

GROSSE POINTE VILLA CONDOMINIUM ASSOCIATION HANDBOOK FOR OWNERS AND TENANTS

HEATING AND COOLING

GPVCA centralized heating and air conditioning system is designed for efficiency and ease of use, with a single piping system serving both functions. The transition between heating and cooling is managed by the Board, typically in October and May.

Individual control within your unit is achieved through the thermostat, allowing you to maintain a consistent temperature. For optimal performance, especially during air conditioning use, it is advisable to set the fans on high to distribute the cool air effectively. Regular maintenance of the filters, with replacements suggested every quarter, ensures proper airflow and system functionality.

It is very important to check the air conditioner units for proper condensation drainage to prevent water damage to the building. Owners are financially liable for repair of any damage to building of neighbor's unit, as a result of faulty drainage. The board is available to provide contacts for service technicians to insure proper drainage of these systems.

Should your unit fail to cool or heat following a transition, there may be trapped air in the heat exchanger preventing fluid flow. You will need to bleed air from the wall by loosening a screw to release air bubbles until water flows steadily, then re-tighten the screw. Note, if you fail to tighten the screw, the buildings entire heating/cooling system will be compromised, you must notify the board immediately.

SECURITY – COMMON AREAS

All doors to common areas with locking mechanisms must be kept closed. Do not prop doors open, as it presents a risk to your neighbors. Please be considerate and refrain from slamming doors.

DRIVEWAY

Be considerate of your neighbors when driving in the driveway, keep speed below 5MPH and park in designated spots

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FEEDING OF ANIMALS

Feeding birds, squirrels, etc., is prohibited to avoid presence of nuisance animals to GPVCA, such as rats.

TRASH/RECYCLING

In Grosse Pointe, trash collection occurs on Tuesday mornings. Residents are reminded to place all garbage in plastic bags before disposal in dumpsters to prevent attracting flies, insects, and squirrels. Recycling should be sorted into blue containers. For large items like carpeting, which cannot be placed in dumpsters, residents must contact the Grosse Pointe City offices at 313-885-5800 to schedule a special pick-up. These large items should be set out no earlier than the evening before the scheduled pick-up day.

SANITARY DRAINS – KITCHEN & SEWER

Never dispose of grease using kitchen or bathroom drains. This will create severe clogging of the common area sanitary systems, repair of which would be responsibility of the offending resident.

Do not use toilets to dispose of materials other than human waste or toilet tissue. The common area sanitary system is unable to accommodate other waste, and will clog, causing flooding in basement area.

HALLWAY ODORS

Please be considerate of your neighbors and do not allow odors from your unit to enter common areas. These may include cooking odors, incense, vape or smoking. Further note that smoking of any nature is prohibited in common areas.

INSURANCE

Residents are responsible for obtaining their own coverage for personal property.

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LIGHTS

Hallway lights are equipped with sensors and will activate at dusk and deactivate at dawn automatically. When using the basement lights, turn them off upon exiting the area. Avoid leaving the laundry area lights on if you are not present; ensure they are switched off before returning to your unit.

NOISE

Be considerate of your neighbors and keep noise levels to a minimum between 11:00 p.m. and 7:00 a.m.

ORNAMENTAL MATERIALS

No ornamental materials such as Halloween or Christmas displays are permitted on/in the common elements. Exceptions are wreaths or other suitable door hangings. These may be placed on condo door to your individual unit.

PETS

Although our by-laws state that only domesticated pets under 30 pounds are allowed, pets are not recommended. Barking dogs pose noise problems which are difficult, but; must be remedied. All animal droppings must be disposed of in thick-ply plastic bags in the trash dumpsters.

SELLING / LEASING

The condominium association maintains strict guidelines to ensure residential harmony and compliance with its by-laws. Sales and rentals are exclusively for residential purposes, with a cap on the number of rental units. Approval from the association Board is mandatory for renting out any condo, and a waiting list system is in place to manage this process. Owners must provide detailed information to the Board before leasing their units, and all rental contracts are required to include specific clauses that align with the association's regulations and the GPVCA Handbook for Owners and Tenants.

SMOKE DETECTORS

Pursuant to a City of Grosse Pointe ordinance, each unit must be equipped with operative smoke detectors. Each condo owner is recommended to have a personal size fire extinguisher in their unit.

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STORAGE AREAS

Per the city Fire Marshall, do not store contents within 18 inches of the ceiling of your basement storage locker. A minimum clearance of 18 inches is necessary for the overhead sprinklers to operate properly in the event of a fire.

Do not store anything outside of your storage locker area in the common areas.

VACANT UNITS

If a unit is vacant or uninhabited it is the unit owner's responsibility to inspect it frequently to assure that the plumbing, heating/cooling units and appliances are operating properly. If the owner is unavailable, it is their duty to appoint a representative to inspect the property on their behalf. Any damage to the vacant unit or to other units and/or common areas is the sole responsibility of the owner. If conditions within a unit pose a health or safety hazard to other residents or cause damage to areas outside the unit, and the owner or their representative are not available, the Association has the right to enter the unit, correct the problem and assess the owner for the expense of doing so.

VENT FANS

Keep your kitchen vent fans clean. Using the vent fans when cooking will keep odors from permeating other units and hallways. Do not open your door to air your unit.

WASHERS/DRYERS

In the shared laundry facilities, it's essential to use the coin-operated machines responsibly. These machines, which are maintained by a specific company, require coins for operation. If you encounter any issues, promptly contact the company using the information provided on the machines. This ensures that the laundry equipment is functional and available for all residents to use. Remember to leave the area tidy for the next person, and only residents are permitted to use these facilities.

Laundry facilities are restricted to resident use only.

WINDOWS – SEE ATTACHED APPENDIX A

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WINDOW TREATMENTS

Condo associations typically require uniform window treatments. Options include blinds, drapes, shades, or shutters in neutral colors like white or beige. No foil, sheets, or paper should cover windows. Temporary coverings are allowed for a limited time after property acquisition.

GPVCA Board of Directors

Revised: October 2024

FOR CONFLICT RESOLUTION CONTACT BOARD MEMBER IF YOU ARE
UNABLE TO WORK OUT WITH YOUR NEIGHBOR.