

BARCLAY PARK

c/o MeadowManagement, Inc. Agent

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October 2014

Dear Barclay Park Co-owners and Residents:

Please keep for your permanent records the two notices that accompany this transmittal. The first notice pertains to the use of GARAGES and the PARKING rules of the community. The second notice is an updated version of the RESPONSIBILITY GRID or "matrix" for Barclay Park.

In general terms, parking enforcement is to begin at \$25 fee per car per day for unauthorized use of an outdoor parking space (unless the 3rd space, counting spaces inside garages has been reserved and paid for). Rates for 3rd spaces (to be designated and marked by management) are \$200 for 6-months and \$300 for 12-months. (Limited supply!)

As for the Responsibility Matrix, the rewrite adopted for the community includes a number of clarifications of write-ups that were confusing in the previous version (now outdated and obsolete). In the description tab of the grid, many notations of information have been added that you will want to take note of.

Thank you for your attention and assistance.

Sincerely,

Barclay Park Board of Directors
& MeadowManagement, Inc.





PARKING NOTICE TO OWNERS AND RESIDENTS

It has come to our attention that some Barclay Park owners and residents are violating Association Bylaws related to parking. To address this problem, the Board of Directors of Barclay Park Condominium Association and Meadow Management, Inc., will initiate garage inspections beginning on November 1, 2014, and continuing thereafter during the week and weekends, to determine garage usage. Owners and residents whose garages are not being used for parking, or are being used exclusively for storage, have until that date to comply with parking rules outlined in Association Bylaws.

For your information, we have included with this notice a copy of "Barclay Park Parking Rules: 'The Details,'" issued in 2008 and 2013. Also included is an updated BPCA Responsibility Matrix.

In brief, all owners and residents must use their garages. Concord, Bridgeport, Greenwich and Providence units are assigned one garage space and one parking lot space for a first and a second vehicle. If only one vehicle is owned, it must be in the garage. Hartford units are assigned two garage spaces and NO parking lot space. Owners of more than two vehicles and owners whose vehicle will not fit in the garage must apply for a third vehicle permit, the cost of which is now \$200.00 for 6 months or \$300.00 for one year. Garages CANNOT be used exclusively for storage. There are ways to use garages creatively for a car AND storage.

If our inspection shows you are not in compliance with Bylaws, you will be fined \$25.00 per day for every car in violation until compliance is achieved.

Complying with Bylaws is a responsibility agreed to when you purchased or leased your condominium. It is one of the necessities of condominium living and is essential to the welfare of our community. Your neighbors and visitors will appreciate your cooperation. We thank you for your assistance in this matter.

The Board of Directors of Barclay Park Condominium Association and Meadow Management, Inc.

Barclay Park Parking Rules

www.barclaypark.org for related more details and forms

Many new arrivals join the Barclay community each year -- and, the details of rules and the importance of compliance can be lost as new and returning residents settle in. To avoid confusion and to clarify rules, this flyer focuses on parking and the required use of garages for vehicles, not storage.

Please be advised that rule enforcement will increase and assessments for non-compliance will issue starting Nov 15, 2013. (In addition, adherence to the 15 mph speed limit in Barclay is a year-round rule!)

