

Colonial Square Homes, Inc.

Policies

Revised February 2017

TABLE OF CONTENTS

SECTION - A - APPLICANTS FOR MEMBERSHIP.....	1
SECTION - B - BED BUGS	1
SECTION - C - BOARD OF DIRECTORS	2
SECTION - D - CLUBROOM RENTAL.....	2
SECTION - E - DOORS	3
SECTION - F - FENCES	3
SECTION - G - HANDRAILS	4
SECTION - H - HOUSE & GROUNDS VIOLATIONS.....	4
SECTION - I - IMPROVEMENT NEGOTIATIONS	4
SECTION - J - IMPROVEMENT VERIFICATION/SALES PROCEDURE.....	5
SECTION - K - KEYS TO UNITS	5
SECTION - L - MAINTENANCE POLICY.....	6
SECTION - M - MEMBERSHIP TRANSFER.....	6
SECTION - N - MOVE-OUTS	7
SECTION - O - SHEDS	11

SECTION - A - Applicants for Membership

No one will take possession of a unit in Colonial Square until an orientation has been scheduled.

SECTION - B - Bed Bug

Colonial Square has adopted a zero-tolerance policy for bed bug infestation. We are committed to the total and complete eradication of this pest. In keeping with this commitment, we have developed educational materials and practical procedures which, when applied consistently and with the cooperation of all parties involved (management, member and pest management professional), will greatly aid in this commitment to control this pest problem prevalent throughout our country.

The following information outlines the responsibilities of the member and the cooperative alike when it comes to treating the member's home should it become necessary.

1. Member Responsibilities:
 - a. Members must review the educational materials provided with this policy to better understand how to detect the presence of bed bugs in the unit.
 - b. Members must report any suspicion of the presence of bed bugs immediately to the on-site office.
 - c. If bed bugs are discovered during an inspection by a qualified party authorized by the cooperative, members must sign the treatment agreement that will be provided at that time.
 - d. Members must fully cooperate with inspectors, management and pest management professionals during the entire process of eliminating the pests.
 - e. Members must continue to help the cooperative by monitoring the unit for bed bugs after treatment has been made.
2. Cooperative Responsibilities:
 - a. We will take bed bug problems seriously and will schedule a qualified inspection as soon as possible.
 - b. We will schedule inspections for adjacent units to assess the extent of the infestation and will treat all units found to be affected by the infestation.
 - c. We will pre-inspect the day before treatment is scheduled to make sure the unit is properly prepared. We will let members know if anything is not ready.
 - d. We will assist the pest management professionals in gaining proper access to all areas to be treated.

- e. We will make any structural repairs recommended by the pest management professional necessary to eliminate bed bug hiding places. We will caulk and seal any cracks and crevices in the unit.
 - f. We will schedule follow-up treatments for the member's unit as necessary and recommended by the pest management professional. The exterminator will be asked to provide confirmation that the member complied or did not comply with the requirements.
 - g. We will commit to using the most effective treatment recommended for the infestation. In most cases, heat treatment (when available) will be used.
3. The cooperative will provide at least two treatments at no cost to the member as long as full cooperation is given. However, should a member fail to follow the instructions for elimination of the pest or should they have repeated infestation issues that originate in their unit, the member may be subject to charge for the treatment.
 4. A member's failure to report suspected infestations and/or failure to comply with the necessary procedures for the elimination of the pest will result in a violation of the Occupancy Agreement and possible termination of occupancy.

SECTION - C - Board of Directors

The Board of Directors will act as a membership committee. This will keep the problems of individual members as private as possible. The Board of Directors will meet with members to resolve problems ranging from default to violations of the Rules and Regulations.

Board members who are appointed must wait until they are elected to be eligible to attend conference.

SECTION - D - Clubroom Rental

The cooperative provides a clubroom. The co-op office handles the rental of the clubroom.

1. A member renting the clubroom is responsible for all actions and any damage caused by his or her guests while on Colonial Square property.
2. A deposit of \$100 personal check only from a member of record and in good standing for damage and/or cleanup is required to rent the clubroom.
3. Members can rent the clubroom on a Saturday, Sunday or holiday for \$40, or after 5 p.m. on a week night for \$20. This includes use of the kitchen.
4. Loss of or failure to return the clubroom key by the renter will result in automatic forfeiture of the \$100 deposit. Otherwise, if the floors and condition of the clubroom are left in an acceptable state,

the deposit will be returned. If not left in an acceptable condition, the member will be charged accordingly by the cooperative for the clean-up and/or damages.

