

BRECON VILLAGE

CONDOMINIUM ASSOCIATION, INC

CO-OWNER'S

HANDBOOK

For your information

And given to next owner

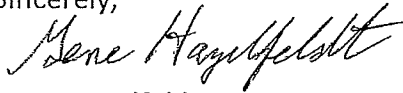
Welcome to Brecon Village Condominiums

Dear Co-Owner:

On behalf of the Board of the Brecon Village Condominium Association, welcome to your new home in the condo development. Here, you have a home that has been carefully designed to meet your needs for independent living.

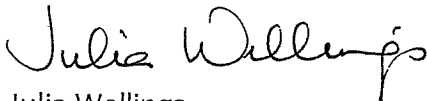
This handbook has been prepared to help answer questions you may have relative to the maintenance and operation of the Association. It is a supplement to the Master Deed and By-Laws that are the ruling documents. The handbook also includes services available through the adjoining Brecon Village independent and assisted living apartment development owned and operated by Evangelical Homes of Michigan.

Sincerely,



Gene Hazelfeldt

President, Brecon Village Condominium Association



Julia Wellings

Managing Agent, Condo Association

Executive Director, Brecon Village

Brecon Village Condominium Association Board of Directors:

Gene Hazelfeldt (President), Dick Larson (Vice President), Ken Jennings (Treasurer), Rose Breitenwischer (Secretary), Darlene Smith (Member at Large).

This document is a summary of important information found in the Brecon Village Condominium Association's Master Deed and By-Laws. In the event of any discrepancy, the Master Deed and By-Laws supersede the contents of this document.

April, 2018

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Condominium Owners General Information

1. Individual Co-Owner and the Association Responsibilities

In general the Association is responsible for the care and maintenance of the grounds and structures, up to but not including the interior surfaces, and the plumbing and wiring within the walls to the point of exit from the walls. Items installed by the co-owner after the initial building of the condo, such as finishing work in the basement, storm doors and the addition of landscaping are the responsibilities of the current co-owner.

The individual co-owner is responsible for maintaining the interior surfaces, including floor covering, and the following items specifically mentioned in the By-Laws.

Co-owner Responsibilities: The co-owner is responsible for the following items: (See By-Laws Section 5.3.2, p.16)

1. All appliances, free standing and built-ins, including the water heater, furnace and air conditioner.
2. Plumbing fixtures from the point of attaching to the plumbing within the walls.
3. Kitchen and bathroom cabinets.
4. Interior lighting fixtures.
5. The glass and screens in the doors and windows.
6. The garage door and door opener.
7. Patios, porches and decks.
8. Utility costs except water and sewer.
9. The cost of electricity for exterior lighting but not the fixtures and bulbs, these are the responsibility of the Association.
10. Storm doors and screens.

Association Responsibilities: The Association is responsible for the following item:

1. Pedestrian doors except for the glass.
2. Smoke Alarms including battery replacement every two years.
3. Sump Pumps.

Important note: Before starting any repairs or renovations of the interior of your condo, see General information, Item 17c (p.11).

2. Administration

The Brecon Village Condominium Association is an independent organization of thirty-six living units on approximately a ten acre campus, a five member elected Board of Directors administers the Association.

Addresses:

Evangelical Homes of Michigan	Brecon Village Administrative Office
34024 W. Eight Mile, Suite 101	200 Brecon Drive
Farmington, Michigan 48335	Saline, Michigan 48176
(258) 871-5001	(734) 429-1155

3. Management

- a. The Board has a management contract with Evangelical Homes of Michigan for the active management of the facilities on the campus and the managing agent is usually on site.
- b. The Association also has an Affiliation Agreement with Evangelical Homes of Michigan, by which certain services, activities and facilities are provided and made available to condo co-owners. (See General Information Item 10, p.8)
- c. Managing Agent: The resident managing agent for the Condo Association is responsible for the day-to-day management/operation of the Condo buildings and grounds, which include maintenance, lawn care, and snow removal. He/she is available to assist and answer questions relative to the operation and maintenance of the Condo buildings and grounds. The president of the Association can also be helpful to answer questions should the manager be unavailable.

4. Administrative Offices

The Manager's and Administrative offices are located in the main Brecon building.

Office Hours: Monday – Friday: 8:30 a.m. – ~~5~~5:00 pm.
Saturday & Sunday: ~~10:00~~10:00 p.m. – ~~2~~2:00 pm.

5. Brecon Village Telephone Directory

The Brecon Village Telephone Directory is available from the receptionist at the front desk at no charge. This contains the telephone numbers of the staff and departments, as well as the residents of Independent living apartments, Assisted Living apartments and the Condominiums. The directory is updated every month.

6. Association Operation

The Association exists and is operated by the conditions and procedures as stated in the Brecon Village Condominium By-Laws Article 11, Sections 11.3&4, p.52. Each co-owner is to receive a copy of these documents on the purchase of their unit. As stated in these documents there is a five member elected Board of Directors which is responsible for the management of the Association. The names and phone numbers of the current board members are included in the campus directory.

- a. Board of Directors – Powers and Duties: The Powers and Duties of the Board are listed in Sections 11.3 through 11.4.10, p.52 of the By-Laws.
- b. Board of Directors Meetings: The Board meets, generally, on the fourth Tuesday of each month at 1:00 pm in Brecon's Main Dining Room. Occasionally, the Board may meet at other times and on other days. Should a co-owner wish to meet with the Board or sit in on

a meeting that person should confirm the meeting time and date with the front office or the Board president. Board meetings for the most part are open meetings. However, occasionally the Board may call a closed meeting or close a part of a meeting to discuss items of a personal nature or when the board feels the need to discuss something more freely among them.

7. Financial Operations

- a. Fiscal Year: The fiscal/budget year for the Association runs from May 1 of one year through April 30 of the following year.
- b. Budget: As stated in the By-Laws, the Board prepares and adopts the annual budget that it then reviews with the co-owners at a special meeting each April. (Refer to Article 2 Section 2.2.1, p.27, of the By-Laws.)
- c. Monthly Co-Owner Fee: Co-Owners contribute to the financial support of the operation by a monthly fee that is adjusted each May as required to finance the annual budget. Refer to the first amendment to the Master Deed for the basis for determining the portion of the budget for which each co-owner is responsible.
- d. Payment of Monthly Fee: The monthly fee is due on the first of the reference month and is considered late if not paid by the 10th of the month. When not paid by the 10th a Late Fee of \$10.00 will be assessed for each month the payment is late. This fee includes interest as provided for in By-Laws Article 2, Section 2.3, p.28. Mail or take fee payments to the receptionist at the front desk, or arrange for automatic payment. Checks are to be made out to: Brecon Village Condominium Association. (Refer to Rules and Regulations, Item 1.c, p.13 for more details.)
- e. Automatic Payment of Monthly Fee: The Association has made arrangements with its bank for the automatic payment of the monthly fee by the transfer (EFT) of the fee from a co-owners bank account into the Association's account on the 5th of each month. The co-owner needs to be sure that there are adequate funds in their account.
- f. Brecon Village Fees: Fees charged to the co-owner for services provided by the staff at Brecon (i.e. meals, massage) can be paid by writing checks directly to Brecon Village and delivered to the receptionist at the front desk.
- g. Reserve Fund: To minimize the need for future special assessments a Reserve Fund has been established to which monthly contributions are made as an item in the annual budget. This fund is intended to cover periodic large expenses such as re-roofing, road and driveway maintenance and repair, and major landscape maintenance, etc. The Board contracts with a consulting firm to determine the projected maintenance needs and to recommend a schedule for accumulating the necessary funds in the form of a Reserve Fund.
- h. Reports: The finances of the Association are handled by Evangelical Homes as our manager with reports issued to the board monthly. These Monthly Reports are on file in the Manager's office and may be reviewed by a co-owner during office hours. Copies of the reports will be provided a co-owner on his/her request and expense.

- i. Audit: A commercial auditing firm audits the financial books at the end of each fiscal year. A copy of their report is provided each co-owner at the annual meeting in October.