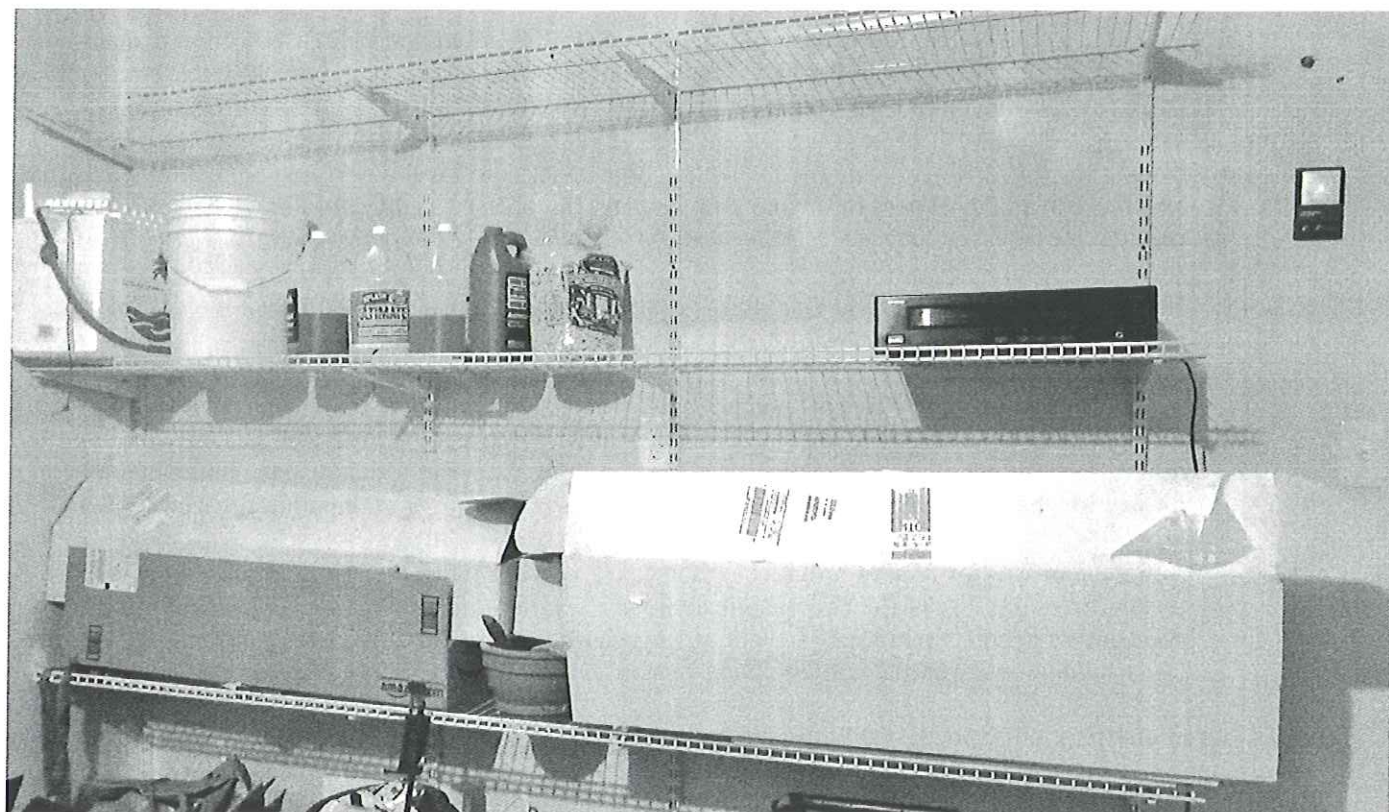
- Each condo address at BPCA has a two (2) vehicle LIMIT, unless an Extra Vehicle Application has been submitted, approved and pre-paid -- with a specific parking space(s) assigned. *(Form available on website or by e-request.)*
- Co-owners with a 1-car garage must use their garage for a vehicle and are allowed just one space in the lot nearest their condo. Owners with 2-car garages must use both spaces in their garage for vehicles. If in need of an extra (3rd) vehicle space, the condo needing the space must apply for the extra outdoor space, pre-pay and be approved (due to limited extra spaces). *(For storage, see how garages at Barclay can accommodate shelving and bicycles – on website and on reverse, here.)*
- All BPCA Parking Rules apply to renters and long-term, live-in, guests – just as they do to co-owners. Extra fees or towing can result from non-compliance. *(Per bylaws, be sure a copy of any lease is provided to the management office.)*
- Due to fire lane restrictions, street parking is never allowed on narrow (east) section of Barclay Way. The wider west end of Barclay allows street parking only from March 15 to November 15, when there is no conflict with possible winter services.
- During the four (4) winter months when parking spaces on Barclay Way are unavailable, visitors are to use available spaces in the parking lots, provided there's rule compliance, including registration of extra space use. *(Remember to register long-term visitors with the mgmt office.)*
- Except for loading/unloading, parking directly in front of garage doors is prohibited. Take care not to obstruct traffic or exceed about 15 minutes.
- Approved and prepaid “Third Vehicle Registrations” will have a parking space DESIGNATED or numbered for the vehicle. A dated Registry of 3rd Vehicle Approvals will be kept and updated monthly by the management company. Failure to prepay for additional space taken in a parking lot will invalidate any past designation and can result in removal of the unauthorized vehicle.
- Towing and fees for non-compliance and/or extra vehicles parked without approval or proper permit are a liability of the responsible co-owner(s) and to be handled in a consistent manner by Association agents, including Brewers Towing Service (posted at entrance as authorized to tow. *(This includes removal of non-operational vehicles and those with expired plates.)*

As relates to handicapped parking spaces, public spaces at the Clubhouse and Oakwoods Nature Park (front and rear of the property) are provided, as well as a space in each of the parking lots. If a space becomes necessary at a specific condo, please contact the Association to see what accommodation might be possible.

Thank you for your cooperation – and for abiding by rules intended to be fair to all and to help promote efficiencies in association living that will outweigh the constraints.



FOR ASSISTANCE IN CREATING MORE SPACE IN YOUR GARAGE, AS PICTURED, OWNERS CAN HIRE ATD BLDRS 734-476-4116



BARCLAY PARK ASSOCIATION

RESPONSIBILITY MATRIX

A= Association Responsibility, C=Co-owner Responsibility

EFFECTIVE 2014

For further explanation of the items listed herein, please refer to the Master Deed, Article IV.
Barclay Park Association responsibility does not apply in cases of Co-owner fault or negligence.

