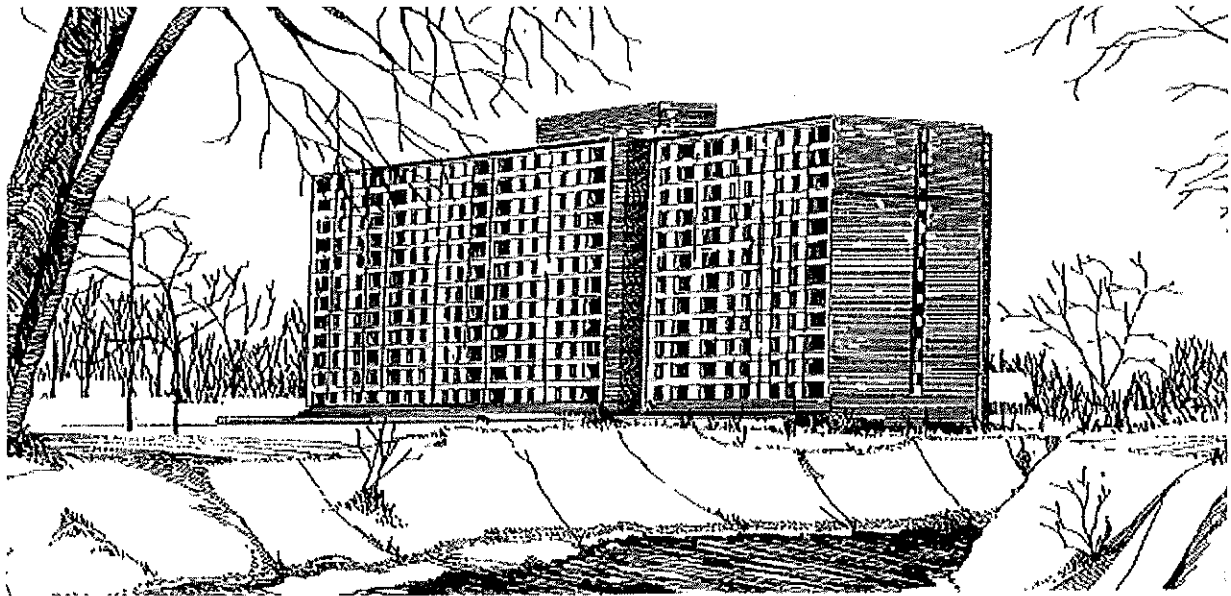


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MORLEY MANOR
Cooperative Inc.



Rules, Policies and Information
Revised May 2021

Morley Manor Rules, Policies and Information

(Revised May 2021)

Introduction

PLEASE NOTE: THIS DOCUMENT SUPERSEDES ALL PREVIOUS VERSIONS OF "MORLEY MANOR RULES, POLICIES AND INFORMATION" AND "THE RULES FOR PLEASANT LIVING".

The rules and regulations stipulated in the Occupancy Agreement, the By-Laws, and these Rules, Policies and Information are a necessary part of the successful and smooth functioning of our cooperative building. Concerns, suggestions, and complaints should be directed to the Board of Directors in writing, signed and deposited in the slot next to the office door.

Each member/occupant shall keep her/his apartment in a safe, clean, sanitary condition. No improper, unlawful, or offensive activity shall be permitted in any apartment or anywhere on the cooperative premises. No member/occupant or guest shall do anything which may be or may become an annoyance, nuisance, or which may be offensive or pose a danger to others in Morley Manor.

These Rules, Policies and Information are an aid so that all resident members can reside in a safe, pleasant, enjoyable environment. Violators of the rules that follow will be notified and subsequently fined for recurring infractions:

First infraction	Courtesy letter
Second infraction	\$100
Third infraction	\$150
Fourth/additional infractions	\$200 per infraction

SAFETY AND SECURITY

1. Board members may ask for proof of residency at any time.
2. Red security keys are issued to resident members for their exclusive use. Red security keys open the lobby entrance door, the east (rear) entrance door, and certain common areas. These keys must not be duplicated or given to contractors or other non-residents to use. Every resident member must sign a Key Release form at closing before receiving a red security key. Failure to comply with the terms of this agreement may result in a \$500 fine.
3. Lost or stolen red security keys may be replaced by purchasing replacements through the Morley Manor office. The cost for each red security key replacement is \$250.
4. If you need a replacement mailbox lock, please see property manager in the business office.
5. In case of fire, occupants should exit the building by way of the stairwells located in the center and at each end of the building on each floor. Exit plans are posted in the laundry rooms on each floor. If halls and stairwells are filled with smoke, return to your apartment, close the door and place wet towels at the bottom of the door to prevent smoke and/or drafts. All doors to public hallways must have working closures and thresholds.
6. Should problems arise with the operation of an elevator, do not panic. Each elevator car has a 24-hour emergency phone connection. Press the button indicated and you will be connected to the elevator company. Follow the instructions given.
7. All common areas of the building are smoke-free areas. This includes the stairwells and the hallways.
8. Persons smoking outside the building should do so at least 25 feet from entrances.
9. Effective December 9, 2019, new residents cannot smoke anywhere in the building including their apartments and balconies.

