

ISSUED: July 2008

PURPOSE: To establish guidelines for co-owners who wish (at their own expense) to add an awning to the balcony or patio of their unit.

POLICY: Co-owners wishing to add an awning may do so, with Board approval, when the following requirements and procedures are followed:

REQUIREMENTS

1. The awning must be purchased from and installed by Marygrove Awnings, 12700 Merriman Road, Livonia, Michigan 48150, 734-422-7110, and meet the following requirements:
 - a. Must be a retractable lateral arm awning with hood.
 - b. Material must be solid and the color choice must be Linen.
 - c. Edge of the awning must be straight, not scalloped.
 - d. Frame color must be white.
 - e. Style must be Fixed Slope #520.
2. The awning must fit into the inside confines of the building width over the balcony or patio.
3. If an electric motor model, the awning must plug into an existing electrical outlet. If no existing outlet is convenient, an additional outlet may be installed by a qualified electrician.
4. Once installed the Association may require that the housing is painted to match the building trim.
5. Any future changes to a previously approved plan must be submitted for Board review and approval.
6. The co-owner is responsible for the awning, its installation / removal (if necessary for building maintenance), maintenance and repair / replacement.
7. Should the unit be sold, the seller will inform the new co-owner in writing, with a copy to the Association, of the liability to the new owner.

PROCEDURES

1. Obtain quote from Marygrove Awnings detailing all requirements pertaining to the awning.
2. Get application form from the management company.
3. Complete the entire form, attaching the quote.
4. Return the form to the management company at least two weeks prior to the requested action date.
5. The Buildings/Grounds Committee will review the request and if the criteria are met, will advise the co-owner to proceed and forward the request to the Board as a matter of record.