8. Emergencies

- a. Emergency Entry Keys: A box for keys has been installed on the backside of the column by the front door of each unit. A key for the front door and for the storm door is placed in this box. This provides for emergency EMS and fire department personnel entry in the event assistance is needed and no one is able to open the door. Only the Saline Area Fire Department has a key to this box. Should the lock to the unit be changed, a new key needs to be placed in the box. This is accomplished by the co-owner asking our resident manager, to make the necessary arrangements with the Chief of the Saline Fire Department.
- b. Emergency Call System: Each condo unit is equipped with a pull cord emergency call box located on a wall in the unit. Note: portable devices are also available and may be purchased or leased on a monthly basis. When the cord is pulled an alarm is activated at the desk in Primrose Place, the assisted living facility in the Brecon building. This facility is staffed 24 hours a day. When an alarm is received the staff person will call the unit on the telephone to ascertain the problem and initiate the appropriate response. If the phone is not answered, 911 will be called for emergency medical response. If the door cannot be opened from the inside for the emergency personnel they will enter the unit using the emergency entry key from the box from the column by the front door. Note: if the emergency medical personnel cannot open the door they will force entry by breaking a window or the door latch.
- c. Emergency Response System: The Emergency Response System (i.e. pull cord call system) is regularly monitored for error.
- d. Smoke Detectors: Each unit is equipped with several smoke detectors. The Association has arranged for the Brecon maintenance staff to replace the batteries every two years.

Note: The smoke alarm sounds only in the individual unit. It does not signal the desk in Primrose or the Fire Department. You must call 911 if appropriate!

- e. Keys and Locks: All keys are controlled by the co-owner. The manager does not have a key. Note: only the emergency personnel of the Fire Department/Police can access the key in the box by the front door.

9. Common Elements

- a. Individual Condominium Unit: The individual unit is owned by the co-owner and has the same attributes as any other form of property under Michigan law.
- b. Common Elements – General: These elements consist of all the land and improvements outside the condominium units except the Limited Common elements as defined below. (Refer to Master Deed Article 4 Sections 4.1.1 through 4.1.14, pp.5,6 for a more complete description.)

- c. Common Elements – Limited: These elements are the items and fixtures adjacent to a unit that are limited to the use of the co-owner of that unit. (Refer to Master Deed Article 4 Sections 4.4.2 thru 4.2.6, pp.6-9 for a more complete description.)

10. Affiliate Agreement with Evangelical Homes of Michigan

Use of Common Areas: Through an affiliate agreement between Evangelical Homes of Michigan and the Condo Association, co-owners have access the common areas and grounds of the adjoining Independent Apartment and Assisted Living facilities as detailed in the following paragraphs. These areas are for the use and pleasure of the residents of the apartments and condo co-owners. Please feel free to use them (unless they are reserved for a special event) and participate in the activities.

- a. Common Spaces: The Brecon Village lobby, adjacent lounge, library, activities room, and wellness center are generally open to all. The function rooms: private dining room, multipurpose auditorium/chapel, and the Country Inn, are generally open but, may be reserved for special functions. A co-owner may reserve any of these rooms with the Life Enrichment Director. The resident or co-owner who has reserved the room is responsible for the costs and arrangements associated with the use of that room, including all cleaning after the event. Note: Dining Services will provide refreshments or meals, on request, at the requester's expense. There is no room charge to co-owners.
- b. Dining Room: A continental breakfast is available to the co-owners at no cost. Lunch and dinner are available for a fee; the co-owner will be asked to initial an attendance sheet noting the number in their party. A bill will be sent to the co-owner at the end of the month. Note: if there are to be eight or more in a party, reservations are to be made one day before mealtime. There is No Tipping of the waitpersons or any of the staff for any service they perform. (See Appendix p.3 for hours and prices.)
- c. Beauty/Barber Shop: The hair salon services are available by appointment for fees as posted. Tipping is allowed in this facility. (See Appendix p.2 for hours and charges.)
- d. Wellness Center: The Wellness Center provides a variety of free exercise classes held in different locations including, fall prevention, strengthening, and exercise to music. Personalized fitness training and massage therapy is available for a fee and with an appointment. The staff will be happy to discuss programs with you. (See Appendix pages 8-12 for scheduled times places and fees.)
- e. Transportation: Brecon Village has a twelve passenger bus with a chair lift. Residents may use it to schedule in advance of a Doctor appointment. Contact the Life Enrichment Department for days and times when this may be arranged.

Community Connector: this is a free service for residents of Brecon Village The bus operates two days a week (Monday and Thursday) and follows a separate route for each day allowing the residents to shop at different shopping centers, stores, banks and enjoy eating at local restaurants. It is necessary to sign up in the Life Enrichment Book (Brecon commons area) should you wish to go on the Connector. If you need a companion for travel assistance contact the Life Enrichment Dept. (See Appendix pp.4,5 for more detailed information.)

The Community Connector also provides transportation to and from the Redies Center and the Evangelical Home in Saline for those who wish to visit someone there:

Tuesdays mornings pick up will be at the main entrance at 9:45 am with return at 11:45 am. Friday mornings are by request only. Please sign up on the day before in the Life Enrichment book.

People's Express: Peoples Express is sponsored by the City of Saline and travels within the city of Saline and outside of the city for a fee. (See Appendix p.6 for more detailed information.)

- f. Life Enrichment: The Life Enrichment Department arranges a variety of in house programs, lectures and entertainment and provides opportunities for residents to attend off campus entertainment venues and interesting field trips. Residents are kept informed of up-coming events on a weekly, monthly and quarterly basis. Co-owners are welcome and encouraged to participate in any and all activities sponsored by the Life Enrichment Department, including the Brecon bus.

11.Solicitation and Tipping

- a. Solicitation: Outside sales persons and other solicitors are not permitted unless specifically invited into your home. Similarly, solicitations or distribution of flyers is not permitted on our campus without written approval of the Board as the entire campus, including the streets, is private property.
- b. Tipping: Tipping of any kind is not permitted to any Brecon Village employee. Any employee who accepts a tip, gift, or gratuity of any kind for services rendered or for just being a nice person, may possibly be subject to disciplinary action, recognizing however, that co-owners may wish to show special appreciation to various staff members, an opportunity is provided at holiday time through contributions to an "Employee Appreciation Fund". Seasonal or special baked goods (or other edible items) may be accepted by the staff and are not considered a financial gift or tip.
- c. Employee Appreciation Fund: This fund is maintained by the Administration. The monies received are distributed at appropriate times to all employees in an equitable fashion based on employment longevity and full/part time status.

Exceptions: The tipping policy does not apply to private vendors such as the Beauty Shop staff, the paper delivery person, the foot care person, etc.

12.Utilities

Each co-owner is responsible for arranging for and paying for their utilities, except for water and sewer services. Water and sewer service is managed and paid for by the Association. It is a budgeted item that is included in the monthly fee.

13.Insurance

- a. Co-owners Insurance: Each co-owner is responsible for insuring their personal property contained in the condominium as well as liability for injury accidents that may occur

within the unit. The co-owner is encouraged to purchase Condominium Unit Homeowners Insurance from a reputable agent or company prior to moving into their unit.

- b. Association Insurance: The Association carries the full range of fire, storm, property damage and personal liability insurance on the structures and grounds.

14. Parking

Co-owners and guest parking is to be in the co-owners driveway with overflow parking on the west side of the main road into the campus. In the east and west courts over flow parking may be around the center island or in the outer corners. It is important not to interfere with through traffic and access to the mailboxes and fire hydrants. In the east court parking is not permitted in the emergency access road to Ann Arbor Street. During the winter months parking is restricted around the center island to allow room for the snow plow.

Parking is not permitted on the east side of Lancaster Ct. (i.e. the main road) as this allows for emergency vehicles. Cul-de-Sac parking is allowed except for winter months in order to make room for snow removal.

15. Snow Removal

The Board contracts for the plowing of the roads, driveways and sidewalks up to the garage and front doors.

16. Lawn and Shrubbery

The Board contracts for the care of the lawn, shrubbery, and trees on the campus except for what has been planted by co-owner.

17. Maintenance and Repairs

- a. General: When a co-owner becomes aware of maintenance or repair needs of their unit, other units, or the general commons areas, the co-owner should notify the Brecon Village front desk. (Refer to the By-Laws Article 6 Section 6.3 thru 6.6, pp.41-43.)

If the problem is of an urgent nature after hours, call the **Emergency Off-Hours** mobile telephone number listed in red letters on the top of the Brecon Village campus directory.