10. Per the Dearborn Fire Department: No deadbolts or chain locks can be installed on apartment entry doors.
11. Per the Dearborn Fire Department: Lock sets for apartments must be purchased from the business office. Keys to apartment locks must be "mastered" to the master building key.
12. Dearborn Fire Department has a red lock box by our front security door. The red security key and the building master key are in that lock box. This allows the fire department to respond as quickly as possible to 911 calls.
13. The Lobby Intercom/ Phone System allows access to the building for your guests. Your name and a three-digit code number (not your apartment number) are placed on the alphabetically arranged board in the lobby entrance. Your guests enter that code on the lobby keypad and your phone rings. When you answer the phone and your guest identifies himself/herself, press "4" on your phone and the lobby door lock releases. The intercom system allows for a 45 second conversation only.

GENERAL RULES AND INFORMATION

1. No personal items of any kind (rugs, mats, carts, trash bags, shoes, umbrellas, etc.) should be placed in the hallways.
2. No live wreaths or trees are permitted in the building or halls. No plants should be placed on hall windowsills or in any common area.
3. The kitchen, dining room, and social hall may be rented by resident members for private functions. Rentals must be made through the office.
4. Shopping carts available for general use by all resident members are kept in the Activities Room. Carts should be returned to the Activities Room promptly after use. Do not keep carts overnight.
5. Flat beds are available for use by resident members and can be found in the Workshop (red key required). Flat beds should be returned to the Workshop promptly after use.
6. A valet cart is available for resident member use and is stored in the Game Room (red key required). Please return to the Game Room promptly after use.
7. All large deliveries to the building **MUST** be made through the rear (east) entrance. **For such deliveries, resident members must be present.** The loading dock door must not be propped open or left unattended by a member resident. (See "Moving and Delivery Information" addendum.)
8. No tape of any kind may be used on painted surfaces in any common area including hallways and apartment doors.
9. Walkers and wheelchairs must not be left unattended in any common area.
10. Overnight guests or visitors are welcome, provided the apartment owner is present. This does not apply to persons/relatives occupying the apartment when the owner is hospitalized. (Please refer to Occupancy Agreement, Article XII, 12.2.)

11. Guests or visitors are permitted in the Game Room, Fitness/Business Center, and Workshop **only when accompanied by a Morley Manor resident.**
12. Members leaving the building for more than five (5) consecutive nights should notify the Business Office. Vacation/Hospital Forms are available in the mailroom and should be completed and submitted to the Business Office.
13. Residents gone for extended periods of time should leave a key with a neighbor who can periodically check on the unoccupied apartment and run water in the kitchen and bathroom. A spare car key should be left on a table or counter in the event the resident's vehicle must be moved.
14. Lockouts: If a member is locked out of her/his apartment, contact a Board member. Board phone numbers are listed on bulletin boards by each elevator on every floor.
15. Filters for apartment heating and cooling systems are checked annually and replaced at no cost to the residents.
16. Residents are responsible for items within their apartments that require repair (e.g. electrical outlets, lighting fixtures, plumbing, thermostats, etc.). Residents should contact a licensed, insured professional to make proper repairs when required. For bathroom plumbing repairs, residents should notify adjacent neighbors with shared plumbing. Products such as Drano, Liquid Plumber, and other caustic products SHOULD NOT be used.
17. Smoke alarm batteries are checked annually and replaced at no cost to residents. Do not remove smoke alarms.
18. Business Office hours are posted on the office door in the mail room. In case of emergency, residents should contact a Board member or call Magar and Company at 248-298-2775.
19. No changes can be made to the common areas without Board approval.

20. Food and drinks carried in the building should be covered or wrapped. In the event spillage occurs, the person responsible should clean it up. Food or other perishable items should not be placed in trash containers in common areas. Food should never be left in the common areas.
21. Member subscription newspapers are labeled with apartment numbers, delivered on home delivery days, and left in the outside lobby. These should be picked up only by the resident or her/his designee.
22. Resident members may contact any cable service provider to inquire about cable service. Cable service providers will not be admitted to the roof.
23. Satellite dishes cannot be attached to the exterior of the building.
24. Bulletin boards next to the elevators on each floor are for Board or Board- authorized communications only. Other bulletin boards located in the Activities Room and in laundry rooms should be checked for information on building events and activities.
25. All units, occupied or vacant, must be covered by condominium insurance (an H06 policy). Proof of condominium insurance must be provided to the management company annually.
26. Trash and garbage must be disposed of in the two dumpsters outside the building in the east side parking area. Large cardboard boxes to be discarded should first be flattened or cut down before being placed in a dumpster. Trash and garbage should not be left in hallways. No items should be left next to dumpsters.
27. Personal items (ladders, screens, assistive devices, cleaning materials, fans, storage boxes, flammable items, etc.) should not be stored in the utility rooms on each floor.
28. No gas or charcoal grills are to be used on balconies or in apartments.

