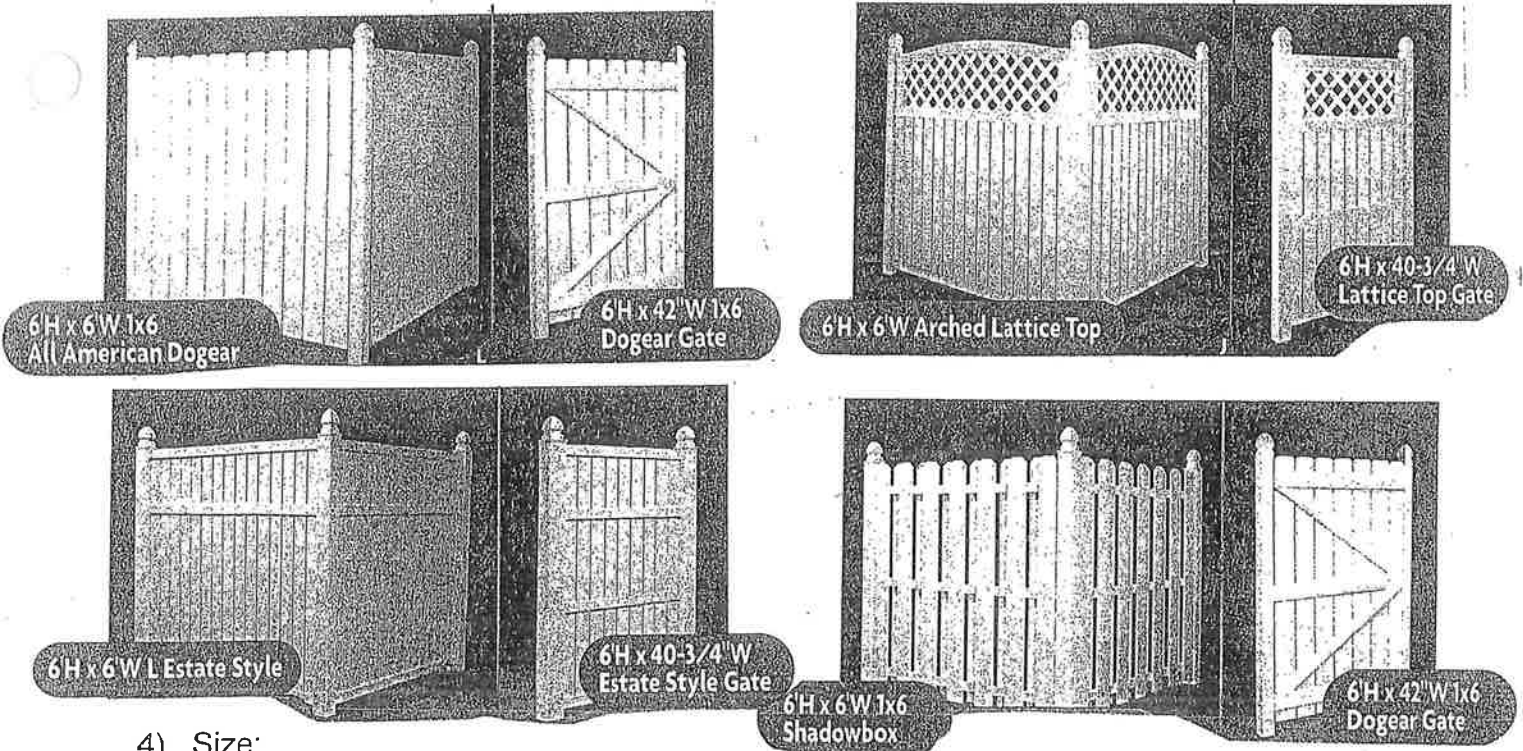




Village Square Cooperative
Fence Installation Guide Summary

- 1) All Fence rules and specifications must be followed.
- 2) All necessary paperwork must be submitted and approved prior to installation.
Paperwork required:
 - a) Installation Request – signed
 - b) Drawing – signed
 - c) Utility Easement Waiver – signed
 - d) Fence Rules and Specifications – signed
 - e) Fence Installation Guide Summary – signed

3) Styles: Must be white vinyl and carry a lifetime warranty.



