Co-owner Landlord Rental Information
- E.** Move-in/Move-out Protocols
- F.** Selling a Unit: Information for Sellers and Real Estate Agents

A. Trash/Recycling/Compost Guidelines

For the most accurate and up-to-date information on waste disposal, visit:

<https://www.recycleannarbor.org/a-z-recycling-guide>

RECYCLING

What CAN go in the recycling bins and carts:

- **Paper:** newspapers, magazines, catalogs, junk mail, office paper, flattened cardboard, frozen food boxes, and cereal-type boxes.
- **Metal cans** – thoroughly rinsed and dried
- **Glass bottles and jars** with tops removed – thoroughly rinsed and dried
- **Plastic containers:** cleaned bottles, containers, and tubs.
 - Bottles with screw-on cap: leave caps on
 - Tubs and containers with flat lids: throw lids in the trash
- **Cartons:** ‘Aseptic’ and ‘Tetra Pak’ containers like milk, juice, soy milk, chicken broth, etc.

What CANNOT go in the recycling bins and carts:

- Plastic bags*
- Styrofoam**
- #3, 4, 6 and 7 plastics – these are marked PLA or BPI
- Batteries
- Electronics***
- Light bulbs^
- Toxic materials (e.g., motor oil)
- Medical waste and syringes
- Scrap metal (e.g., auto parts and pieces of equipment)^^
- Hardcover books^^^
- Ceramics and Pyrex dishes
- Textiles+
- Paper cups
- Wood or construction debris
- Yard trimmings or plate scrapings
- Shredded paper++

Recycling notes:

*Grocery stores often have a bin for these in their entrances

**Take to the Drop-off station

***Take to the Drop-off station or check to see if stores accept these.

^Lowe's and Home Depot accept these

^^ Take to the Drop-off station

^^^The Friends of the Ann Arbor Library may take these for its bookstore

+Take to the Drop-off station or donate if clean and in good condition (see Recycle Ann Arbor website)

++Take to the Drop-off station

General Rule: When in doubt, throw it out. If you are unsure whether something is recyclable, it's safer to place it in the trash.

COMPOSTING

What CAN go in the Compost cart:

- Coffee grounds and filters
- Yard Waste
- Paper towels and napkins
- Meat and Bones
- Food Scrapings

What CANNOT go in the Compost cart:

Plastic bags and film
Cups, unless BPI-certified compostable
Recyclables
Candy wrappers
Trash
Cups and straws
Food wrappers
Office supplies
Cardboard

TRASH

- Only bagged and sealed household trash may be placed in the Riverside Park Place Condominium dumpsters.
- Construction or renovation debris is not allowed in the dumpsters. Co-owners must arrange for proper disposal.
- Discarded appliances may not be left in the trash room. Co-owners must arrange for proper disposal.

Seasonal Dumpster

To assist with the disposal of large items, the Association provides a large dumpster at least once a year, typically in July or August. Advanced notice will be posted in the mailroom.

This service is intended for:

- Bulky household items
- Paint cans (sealed and dry)
- Renovation or construction debris

B. Construction/Remodeling/Maintenance Application

Application is available from the Building Manager

Submit this application at least 8 weeks prior to your intended start date.

Unit Number: _____

Date of Application: _____

Co-owner/Applicant Information:

- Name: _____
- Contact Name (if different from co-owner): _____
- Contact Cell Phone/Text: _____
- Contact Email: _____

Project Description/Scope

Please describe the proposed work in detail. Attach architectural plans and drawings for remodeling projects. (Continue on back if necessary)

Permitting Information

Does this project require permits (Construction, Electrical, Plumbing)? Yes No

Note: All permits must be posted on the unit door before beginning any construction, including demolition.

Contractor Information

Please list all contractors and subcontractors involved in the project:

Role	Name	Contact Name	Phone/Cell
Architect/Engineer (signed/sealed drawings)	_____	_____	_____

Prime Contractor _____

Plumbing Subcontractor _____

Electrical Subcontractor _____

Cabinet Subcontractor _____

Painting Subcontractor _____

Flooring/Carpeting Subcontractor _____

Day-to-Day Project Manager:

Name: _____

Cell Phone/Text: _____

Email: _____

Proposed Timeline

- Proposed Start Date (Construction/Demo): _____
- Proposed Completion Date: _____
- _____

If your project involves maintenance or remodeling, costs less than \$2,500, and requires no permits you may submit this portion to the Building Manager and skip to: Review of Preparations for Work in Units, at the end.