UNIT INTERIOR	DECORATE	MAINTAIN	REPAIR	REPLACE	DESCRIPTION
Air Cleaner/Filters	C	C	C	C	Furnace, AC & microwave hood vent
Appliances	C	C	C	C	
Bathtub	C	C	C	C	Maintain by cleaning & caulking
Cabinets/Shelves	C	C	C	C	
Carpet/Rugs	C	C	C	C	
Circuit Breakers (fuses)	C	C	C	C	Must match Box Manuf (Square D or Siemens). <u>Note</u> - main 100 amp breaker is outside (ID only by condo Meter #). One side fails, 1/2 unit.
Closet Doors	C	C	C	C	
Commode (toilet)	C	C	C	C	Metal handles recommended
Water Shutoff Valve	C	C	C	C	
Wax Ring	C	C	C	C	
Countertops	C	C	C	C	
Curtain Rods	C	C	C	C	
Dishwasher	C	C	C	C	D/W door seals can leak! Caution.
Dishwasher Plumbing	N/A	A	A	A	Water supply to 1/2" stub inside Unit
Dishwasher Plumbing	N/A	C	C	C	From 1/2" stub to D/W (includes under-sink shut-off & supply line/hose)
Doors	C	C	C	C	Includes painting of front door. Required; and must match!
Doorwalls (patio windows)	C	C	C	C	Caution: close only when unlocked
Drain Lines/Drain Tile	N/A	A	A	A	Behind drywall and under concrete
Dryer Vents (clothes dryers)	N/A	C	C	C	Caution: lint build-up can be a hazard. Clean periodically!!
Drywall	C	C	C	C	Homeowner insurance needed, if damaged by others. (Subrogation between companies possible.)
Electrical wiring	N/A	A	A	A	Only if failure is behind drywall
Outlets	C	C	C	C	
Switches/Switch plates	C	C	C	C	
Entrance Doors	C	C	C	C	As above, painting required.
Faucets	C	C	C	C	Caution: check for secure connection under sink (to avoid leakage)
Fire Suppression System - annual testing & exterior maint	N/A	A	A	A	Required annual testing only (and supply repairs outside of Unit area).
Fire Suppression System - sprinkler heads belonging to Unit	N/A	C	C	C	Sprinkler heads within or belonging to the Unit
Fireplace Combustion	C	C	C	C	Caution - shut-off lever behind valance below fireplace glass
Chamber	C	C	C	C	
Flue	C	C	C	C	
Floor Construction	N/A	A	A	A	structure of sub-floor beams only (not Unit)
Floor Covering	C	C	C	C	

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Furnace	C	C	C	C	
Filter	C	C	C	C	For air flow, change quarterly (min.)
Pilot Lighting	C	C	C	C	(not relevant with electronic ignition)
Furnishings	N/A	C	C	C	
Garage Floor	C	C	C	C	
Garbage Disposal	N/A	C	C	C	
Gas Lines					
Before Meter Shutoff	N/A	A	A	A	DTE - Mich Con
After Meter and Unit Shutoff	N/A	A	A	A	Up to the shut-off to appliance
To Furnace	N/A	C	C	C	Inside Unit. Exposed pipes.
To All Other Appliances	N/A	C	C	C	
Grout/Caulk	C	C	C	C	100% silicon for tubs & wet; Paintable Latex for other
Humidifier	C	C	C	C	Caution: change filter regularly
Improvements	C	C	C	C	Alteration Form required
Interior Doors	C	C	C	C	
Light Fixtures	C	C	C	C	
Microwave	C	C	C	C	
Oven/Range	C	C	C	C	
Paint	C	C	C	C	See FAQ on website for more details on interior painting.
Plumbing Fixtures	C	C	C	C	Includes tub-shower diverter and related inter-connections
Plumbing Lines	N/A	A	A	A	Behind drywall only (see also above).
Screens	C	C	C	C	
Sewer/Drain Lines	N/A	C	C	C	If clogged by Unit usage
Inside Unit	N/A	A	A	A	If failure occurs inside walls
Outside Unit	N/A	A	A	A	
Sewer Line Underground	N/A	A	A	A	
Showers and Tubs	C	C	C	C	
Shower Head	C	C	C	C	
Shutoff Valve	C	C	C	C	
Sinks	C	C	C	C	Caution: check periodically for under cabinet leaks
Traps	C	C	C	C	
Washers	C	C	C	C	
Screens on Windows	C	C	C	C	
Sump Pump	C	C	C	C	Caution: confirm OK seasonally
Thermostat	C	C	C	C	Never allow pipes to freeze! Smart and programmable recommended.
Tile	C	C	C	C	
Trim	C	C	C	C	
TV/Cable TV	C	C	C	C	
Wall Connectors	C	C	C	C	
UNIT INTERIOR	DECORATE	MAINTAIN	REPAIR	REPLACE	DESCRIPTION