If the emergency is of a personal nature please use your pull cord in your condo. (See General Information- Section 8b on p.7)

- b. Repairs within a Unit: The manager has on staff maintenance personnel who will do minor (handyman) work or repairs in a co-owners unit for a fee. They do not do work requiring electrical, plumbing or structural changes. Call the receptionist to request that a work order be sent to the maintenance department.
- c. **Major remodeling that requires electrical, plumbing or structural changes must be approved by the Board before starting the remodeling and the work must be done by a licensed and insured contractor. In some cases, a permit from the city of Saline may also be necessary.**

18. Garbage and Trash Disposal

- a. Garbage Disposal: Each unit is equipped with a garbage disposal unit for the disposal of soft food wastes which is the co-owners responsibility to maintain.
- b. Trash & Garbage Pick-up: The City of Saline has the trash picked up by Waste Management, an independent contractor. Brecon Village Condo's trash is picked up each Thursday except when there is a holiday earlier in the week; in that case the trash is picked up on Friday. This includes normal trash, which is to be put in trash tubs or trash bags, and items to be recycled, which are to be placed in a plastic bin designated for that purpose. During the summer and fall the city also has a pickup, of compostable items on the same day. You may wish to call the City of Saline at (734) 429-5624 for further information if needed.

19. Selling a Condo Unit

- a. The Master Deed stipulates; (see Right of First Refusal Article 4, Section 4.5.4, p.10 as amended; and By-Laws Article 6 Section 6.1.4, p.38), that the Evangelical Home of Michigan and the Association have the Right of First Refusal should a co-owner plan to sell their unit. A co-owner thinking of selling his/her unit is to contact the Managing Agent prior to signing with a real estate agent. This is to assure that things are done in the correct order relative to processing the "Right of First Refusal" paperwork.

(See Appendix p.16 for more details.)

- b. Each co-owner is responsible for providing the purchaser with copies of the Master Deed and By-Laws, all amendments and a copy of the Co-Owner Hand Book. If requested the Association will provide copies of these items for the cost of printing and binding.

20. Move from a Condo to Other Brecon Facilities

Evangelical Homes of Michigan has a policy of giving co-owners priority consideration for admission to Independent, Assisted Living, Memory Support Center and Evangelical Homes-Saline. (For further information contact Brecon's Managing Agent.)

21. Potluck Dinner

On the second Tuesday of each month the Association sponsors a condo residence potluck dinner in the auditorium. This is a social event hosted by unit residents. Some form of entertainment or games may follow the dinner. Residents who are able take turns acting as hosts. One of the co-owners assumes the responsibility of coordinating the activity over the longer term. (Refer to the Appendix p.13 for guidelines.)

22. Window Washing

The Board contracts with a company to have all exterior condo windows washed in the spring and fall. This service is paid by the Association.

Condominium Rules and Regulations

Rules and regulations are developed to ensure that the common property of the Association is used in a manner consistent with the Master Deed and By-Laws and the condominium concept of home ownership; and in such a manner as to guarantee the rights, comfort and convenience of all co-owners.

1. Specific Rules and Regulations:

From time to time the Board adapts specific rules, regulations, and procedures on its own initiative or at the request or suggestion of a co-owner. Refer to the By-Laws Article 11 Section 11.4.8 p.52 for the authority of the Board in this regard. The current Rules and Regulations are included in this section of the handbook with the procedures and related forms in the Appendix. As new ones are issued or existing ones revised each co-owner will be given a copy and asked to file it in the appropriate section of the handbook.

- a. New Owner Information Sheet: All co-owners are to have on file in the manager's office a completed copy of an information sheet which can be obtained from the Brecon front desk or from the Board president. (Refer to the Appendix p.1 for a sample copy of this form)
- b. Payment of Fees and Assessments: (Reference: Sections 2.3, 2.4, and 2.5 of the By-Laws)
- c. Late Payments:
 - i. Payment of the monthly fee is due on the first of the reference month and is considered late if not paid by the 10th of the month. When not paid by the 10th a **Late Fee of \$10.00** will be assessed for each month the payment is late. (This fee includes the interest fee as provided for in Section 2.3 of the By-Laws.) For Special and Specific Assessments, due dates and penalties for the late payments will be included in the announcement of the assessment.
 - ii. A co-owner is considered in default when a payment is two months late. The co-owner will be given the required seven day written notice and the provisions of Section 2.5.1 of the By-Laws will be implemented.
 - iii. Foreclosure proceedings, in accordance with Section 2.5.2 of the By-Laws, will be initiated when a payment has become three months late.
 - iv. Association expenses related to the collection of unpaid fees or assessments are charged to the delinquent co-owner as provided in the By-Laws, Section 2.5.4.

2. Grounds and Building Exterior Rules:

(Reference Master Deed Article 4 and By-Laws)

- a. Area between Walk to Front Door and Driveway: In the area between the driveway to the garage and the sidewalk to the front door, the co-owner may plant annuals or perennials and/or install paver-blocks, gravel, or other nonpermanent material. However, placement of permanent material such as poured concrete or black top

requires the review and written approval of the Board before the work is done. The co-owner is responsible for the maintenance of this area however it is treated.

- b. Units in the West Court: In the area between the sidewalk to the front door and the building a stone fill of at least four inches in width must be maintained between the building and any other fill material in this space. The co-owner is responsible for the maintenance of anything placed in this space other than the original stones.
- c. Maintenance of Wood Decks/Balconies: The co-owner is responsible for the maintenance of the decks/balconies and patios. However, to maintain consistency in appearance, the Board, with prior notice to the involved co-owners, arranges for the periodic cleaning and sealing of the wood. That cost is then applied in a Specific Assessment for the Decks/Balconies to the involved co-owners.
- d. Storage of Out of Season Items on Decks or Patios: Section 6.6 p.42 of the By-Laws states no furniture or equipment of any kind shall be stored thereon during seasons when such are not reasonable in use. Considering that a number of units have no basement and only a limited storage space in their garage, the Board will allow storage of patio, porch, and deck equipment only on a patio porch, or deck during no-use seasons. The following conditions apply: items are not stacked and any covering shall be black or beige. Exceptions to these provisions require written approval of the Board.
- e. Trash and Recycling Bins: These containers must be stored in the garage within twenty-four hours after they have been emptied by recycling service. A fine may be imposed on the co-owner if this rule is violated. Exceptions to this rule require written approval by the Board of Directors and/or the Manager
- f. Mounting Items on the Building Exterior: Items to be attached to the exterior of the building resulting in penetration of the exterior material require review and written approval of the Board prior to installation. (Example: Satellite TV DISH antennas) (See Appendix p.14)
- g. Moving Pods: Moving pods are allowed with a limit of 30 days.
- h. Christmas and Other Holiday Decorations: These are permitted on the following conditions; the decorations are tastefully done and are removed within two weeks after the holiday.
- i. Awnings over Deck or Patio: An awning over a deck or patio requires a written request and specific review and approval of the Board before it is ordered. (Refer to Awning Installation Agreement form in the Appendix p.15).
- j. Placing Items or Plantings in the General Commons Areas: (Refer to specific procedures, guidelines, rules and planting release form in the Appendix pp.20-22.)
- k. Deer: Brecon Village discourages residents from feeding the deer as does the Department of Natural Resources. Deer are wildlife and therefore unpredictable. If a resident persist in this practice, feeding sites must be one hundred yards or more from any building.

- l. Window Sun Catchers: Window Sun Catchers are allowed but, must be no larger than eight inches and limited to a number of no more than five.
- m. Garage Sales: Garage sales are permitted with the Board's approval. In any one year, all garage sales in the community are to be held on the same weekend, the **third weekend in May**. Those wishing to have a sale on this weekend are to submit their request in writing to our manager at least four weeks before the date. Should the manager receive more than one request, the manager will have requesters contact each other to coordinate the specifics of times, days, advertising, etc. When the requester(s) has/have settled on the specifics, they will review them with the manger. When the manager is satisfied with the proposal, the manager will inform the Board President who may approve on behalf of the Board, or if there are extenuating circumstances, poll or convene the board for final review and action.
- n. Estate Sale: Should a resident desire to have an estate sale or other kind of sale that would bring a number of people into the community, that resident is to submit a request to the Board through the manger at least four weeks before the desired date. Board will review and take action on the request.
- o. Preventative Maintenance: By-laws and safety issues dictate that co-owners must allow access to their condo for maintenance staff to inspect the emergency call systems and sump pumps on a periodic basis. (By-Laws Section 6-10)
- p. Dryer Vents: Co-owners are strongly encouraged to have their dryer vents cleaned **every three years** to prevent fires. This includes the dryer and all vents traveling through the condo building to exit out of doors. (See Appendix p.18 for suggested vendors.)