- 4) Size:
 - a) Width: - no more than width of unit.
 - b) Length: no more than 20 feet from building.
 - c) Height: 6'0" (sides) or 6'0" or 4'0". If Grade of Ground is not level, the fence sections must be stepped so that no board exceeds 4'0" or 6'0" and the top of all fence sections must be uniformly level.

5) Board Size: Face boards between 4" - 6". Thickness must be 5/8".

6) Posts: Buried 42 inches into the ground. Post must be inside, facing your yard area, not your neighbor's yard area.

CALL MISS DIGG BEFORE YOU DIG
1-800-482-7171

Member Signature

Date

**FENCE INSTALLATION ALTERATION PERMIT
VILLAGE SQUARE COOPERATIVE**

I hereby apply for permission to install the following and/or make the following alteration in or around my townhouse:

Work to be performed by: _____ Contractor's License # _____

Cost and true value of work: _____ Completion date: _____

Will any openings be required through wall, windows, or roof? _____ Yes _____ No

I hereby certify that this work will be performed in accordance with all applicable codes and regulations. (City, State, Federal building codes and Manufacturers Specifications)

I have attached a copy of the contractor's proposal. _____ Yes _____ No

This alteration requires a City Permit: _____ Yes _____ No

Date _____

_____ Member Signature

_____ Address and Unit Number

This permit requested above is hereby (granted _____) (denied _____) _____
Property Manager

The installation and/or alteration (is _____) (is not _____) an authorized improvement and betterment. If an authorized improvement, a value not to exceed \$ _____ shall be reflected on the books of the cooperative and in the transfer value of the applicant's membership. If not an authorized improvement, the member may be required to restore the unit to its original condition if the membership is transferred.

Extension of Completion Date: _____ Granted _____ Denied

Reason for extension: _____

This permit is subject to all requirements of the by-laws, Occupancy Agreement and other applicable regulations; (City, State and Federal building codes).

MUST BE INSPECTED UPON COMPLETION FOR ALTERATION INSTALLATION PERMIT APPROVAL !!

Approved _____ Not Approved _____

Date _____ By _____
Property Manager, Village Square

VILLAGE SQUARE COOPERATIVE FENCE RULES AND REGULATIONS

- 1.0 VILLAGE SQUARE FENCE REGULATIONS (Approved 10/97, 6/98, 2/99, 4/99, 9/99, 1/00, 9/03)
- 1.1 Fences reflect on each member's resale potential, therefore it is important all fences project a favorable image and be registered as an alteration with the Cooperative.
- 1.2 First obtain an Installation Alteration Permit from the office. Submit a fence proposal to the VSC office for review. It should include: (a) a backyard diagram with measurements; (b) a description of the style of vinyl fence to be used; (c) where the fence is going to be purchased; (d) the name of the person or contractor doing the work. (Approved 2/99, 9/03)
- 1.3 After the proposal is approved, obtain a fence permit from the Utica City Clerk and provide a copy to VSC. If your fence installation is two sides or less, Utica does not require a permit. (Approved 6/98)
- 1.4 Call MISS DIGG before starting; they will flag all utility lines.
- 1.5 DTE and the telephone lines have a 6-foot easement – 3 feet on each side of all buried lines.
- 1.6 The easement reads; "No Digging, no structures, no apparatus of any kind, no changes of finished grade, are allowed to cross the easement." VSC will not police the easement, however any damage to utilities will be the member's personal responsibility.
- 1.7 A six-foot wide easement between buildings shall be maintained to allow maintenance, lawn, fire and emergency equipment access to the rear yard area. No NEW fences will be allowed in this area. (Approved 6/98)
- 1.8 Management or Board of Directors will inspect all fences for conformity to regulations.
- 1.9 The grass and landscape inside the fence is the member's responsibility. The inside of the fence must be maintained as deemed acceptable by the Cooperative's Board of Directors or Management. (9/03)
- 1.10 Fences and anything attached cannot infringe upon the rights of the other members. Also, nothing may be attached, propped up, lean or hooked to a neighbor's fence without consent of the fence's owner. If ownership of the fence changes, consent given by the previous owner is voided, and the attachment must be removed upon the request of the new fence owner. (Approved 2/99,9/03)
- 1.11 WAIVER OF RULES – the procedure (Approved 6/98)
 1. At an OPEN board meeting under New Business, the member will petition for a waiver of the rules. The petition should be in writing and about 50 words in length. A diagram of the proposed fence should be attached. The Board of Directors and Management will investigate.
 2. The On-Site Manager will obtain a written approval from the side and rear neighbors.
 3. Rules will be kept stringent on fences that can be seen from the street.
 4. When a member moves out a new buyer must be made aware in writing of previous arrangement. (Approved 2/99)
- 1.12 Management will inspect all fences during unit Annual Inspection, upon move out and/or whenever deemed necessary by the Board of Directors or Management.
 - 1.13 Fence posts must start at building flush with rear wall.
 - 1.14