5. All parties must remain inside the facility. Failure to comply with any rule regarding clubroom rental can result in the member being unable to rent the clubroom for one (1) year and the possible loss of the \$100 deposit.
6. Clubroom and surrounding area (parking spaces and lawns) must be restored to clean and orderly conditions. All trash is to be picked up and emptied into refuse container south of the clubroom. All decorations attached to walls, ceilings, fixtures, and vents must be completely removed.
7. Parking by members and guests should be in office parking and along the east side of the street. No one may occupy numbered stalls or the area directly in front of the maintenance garage doors.
8. Functions will end at midnight with everything cleaned up and everyone off the premises by 1 a.m.
9. Renter is responsible for seeing that his or her guests remain inside and do not create a disturbance outside the clubroom. When leaving, respect for cooperative members should be maintained.
10. Renter is responsible for any and all damages incurred by his or her guests.
11. Colonial Square reserves the right to refuse to rent the clubroom to members who have violated any of the above rules.
12. There shall be no smoking allowed in the clubroom or the office building.
13. When the clubroom is rented for both Saturday and Sunday, the on-call maintenance technician will inspect the clubroom at 8 a.m. on Sunday. If the clubroom needs to be cleaned, the member who rented it will be assessed a minimum of \$50 for the clean-up.

SECTION - E - Doors

Members who have sliding glass doors may request a security bar to be installed by Colonial Square at no charge.

SECTION - F - Fences

Fences are permitted with the following guidelines:

1. Number 9, 10 or 11 gauge non-ornamental galvanized chain link (cyclone) steel fence fabric.
2. Minimum 40 inches to maximum 48 inches high but of uniform height to previously erected fences in the same building or two-building complex.

3. Line posts and top rails no less than 1 3/8 inches in diameter with line posts capped and spaced no farther than 10 feet apart embedded in concrete, with fabric fastened to the top rails at intervals of no fewer than 30 inches apart.
4. At least one gate per fenced yard with a minimum width of 36 inches.
5. There must be room for at least a five-foot alley way to the rear of each fence to allow access by maintenance workers and their equipment and by other members and their guests.
6. The fence area must be no wider than the width of the unit unless it is fencing for an end unit.
7. Maximum depth is 27 feet. If, however, there is another building behind the yard to be fenced and the distance separating the two buildings is less than 59 feet, then the two-building complex must be considered together. Both buildings must have the same fence depth with a five-foot alley way between the rear of each fence.
8. If a unit is an end unit and fencing will not interfere with fencing privileges of another unit, the fence may begin in the middle of the end side, extend a maximum of 10 feet into the side yard and back no more than 27 feet from the rear of the unit. It should form right angles to a point marking the edge of the neighbor's yard and back to the unit at the point of separation between the two units. When a fence is part of a two-building complex, fencing privileges of both buildings should be considered together.
9. Members who have fences in disrepair will be given notification to correct the deficiency. If the deficiency is not corrected, Colonial Square will remove the fence and charge the member at the current hourly maintenance fee.

SECTION - G - Handrails

Outdoor handrails will be provided by Colonial Square if there are three (3) or more steps or there is a drop-off of 32 inches or more.

SECTION - H - House & Grounds Violations

House and Grounds will give a five (5) day notice to correct violations. If they are not corrected, maintenance will be informed by House & Grounds to correct violations and members will be charged accordingly.

SECTION - I - Improvement Negotiations

Negotiations and agreements on payment for improvements are between the buyer and seller.

SECTION - J - Improvement Verification/Sales Procedure

Purpose: To create a record of approved alterations to the units in Colonial Square, in an attempt to keep up the property value of the cooperative and to assure that proper procedures are followed prior to selling a membership.