3. Pets (Section 6.5 of By-Laws)

General Pet Policy

- a. Household pets shall be permitted.
- b. No animal may be kept or bred for any commercial purpose and shall have such care and restraint so as not to be obnoxious or offensive on account of noise, order or unsanitary conditions.
- c. No animal may be permitted to run loose at any time upon the Common Elements and any animal shall at all times be leashed and attended by some responsible person while on the Common Elements, Limited or General.
- d. No savage or dangerous animal shall be kept and any Co-Owner who causes any animal to be brought or kept upon the premises of the Condominium shall indemnify and hold harmless the Association for any loss, damage, or liability which the Association may sustain as the result of the presence of such animal on the premises, whether or not the Association has given its permission therefore.
- e. Each Co-Owner shall be responsible for the collection and disposition of all fecal matter deposited by any pet maintained by such Co-Owner.
- f. No pet shall be permitted to be tethered on the Commons.

- g. The Association may charge all Co-Owners maintaining animals a reasonable additional assessment to be collected in the manner provide in Article 2 of the By-Laws in the event that the Association determined such assessment necessary to defray the maintenance cost to the Association of accommodating animals with the Condominium
- h. The Association may without liability to the owner hereof, remove or cause to be removed any animal from the Condominium which it determines to be in violation of the restrictions imposed by this Condominium which it determines to be in violation of the restrictions imposed by this Section.
- i. The Association shall have the right to require that any pets be registered with it and may adopt such additional rules and regulation with respect to animals as it may deem proper.
- j. In the event of any violations in this Section, The Board of Directors of the Association may assess fines for such violation in accordance with these By-Laws in accordance with duly adopted rules and regulation.

Enforcement of By-Laws pertaining to Pets

Any resident observing an infraction of any of part or parts of Section 6.5 shall discuss the infraction with the violator in a neighborly fashion in an effort to secure voluntary compliance. If the discussion does not resolve the matter it may be reported to the Board of Directors and/or Condominium Association.

If the complaint is not resolved and upon report to the Board of Directors determines that the complaint is well founded, the pet owner and unit owner if the pet owner is a renter will receive written notice of the violation. The violation may result in a fine or other enforcement action. The board of Directors and/or Condominium Association has the authority to assess and collect amount for fines, other costs, and damages.

A fine may be imposed upon an owner or renter for violation of these rules by the resident or any member of their household and any guest or visitor to their unit. Owners will be assessed the following for pet violations:

First Offense: \$25.00 fine

Second Offense: \$50.00 fine

Third Offense: \$100.00 fine

Subsequent Offenses: \$ 250.00 fine and potential removal of the pet from the property.

In the event of a violation, a written notice shall be given to the owner (and property owner) setting forth the provision of the Pet Policy violation and the amount of any fine imposed. Such fine shall thereupon become immediately due and payable and its imposition shall not be subject to challenge by the resident unless, with seven (7) days after the notice is given to the resident, the resident exercises his/her right of appeal by written notice to the Board of Directory directed to the address of and names of Board Members shown on the notice.

Any dog owner found violating up to five (5) individual policies or a single policy three (3) times in any twelve (12) month period may result in the eviction of their dog.

If it is determined that the dog must be removed, the dog owning unit owner or unit renter will be given thirty (30) days to remove the dog from the premises. The Board of Directors may determine, in its discretion, that immediate removal of the dog is required in order to protect the health, safety and /or welfare of the Brecon Village community and its residents.

Right of Appeal

Anyone receiving a notice of violation may appeal. The notice of appeal shall be accompanied by such documents, written statement and other evidence as the owner or resident considers relevant to the imposition of the fine or in mitigation thereof. In the event that notice of appeals is timely given the complaint or incident report on which the notice of violation is based and the material submitted by the resident shall be reviewed by the Board of Directors which shall also conduct such investigation as it deems necessary for the purpose of determining the validity of the imposition us such fine.

Appeal must be received in writing by the Board of Directors within ten (10) days after a fine is imposed. Appeals of offenses may be made by the owner, management agent or renter related to the pet in question. Once an appeal is received, the Board of Directors will schedule a meeting as soon as possible and not later than fourteen (14) days to review the matter with the pet owner, property owner and/or management agents. No further fines will take place on the reported offense pending the outcome of the appeal. The pet owner or unit owner's failure to attend the meeting shall be considered acceptance of the fines and/or removal of the pet. The Board of Director's decision on the appeal is final. If the appeal is rejected, fines and other provisions become effective three (3) days following written notification to the renter and property owner. If the appeal is found in the favor of the pet owner, all fines shall be reversed and written complaints against the pet owner removed from record.

Condominium Rules and Regulations

Rules and regulations are developed to ensure that the common property of the Association is used in a manner consistent with the Master Deed and By-Laws and the condominium concept of home ownership; and in such a manner as to guarantee the rights, comfort and convenience of all co-owners.

1. Specific Rules and Regulations:

From time to time the Board adapts specific rules, regulations, and procedures on its own initiative or at the request or suggestion of a co-owner. Refer to the By-Laws Article 11 Section 11.4.8 p.52 for the authority of the Board in this regard. The current Rules and Regulations are included in this section of the handbook with the procedures and related forms in the Appendix. As new ones are issued or existing ones revised each co-owner will be given a copy and asked to file it in the appropriate section of the handbook.

- a. New Owner Information Sheet: All co-owners are to have on file in the manager's office a completed copy of an information sheet which can be obtained from the Brecon front desk or from the Board president. (Refer to the Appendix p.1 for a sample copy of this form)
- b. Payment of Fees and Assessments: (Reference: Sections 2.3, 2.4, and 2.5 of the By-Laws)
- c. Late Payments:
 - i. Payment of the monthly fee is due on the first of the reference month and is considered late if not paid by the 10th of the month. When not paid by the 10th a **Late Fee of \$10.00** will be assessed for each month the payment is late. (This fee includes the interest fee as provided for in Section 2.3 of the By-Laws.) For Special and Specific Assessments, due dates and penalties for the late payments will be included in the announcement of the assessment.
 - ii. A co-owner is considered in default when a payment is two months late. The co-owner will be given the required seven day written notice and the provisions of Section 2.5.1 of the By-Laws will be implemented.
 - iii. Foreclosure proceedings, in accordance with Section 2.5.2 of the By-Laws, will be initiated when a payment has become three months late.
 - iv. Association expenses related to the collection of unpaid fees or assessments are charged to the delinquent co-owner as provided in the By-Laws, Section 2.5.4.

2. Grounds and Building Exterior Rules:

(Reference Master Deed Article 4 and By-Laws)

- a. Area between Walk to Front Door and Driveway: In the area between the driveway to the garage and the sidewalk to the front door, the co-owner may plant annuals or perennials and/or install paver-blocks, gravel, or other nonpermanent material. However, placement of permanent material such as poured concrete or black top

requires the review and written approval of the Board before the work is done. The co-owner is responsible for the maintenance of this area however it is treated.

- b. Units in the West Court: In the area between the sidewalk to the front door and the building a stone fill of at least four inches in width must be maintained between the building and any other fill material in this space. The co-owner is responsible for the maintenance of anything placed in this space other than the original stones.
- c. Maintenance of Wood Decks/Balconies: The co-owner is responsible for the maintenance of the decks/balconies and patios. However, to maintain consistency in appearance, the Board, with prior notice to the involved co-owners, arranges for the periodic cleaning and sealing of the wood. That cost is then applied in a Specific Assessment for the Decks/Balconies to the involved co-owners.
- d. Storage of Out of Season Items on Decks or Patios: Section 6.6 p.42 of the By-Laws states no furniture or equipment of any kind shall be stored thereon during seasons when such are not reasonable in use. Considering that a number of units have no basement and only a limited storage space in their garage, the Board will allow storage of patio, porch, and deck equipment only on a patio porch, or deck during no-use seasons. The following conditions apply: items are not stacked and any covering shall be black or beige. Exceptions to these provisions require written approval of the Board.
- e. Trash and Recycling Bins: These containers must be stored in the garage within twenty-four hours after they have been emptied by recycling service. A fine may be imposed on the co-owner if this rule is violated. Exceptions to this rule require written approval by the Board of Directors and/or the Manager
- f. Mounting Items on the Building Exterior: Items to be attached to the exterior of the building resulting in penetration of the exterior material require review and written approval of the Board prior to installation. (Example: Satellite TV DISH antennas) (See Appendix p.14)
- g. Moving Pods: Moving pods are allowed with a limit of 30 days.
- h. Christmas and Other Holiday Decorations: These are permitted on the following conditions; the decorations are tastefully done and are removed within two weeks after the holiday.
- i. Awnings over Deck or Patio: An awning over a deck or patio requires a written request and specific review and approval of the Board before it is ordered. (Refer to Awning Installation Agreement form in the Appendix p.15).
- j. Placing Items or Plantings in the General Commons Areas: (Refer to specific procedures, guidelines, rules and planting release form in the Appendix pp.20-22.)
- k. Deer: Brecon Village discourages residents from feeding the deer as does the Department of Natural Resources. Deer are wildlife and therefore unpredictable. If a resident persist in this practice, feeding sites must be one hundred yards or more from any building.