City Permits (as applicable)

Permits Required: _____

(e.g., building, electrical, plumbing, etc.)

Date Permits Obtained: _____

If permits are not in hand at the time of the application, update this form once received.

Checklist:

___ I have reviewed “Review of Preparations for Work in Units)

Date: _____

___ Project reviewed with RPPC Building Manager. Date: _____

___ Construction/Building permits obtained from City. Date: _____

___ \$150 Project Review Fee Paid. Date: _____

___ Board approval granted. Date: _____

____ Project schedule posted in mailroom. Date: _____

____ Inspections completed (Electrical, Plumbing, etc.). Date(s): _____

Project Documentation (Attach as Applicable)

Please submit the following materials, if applicable.

- Architectural or project drawings
- Material samples (e.g., flooring, soundproofing, piping, plumbing, fixtures)
- Specifications and details on materials or systems being used;
 - Flooring underlayment (required for soundproofing under laminate, hardwood, LVT, etc.)
 - Type of pipe (PVC, copper, etc.)
 - Electrical fixtures and standards

Note: The Board does not review or approve project aesthetics. Its focus is on the structural impact, building systems, and effects on neighboring units.

Special Considerations

Please list any parts of your project that may require special coordination or special planning:

Examples:

- Appliance deliveries
- Extended water or power shutoffs
- Disruption to shared unit “stack” plumbing (i.e., shared plumbing with units above and below).
- Noisy work (e.g., demolition, flooring removal and installation, etc.)

See Appendix C: “Preparations for Work in Units” to complete the application.

C. PREPARATIONS FOR WORK IN UNITS

The Board of Directors of Riverside Park Place Condominium (RPPC) requires all co-owners and contractors to follow the guidelines below, before and during any construction, remodeling, or maintenance project.

Please coordinate your project in advance with the Building Manager, and ensure your contractors are fully informed of the following:

Project Fee:

- \$150.00 project fee must be paid before work begins.
- Make check payable to: Riverside Park Place Condominium and submit it to the Building Manager.

1. Permits

- Obtain required permits (Plumbing, Electrical, Building) from the City of Ann Arbor.
- Provide copies of all permits to the Building Manager before starting any work.

2. Project Notification

Notify others in the building as follows:

- Submit a summary of the project to the Building Manager, including:
 - Proposed start and end dates
 - Type of work being performed
- Post the project notice on the mailroom bulletin board.
- Distribute printed notices under the doors of residents:
 - All units on your floor
 - The units directly above and below yours

3. Parking

- Contractors are not permitted to park in RPPC lots.
- After unloading materials, all contractor vehicles must be moved to street parking.

4. Unloading Materials

- Materials and equipment must be brought in through the ground-floor Trash/Recycling Room, which has direct access to the service elevator.
- For building security, do not leave exterior doors open unless attended.

5. RPPC Cart Usage

- RPPC carts may be used for transporting materials but must be returned immediately to the area in front of the Common Room.
- Do not store carts in units or use them for extended periods.

6. Elevator Usage

- Obtain the elevator key from the Building Manager
- Only the padded service elevator (West side) may be used for transporting tools, equipment, and materials.

7. Noise Restrictions

- Construction noise is only permitted during the following hours:
 - Monday – Friday: 8:30 a.m. – 5:30 p.m.
 - Saturday: 9:00 a.m. – 4:00 p.m.
- No work allowed on Sundays.
- Work outside these hours is discouraged and requires advanced approval from the Board.

8. Waste Disposal

- All construction-related waste must be removed from the property by the contractor or co-owner.
- Do not dispose of construction debris, leftover paint, fixtures, or packing materials in the building dumpsters or recycling bins.