1. The office will require a legible listing of all items (and location in the unit) being sold as improvements with the value of each listed separately and totaled at the bottom.
 - a. The Colonial Square office manager will check the list for obvious cooperative-owned items listed incorrectly and for obvious unsellable or non-improvements such as stoves and refrigerators.
 - b. The list will then be given to the Maintenance Superintendent to prepare a preliminary inspection of the unit and of the improvements being sold.
 - c. After the preliminary inspection, the Maintenance Superintendent will then return the preliminary inspection sheet along with the list of improvements advising the manager as to whether or not the improvements can be sold as listed or if any corrections have to be made.
 - d. The manager then will notify the member as to which items on the list are not acceptable under this policy and that a revised list will need to be submitted. The member also will be made aware of what corrections must be made to the improvements (if any) in order to make the improvement list valid.
 - e. Once these corrections have been made (if needed) and the revised list is reviewed by Colonial Square, it then will be signed by Colonial Square and the outgoing member.
 - f. A copy will be given to the member and the original filed in the unit's permanent file.
2. Should members find fault with the rejection of a listed improvement or rehab requirements, they may petition the Board, in writing, to review their list.
3. Once a preliminary inspection has been made by the Maintenance Superintendent, and a proper improvement list approved and given back to the manager, only then may the manager call a prospective buyer to begin sale of the membership and improvements.

SECTION - K - Keys to Units

Only maintenance and members will have keys to units.

SECTION - L - Maintenance Policy

1. No maintenance equipment, tools, ladders, dollies or other items will be loaned to members or employees.
2. The member must hire a contractor or person of their own choice to work on the improvement item. The maintenance staff of Colonial Square must obtain appropriate authorization to work on any improvement belonging to a member during business hours.
3. Members will be given 24-hour notice when any maintenance is being performed that would impede a member's ability to enter or leave the unit.
4. Toilets that are 50 years or older will be replaced at the member's request by a 50-50 split on materials and labor. The member pays half; the cooperative pays half.

SECTION - M - Membership Transfer

Applicant(s) must meet the criteria set forth in the written Member Selection Criteria established by the Board of Directors. Once approved by the cooperative, an Occupancy Agreement and Membership Certificate are completed with the name of the member(s) on the documents. A household composition is completed which states each person, including the member(s), who will occupy the unit.

If, after occupancy, a member wants to change the member(s) of record for any reason, the following guidelines must be followed:

1. Transfer to Household Composition Resident: An applicant for transfer of membership must have lawfully resided in the unit for 6 months immediately prior to transfer without violation of any rules and regulations of the cooperative. If a member wants to transfer their membership to someone already listed on the household composition, they may do so if that person qualifies under the guidelines set forth for becoming a member in the cooperative.
 - a. A recertification is required
 - b. An inspection of the unit should be performed listing any structural damage such as holes in walls or doors. This structural damage must be corrected prior to approving the membership transfer. A complete rehab of the unit will not be necessary such as cleaning or painting.
2. Transfer to Non-Household Composition Resident – Not allowed:
 - a. If a member wants to transfer their membership to someone **not** listed on the household composition, this will not be allowed. They must place their Membership on the market for sale and normal procedures must be followed.
3. Adding a co-member:

- a. If a member(s) wishes to add someone to their Membership Certificate and Occupancy Agreement as a co-owner, they may do so if that person **qualifies** under the guidelines for becoming a member. A new Membership Certificate and Occupancy Agreement shall be issued upon approval. All members must live in the unit in which they are a member.
4. Removal of a member:
 - a. A member can be removed from the Membership Certificate and the Occupancy Agreement if the remaining member qualifies under cooperative guidelines for becoming a member. A new Occupancy Agreement will be signed and a new Membership Certificate issued to the remaining member. If a member has been removed due to death or divorce, the remaining member is not required to requalify.
 5. All financial obligations must be met before any membership transfer can be completed.
 6. No subleasing is allowed without Board permission pursuant to the Occupancy Agreement. If there is a violation of the Occupancy agreement due to subletting, the subletter cannot be considered for transfer of membership or purchase.
 7. Any person residing with someone for 30 days or more must be added to the household composition immediately.
 8. Market rate properties will be required to update member information biennially such as household composition and pet registration.

SECTION - N - Move-Outs

In accordance with your Occupancy Agreement, current move-out procedures must be observed. A list of the procedures is available at the office.

Any part of the rehab requirements found to be unacceptable upon final move-out inspection will be corrected by Colonial Square and deducted from the transfer value.