- l. Window Sun Catchers: Window Sun Catchers are allowed but, must be no larger than eight inches and limited to a number of no more than five.
- m. Garage Sales: Garage sales are permitted with the Board's approval. In any one year, all garage sales in the community are to be held on the same weekend, the **third weekend in May**. Those wishing to have a sale on this weekend are to submit their request in writing to our manager at least four weeks before the date. Should the manager receive more than one request, the manager will have requesters contact each other to coordinate the specifics of times, days, advertising, etc. When the requester(s) has/have settled on the specifics, they will review them with the manger. When the manager is satisfied with the proposal, the manager will inform the Board President who may approve on behalf of the Board, or if there are extenuating circumstances, poll or convene the board for final review and action.
- n. Estate Sale: Should a resident desire to have an estate sale or other kind of sale that would bring a number of people into the community, that resident is to submit a request to the Board through the manger at least four weeks before the desired date. Board will review and take action on the request.
- o. Preventative Maintenance: By-laws and safety issues dictate that co-owners must allow access to their condo for maintenance staff to inspect the emergency call systems and sump pumps on a periodic basis. (By-Laws Section 6-10)
- p. Dryer Vents: Co-owners are strongly encouraged to have their dryer vents cleaned **every three years** to prevent fires. This includes the dryer and all vents traveling through the condo building to exit out of doors. (See Appendix p.18 for suggested vendors.)

3. Pets (Section 6.5 of By-Laws)

General Pet Policy

- a. Household pets shall be permitted.
- b. No animal may be kept or bred for any commercial purpose and shall have such care and restraint so as not to be obnoxious or offensive on account of noise, order or unsanitary conditions.
- c. No animal may be permitted to run loose at any time upon the Common Elements and any animal shall at all times be leashed and attended by some responsible person while on the Common Elements, Limited or General.
- d. No savage or dangerous animal shall be kept and any Co-Owner who causes any animal to be brought or kept upon the premises of the Condominium shall indemnify and hold harmless the Association for any loss, damage, or liability which the Association may sustain as the result of the presence of such animal on the premises, whether or not the Association has given its permission therefore.
- e. Each Co-Owner shall be responsible for the collection and disposition of all fecal matter deposited by any pet maintained by such Co-Owner.
- f. No pet shall be permitted to be tethered on the Commons.

- g. The Association may charge all Co-Owners maintaining animals a reasonable additional assessment to be collected in the manner provide in Article 2 of the By-Laws in the event that the Association determined such assessment necessary to defray the maintenance cost to the Association of accommodating animals with the Condominium
- h. The Association may without liability to the owner hereof, remove or cause to be removed any animal from the Condominium which it determines to be in violation of the restrictions imposed by this Condominium which it determines to be in violation of the restrictions imposed by this Section.
- i. The Association shall have the right to require that any pets be registered with it and may adopt such additional rules and regulation with respect to animals as it may deem proper.
- j. In the event of any violations in this Section, The Board of Directors of the Association may assess fines for such violation in accordance with these By-Laws in accordance with duly adopted rules and regulation.

Enforcement of By-Laws pertaining to Pets

Any resident observing an infraction of any of part or parts of Section 6.5 shall discuss the infraction with the violator in a neighborly fashion in an effort to secure voluntary compliance. If the discussion does not resolve the matter it may be reported to the Board of Directors and/or Condominium Association.

If the complaint is not resolved and upon report to the Board of Directors determines that the complaint is well founded, the pet owner and unit owner if the pet owner is a renter will receive written notice of the violation. The violation may result in a fine or other enforcement action. The board of Directors and/or Condominium Association has the authority to assess and collect amount for fines, other costs, and damages.

A fine may be imposed upon an owner or renter for violation of these rules by the resident or any member of their household and any guest or visitor to their unit. Owners will be assessed the following for pet violations:

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Third Offense: \$100.00 fine

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Appeal must be received in writing by the Board of Directors within ten (10) days after a fine is imposed. Appeals of offenses may be made by the owner, management agent or renter related to the pet in question. Once an appeal is received, the Board of Directors will schedule a meeting as soon as possible and not later than fourteen (14) days to review the matter with the pet owner, property owner and/or management agents. No further fines will take place on the reported offense pending the outcome of the appeal. The pet owner or unit owner's failure to attend the meeting shall be considered acceptance of the fines and/or removal of the pet. The Board of Director's decision on the appeal is final. If the appeal is rejected, fines and other provisions become effective three (3) days following written notification to the renter and property owner. If the appeal is found in the favor of the pet owner, all fines shall be reversed and written complaints against the pet owner removed from record.

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Brecon Village Condominiums Emergency Contact Information

Today's Date: _____

To help us assist you in case of an unexpected occurrence or emergency, PLEASE complete the following information for each person living in the condo. If you have questions or need help filling out this form, please contact our Front Desk at 429-1155, extension 2201.

Legal Name: _____ Nickname: _____

Condo#: _____ Birthdate: ____/____/____ Phone Number: (____) _____

EMERGENCY CONTACT: *(Please provide two)*

(1) Name: _____ Phone Number: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Relationship: _____ Alternate Phone: _____

Email Address: _____

Please check ALL that apply:

☐ Medical POA ☐ Financial POA ☐ Next of Kin ☐ Bill To

(2) Name: _____ Phone Number: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Relationship: _____ Alternate Phone: _____

Email Address: _____

Please check ALL that apply:

☐ Medical POA ☐ Financial POA ☐ Next of Kin ☐ Bill To

Primary Care Physician _____ Phone Number: (____) _____

Primary Health Insurance: _____ Phone Number: (____) _____

Preferred Hospital in case of emergency: _____

Please be sure to contact us with any changes in your health or emergency information as soon as possible.
Thank You.

BRECON VILLAGE
BEAUTY SALON RATES

SERVICE

PRICE

HAIRCUT	\$19.00
SHAMPOO & HAIRCUT	23.00
SHAMPOO ONLY	4.00
DANDRUFF SHAMPOO	4.00
RINSE OR CONDITIONER	3.50
HOT OIL TREATMENT	6.00
SHAMPOO & SET	20.50
SHAMPOO/SET/HAIRCUT	39.50
SHAMPOO/BLOWDRY/CURLING IRON	20.50
SHAMPOO/BLOWDRY/BRUSH STYLE	20.50
SHAMPOO/BLOWDRY/CURLING IRON/H/C	39.50
SHAMPOO/BLOWDRY	16.00
PERM (COMPLETE WITH HAIRCUT)	75.00
TINT WITH S/S OR BLOWDRY & IRON	50.00
<u>OTHER SERVICES:</u>	
MANICURE	15.00
PEDICURE	30.00
TOE NAIL TRIM	8.50
BEARD OR MUSTACHE TRIM (EACH)	4.50

Brecon Village Condominium Meal Plan

Meal Options

- ❖ Continental Breakfast: Served daily from 7:30am to 9:00am in the main dining room.
- ❖ Full Breakfast: Served Wednesdays from 7:30am to 9:00am in the main dining room.
- ❖ Lunch: Served daily from 11:30am to 1:00pm in the main dining room.
- ❖ Supper: Served daily from 4:45pm to 6:00pm in the main dining room.

Prices

- ❖ Breakfast: No Charge
- ❖ Lunch: \$9.00 per person
- ❖ Dinner: \$9.00 per person
- ❖ Holidays: \$15.00 per person

Community Transportation Resource Guide

Need to get to your doctor, or just want to go shopping around town? Brecon Village has a variety of transportation options to help you to get where you need to go.



**Should you have any questions about this guide please
call the Life Enrichment Office at 734-429-1155**



Escorted Medical Appointments

Our home care agency, Shared Care Services, can provide personal assistance through a private duty companion to drive and escort you in a car to and from appointments. Scheduled appointments **need to be arranged 3 business days in advance.**

Pricing: \$20.00 per hour (1—40 mile roundtrip)

For scheduling or more information, please call Shared Care Services at (734)222-4000.

Peoples Express

The City of Saline subsidizes the cost of transit services for senior citizens through People's Express. The People's Express bus transportation is available to residents of Saline for transportation within the City of Saline and to certain destinations in Ann Arbor and Ypsilanti.



