

Village Square Consumer Housing Cooperative

45510 Kensington St.

Utica, MI 48317-5934

Office Phone: (586) 739-7570

ALTERATIONS

For your own protection, permits are required on all work in your unit.

Members may make certain structural, plumbing, and/or electrical changes or additions in the unit, or to the exterior of the unit. However, the member must:

1. First complete and submit to the Village Square Consumer Housing Cooperative office an Installation/Alteration permit. These permits are available at the office.
2. Be sure that all work is completed in accordance with Village Square Consumer Housing Cooperative requirements and the City of Utica building codes. Copies of city permits and final approval are required PRIOR to Village Square Consumer Housing Cooperative's final approval. Any and all costs associated with city permits are the responsibility of the member.
 - If either of the above two conditions are not met, the member will be required to immediately restore the unit to its original condition, regardless of the cost for the restoration. Upon move out, you may be charged for removal or correction of any unauthorized improvements.
 - No alteration shall be made to the exterior of the townhouse without following the above two listed conditions. The exterior of the townhouse includes, but is not limited to the porch, windows, brick, siding, parking lot, sidewalk, etc.
3. Call MISS DIG at 1-800-482-7171 (MISS-DIG) if the type of work you are having done requires their assistance.

No increase in transfer value will be given from Village Square Consumer Housing Cooperative for alterations of any kind. You may, however, attempt to sell any changes/additions directly to the next member as long as there is a dated approval on file.

You must keep all approved permits to show as proof at the time of moving out.

If additions or changes are removed, the member will be responsible for restoring the townhouse to its original condition.

If, at a later date, Village Square Consumer Housing Cooperative undertakes an improvement project which covers items a member has already completed, no reimbursement will be made to the member for the improvements that they have made.

All exterior painting is provided by Village Square Consumer Housing Cooperative. Interior painting and decorating are the responsibilities of the member. Interior painting and/or wall papering does not require a permit. Any additional electrical wiring or the addition of a 220 volt electrical line requires a permit prior to the installation. A permit from the City of Utica is also required. All electrical wiring must be installed by a licensed electrician.

The following is a brief explanation as to the rights and obligations of a member in possession of an approved permit:

1. The permit shall remain in effect indefinitely providing that the improvement has been properly maintained to Village Square Consumer Housing Cooperative specifications. Failure to properly maintain an improvement could result in the revocation of the permit, and the removal of the addition at the member's expense.
2. Article 11, Section (a) 3 and (c) of your Occupancy Agreement states, "The member agrees to repair and maintain his/her dwelling unit at his/her own expenses as follows: Any repairs, maintenance, or replacements required on items not furnished by the Corporation."
3. You are responsible for all improvements in the unit at the time you purchase it.

GROUND

Landscaping in common areas must be unfenced and natural. Landscaping may be added in the common ground areas adjoining the units, but must be maintained by the member to Village Square Consumer Housing Cooperative's satisfaction.

A Grounds Alteration Permit must be submitted to the office before this work is completed.

No vegetables will be grown in the ground or planters in the front of units or beyond the member's back yard area.

However, vegetables may be planted along the perimeter (approximately three feet in width) of their back yard, but must be kept under control and be maintained by the member to Village Square Consumer Housing Cooperative's satisfaction. Vegetables are not to be planted on any portion of the common grounds.

IVY or any other vines may be grown around a unit but they must be kept maintained and are not permitted to grow onto/into the siding, roof, gutters, or any other non-brick surface of the building. Rev. 10/26/2013

FRONT YARD PLANTINGS – FOUNDATION SHRUBS/BUSHES

No foundation landscaping may be removed without an approved alteration permit to do so.

Management must refer all requests to the Grounds Committee before permission may be granted.

Members must replace bushes they remove.

A list of bushes which grow well in Village Square Consumer Housing Cooperative is available at the office. Rose bushes used alone are not considered to be foundation shrubbery. A minimum fee of \$35.00 will be charged by Village Square Consumer Housing Cooperative to the member for each missing foundation shrub.

Cinder blocks may not be used to build any kind of structure.

When trimming bushes or trees, do so only in your immediate front or back yard, not in your neighbor's yard or in common areas.

No vegetables will be grown in the ground or planters in the front of units or beyond the member's back yard area. However, vegetables may be planted in the Member's personal back patio area.

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Foundation Plants

Revised April 2026

- **Three feet out or the depth of your front porch is considered as belonging to your unit
- **All Foundation Plants need to be maintained by members to be below the window
- **Consider the amount of sunlight in the area where the foundation plants will be planted before making your selection
- **Select plants that are suited for your soil type and available space
- **Consider the required maintenance required and make a maintenance plan
- **2-3 Perennial Foundation Plants as of 4/23/2026

On the attached page are some examples of types of shrubs and bushes

All of these suggestions may come in a multitude of varieties so please consider the expected full size of the specific variety you choose

Alteration permit must be obtained and approved by Village Square Consumer Housing Cooperative before planting!

Key: S=Sun / P= Partial Sun / Shade

Abelia – (S/P) Flowering shrubs in the honeysuckle family

Azalea – (Morning sun/Afternoon shade) Vibrant colorful spring flowers

Bottlebrush Buckeye Little John – (S) Bottlebrush-like flower spikes spring to fall

Boxwood – (P/Shade) Small glossy green leaves year round

Butterfly Bush (Dwarf) – (S) Vibrant fragrant flower spikes

Cotoneaster – (S/P) Smaller varieties have white flowers

Camellia – (Morning sun/Afternoon shade) Evergreen shrub with rose-like flowers

Diervilla Ionicera – (P, Morning sun/Afternoon shade) Evergreen and flowering bush with showy flowers

Euonymus – (S/P) Broad-leaved evergreen that loses its leaves in winter

Flowering Almond – (S/P) Flowers in spring, berries in summer

Globe Arborvitae – (S/P) Compact evergreen shrub

Hydrangeas – (S/P) Many available varieties are smaller bushes

Holly – (S/P) Evergreen shrubs, females have bright berries

Hosta (Large) – (S/P/Shade) Sun only for yellow/gold leaf Hosta

Inkberry Holly – (S/P) Leaves on top are shiny and dark green

New Jersey Tea – (S/P) Low growing shrub with fragrant white flower

Juniper Toruga – (S/P) Low growing low maintenance

Loropetalum – (S/P) Vibrant foliage with fringed flowers

Ninebark – (S/P) Flowering shrub

Oakleaf Hydrangea – (S/P/Shade) Oak-shaped leaves with white flowers

Rhododendron (Dwarf) – (P) Many flower colors available

Taxus – (S/P) Evergreen Shrubs

Yew – (S/P) Soft needles, good year-round appearance

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Grounds - INSTALLATION ALTERATION PERMIT

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

All contractors must include a copy of their liability and worker's compensation insurance certificate with the proposal for the alteration.

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, and Federal building codes)

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

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

I have provided copies of the purchase receipts. _____ Yes _____ No

Signature: _____ Date: _____

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)

This alteration requires a City Permit. _____ Yes _____ No

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

Date: _____ By: _____

Property Manager: Village Square Consumer Housing Cooperative