1. Painting:
 - a. If you do your own rehab, use of the co-op paint is suggested unless you are painting with colors. Then you will use your own paint because co-op paint is available only in the cooperative-approved color. Using co-op paint is suggested due to the fact that if touch-up is required, it will be less costly.
 - b. All walls are to be freshly painted except where there is wallpaper or paneling, which must be in good condition, listed and sold as an improvement. Note: Painting will not be accepted if it is thin or has streaks, shadows, runs or visible repairs.

- c. Walls painted any other color must also meet the same standards and must be accepted by incoming member, but cannot be sold as an improvement.

Note: Should Colonial Square deem it necessary to repaint areas painted other than the cooperative-approved color, the cost to repaint the area will be charged to the outgoing member. If paint other than co-op brand paint has been used, a minimum of a half-gallon of every color must be left in the unit for touch-ups.

- d. The same painting rules apply to the inside of all closet areas. The closet areas are to be cleaned and dusted with any dirt or cobwebs removed and left totally empty.
- e. All ceilings are to be freshly painted the cooperative-approved color and free of stains. If a member paints his or her own ceilings and the texture comes off, the member will be required to have the texture replaced at his or her own cost.

If a member allows the cooperative to paint the ceilings and the texture comes off, the cooperative will be responsible for replacing texture.

Hooks and hanging devices are to be removed and holes patched unless they are listed and sold as an improvement. If a ceiling cannot be patched satisfactorily, it will be textured at the member's expense.

- f. Any stains on walls or ceilings must be covered with a stain killer before painting. Walls must be free of all nails or other foreign objects and all holes must be filled with drywall compound and sanded smooth before painting.
- g. Painted trim and baseboards must be painted with enamel paint only.
- h. If walls and ceilings are damaged due to member negligence, the member will be responsible for the cost of repairs.
- i. Drapery and curtain rods must be removed and holes filled either in the drywall or woodwork and sanded before painting unless arrangements have been made with the new members to leave them, in which case they must be listed as improvements.

2. Cleaning

- a. All personal property must be removed from the unit unless an item has been sold as an improvement.
- b. All windows, doors, metal frames of windows, patio doors, storm doors and sills must be cleaned, including thorough cleaning of the slide tracks. All windows must be washed on the inside and out.

- c. All light fixtures must be cleaned, dusted and free of paint including covers, globes and the bases next to the ceiling. All light sockets in the unit must have a working bulb of the proper wattage (60 watts).
- d. All accessible ductwork must be vacuumed.
- e. All baseboards, doors and window trim must be cleaned of all dirt and debris including paint drips and splatters. Members moving out will be charged full price to replace doors if doors are scratched, damaged or penetrated with any type of hole including holes made by nails and screws.
- f. Hardwood floors in good repair must be cleaned with a hardwood floor-specific cleaner. Do not use Murphy's Oil Soap or similar generic products. Hardwood floors with scratches, stains or damage will be refinished by the cooperative. Your account will be charged for this service unless the damage was noted on your move-in sheet.
- g. Carpets in good repair must be shampooed and tile floors cleaned. Carpets not attached with tack strips will be rolled up and the floors cleaned or refinished.
- h. If the maintenance supervisor inspects the unit and finds that the carpet must be removed, the member must install new carpet or refinish the floor. If carpeting is to be removed and replaced, the condition of the floor must be inspected and noted prior to installation of new carpet. A contractor specified by the cooperative must do the floor refinishing.
- i. The work must be completed before a new member is allowed to take the key to the unit.

3. Kitchen

- a. Kitchen cabinets must not be painted.
- b. Remove all shelf paper, liners and remaining adhesive. Thoroughly clean shelves, doors and drawers in all kitchen cabinets as well as underneath the sink. Clean all drawer guides. Remove all dark marks and the residue from cabinet shelves. Clean the exterior of all wood cabinets. Cabinets damaged by neglect or abuse from nails, screws or appliques will be refinished and charged to the member.
- c. Clean countertop and remove all stains. Carefully clean the backboard with extra attention to where it meets the wall. If the countertop has any scratches, chips, knife cuts or non-removable stains, it will be replaced at the member's expense.
- d. Refrigerators must be thoroughly cleaned and dried out. Remove and clean bins, tracks and shelves. Clean door seals, the coil in back and floor beneath the refrigerator. Remove and clean the drip pan and clean the underside of the refrigerator. Thoroughly clean the exterior. Do not leave the refrigerator unplugged. Turn dial to lowest <ON> setting and close the door.

