

### **WINTER RULES**

- \* Winter rules are in effect from November 1st through March 31st.
- \* Doors and windows should not be left open more than 15 minutes per day, unless the outside temperature exceeds 60 degrees from November 1<sup>st</sup> through March 31<sup>st</sup>.
- \* All the glass storm doors should be in place. All front storm door screens are to be removed during the winter months if not self storing.
- \* All window air conditioners must be removed during the winter months.
- \* Cars should be kept from obstructing sidewalks for snow removal.
- \* Do not place trash on the sidewalks during the winter months - \$50 trash violation fine will be assessed.
- \* Front hoses must be drained, removed, and stored inside, with faucet turned off by October 31<sup>st</sup>.

### **WORK ORDER REQUEST**

To place a work order request, call the office at 586-739-7570 and leave your name, address, phone number where you can be reached, and a description of the repair needed. PLEASE DO NOT STOP AN EMPLOYEE ON THE GROUNDS AND ASK TO HAVE WORK DONE.

A work order request specifying the needed repairs will be generated. Members requesting work to be done need to grant permission for maintenance to enter and perform the work requested. When necessary, appointments will be set Tuesday's and Thursday's from 9:00 am – 11:00 am and from 1:00 pm – 4:00 pm.

If you are not at home (during your appointment time) when maintenance arrives to perform a *scheduled* repair, your request will be held in abeyance until you call again, unless you have granted access for maintenance to enter and perform the work requested. The member may be held responsible for payment of service contractor(s) fee(s) if no one is home when the contractor arrives to perform *scheduled* repairs.

Services performed by the maintenance professionals are not "free" since they are paid for in your monthly carrying charges. If you make minor repairs and adjustments yourself and help keep the grounds clean, your cooperative costs will be kept to a minimum. Work order requests are usually completed within three (3) business days of the member request.