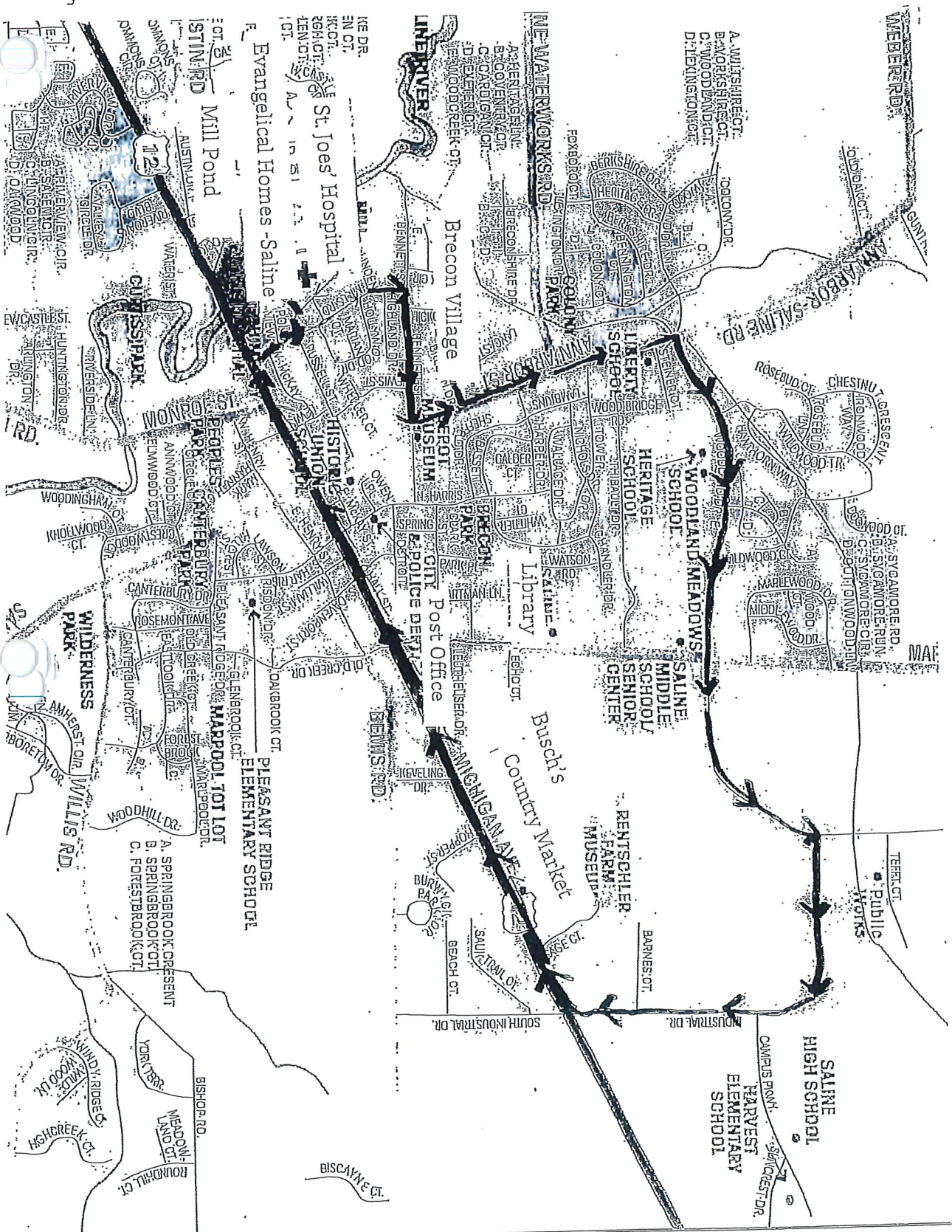
You should make your reservations at least 30 hours in advance. On demand rides are available only as time permits. **For confirmed reservations, please call 1-877-214-6073 between 10:00 a.m. to 2:00 p.m.** After hours voice messages are accepted Monday through Friday. Cancellations must be made at least two hours prior to pick-up time.

Services are available Monday through Friday between 8:00 a.m. and 5:00 p.m.

Service is not available on weekends and People's Express is closed on normal holidays.

Pricing: Fares are \$2.00 for each one-way trip in the City of Saline and \$3.00 for each one-way trip outside the City of Saline. There is no charge for an escort.

Saline - Community Connector



Wellness Services

Hours of Operation: Open 24 hours – 7 days a week!

Prices & Policies Effective 2018

❖ *Costs & Policies*

Costs for Staff, Residents, and their families

Wellness & Exercise Session	\$16 / half-hour \$27 / hour
Massage Therapy Session	\$20 / half-hour \$40 / hour
Paraffin Wax Treatments	\$5 / treatment
Kinesio Taping	\$5 / treatment

- ❖ **Cancellation Policy** – We require 24 hour notice for a cancellation of any kind. Cancellations made with less than 24 hours of notice will be charged \$10, regardless of service, to the client's EHM card. To cancel or reschedule a session, please call 734-429-1155 ext. 2206.

Wellness Exercise Classes

❖ *FallProof*

Times/Instructors:

Monday & Wednesday 11:00am: Leah Jording

Monday & Wednesday 1:15pm: Laura Main

Wednesday 2:00pm: Leah Jording

Tuesday & Thursday 10:00am: Craig Rathfon

Tuesdays 1:00pm: Leah Jording

Tuesday & Thursday 2:00pm: Hannah Rauch

Tuesday & Thursday 3:00pm: Ross Hall

Location: Wellness Center

FallProof is a multi-dimensional approach to assess and treat balance-related problems that has been scientifically proven to improve balance in older adults. It is a structured progressive program with a variety of activities to keep things interesting and fun.

Requirements: All participants need to have an initial evaluation of balance to assure this class is appropriate for them. If there are areas that need improving before entering this class, the Wellness Team can work with you individually to get you to the point where this class is appropriate for you.

❖ *Stand Tall*

Times/Instructors:

Monday & Wednesday 10:00am: Craig Rathfon

Tuesday & Thursday 11:00am: Craig Rathfon

Tuesday & Thursday 2:00pm: Craig Rathfon

Location: Wellness Center

Stand Tall is a strength, balance, and flexibility class that works with older adults who use assistive devices, like walkers or canes, on

either a full or part time basis. The class is designed to systematically help the individual to better navigate their surroundings and prolong their independence in a fun, safe and challenging way.

Requirements: Participants must have an initial evaluation to assess their strength and balance and to make sure that the class is appropriate for them. The Wellness team can provide personal training to those who need to improve specific areas prior to enter the class.

❖ *Exercise to Music*

Instructor: Cindy Embry

Time: 10:00-11:00am Monday, Wednesday & Friday

Location: Auditorium

Cindy Embry leads a 60 minute exercise class synchronized to international folk music. After a brief warm-up & stretch, a seated/standing aerobic section follows focusing on improved coordination, balance, "speed work" for quicker muscle response time, and overall muscle strengthening including the abdominal core. Participants also choose movements or movement patterns for the class to incorporate with the music. Class concludes with a cool down and final stretch. Newcomers are encouraged to begin with a 15 minute time limit and gradually increase their participation time as their bodies become accustomed to the physical activity.

❖ *G.R.A.C.E.*

Instructor: Cindy Embry

Time: 11:00-11:20am Monday, Wednesday & Friday

Location: Auditorium

Cindy Embry leads a 20 minute class based upon yoga principles with relaxing classical music as a background. Deep breathing while engaging in fluid movements and prolonged stretches leads us to improved spinal health & mobility/flexibility. Class concludes with a short period of deep relaxation to de-stress for better mental & physical health.

❖ *Chair Yoga*

Instructor: Marnie Ulrich

Time: 9:30-10:00am on Mondays

Location: Primrose Living room

Chair yoga is a gentle form of yoga that is practiced sitting on a chair, or standing using a chair for support. By focusing on moving our arms, legs and spine with our breath we will gain mobility, flexibility, and strength all while calming the mind.

❖ *Namaste*

Instructor: Marnie Ulrich

Time: 9:30-10:00am on Tuesdays

Location: Primrose Living room

The practice of mindfulness can reduce stress and physical pain. Using this technique, one focuses one's full attention only on the present, experiencing thoughts, feelings and sensations but not judging them. Each week we will learn practice and discuss new mindfulness techniques.

❖ *Tai Chi*

Instructor: Marnie Ulrich
Time: 9:00-9:30am Thursday

Location: Auditorium

Tai Chi is a self-healing practice that can be enjoyed by anyone regardless of age, fitness, or state of health. The therapeutic aspects of Tai Chi are many as it helps boost our immune systems which can alleviate or reduce symptoms from many health conditions. The program we use was specifically designed for seniors living in a community setting. The goals of this form are to improve balance, postural alignment and strength which all play a factor in one's balance.

