

CHERRY GROVE CONDOMINIUM ASSOCIATION

PROCEDURAL GUIDELINES FOR ENTERING UNIT(S) IN CASE OF EMERGENCY

POLICY

It is the policy of the Board of Directors to respond to a property emergency in accordance with provisions of the Condominium Documents. Specifically, the Condominium By-Laws, Article VI, Section 12, provides for the Association or its agents to have access to each unit at all times for the purpose of making emergency repairs and to prevent damage to other units, the common elements, or both. These guidelines shall apply only when a unit Co-owner or his authorized agent is not available.

DEFINITIONS:

- An emergency is a situation that the Board deems to pose an immediate threat of damage or harm to any unit or common elements or any person.
- An emergency repair is any repair needed to correct an emergency situation or a general common element or limited common element that provides an essential service such as water, fire protection, or sewer. This definition shall include co-owner responsibility repairs that have not been performed by the co-owner, through absence or neglect, that threaten Association property, general common or limited common element areas, or adjacent units (such as sump pump or plumbing failure).

PROCEDURE:

In accordance with this policy, the Board of Directors herewith forms the following guidelines to respond to emergencies or perform emergency repairs that require unit entry.

1. TO ENTER A UNIT:

- An emergency situation must exist that threatens Association property, a limited or general common element, or adjacent units. Examples of emergencies that might require entry would be water in basement (sump pump, frozen or broken plumbing), clogged sewer, or unusual situation reported by adjacent co-owner such as a gas smell, continuous running water, smoke, etc.
- In every instance when a unit is being entered, the police must be contacted in advance. It may also be appropriate to contact the fire department. For obvious life or property emergencies, such as fire, call 911 and leave it to the professionals.
- A Board Director, management agent, or vendor should never enter a unit when alone. At least two board members, a board member and a management representative or vendor, or a board member and an agency (police, fire, etc.) representative should be present when entering a unit.
- Personal safety should never be compromised when entering a unit. If a potential gas leak, fire, electrical problem (as with water in the basement), or other unsafe condition

may exist, the appropriate agency should be contacted immediately to secure the premises or take appropriate action as needed.

1. TO ENTER A UNIT (continued)

- If the emergency situation allows contact time, attempts should be made to gain unit access by locating the following before entry is attempted:
 - Co-owner
 - Emergency contact listed by Co-owner (on file with management company)
 - Neighbor with access key
 - Management company
 - Security company if posted
 - police/fire non-emergency numbers
- If the situation does not allow contact time, after notifying the Canton Township Police Department, determine what is the quickest and safest way to enter the unit. Check doors and windows to see if any have been left unsecured. The front entrance door, basement and other windows offer access examples. Keep in mind that the unit may have a security system that might be triggered upon entry.

2. ACTION UPON UNIT ENTRY:

- If an agency has been contacted to assist with the emergency, leave it to the professionals, i.e. police, fire, management company, etc.
- Take whatever reasonable action is necessary to secure the premises.
 - Broken water pipes can be secured by turning off the water supply at the control valve to the pipe, unit, or building as conditions warrant.
 - Engage vendors to mitigate water, etc. to limit further damage to the unit or building.

3. SECURE PROPERTY FOLLOWING EMERGENCY

- Board up entry.
- Contact security company where necessary.
- Notify co-owner or co-owner agent.

Adopted by the Board of Directors: March 17, 2009

Effective date: March 17, 2009

Mailed to Co-owners: (to be sent with 2009 Annual Meeting Notice)