29. Drapes, shades, or blinds must show white or off-white from the exterior of the building. Nothing must be posted on the windows or hung from the balcony railing.
30. Water shutoff valves are usually located under sinks and toilets. Turn the valves occasionally to prevent calcification. If the valves do not turn, they must be replaced with quarter-turn valves at the shareholders' expense by a licensed, insured plumber.
31. The following procedures are not permitted: ice-maker lines and refrigerator water lines; security alarm systems that sound in the building or that alert police; installation of unapproved windows, door walls, or balcony enclosures; installation of washers or dryers in apartments. Please note: Individual lifeline-type alerts are permitted.
32. No pets are allowed in the building, including visiting pets. For information regarding service animals, please see the property manager.
33. The speed limit on Morley Manor property is 10 MILES PER HOUR.
34. Debris, such as old carpeting, drywall or cabinets, MUST be disposed of off the premises by the resident or the contractor. Each resident member is responsible for cleanup after installations, including hallways, elevators, the lobby, and the east entrance. (See "Renovation Policy" addendum)
35. Resident members should be present for their own deliveries, installations and improvement work. (See "Renovation Policy" addendum)

Policies and Procedures Addenda

MOVES AND DELIVERIES

RENOVATION POLICIES

LAUNDRY ROOM

ANNUAL INSPECTIONS AND MAINTENANCE

SELLING A UNIT

PARKING AND CARPORT RULES

WORKSHOP RULES

MOVES AND DELIVERIES

You must be present for your move. Your red security key is not to be given to anyone at any time.

Moves and/large-item deliveries must be scheduled with the office at least 3 days prior.

A deposit of \$100.00 is required for move in's and move out's. The deposit must be paid prior to moving. Checks are payable to Morley Manor. (The check will be returned to you if there is no damage).

No deposit is needed for deliveries.

If you are using a moving service, the Helping Hands Committee can be scheduled to lock out the elevator for you (maximum of 3 hours).

No moves or deliveries are permitted on Sundays, holidays or after 8:30 pm.

Always use Elevator #2. Facing the elevators, elevator #2 is the cab on the right-hand side and has padded walls.

No building or elevator doors may be propped open.

All moves/deliveries must be made through the rear(east) door.

No trash is to be left alongside the dumpsters.

Cardboard boxes can be thrown in the dumpsters after they have been flattened out or cut up.

RENOVATION POLICIES

Resident Responsibilities:

Request Board approval for any major renovations. If you are not certain if your planned renovation is major, check first with the property manager. Do not start a major renovation without Board approval.

Let the office know 3 days in advance if you are having contractors in your unit. (ie. carpet and flooring)

Do not give your red security key to any workers.

Inform your workers of their responsibilities listed below before they begin work.

Contractor and Resident Responsibilities:

Hours for contractor work are 8:30a.m. – 8:00p.m., Monday through Saturday. Renovation work is not permitted on Sunday or national holidays.

Do not leave vehicles unattended or parked at the loading dock.

Use the rear (east) door only. Do not prop the door open at any time.

Use elevator 2 (padded walls) for moving equipment, material, debris. Do not prop elevator doors open. Use the door 'open' button in the elevator.

Do not use Morley's dumpsters to dispose of work debris. Do not leave large debris next to dumpsters.

At the end of each work day, make sure halls and elevator are free of any work debris.



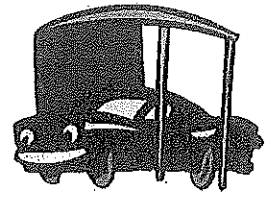
LAUNDRY ROOM

1. Residents must use low-suds detergent. Please note: If you use liquid laundry detergent, it should be labeled 'HE'. If using PODS, you must place them in the machine with your laundry and not in the dispenser.
2. Laundry rooms may not be used by contractors for any reason. Laundry tubs should not be used to clean paint brushes and other construction tools.
3. Laundry should be removed from machines as soon as wash or dry cycles are completed. Leave washing machine doors open when you are done to prevent musty smells.
4. Following the drying cycle, lint should be removed from the dryer lint trap. The washer, dryer, and laundry room should be left clean for all other residents. (Clean, dry laundry should not be left in laundry room.)
5. Unless a washer or dryer is out-of-order, residents should use the laundry room on their respective floors.
6. Residents who have unusual laundry needs that may create a health or sanitary issue for others should not use the Morley Manor laundry facilities.
7. WASH laundry kiosk is located in the activity room on ground floor. You can load additional amounts to your laundry card or purchase a new card.