MATERIAL SPECIFICATIONS

- 2.0 Fence material has to be white vinyl.
- 2.1 Fence manufacturer's warranty must be lifetime and cannot be voided.
- 2.2 Fence must be installed according to manufacturer's specifications to ensure warranty is not voided.
- 2.3 Gate post must have a treated 4x4 or 2 treated 2x4's inside the vinyl post on each side of gate.
- 2.4 Use fence manufacturers hardware or stainless steel or galvanized fasteners.
- 2.5 Vertical: All posts, gates and fence sections must be plumb.
- 2.6 White vinyl fences cannot be painted.
- 2.7 Nothing can be fastened to the white vinyl fence that will rust or discolor it.
- 2.8 No holes can be drilled in the fence.

FENCE STYLE AND DESIGN

- 3.0
- 3.1 No exposed wood of any kind is allowed.
- 3.2 The posts and rails must face into your yard and/or look the same inside and out.
- 3.3 Gaps for air circulation are allowed between fence boards.
- 3.4 The fence may be a straight or a scalloped design - the use of lattice is allowed.
- 3.5 A top cap is permitted.
- 3.6 The fence gate must match the fence, hang straight and have an easily accessible latch from the outside at all times for maintenance, utility, and emergency workers.
- 3.7 The gap between the gate and fence must be less than one inch.
- 3.8 Members may choose to leave the rear of their yard open.
- 3.9 All fence posts must be uniform in height and aligned.
- 3.10 Using hedges in place of vinyl fences is encouraged. Hedges combined with a vinyl gate are also acceptable.
- 3.11 Note: Solid fences restrict air flow, please consider a fence which allows for some air circulation. Board on Board or Lattice

DIMENSIONS

- 4.0
- 4.1 Width: Usually the fence width cannot exceed the unit width.
- 4.2 Depth: It may extend to a maximum twenty (20) feet, zero (0) inches from the building itself, but only if no other member's rights are violated.
- 4.3 Heights: The top of each side section must be six feet zero inches from natural ground level measured at any point. A sloping yard must have a stepped fence. The back section can be six feet zero inches or four feet zero inches measured at any point from the base. (Approved 5/99)
- 4.4 Fence posts must be buried 42 inches in the ground.

Member Signature

Date

EXISTING WOOD FENCES

- 5.0
- 5.1 Existing wood fences must be kept in good repair at all times.
- 5.2 Existing fences can be treated with a natural wood stain, sealer or preservative, but cannot be painted.
- 5.3 Red and redwood color (paint or stain) is NOT permitted for existing wood fences.
- 5.4 Repairing EXISTING fences. If three or more slats of a side of fence need replacing, that entire side must be replaced and upgraded to current standards.
- 5.5 Existing stockade fences are no longer allowed may not be repaired or painted under any circumstances. (Approved 4/99)
- 5.6 EXISTING fences violating 1.81 will be removed or relocated when the current member moves out.
- 5.7 Management or Board of Directors will identify those fences currently out of compliance and a letter will be placed in the Unit File. Management will then notify any prospective purchasers before they move in. (Approved 6/98) Members are to put up their own fence posts and not attach to their neighbor's fence posts.
(Approved 2/99)
- 5.8 Members who receive a fence removal notice after November 1st will have until Beautification Day to remove the fence. (Approved 2/99)
- 5.9 Front fences are not allowed. (Approved 6/96)
- 5.10 All Stockade fences must be removed upon move-out. (Approved 4/99)
- 5.11 Management will inspect all fences at Annual Inspections, all move-outs, Annual Fence Inspections and anytime in-between. (Approved 9/99)
- 5.12 Members are not allowed to complete partial fences with wood. Any new installation partial or complete must be vinyl.