❖ *Primrose Exercise*

Instructor: Nichole Webb & Leah Jording
Time: 11:00-11:30 Monday, Wednesday, Friday

Location: Primrose Living room

This thirty minute class offers a variety of exercises and movements to music. This class is geared toward participants who experience difficulties standing for long periods of time and/or cannot stand independently but still enjoy exercise. The class ends with a relaxing stretching period.

❖ *Morning Walking Club*

Instructors: Wellness Team
Time: Monday, Wednesday and Friday

Location: Meet @ Wellness Center

Start your day off right by joining the Morning Walking Club on either an indoor or outdoor walk depending on weather. All are welcome, as we adjust our pace to accommodate everyone in the group. This is a great way to get some fresh air and meet new people!

❖ *Wii Bowling*

Instructors: Rob Stolerow

Time: Fridays at 1:30pm

Location: Auditorium

If you are a former bowler, or even just a fan of the game, join one of our Brecon Wii Bowling teams! The Wii allows our bowlers to feel as if they are really in a bowling alley!

❖ *Cruisin' with NuStep!*

Travel the world without ever leaving Brecon! Try out one of our NuStep machines in the Wellness Center or Primrose. These exercise machines allow individuals to exercise while sitting down to maximize comfort and safety. This program allows individuals to keep track of their mileage as they travel to a designated destination. Once we reach the destination, we celebrate with a party. Join the NuSteppers as we make our way to the next destination!

❖ *Aquatics Exercise Class*

Instructors: Janel Ehrman

Time: Mondays OR Thursdays at 1:00pm

Location: Redies Center Therapy Pool

Join our Aquatics Exercise class in the warm water of the Redies Center shallow therapy pool. You do not need to know how to swim to benefit from this aquatics exercise. Class times vary, so see wellness staff for details. Maximum 4 people for each class. Classes are held for 45minutes to an hour, once a week for four weeks. There is a small fee of \$30 to participate in a 4-week session.

CONDO POTLUCK GUIDELINES

SECOND TUESDAY OF THE MONTH

6:00 PM IN THE AUDITORIUM

Eight to ten days before : Provide invitations/announcements of the event by placing it in the doorways. (Unlawful to place in mailbox unless postage is used.)

On the Friday before the potluck use the Dining Service Priority Reservation Form. Place the date and additional beverages. Form enclosed. The Support Staff provides the seating arrangements---usually by 4:30 on Tuesday afternoon.

Our supplies are now in a storage room on the first floor, supplies are on a cart marked "condo" and we have a key, which is to be returned to the notebook after use. The storage room is down the hallway toward the elevators, but stay in that hallway and just pass the first door on the right----- turn right into the short hallway, the first door marked Communication Room on your right is where are supplies are on the cart. The light switch is on the left side of the room. At the present, our supplies are the only items in there, except for lots of electrical wires.

There is a roll of white plastic table covering for the food table, large and small plates, napkins, knives, forks and spoons on the cart. These items are all white in color. There are some placemats and crepe paper available for use.

A volunteer will purchase the above supplies and have them available. You are welcome to use whatever place settings and table decorations you wish. The "kitty" money is available for expenses that you may have.

Place the donation basket on the table and accept the delicious food as it arrives!

Clean up is clearing the tables. The Support Staff does the remainder.

The host may be responsible for some sort of entertainment, but that is not necessary. We meet for fun and fellowship.

Be sure to return the cart to the storage room and place key in notebook and give to the next host. This procedure seems to work well at this time. (September 12, 2011)

Condominium Satellite Dish Release to Common Elements

I am the owner of _____ Lancaster Ct. and I am adding the following Satellite Dish to my condo at the address above, as approved by the Board or Directors of the Brecon Village Condominium Association.

The Dish will be located, _____

I understand that I am responsible for the installation and maintenance of the Dish and the roof line including the shingles. If the Dish is blown down or not installed properly it is my responsibility to replace Dish and repair the roof area.

If I sell my unit the new owner must assume the responsibility of maintaining this Satellite Dish. The new owner will fill out this document at your closing of final transfer of ownership. (The documents are available at the managing agent's office 200 Brecon Dr., Saline, Michigan.)

Date: _____

Managing Agent: _____

Date: _____

Co-Owner: _____

Awning Installation Agreement

The Board of Directors of Brecon Village Condominium Association at Saline, Michigan has approved your request for adding an awning to your unit, _____ Lancaster Ct., you understand and accept the following:

1. The awning must be an Arbor Retractable Awning, (Arbor Shade & Awning 5100 Jackson Rd. Ann Arbor, MI.). The color of the awning is to be toast.
2. On "C" units the awning will be to the roof. On "A" and "B" units the awning is attached to the side of the unit.
3. I am responsible for cleaning and maintaining the awning appearance, in working order.
4. I am responsible for repairs of any damage to the structure and common elements caused by the installation and maintenance of the awning.
5. I am responsible for insuring the attachment against weather related acts of God.
6. If I remove the awning for any reason, I will put the roof or siding back to it's original condition prior to the installation of the awning.
7. If I sell my unit the new owner must assume the responsibility of maintaining this attachment or I will remove it prior to the sale. The new owner will sign this document at closing of final transfer of ownership. (The documents are available at the managing agent's office 200 Brecon Dr., Saline, Michigan.)

Co-Owner

Date

Co-Owner

Date

Apartment Priority Reservation Procedure

Evangelical Homes of Michigan has a policy of giving co-owners "priority consideration for admission to Independent, Assisted Living, Memory Support Center and Evangelical Homes-Saline". (Disclosure Statement, Section 9.1, page 9) Please contact the admissions director at the preferred facility for further information.

BRECON VILLAGE CONDO ASSOCIATION

PROCEDURE FOR SELLING YOUR UNIT

Refer to Master Deed page 10, 4.5.4 Right of First Refusal

1. Co-owner notifies the Managing Agent, in writing the price and terms of sale.
2. Managing Agent forwards request to Evangelical Homes of Michigan Corporate Office for consideration by the CEO.
3. Co-owner is notified by CEO of Evangelical Homes of Michigan's intention. This process may take 30 days. Managing Agent reports this information to Brecon Village Condo Association Board.
4. Brecon Village Condo Association Board makes decision and Managing Agent reports this information in writing to Co-owner. This process may take 15 days.
5. After the First Right of Refusal have been satisfied, Co-owner may sell to open market through your agent.

Reminder: No FOR SALE signs should be placed on your property until you have written notice from the Managing Agent.

Local Home Repair and Maintenance Vendors

These are suggestions only. You may want to inquire for further suggestions from family members, friends, or other condo co-owners.

**Koch and White Furnace and
Air Conditioners
Ann Arbor 734-663-0204**

**Hopp Electric
Ann Arbor 734-475-6480**

**Washtenaw Glass Company
Saline 734-429-7500**

**Robertson Plumbing
734-721-1537**

**Over Head Door (Garage)
734-449-0400**

**Authentic Cleaning
734-944-7414**

**Michigan Appliance Repair
877-990-1346**

**Fabulous Mr. Fix It
734-429-3121**

**Lint Lifters (Dryer vent Cleaning)
Tim Dulude
Royal Oak 248-842-8053**

**Minor Repairs (no
electrical or plumbing)
Call 429-1155 to place work
order, \$35.00.**

**Precision Climate
734-994-1477**

Home Care Options



Shared Services Home Health Care Medicare-Certified

We offer a Medicare Certified Home Health Care solution, which provides you with services based on your physician's direction. This unique solution provides an option for you when skilled assistance becomes necessary to remain home or to assist in the event of a wellness challenge. Our Shared Services Home Health Care options provide the services you need, overseen by a board-certified physician in partnership with one of our Registered Nurses. Our Medicare-approved, CHAP accredited experts include:

- Registered Nurses
- Physical Therapists
- Occupational Therapists
- Speech Therapists
- Medical Social Workers
- Registered Dieticians



Shared Care Services Private Duty Home Care

Shared Care Services offer you or your loved one additional support to promote independence and to provide the necessary support for maintaining an active lifestyle. Private duty services are managed by one of our Registered Nurses and do not require a physician's prescription. These services provide an option to someone who may need some additional support in their home. These services are typically self-paid and not covered by insurance.

