

2024

## Branford Towne Houses Cooperative



### Member Appreciation Picnic

Saturday, August 24, 2024

12:00p.m.– 3:00p.m.

Raffles, food, soda, music, and lots of fun!!!



#### July 3, 10, 17, & 24

Music and Art in the Gardens 5:30p.m.– 8:30p.m. Taylor Conservatory & Botanical Gardens  
23314 Northline Road

#### July 19

Friday Family Fun Day 12:00p.m.– 4:00p.m.  
Sheridan Pavilion  
12111 Pardee Road

#### July 27

Telegraph Cruise 9:00a.m.– 9:00p.m.  
Along Telegraph Road from Redford through Taylor

## Important Reminders

House and Grounds inspections will continue so please have your areas in compliance with current policies to avoid those dreaded letters.

**Emergency Work Orders:** Members should call 313-292-4624 for emergency work orders after 5pm. An emergency is a condition that endangers human life or poses a serious danger to property. This includes smoke detectors beeping (even for battery replacement). Please refer to your rules and regulations for more specific .

**Annual Inspections** have been started. This month we will be working in buildings 33, 34, 35, and 39. Notices were sent out on June 20, 2024. It is imperative members call work orders *into* the office. Failing to report issues may result in the cost of repairs will be the members responsibility.

**Trash:** Be reminded all trash **MUST** be placed in securely tied plastic bags and placed inside dumpsters. Failure to comply may result in fines. Large items such as furniture/boxes must be placed in the bulk dumpster on Baker St. Do not place furniture next to the bulk dumpster as this will result in a fine as well. Throw your bag to the back of an empty dumpster to allow those that come later room to place their garbage.

**Animal Owners:** Members must immediately clean up messes caused by their pet. The term "messes" is defined to include defecation, garbage, and the like. Dog droppings must be disposed of by being placed in a plastic sack, secured and then placed in a garbage receptacle. Failure to comply will result in the following 1st offense \$50 fine, 2nd offense \$100 fine and 3rd offense \$100 and possible eviction. Pet permits and Service animal permits may be revoked for failing to comply with the pet policies/rules and regulations.

**Annual Update Letters:** Members are sent unit update letters through the US Mail . Be sure to keep an eye out for these forms during the anniversary month of your move-in. Members are asked to complete these forms and return them to the office promptly. Failure to return the forms as requested will result in fines issued to your account.

**Vehicle Registration:** All vehicles associated with a member's unit must be registered with the office and a parking permit affixed in the rear passenger window in order to park in a resident or numbered space (exception those members with a temporary or special permit assigned by the office). Vehicles parked in a numbered or resident space without a proper permit are subject to being towed at the owner's expense. Members are permitted to have one vehicle per licensed approved occupant. Changes in vehicles must be reported along with a copy of the registration and insurance.

**Sanitary Drains:** Waste from toilets and sinks eventually end up in the same sanitary line. This is the line that will get clogged, causing existing waste in the line to back up into basements. To avoid backups, do not flush anything other than human waste and toilet paper in toilets. "Flushable" wipes are not permitted as they do not degrade and dissolve like toilet paper. Do not put grease, noodles, lettuce, bread, eggshells, plants, rice, nonfood items, etc., in toilets, sinks, or garbage disposals. A general rule to keep in mind is that if you can feed it to your baby, you can put it down your disposal. Many solid foods, such as vegetables (without peels) or fruits, can also go into the appliance. Chop them up first, so they don't strain the unit. Throw some ice cubes in along with your food waste and grind them up. They'll help loosen the food residue that is stuck to the blades. Keep a bag of orange, lemon, or other citrus peels in the freezer and toss some in when you need to freshen up your garbage disposal. Make sure to cut them in bite sized pieces so as not to overwork the machine. Please use a lint tarpon the washer hose that goes into the laundry tub from the washer. After rinsing off things such as paintbrushes in the laundry tub, be sure to run cold water through the line for 10 minutes to wash waste through to the line that connects to the city sewers. In the event the backup is attributed to misuse of cooperative property by a member, said member would be responsible for the cost of the repair.