Member Signature

Date

8.0.0 UNDERGROUND UTILITIES ACKNOWLEDGEMENT LETTER

I, _____ OF _____
Utica, MI 48317, do hereby acknowledge that I have been advised, and do understand,
that my proposed or installed backyard fence, patio or deck will be/is located directly
over buried utility easement which is held by DTE, Consumers Energy and SBC
Ameritech.

I further acknowledge my understanding that in the event of a utility cable failure under
my fence and/or deck, the utility company may remove or damage my fence and/or
deck to gain access and effect repairs to the buried utility referenced above. I
understand that in such an event, the Utilities Companies will accept no liability for the
damage to my fence and/or deck. As an alternative, I understand that the utility
company may elect to reroute their cable(s) in lieu of removing my fence, patio and/or
deck, and invoice me for any costs, as the owner of the obstruction.

Finally, I acknowledge that Village Square Consumers Cooperative and its Management
are not responsible for any costs which might be associated with the repair of
underground utility cables buried under my backyard fence and/or deck.

_____, Member Date _____

_____, Management Date _____

VILLAGE SQUARE COOPERATIVE FENCE RULES AND REGULATIONS

- 1.0 VILLAGE SQUARE FENCE REGULATIONS (Approved 10/97, 6/98, 2/99, 4/99, 9/99, 1/00, 9/03, 1/09)
- 1.1 Fences reflect on each member's resale potential and the overall exterior appearance of the Cooperative, therefore it is important all fences project a favorable image and be registered as an alteration with the Cooperative.
- 1.2 First obtain an Installation Alteration Permit from the office. Submit a fence proposal to the VSC office for review. It should include: (a) a backyard diagram with measurements; (b) a description of the style of vinyl fence to be used; (c) where the fence is going to be purchased; (d) the name of the person or contractor doing the work. (Approved 2/99, 9/03); (e) A copy of the manufacturer's warranty (Approved 1/09)
- 1.3 After the proposal is approved, obtain a fence permit from the Utica City Clerk and provide a copy to VSC. If your fence installation is two sides or less, Utica does not require a permit. (Approved 6/98)
- 1.4 Call MISS DIGG before starting; they will flag all utility lines.
- 1.5 DTE and the telephone lines have a 6-foot easement – 3 feet on each side of all buried lines.
- 1.6 The easement reads; "No Digging, no structures, no apparatus of any kind, no changes of finished grade, are allowed to cross the easement." VSC will not police the easement, however any damage to utilities will be the member's personal responsibility.
- 1.7 A six-foot wide easement between buildings shall be maintained to allow maintenance, lawn, fire and emergency equipment access to the rear yard area. No NEW fences will be allowed in this area. (Approved 6/98)
- 1.8 Management or Board of Directors will inspect all fences for conformity to regulations and permit details upon completion of installation.
- 1.9 The grass and landscape inside the fence is the member's responsibility. The inside of the fence must be maintained as deemed acceptable by the Cooperative's Board of Directors or Management. (9/03)
- 1.10 Fences and anything attached cannot infringe upon the rights of the other members. Also, nothing may be attached, propped up, lean or hooked to a neighbor's fence without consent of the fence's owner. If ownership of the fence changes, consent given by the previous owner is voided, and the attachment must be removed upon the request of the new fence owner. (Approved 2/99,9/03)
- 1.11 WAIVER OF RULES – the procedure (Approved 6/98)
 1. At an OPEN board meeting under New Business, the member will petition for a waiver of the rules. The petition should be in writing and about 50 words in length. A diagram of the proposed fence should be attached. The Board of Directors and Management will investigate.
 2. The On-Site Manager will obtain a written approval from the side and rear neighbors.
 - ~~3.~~ Rules will be kept stringent on all fences.
 4. When a member moves out a new buyer must be made aware in writing of previous arrangement. (Approved 2/99)
- 1.12 Management will inspect all fences during unit Annual Inspection, upon move out and/or whenever deemed necessary by the Board of Directors or Management.
- 1.13 Fence posts must start at building flush with rear wall.