ANNUAL INSPECTIONS AND MAINTENANCE

Below are some of the annual inspections and maintenance that take place at Morley Manor. Items listed are a sampling and are subject to change based on the needs of the building.

1. **Annual Drain Cleaning for 1st floor apartments** – Preventive maintenance to keep the pipes flowing. The access points are in the units on the 1st floor.
2. **Annual Smoke Detector Check** - Batteries are checked annually to ensure that the smoke detector is working properly. Faulty detectors are replaced.
3. **Annual Air Conditioning/Drip Pan Check** - Drain pans in every air conditioning unit are inspected. Filters are also replaced at this time.
4. **Annual Bedbug Inspection** - K9 inspection for every unit and all common areas.
5. **Annual Heat/Air Conditioning Changeover** - Every May, the heat is turned off and the air conditioning is turned on (summer mode). Every October, the air conditioning is turned off and the heat (winter mode) is turned back on.
6. **Annual Board Elections** – Per Bylaws, every third Tuesday in September, the annual election for Board of Director vacancies is held.



PARKING AND CARPORT RULES

1. Each apartment is allowed only two vehicles.
2. All resident vehicles must be identified with a Morley Manor parking sticker displayed on the driver's side front windshield. To obtain a required parking sticker the vehicle must be registered in the Morley Manor Business Office.
3. Temporary parking identifiers should be obtained from the business office for vehicles of overnight guests staying more than a week.
4. Residents using another resident's carport with the carport owner's written permission must provide written notice to the Business Office before parking in the carport.
5. Vehicles parked in areas marked 'No Parking' or in striped areas in the parking lot may be ticketed and/or towed.
6. If you will be absent for an extended period and leaving your vehicle parked, leave your vehicle keys on your kitchen counter or table in the event your vehicle needs to be moved. Non-resident vehicles should not be stored in our parking lot. Please note: If you own a carport and will be absent for several days, your vehicle should be parked in your carport.
7. Listings of carport availability are posted in the mail room. Carports are purchased through the Business Office.
8. Carport purchases are approved based on carport seniority and not on residence seniority.

9. There is no carport waiting list. As carports become available, any interested member must fill out and submit a Carport Purchase Request to be considered for that available carport.
10. A resident member is allowed one carport. However, residents wishing to purchase a second carport may do so only with Board approval, provided carports are available and no resident without a carport has requested one.
11. As a courtesy to residents who do not own carports and guests, carport owners should park in their respective carports.
12. Carport owners are responsible for cleaning their carports as needed. No items other than vehicles should be kept in carports.
13. Effective July 1, 2014, in order to retain a specific carport, there must be a registered vehicle associated with and regularly using the carport. A member who has a carport and voluntarily gives up her/his vehicle MUST place the carport for sale on the carport availability list.

SELLING A UNIT/SHARE

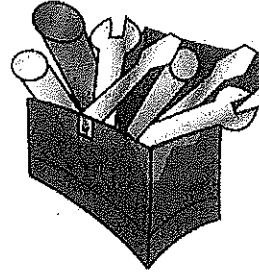
Morley Manor is a co-operative and as such, members own a share in the Morley Manor corporation. This entitles them to the use of a unit. Most Morley Manor shares are sold through local real estate agencies.

Morley Manor's property management company represents Morley Manor Cooperative, Inc. and can only represent Morley Manor's interests and not the Buyer or the Seller.

Available in the Morley Manor Business Office are the following:

- Letter of Intent to Sell
- Authority to Sell Form with Realtor Information
- The Morley Manor Application Process/ Steps Form.
- The Guide to Offer to Purchase a Share
- The Morley Manor By-Laws, Occupancy Agreement and Morley Manor Rules, Policies and Information Handbook
- If the seller owns a carport, it must be put up for sale before the unit is sold.

Note: The forms you will submit are binding legal documents. Please seek legal advice.



WORKSHOP RULES

SAFETY SHOULD BE EVERYONE'S NUMBER ONE CONCERN!

- The workshop is for use only by residents or persons accompanied by a resident.
- Use tools and equipment with care.
- Clean up after every use.
- Wear safety goggles when working in workshop.
- Lockers in the workshop may be rented annually.
- Lockers should be for storing tools and project materials only.
- Rentals are coordinated by the Workshop Committee Chairperson.
- Children (age seven and below) are not allowed in the workshop at any time.
- Use the workshop at your own risk. BE SAFE