9. Cleanup Requirements

- The contractor or co-owner is responsible for keeping all common areas clean throughout the project.
 - Vacuuming hallways between the elevator and the unit.
 - Wiping up dust, dirt, and spills in the common areas.
 - Cleaning carts after use.

Please share this document with all contractors and ensure full compliance throughout your project. These rules are in place to maintain a clean, safe, and respectful environment for all RPPC residents.

D. Rental Requirements for Co-owner Landlords at Riverside Park Place Condominium

Co-owner landlords must comply with the Riverside Park Place Condominium governing documents, policies, rules, and City of Ann Arbor ordinances when leasing their unit. These requirements ensure tenants understand their responsibilities and help maintain a safe, respectful, and well-managed living environment for all residents.

To ensure compliance, it is necessary to include specific provisions in leases that accurately reflect these requirements. By doing so, landlords inform tenants of their obligations and demonstrate their commitment to the Riverside Park Place Condominium Association. This proactive approach minimizes the potential for misunderstandings or disputes during the lease period, fostering a positive living experience for residents.

The Association's limited responsibility to tenants within a unit is clearly outlined in the Riverside Park Place Condominium bylaws. According to these bylaws, any infractions or alleged violations of the Association's governing documents by a tenant are the responsibility of the Co-owner landlord. Thus, all communication from the Association – whether through the management company or the Board – will be directed to the co-owner landlord, not the tenant.

It is essential that every executed lease references the bylaws regarding tenancy and the tenant's obligations to adhere to the condominium's Association governing documents and rules. Co-owner landlords must ensure their tenants receive these documents.

Bylaws:

Regarding Riverside Park Place's bylaws (Article VI: Restrictions), Co-owners must fully comprehend and adhere to these guidelines when renting out their condominium. No co-owner is eligible to rent a unit until they have resided in the unit for one year. Then, they are eligible to be placed on the rental waiting list. It's essential to understand the definition of a rental unit. The following points highlight key aspects but do not replace a thorough understanding of the entire bylaws concerning rental and leasing.

Riverside Park Place maintains a rental cap of 10 units, encompassing both grandfathered and non-grandfathered Co-owners.

Pursuant to the Bylaws:

- Any eligible Co-owner intending to rent or lease a condominium unit must provide written disclosure at least twenty-one (21) calendar days before the lease begins. They must also supply the Association with a copy of the exact lease for review to ensure compliance with the condominium documents.
- No lease shall be for a term of less than one (1) year without prior written approval from the Board of Directors.
- A leasing review fee of \$100 is required from the Co-owner when disclosing the lease terms, be it a new lease or a renewal.

- A single move-in/out fee of \$250 will be charged to the Co-owner landlord at the start of each new lease or rental.
- The lease must prominently state that all occupants of the unit are obligated to comply with the provisions of the condominium documents, including the Master Deed, Exhibit “A” to the Master Deed, and the rules and regulations.

Understanding and adhering to these provisions are essential for Co-owners at Riverside Park Place when engaging in leasing activities.

City of Ann Arbor: Certificate of Compliance (CofC):

City of Ann Arbor regulations require rental properties undergo periodic inspections and have a valid Certificate of Compliance (CofC). Details about this process are available on a2gov.org under ‘Property Registration and Inspection Information.’ Co-owner landlords must submit a copy of the current CofC to the management company.

Parking:

Parking at Riverside Park Place is limited and monitored. Each unit is guaranteed one covered parking space (carport or garage,) as specified in the Master Deed. A maximum of two parking spaces per unit is allowed. Open parking spaces are available on a first-come, first-served basis only to residents with valid parking permits. All other vehicles (guests or service personnel, etc.) must park on the street.

Pets:

As per Riverside Park Place Association Bylaws (Article VI: Restrictions: Section 9), no Co-owner can keep more than two pets in their unit. All residents must comply with the City of Ann Arbor ordinances regarding pet ownership, licensure, and care. It is the responsibility of the co-owner landlord for ensuring tenant compliance.

Tenant Orientation to the building: Riverside Park Place Rules and Regulations:

Co-owner landlords are responsible for ensuring that tenants are not only familiar with the leased unit but also oriented to the entire building. As part of this responsibility, both the co-owner landlord and the tenant(s) must sign off on the orientation process. The orientation protocols are available from the management company.