In partnership with you and your family, our dedicated team of professionals and caregivers includes:

- Certified Nursing Assistants
- Home Health Aides
- Registered Nurses and Therapists
- Health and Fitness Experts
- Massage Therapists
- Registered Dieticians
- Social Workers
- Certified Aging-in-Place Specialists
- Companion/Homemakers

BRECON VILLAGE CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

Placing Items or Plantings in the General Commons Areas

This Rule and Regulation governs presentation and implementation of co-owner proposals for placing items or plantings or making other modifications in, on, or to the General Common areas around or adjacent to their unit, or on a broader scale. Refer to Section 6.3 of the Bylaws.

1. A co-owner with a proposal presents a preliminary plan of what is proposed to the Board for its review and input before having a final detailed layout prepared.
2. After the Board's input and preliminary ok the co-owner will have a detailed layout made including dimensions, location, description of item(s) to be placed, including specific plantings where appropriate and bed treatment. This detailed plan will then be presented to the Board for review and action. The proposal may not be implemented until the co-owner has received written Board approval.
3. A substantial fine may be assessed, at the discretion of the Board, on a Co-owner who places items or plantings in the General Commons areas without Board review and approval. Refer to paragraph 3 of the previous Rule and Regulation, Page 14 of the Appendix
4.
 - a. For the planting of beds adjacent to the co-owners unit the co-owner agrees to properly maintain, or pay for the maintenance of, the plantings and alterations. Except the Association will have the bed mulched and edged each spring. This maintenance commitment must be carried on to subsequent co-owners of the unit, see the "Commons Area Release" form.
 - b. For plantings in the General Commons areas, not adjacent to a building, as approved by the Board, the requesting co-owner will contract and pay for the initial site preparation and installation. That co-owner will continue to be responsible for planting, maintenance and clean-up of annuals and bulb type plantings. Assuming the co-owner continues with proper maintenance of the site, the Association will assume responsibility for the maintenance of the perennial plantings and will have the bed mulched and edged each spring. If the co-owner is no longer maintaining responsibility for the plot, any permanent type marker will be returned to the co-owner and the site will be returned to its original condition at the co-owners expense. This maintenance commitment must be carried on to subsequent co-owners. See the "Commons Area Release" form.

5. Should any general landscaping or other alterations be done in the future, in the Brecon Condominium development the co-owner of the unit making these modifications will be assessed the full prorated share of that cost.
6. Should the Association incur any costs in the processing of a request, the maintenance of the area, or for any other reason related to this work, such cost will be assessed to the co-owner of the unit involved.
7. General guidelines for developing flower and shrub beds and other plantings.
Refer to the following:
 - a. Must have a continuous sculptured edge by the lawn shaped to facilitate mowing, using either a spade edge, paver blocks, good quality 'black diamond', or aluminum edging.
 - b. Must have a layer of dark mulch around the plantings and any surrounding bed.
 - c. Bed may not extend more than six feet from the wall.
 - d. Deviation from or additions to the originally approved plan requires Board approval.
 - e. Annuals may be planted with in the approved bed without additional Board approval.
 - f. Maximum height of perennials shall be three feet at maturity except at corners where maximum height at maturity is six feet. Plantings that grow to more than the indicated maximum height are to be trimmed back to the allowable height each year after blooming. If not a blooming plant then in the spring or fall, which ever is appropriate for the plant in question.
 - g. Climbing plants and ground cover plantings are not permitted
 - h. Downspout extensions must be installed over the mulch to the grassed area
 - i. Plan must include the disposal of all grass and other debris removed to establish the beds or providing for the plantings.
 - j. Plan must include any required relocation of the irrigation system to accommodate the plantings.
 - k. Plan must include the repair of any damage to the general commons area outside of the planting area.
 - l. Project must have a Board approved completion date; extensions may be requested.
 - m. A penalty of \$10 a day may be assessed, at the discretion of the Board, for each day completion extends beyond the approved date.
 - n. Upon completion the Managing Agent is to be notified to allow inspection to assure that all required guidelines and conditions have been met.

Adapted by the Board of Directors May 2, 2002;

Revised: February 23, 2006; June 22, 2006; May 26, 2009; April 27, 2010

Condominium Planting Release To common Elements

I am the owner of _____ Lancaster Ct. and I am planting the following plantings around my condo at the address above, as approved by the Board of Directors of the Brecon Village Condominium Association.

I understand that I am responsible for the health, and maintenance of the plantings and the bed including maintaining a proper edge. If the plantings die it is my responsibility to replace those plantings.

The plantings I add Adjacent to my addressed condominium are the property in common with the other co-owners, and thus become part of the common elements of the Brecon Village Condominium Association.

If I sell my unit the new owner must assume the responsibility of maintaining this planting or I will remove the plantings and return the area to it's original condition. The new owner will fill out this document at your closing of final transfer to ownership. (The documents are available at the managing agent's office 200 Brecon Dr., Saline, Michigan.)

Date: _____

Board Member/Managing Agent: _____

Date: _____

Co-Owner: _____

Brecon Village Community

Community Share Program

The Community Share Program is designed to provide professional caregiver support and services to assist Brecon Village residents to continue to live independently in their own homes. This program can help meet the changing needs of each individual. The Community Share Program provides professional, compassionate care and personal service tailored to your individual needs.

Our Community Share Program offers flexibility at a lower cost compared to traditional home care services. While not intended to replace traditional home care services, the Community Share Program can be a cost effective alternative for individuals needing minimal assistance to remain independent in their own home. This new program provides care and services that are billable in 15 minute increments of time, rather than the traditional 2 or 3 hour minimum time required by most home care companies. Our caregivers are supervised by licensed nurses and are available from 7:00am – 7:00pm, 7 days a week to meet your personal care needs.

Each Community Share Program client will receive a comprehensive evaluation by a licensed nurse free of charge. This evaluation will assist in determining each individual's needs, the development of a plan of care and the setting of personal goals. Examples of Community Share Programs' services and supports include:

Medication Reminders/Assistance

Community Share caregivers may remind residents to take their medication at the appropriate times. They may also assist in reading labels, retrieving bottles or boxes, and opening bottles. Caregivers are not permitted by law to administer medications by dosing pills, preparing or administering injections, applying patches or instilling ear/eye/nose drops, however, they may assist or remind the resident. RN/LPN (skilled) services are available for residents who require medication dosing and administration. *(15 minute minimum charge with a maximum of 2 visits per day)*

Bathing

Bathing Services include stand-by assistance with a tub bath or shower including supervision and safety measures. Bathing time is limited to 30 minutes. Bathing which requires greater than 30 minutes, or personal care assistance, may be reviewed with the nurse. *(15 minute minimum charge with a maximum of 30 minutes per day)*

Personal Care

Personal care assistance is available for those residents needing only minimal assistance. Personal care is billed in 15 minute increments and may include assistance with personal hygiene, dressing or incontinence. *(15 minute minimum charge with a maximum of 45 minutes per day)*

Safety Checks

Safety checks may be beneficial for residents with a history of falls or certain health conditions. Checks will be provided at timed intervals to be sure he/she is safe. In the event a resident is found to have fallen or is not well, the licensed nurse will be notified immediately and appropriate action will be taken to ensure the client's safety and well being. *(15 minute minimum charge with a maximum of 4 visits per day)*

Meal Preparation

Meals and snacks may be prepared in your own home in addition to the meals provided by Brecon Village. Meal preparation services could include the preparation of light meals, assistance with meal preparation and the clean up of the kitchen work area. *(15 minute minimum charge with a maximum of 30 minutes per day)*

Light Housekeeping

Light housekeeping is beneficial for the resident requiring "touch up" cleaning between regularly scheduled housekeeping visits. Services may include washing dishes; clean up of bedroom, bathroom or kitchen, taking the garbage out, making the bed, light dusting, or vacuuming. *(15 minute minimum charge with a maximum of 30 minutes per day)*

Transportation/Errands

This service is available for the resident who requires assistance with the use of an assistive device such as a cane, walker or wheelchair. The resident will be assisted to and from meals or activities within the building, or have items delivered to them. *(15 minute minimum charge with a maximum of 4 transports/errands per day)*

Skilled Services (RN/LPN)

Some residents may require the services of a licensed nurse. Services provided by an RN/LPN include:

- Medication Set-up (1-6 medications = 15 minutes, 6+ medications = 30 minutes)
- Medication Administration
- Wound Care – simple
- Vital signs
- Blood sugar monitoring

Residents are responsible for obtaining and providing medications, pill boxes, planners, alcohol swabs and needles for injections and wound care supplies. *(15 minute minimum charge with a maximum of 45 minutes per day)*