MATERIAL SPECIFICATIONS

- 2.0 Fence material has to be white vinyl.
- 2.1 Fence manufacturer's warranty must be lifetime and cannot be voided.
- 2.2 Fence must be installed according to manufacturer's specifications to ensure warranty is not voided.
- 2.3 Gate post must have a treated 4x4 or 2 treated 2x4's inside the vinyl post on each side of gate.
- 2.4 Use fence manufacturers hardware or stainless steel or galvanized fasteners.
- 2.5 Vertical: All posts, gates and fence sections must be plumb and straight.
- 2.6 White vinyl fences cannot be painted.

- 2.7 Nothing can be fastened to the white vinyl fence that will rust or discolor it.
- 2.8 No holes can be drilled in the fence.

3.0 FENCE STYLE AND DESIGN

- 3.1 No exposed wood of any kind is allowed.
- 3.2 The posts and rails must face into your yard and/or look the same inside and out.
- 3.3 Gaps for air circulation are allowed between fence boards.
- 3.4 The fence may be a straight or a scalloped design - the use of lattice is allowed.
- 3.5 A top cap is permitted.
- 3.6 The fence gate must match the fence, hang straight and flush with adjacent fence boards, have an easily accessible latch from the outside at all times for maintenance, utility, and emergency workers.
- 3.7 The gap between the gate and fence must be less than one inch.
- 3.8 Members may choose to leave the rear of their yard open.
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- 3.11 Note: Solid fences restrict air flow, please consider a fence which allows for some air circulation, Board on Board or Lattice

4.0 DIMENSIONS

- 4.1 Width: Usually the fence width cannot exceed the unit width.
- 4.2 Depth: It may extend to a maximum twenty (20) feet, zero (0) inches from the building itself, but only if no other member's rights are violated.
- 4.3 Heights: The top of each side section must be six feet zero inches from natural ground level measured at any point. A sloping yard must have a stepped fence. The back section can be six feet zero inches or four feet zero inches measured at any point from the base. (Approved 5/99)
- 4.4 Fence posts must be buried 42 inches in the ground.

EXISTING WOOD FENCES

- 5.0
- 5.1 Existing wood fences must be kept in good repair at all times. Good repair is defined as; (a) No more than three damaged slats; (b) No warped or damaged gate; (c) No warping of any side; (d) No evidence of rotted posts and/or support framing
- 5.2 If a wood fence is found to not be in good repair during any inspection (annual, fence), then the entire fence must be removed in the time period as designated by Management.
- 5.3 Existing fences can be treated with a natural wood stain, sealer or preservative, but cannot be painted, unless previously painted when regulations permitted and otherwise noted in Good condition. In this case the fence must be painted white.
- 5.4 Red and redwood color (paint or stain) is NOT permitted for existing wood fences.
- 5.5 Existing stockade fences are no longer allowed may not be repaired or painted under any circumstances. (Approved 4/99)
- 5.6 Members who receive a fence removal notice after November 1st will have until Beautification Day to remove the fence. (Approved 2/99)
- 5.7 Front fences are not allowed. (Approved 6/96)
- 5.8 All Wood fences must be removed upon move-out. (Approved 4/99, 1/09)
- 5.9 Management will inspect all fences at Annual Inspections, all move-outs, Annual Fence Inspections and anytime in-between. (Approved 9/99)
- 5.10 Members are not allowed to complete partial fences with wood. Any new installation partial or complete must be vinyl.