Failure to adhere to these orientation requirements may lead to fines or forfeiture of the right to lease a unit at Riverside Park Place Condominium.

For a fee, co-owner landlords can request the orientation be conducted by a Board member or the management company. The fee for this service is \$100 per orientation, subject to change at the discretion of the Board of Directors.

E. Riverside Park Place Condominium: Move-in/Move-out Protocols

(November 2024)

Move-in/Move-out Protocols:

To ensure a smooth and respectful moving experience for all co-owners and residents of Riverside Park Place Condominium, the following protocols have been established. These guidelines help minimize disruptions, protect the building's common areas from damage, and apply to both moves and deliveries of furniture, appliances, and similar items.

Schedule Your Move

Contact the building manager to schedule your move. Moves should take place Monday through Friday between 8 a.m. and 5 p.m., unless special arrangements are made. Prior coordination allows the Building Manager to provide the necessary elevator key, and guide you to the designated move-in/move-out area.

Designated Moving Entrance

Use the west side garage entrance, i.e., the service entry (via the trash room) for all moves. This entrance provides the easiest access to the elevator, featuring double doors and a ramp to facilitate the moving process.

This area needs to be monitored during the move by the co-owner or resident using it.

The front entry, though the lobbies, is strictly off-limits for moving in and out of the building. Moving through the front doors will result in immediate fines. Please be aware that the front lobbies are monitored by security cameras.

Parking for Moving Vehicles

Moving trucks, vans, and pickups must back into the west side parking lot and park within the white lines that define the loading/unloading area (see attached picture).

Elevator Use

The padded elevator is the only one to be used for moving. The other elevator must remain available for co-owners, residents, and visitors.

Clean Up After Your Move

Any mess made on the ground floor, in the elevators, or on the hallways must be cleaned up immediately by those moving in and out.

Box Disposal

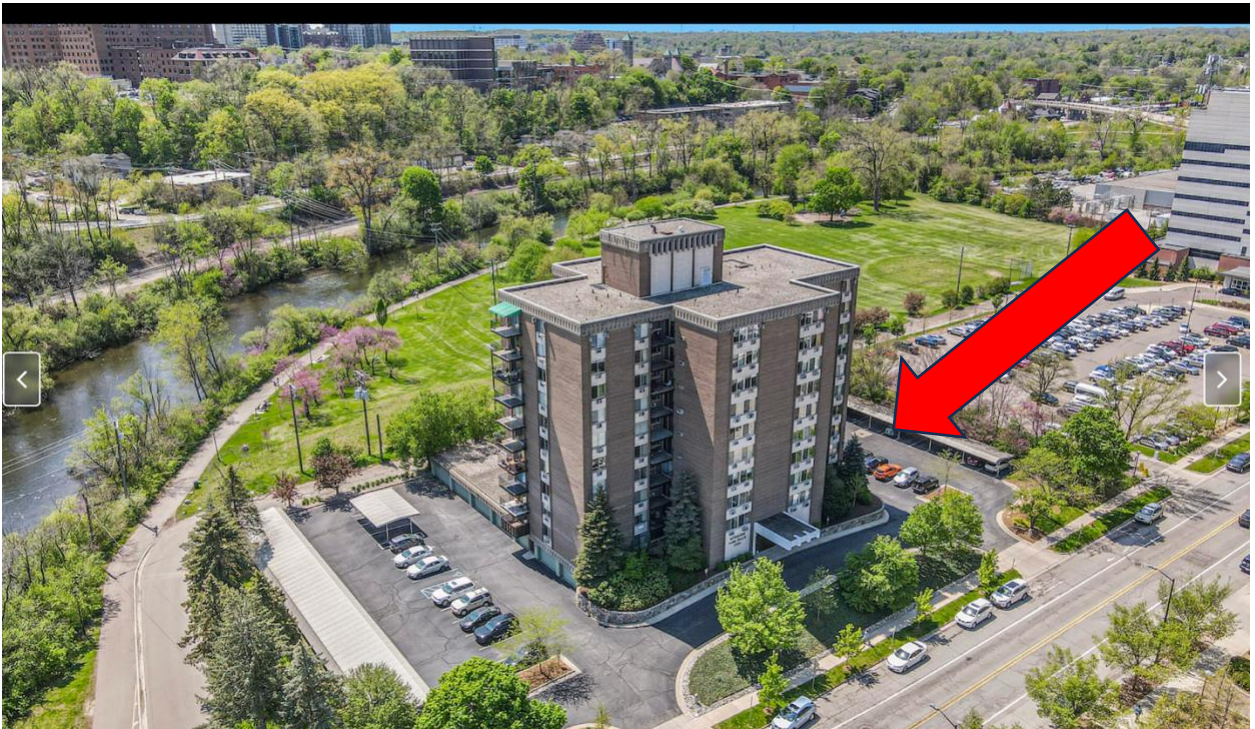
Large moving boxes must be broken down and placed in the recycling bins located in the ground floor trash rooms.