# MEMBERS RESPONSIBILITY TO REPORT

As you may have read, we have seen an increase in the number of big dollar repairs that are a direct result of the members' failure to report work orders to the office. Due to COVID 19, we have not performed annual unit inspections since 2019. We have had to rely on our members' to fulfill their obligation in reporting problems to the office, especially water leaks and infestations. Unfortunately, some have failed to do so. Recent move outs have shown a number of units to have been kept in unsatisfactory conditions. As a result of recent findings, we have compiled most, if not all policies regarding this matter for your review. Please understand, we do not want to see our members bear the cost of such items or face legal action for failing to comply with said policies. Please take a few minutes to review the following:

- **Occupancy Agreement Section 12: Care of the Townhome** states, "The Members understand and agree that they have been entrusted with valuable appliances and property. The Members agree that they will not misuse or mistreat the Townhome or any of the appliances and other property in the Townhome, and that they will treat the Townhome and all of the Owner's property in the Townhome and the Townhome community, with the respect and care that is due and owing by a person who has been entrusted with the property of another. The Members also agree that they will not permit any misuse or neglect of these appliances and property by any person, and that all malfunctions or damages will be promptly reported to the Owner. The Members agree to repair and maintain the Townhome at their own expense as follows: A) Any repairs or maintenance necessitated by their negligence or misuse, B) any redecoration of the Townhome including painting and flooring and C) any repairs, maintenance or replacements except as set forth in the last sentence, provided that the Members promptly notify the Owner of any condition in the Townhome which is in need of repair. In case the Members fail to effect the repairs, maintenance or replacements required of the Members in a manner satisfactory to the Owner or if repairs are made necessary or become more costly because of the acts, misuse or neglect of the Members to notify the Owners of any condition in need of repair, then the Members agree to pay the Owner for the cost of making the repairs."
- **Occupancy Agreement Section 9" Mold/Mildew Disclosure Statement** states, "There are no established guidelines for unacceptable air quality caused by mold. Mold is a naturally occurring phenomenon. Mold and/or mildew growth can often be seen in the form of discoloration. The different colors of mold range from white to black, including, but not limited to green, gray, brown, orange, yellow and other colors. Your housekeeping and living habits are an integral part of the ability of mold to grow. In order for mold to grow, water and/or moisture must be present. MEMBER AGREES to maintain the Premises in a manner that prevents the occurrence of mold or mildew growth within the Premises..."
- **Section 2.9 of the Rules and Regulations** state: "Members are required to immediately report, to management, any water leaks or overflows including broken or leaking pipes, garbage disposals, water heaters, toilets, bath tubs, and sinks. Leaking windows, doors, roofs, and basements must be reported. Members are required to use shower curtains, and to dry bathroom floors after a bath or shower. Failure to do so may cause water damage in the Townhome and it shall be considered abuse by the Member causing a potential health hazard and does provide the Cooperative with good cause to terminate the Members' tenancy.
- **Occupancy Agreement Section 8 Use of Townhome** states, "The Members agree to furnish the Townhome and install draperies or other window treatments with white or light color linings or surfaces on the exterior so that the Townhome Community will have a uniform and consistent appearance. The Members also agree to keep the Townhome in a clean and orderly condition, and not do anything that might be considered dangerous, might be a health hazard or might violate any health or police regulations. The Members also agree that they will not engage in any activity or do any act which might cause the Townhome to diminish in value, and that they will not misuse or neglect the Townhome or any of the Owner's property or appliances in the Townhome. The Members understand and agree that they will be responsible for the conduct and actions of all Other Occupants of the Townhome and all guests and visitors to the Townhome, and the Members will be responsible to see that those persons fully comply with all of the obligations of this paragraph and with all of the other obligations in this Occupancy Agreement.



- Please clean off your central air condenser units. Simply use a low pressure setting on your water hose to remove debris from around the unit. Failing to do so may result in expensive, irreparable damages.
- It is the members' responsibility to change their furnace filter. We suggest checking your filter on a monthly basis and replacing it when needed (when the filter is dirty enough to block the flow of air from the furnace) to avoid damage to the furnace and central air unit. Filters are available in the office at no charge.
- Vehicles without current license plates, inoperable, improperly parked or stored on property will be sought out and ticketed. Fines may be issued or vehicles towed at the vehicle owners' expense that are found to be in violation. We understand receiving new vehicle registration/and renewals are taking months to obtain. Please contact the office in the event you are having issues.
- Make an extra effort to ensure your storm door is completely closed after entering/exiting to avoid expensive repairs or replacement. We suggest locking the back storm door as it is used less frequently.
- Bicycles and other toys must be stored in the back yards or indoors when not in use. Pools are permitted only in the back yard.
- Snow shovels are no longer needed (let us hope) and therefore should be stored inside the unit.
- Please be reminded that trees located on Cooperative grounds are the property of Branford and damages resulting from climbing or other improper activities is prohibited and will be the financial responsibility of the member.

