

PATIO POLICY
(Page 1 of 2)

Members are allowed to build a patio behind their townhouse. They must adhere to the following policies:

1. An approved Installation/Alteration Permit is required, prior to installation along with the “Requirements and Rules For Installation Of A Patio” form. Both can be obtained from the Cooperative office.
2. Miss Dig at 811 must be called prior to any work beginning. This is the Member’s responsibility.
3. The Member must obtain any required permits from the City of Lansing, State of Michigan or any other authority if applicable. Any cost associated with the permit(s) is the Member’s responsibility.
4. The patio must meet all building codes, contain quality material, and be visually acceptable. Patios must be paved with paving brick and bordered with an approved patio border and level with the ground.
5. The patio must be free standing. It cannot be attached to the building in any manner.
6. Member must install the patio according to Requirements and Rules For Installation Of A Patio form available at the Cooperative office.
7. The width of the patio cannot exceed the width of your townhouse and the length cannot exceed twelve (12) feet from the rear of the townhouse. Note: in some areas, based on the location of the back yard, the size of the patio may not be able to be constructed at the maximum size listed. Management will inspect the proposed area for your patio and provide you with the maximum size that will be allowed.
8. The patio must be constructed in such a way as to not interfere with access to outside faucets, utility meters or other such equipment. Room for a person to service such items must be available.
9. The Member is totally responsible for the maintenance and upkeep of the patio and its surrounding area. This includes repairing loose or broken wood, stone, pavers, etc. periodic resealing, trimming weeds and grass, etc.
10. Shrubs must not be removed unless approved by management.
11. If the patio is installed before permission is granted, the Member may be required to remove the patio or bring it into compliance with this Patio Policy. This will be at the Member’s expense.

PATIO POLICY
(Page 2 of 2)

12. Once constructed, the patio must be inspected by management for final approval. If the patio does not conform to this policy, corrections will be required, or the patio must be removed at the Member's expense.
13. The Cooperative will not be responsible for the maintenance or repair of a Member's patio.
14. If the patio is removed the area must be returned to its original condition.
15. The Board of Directors reserves the right to require a patio to be removed for any reason and the area restored to its original condition. If the Board of Directors should require the removal of the patio and it is not removed, the Member will be charged for the removal and restoration.

The Member must agree to remove patio and fill in the area with dirt and plant grass seed upon move-out from Colonial Townhouses if the patio does not pass inspection by the Cooperative Manager, or it is not accepted on the As-Is Agreement by the incoming Member.

COLONIAL TOWNEHOUSES COOPERATIVE INC.

3818 Pleasant Grove Road • Lansing, Michigan 48910 • (517) 882-4176
TDD 1-800-649-3777 • FAX (517) 882-2520

PATIO INSTALLATION

I/We, _____ agree to
remove my patio and fill in the area with dirt and plant grass seed if I should
decide to move-out from Colonial Townhouses,

I further agree that I/We will be responsible for the upkeep on said patio,
which includes keeping it free of weeds and in good repair.

Member Date

Member Date

Management Agent Date

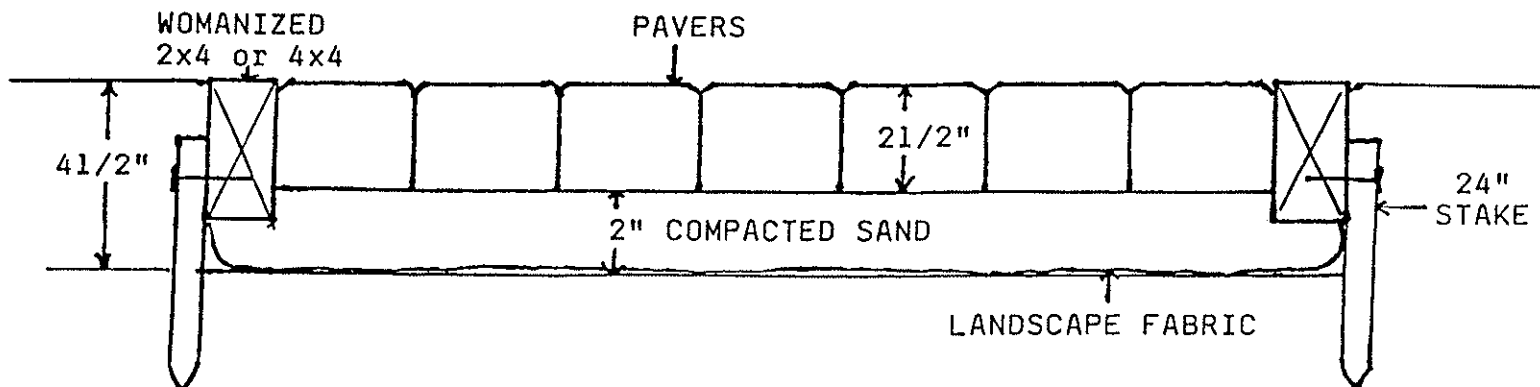


EQUAL HOUSING OPPORTUNITY
EQUAL OPPORTUNITY EMPLOYER



4724 Aurelius Road
Lansing, Michigan 48910
Phone (517) 394-7220

RECOMMENDED INSTALLATION GUIDE
PAVING BRICK



1. Excavate area to be paved to a depth of 4 1/2".
2. Stake 2x4 or 4x4 perimeter into place. Nail stakes halfway down perimeter board to allow grass to cover stake head.
3. Using a construction level or line level, level wood perimeter.
4. Place landscape fabric. Cover entire excavated area.
5. Spread then compact sand.
6. Screed surface level.
7. Lay paving brick.
8. Sweep loose sand into brick joints.
9. Sweep surface clean and seal if desired.

**COLONIAL TOWNHOUSES
INSTALLATION/ALTERATION PERMIT**

PLEASE COMPLETE TOP SECTION

(Revised 10/06)

Application

I hereby apply for permission to install the following appliances and/or make the following alterations in or around my residence:

Work to be performed by: _____

Licensed Contractors number: _____

I hereby certify that this work will be performed in accordance with all applicable codes and regulations.

PLEASE PRINT

Name _____

Address _____

Phone Number _____

Date _____

Signature _____

PERMIT (To Be Completed By Management)

The permit requested above is hereby: Granted Denied

_____ Although the permit has been granted, the member may be required to restore the premises to original condition if the membership is transferred.

_____ **Satellite Dish Installation (see attached policy and permit)**

_____ This alteration required a licensed contractor.

_____ Call the office when this work is complete to be inspected.

_____ In finishing your basement, the walls cannot enclose the furnace or the hot water heater. All walls must be at least one foot away from furnace or hot water heater.

_____ Garden/Lawn/Shrubs Comments: _____

_____ Deck Size: _____ (See Deck Policy for Specifications.) Must be built in accordance with policy.

_____ Patio Size: _____ (See Patio Policy for Specifications.) Must be installed in accordance with policy.

This permit is subject to all requirements of the bylaws, Occupancy Agreement and other applicable regulations.

Date _____ Approved by _____