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Vent Covers	C	C	C	C	
Vent Fans	C	C	C	C	
Vent Filters	C	C	C	C	Caution: change/clean regularly
Wall Supports					
Interior	C	C	C	C	
Basement (if applicable)	C	C	C	C	Includes addressing cosmetic cracks
Perimeter Leak/Settlement	N/A	A	A	A	Owner must R&R all finishes
Wallpaper	C	C	C	C	
Walls					
Interior	C	C	C	C	
Perimeter	N/A	A	A	A	
Washers	C	C	C	C	see Appliances
Water Heater	C	C	C	C	Catch pan required in all Upper Level Units (Providence). Tankless heaters possible in some Units.
Water Lines	N/A	A	A	A	Behind walls and under concrete - or outside supply lines.
Before Main Shutoff	N/A	A	A	A	
After Main Shutoff	N/A	A	A	A	
Main Water Shutoff	N/A	A	A	A	
Windows - (window treatments must appear white or neutral from exterior)	C	C	C	C	** To avoid leaks, special care required w/ replacement flashing, sill pitch and trim work (to keep water out)**
BUILDING EXTERIOR	DECORATE	MAINTAIN	REPAIR	REPLACE	DESCRIPTION
Air Conditioners	C	C	C	C	Caution: clean for good air flow
Condensation Lines	C	C	C	C	Caution: clean this drain line to prevent blockage of drain water
Compressor	C	C	C	C	Caution: clean for good air flow
Balconies (see also Decks)	C	C	C	C	Co-owner responsible for snow removal and de-icing
Caulking/Tuckpointing	N/A	A	A	A	
Chimney	N/A	A	A	A	
Decks	C	C	C	C	
Door - Main Unit	C	C	C	C	
Door Hardware	C	C	C	C	
Door Trim	N/A	A	A	A	
Doorbell	C	C	C	C	
Drain Tile-Bldg perimeter	N/A	A	A	A	exterior
Flashing	N/A	A	A	A	
Garage Door	N/A	C	C	C	Use "Dry Lube" for garage doors on springs, tracks and cables.
Garage Door Opener	C	C	C	C	"Whisper Quiet" by Chamberlain recommended
Garage Light Bulbs (exterior)	N/A	C	C	C	These exterior bulbs are photocell controlled - by Assn
Garage Tracks and Rollers	N/A	C	C	C	"Dry Lube" (see above)
BUILDING EXTERIOR	DECORATE	MAINTAIN	REPAIR	REPLACE	DESCRIPTION

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Gutter & Downspouts	N/A	A	A	A	
House Number	N/A	A	A	A	
Patios	C	C	C	C	
Photocell	N/A	A	A	A	
Porch & Steps	N/A	A	A	A	
Porch Light Bulbs	N/A	C	C	C	Photocell controlled - by Assn
Roof	N/A	A	A	A	
Siding and Trim	N/A	A	A	A	
Structural Alterations	N/A	A	A	A	pre-approval required
Terraces (exterior concrete)	C	C	A	A	Co-owner responsible for snow removal and de-icing
Utility Meters	N/A	A	A	A	Utility companies called!
Vents (Roof and Wall)	N/A	A	A	A	Custom installations possible; and these become co-owner ("C") items
Water Spigots	N/A	A	A	A	Custom installations possible; and these become co-owner ("C") items
Window Trim	N/A	A	A	A	
GROUNDS	DECORATE	MAINTAIN	REPAIR	REPLACE	DESCRIPTION
Clubhouse	N/A	A	A	A	
Curbs	N/A	A	A	A	
Driveways	N/A	A	A	A	
Fences	N/A	A	A	A	
Fountain	N/A	A	A	A	
Irrigation System	N/A	A	A	A	
Landscaping	N/A	A	A	A	
Lawn	N/A	A	A	A	
Lights/Bulbs (street)	N/A	A	A	A	
Mailbox Lock	N/A	C	C	C	On-site service possible
Mailbox Number/Name	N/A	Postmaster	Postmaster	Postmaster	
Playground	N/A	A	A	A	
Recycling	N/A	City service	City service	City service	Position bin 3' from Trash bin - and on asphalt at least 1' clear of your building
Roads	N/A	A	A	A	
Rubbish Removal	N/A	City service	City service	City service	As above (Recycling), put bin(s) out 8am on day of pick-up - and return to garage same day. Thank you!
Shrubs	N/A	A	A	A	
Storm Sewers	N/A	A	A	A	
Tennis Court	A	A	A	A	
Trees	N/A	A	A	A	

revised 10.14/MMI/DF