We are looking for volunteers to help with Senior's House & Grounds. Please stop by the office if you're interested!



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### Current Board of Directors

Crystal McIntosh	President
Leanne Tennyson	Vice President
Robert Epps	Vice President
Stephanie Baker	Secretary
Willyne Compton	Treasurer

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- Members that want to alter their units, i.e. removing carpet, changing floors, replacing counters, etc. **MUST COMPLETE an INSTALLATION/ALTERATION PERMIT.** It has to be approved **PRIOR TO ANY WORK BEING DONE.**
- Members that have a security system must supply the office with a code. Security camera are **NOT** permitted on the exterior of buildings.
- House and Grounds Inspections will continue. Members that have received prior violation are subject to fines if additional notices are needed. Please review your policies to ensure your area is in compliance with current policies to avoid letters and/or fines.
- Having the following items in common areas or on the grounds is strictly prohibited: bounce houses, playscapes, tents, Gaming RV's, etc. Large outdoor parties are not permitted on property as it interferes with your fellow members right to a peaceful living environment and poses a serious liability risk to the Cooperative. Violations will result in fines and members will immediately be asked to disperse large events and remove any such structures from Cooperative property.

## DID YOU KNOW...



The Shore Porters Society in Aberdeen, Scotland claims to have established the world's first co-operative in 1498. Though it's no longer a co-op, this removals and storage company still exist today.



## About Us



Don't forget to visit our website at [www.liveatbranford.com](http://www.liveatbranford.com). Members can access forms, view the calendar, submit work orders etc. The "Home" tab allows a direct contact to Branford staff as well as a link to the Property Management Company. From the Information tab, members can choose for a drop down list for unit information, resident information or the calendar. Clicking on the Resident information on the drop down will allow you access to many forms including clubhouse rental agreement, installation/alteration permit, upgrade information. Near the bottom of the page members can request work orders that are immediately sent to the Branford email address. The "Listings" tab promotes memberships the Cooperative is assisting to sell. You have another opportunity to access a direct link to the Pay Lease site where members can setup direct withdrawal for carrying charge payments.



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## Branford Bulletin

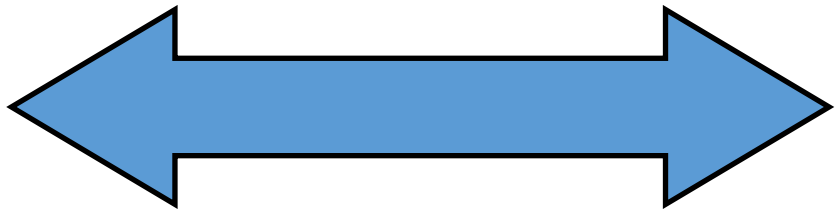


This space in the newsletter is reserved for our members to send messages to their fellow members. This may include a post about items they wish to sell or give away, or a heartfelt birthday wish. Please contact the office or send an email to [branfordcoop@gmail.com](mailto:branfordcoop@gmail.com).

### Current Staff

Joy Greene	Manager
Destiny Osborne	Office Assistant
Shannon Jones	Office Assistant
David Bennett	Lead Maintenance
Joseph Ramirez	Maintenance
David Bennett Jr.	Maintenance

Open  
Board Meeting  
July 17, 2024  
7pm



#### Important Contact Information

Branford Office: 313-292-0810

Branford Fax: 313-292-0620

Branford Email: [branfordcoop@gmail.com](mailto:branfordcoop@gmail.com)

Emergency Maintenance (after hours, weekends, holidays) 313-292-4624

Website: [www.liveatbranford.com](http://www.liveatbranford.com)

Emergency: DIAL 911



# July 2024

**Mon    Tue    Wed    Thu    Fri    Sat**

	1 Carrying charges due	2	3	4 Office Closed 	5 Office Closed	6
7	8	9	10 Carrying charges must be paid by 6pm to avoid late fee/fines	11 	12	13
14	15	16	17 Open Board Meeting 7pm	18	19	20
21 	22	23	24 	25	26	27
28	29	30 	31			