- e. Stove: Remove all removable parts, clean thoroughly inside and out and replace all parts. Clean the compartment under the burners (remove burner grates and gas knobs if the top of the stove lifts up), broiler pan and oven. Prevent water and detergents from entering lines, burners and attachments. Thoroughly clean range hoods, sides of stove and floor underneath. Clean or replace filters.
- f. Kitchen sinks: Remove all stains, rust and grease. Thoroughly clean faucets and chrome. Be certain to clean garbage disposal and area underneath the sink.

4. Bathrooms

- a. Thoroughly clean the medicine cabinet.
- b. Thoroughly clean the bathtub and remove appliques or mats. Clean the sink, mirrors, and toilet. A member may supply new toilets seats but not install them. Maintenance will install all new toilet seats. Thoroughly clean faucets, soap dishes, tissue holder, towel racks and all chrome.
- c. Remove all shower curtains and hooks unless sold as improvements and clean the shower area. Be sure all tiles are free of soap film and tile joints are clean.
- d. Bathroom sinks, countertops, flush tanks and lids that are chipped, broken or stained will be replaced at the member's expense.

5. Basements

- a. Painting is restricted to walls and floors. Painting of gas, water or other utility lines/pipes in basements is prohibited. Restoration of the lines will be remedied at the discretion of the cooperative when discovered, then charged to the member.

6. Fenced Yards

- a. Mow grass and trim fence lines inside and out. Trim all plants so that they do not touch the building. Weed flower beds and remove all dead landscaping and animal waste.
- b. Police the yard (fenced or not) and leave it free of any personal property, trash, debris or animal waste.
- c. Holes in the yard must be filled with topsoil and leveled to grade.
- d. Barren yards with little grass must be reseeded by the member or they will be reseeded by Colonial Square and your account will be charged.
- e. Only outdoor items sold as improvements and on the improvement list may be left and only inside a fenced yard.

TURNOVER POLICY

- Selling/Unit Turnover
- When selling their share, members are responsible for ensuring their units meet Colonial Square requirements pertaining to the condition of the dwelling in reference to paint, cleaning, repairs and other requirements listed. The office has a list available for review. The owner has options to accomplish the repairs.
- The member can hire the work through a qualified and approved outside contractor. The work must meet Colonial Square quality of work requirements and must be inspected by Maintenance to ensure that it does. If not, it will be redone by Maintenance and the member will be charged.
- The member can have Maintenance complete the repairs for them. This will ensure the work meets the quality of work guidelines required by the board of directors. This may require time to complete as the units are prioritized based on number of units, turnover date and sold status.
- *Any attempted transfer or sale of a membership without following Section N of Colonial Square Policies will be null and void and of no legal effect.*
- Charges
- The outgoing member is responsible for any damages, tear-outs or upgrades required by the member's occupancy or alterations.
- If Colonial Square upgrades a unit while unoccupied as a capital improvement not the result of outgoing members' actions (such as replacing all plumbing or electrical to improve the units or meet code), the member will not be charged for these upgrades or for the time the unit was unoccupied due to the capital improvements being in progress. This will be handled on a case-by-case basis.

SECTION - O - Sheds

1. An alteration permit is necessary and should include the size, color and price of the shed. The permit must be approved by the maintenance department prior to purchase by the member.
2. Two sizes are acceptable -- either sheds measuring approximately 60 inches wide, 36 inches deep and 48 inches high or sheds measuring approximately 30 inches wide, 24 inches deep and 72 inches high.
3. Members may have one shed similar to the Rubbermaid brand.

4. Tall, vertical sheds must be placed next to the building. Sheds cannot be placed away from the unit unless the member has a fenced yard. Only the short sheds will be allowed against fences. Sheds cannot be taller than the fence.
5. Sheds in unfenced yards must be against the back of the unit and cannot extend into the neighbor's yard.
6. Members will be responsible for keeping grass and weeds trimmed around the sheds.
7. Doors must be kept closed.

[the end]

