

MAPLE RIDGE CREEK VILLAGE CONDOMINIUM ASSOCIATION POLICIES

POLICY NUMBER: MRC034
POLICY TITLE: EGRESS WINDOW *
POLICY ADOPTED: OCTOBER 21, 2013
**POLICY REVIEWED: FEBRUARY 17, 2014, SEPTEMBER 25, 2017,
JANUARY 18, 2021**
POLICY REVISED: FEBRUARY 17, 2014; SEPTEMBER 25, 2017

POLICY STATEMENT:

A basement egress window installation may be approved by the Board of Directors subject to the requirements as specified below. The Board reserves the right however, to deny approval of any egress window request whenever it determines that such an installation could introduce additional risk to drainage design or common element integrity, or add to the difficulty of landscape maintenance. A denial could also be based on the aesthetic impact to the community based on the proposed location of the window.

Egress Window Requirements

1. **NEW EGRESS WINDOW:** The co-owner is responsible to ensure that a new egress window installation complies with all State and City Building Codes, and with the requirements of the Maple Ridge Creek Village Association. Before installing an egress window, the co-owner must receive prior approval from the Board by submitting the required modification documents to the management company. Modification documents must include a completed Modification Request and detailed design drawings. Co-owner must also complete and submit the Maple Ridge Creek Village Modification and Alteration Agreement, have signatures notarized and pay the required recording fee. This document will then be filed with the Oakland County Register of Deeds office. Co-owners must comply with all conditions of this document, including the obligation to insure the installation.
 - A. Modification Request must include the following:
 1. Name of the well manufacturer
 2. Construction materials
 3. Proposed drainage design and materials
 4. Method of attachment to the unit
 5. Method of waterproofing
 6. Description of any structural reinforcements to existing basement wall
 7. Information on the well depth and well height relative to the existing lot grade and existing basement window opening
 - B. Detailed design drawings must include the following:

MAPLE RIDGE CREEK VILLAGE CONDOMINIUM ASSOCIATION POLICIES

1. Top view specifying location and measurements relative to the existing unit
2. Side view specifying location, measurements and depth
3. Top view which details any changes to the components or the location of the existing sprinkling components (water lines, electrical lines, sprinkler head changes and locations). All new or changed sprinkler components must be identical in brand name and quality to the existing sprinkling systems components. All sprinkling system metal components/clamps must be made of stainless steel. The cost of any needed sprinkler system modification will be the responsibility of the individual co-owner.
4. Views of any other changes to existing Common Elements of the Association

C. Egress Windows must meet the following requirements:

1. The egress window must be installed as a replacement for one of the existing basement windows located between the units.
2. The egress window well outer structure must not protrude more than 6 inches above the current existing grade of the side lot.
3. The egress window must have a flat cover over the well. Domed covers are not allowed. See attached photo for example of flat cover.
4. The egress window must provide for adequate internal and external drainage so that water does not accumulate in the egress window well, the immediate area surrounding the window well or the existing lot.
5. The opening in the basement wall must be created by cutting the basement wall. Jack hammering or other impact producing installations are not allowed.

2. **MAINTENANCE AND REPAIR:** An egress window must be inspected periodically by the co-owner in order to maintain its appearance, ensure that it is functional, that there is proper water drainage and that the installation has not caused any damage to the Common Elements. The Association reserves the right to determine when the condition or appearance of the egress window requires maintenance or replacement, or if the egress installation is either directly or indirectly causing damage to any Common Elements. Repairs to any Common Elements must be completed promptly and at the expense of the individual co-owner. The co-owner is responsible to ensure that the egress window is safe for use, is of sound structure, is securely attached to the building, does not because drainage issues and continues to comply with all State and City building codes.

3. **EGRESS WINDOW MODIFICATIONS:** Before making any modifications to an existing egress window the co-owner must receive prior approval of the requested modifications from the Board by submitting the required modification documents. Modification documents include a completed Modification Request and detailed design drawings. Approval of the Modification Request must be obtained before any work is started.

4. **EGRESS WINDOW REPLACEMENT:** Before replacing an existing egress window

MAPLE RIDGE CREEK VILLAGE CONDOMINIUM ASSOCIATION POLICIES

The co-owner must receive prior approval from the Board by submitting the required modification documents. Modification documents include a completed Modification Request and detailed design drawings as specified above for a new egress window. Approval of the modification request must be obtained before any work is started.



Flat



**Looking from the
basement through the
egress window into the
egress well.**

MAPLE RIDGE CREEK VILLAGE CONDOMINIUM ASSOCIATION POLICIES

***NOTE: Co-owners must submit a *Modification Request Form* to the Management Company and have *APPROVAL* PRIOR to having the work started.**