Disposal of Large Items

Furniture, appliances, and other large items are not to be left in the ground floor trash room or dumpsters. It is the responsibility of the co-owners and residents to properly dispose of these items. Please note, this area is monitored by cameras.

We appreciate your cooperation with these move-in/move-out protocols, which help maintain a pleasant living environment at Riverside Park Place Condominium. Thank you.

The service entry is on the right side of the building looking at the building in the picture below, as indicated by the red arrow. The service entry faces the Kellogg Eye Center parking lot.



F. Selling a Unit: Information for Sellers and Realtors

To support a smooth and successful sale of your unit – and to ensure a seamless transition for the buyer – please review the following key information about Riverside Park Place Condominium (RPPC). We recommend sharing this document with your realtor and prospective buyers.

1. Governing Documents and ‘Rules and Regulations’ handbook

- Buyers should receive and review the Association’s governing documents, which outline their rights and responsibilities as co-owners.
- The ‘Rules and Regulations’ Handbook provides essential information about unit living, Common Elements, policies, and procedures.
- The ‘Rules and Regulations’ Handbook is the property of the Association and must be left in the unit for the new co-owner.

2. Reserve buy-in

- Upon purchase, a reserve buy-in equal to 12 months of the unit’s current monthly fee is required.
- This payment goes to the Association, but responsibility for payment may be negotiated between buyer and seller as part of the transaction.

3. Rental Policy

- Buyers must be informed of the Association’s rental policies, including a minimum owner-occupancy requirement before the unit becomes eligible for rental.

4. Keys and Access

- The following must be transferred from the seller to the buyer at closing:
 - Two Medeco keys (for the main entry doors)
 - Two fobs (for the main entry doors)
 - Pop-A-Lock key (for the Common Room, Work Space, Storage Room, Exercise Room, and Ground Floor bathrooms)
 - Keys or access codes for the unit door.
 - Keys to the unit door deadbolt, if applicable.

5. Orientation

- The new co-owner must schedule an orientation with the Board shortly after closing.
 - This session covers important details about community living in a high-rise condominium environment.

6. Renovations

- Buyers considering renovations must consult the governing documents and the ‘Rules and Regulations’ Handbook.
- Renovations often require Board approval and, in many cases, City of Ann Arbor permits

7. Parking Policy

Covered Parking: Each unit is deeded one covered parking space (garage or carport).

- Permits: Only residents may obtain parking permits; each unit is limited to two permits.
- Parking Areas: Only residents may park in the parking lots.
 - Visitors, work personnel, and others must park on the street.
- Second Vehicles: Second permitted vehicles may use open parking spaces, available on a first-come, first-served basis.

Note: Realtors and prospective buyers must park on the street during showings to avoid towing.

8. Move-in/Move-out

- All move-ins and move-outs must be coordinated with the onsite Building Manager.
- Contact the Building Manager or the Property Manager to obtain the latest Move-in/Move-out protocols.

For additional assistance or questions, please contact the Property Management Company.

- Contact information is posted on the mailroom bulletin board.

All Co-owners are thanked for their time, thoughtfulness, and commitment to our shared responsibilities in maintaining Riverside Park Place Condominium as a strong and vibrant community in which to live and invest.