

BARTON HILLS SERVICES GUIDEBOOK FOR RESIDENTS

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BARTON HILLS VILLAGE (BHV) INFORMATION

This guidebook provides useful information for all residents of the Village of Barton Hills. A unique feature of living in Barton Hills is having our own Village staff and maintenance team. This very capable team performs many services for our community, and it is important we understand what these services are, how they are performed and what guidelines and procedures exist for the safety and maintenance of our community and the team that serves it.

PUBLIC SAFETY, EMS, AND SECURITY

Call 911 for any emergency, or in the event of any suspicious person(s), alarms, or crime.

The Washtenaw County Sherriff's Department provides public safety services, and the Ann Arbor Fire Department addresses medical and fire emergencies for the Village of Barton Hills. The Village staff does not respond to such situations, so please call 911 for the Sherriff's Department or Ann Arbor Fire Department in an emergency.

For non-emergency issues, call the Washtenaw County Sherriff's Department at (734) 971-8400, and the Ann Arbor Township Fire Department at (734) 741-5900.

For issues pertaining to gas, downed lines or power outage, call DTE ENERGY/MI CON GAS (800) 477-4747. To report or view power outage statues visit <https://outage.dteenergy.com/>.

If you will be away from home for an extended time, you may request a "house watch" from the Washtenaw County Sheriff's Office: <https://www.washtenaw.org/1743/Property-Watch>. The Sherriff's Department will be happy to check on your property while you're away. You can also let the Village Deputy Clerk know so that routine services, such as waste collection, are addressed appropriately. The Village crew will also keep an eye on your house, as they work throughout that time period.

Monday through Friday, Village staff conducts morning patrols to assess the condition of the Village, critical infrastructure, and identify any issues.

BHV has cameras installed at various locations throughout the Village. Footage is reviewed in the event of suspected criminal activity, as-requested by the Washtenaw County Sherriff's Department or other public safety authority. If you have general information to report to Barton Hills Village, please contact us at (734) 222-5209 / bhvclerk@bartonhillsvillage.org. We will get back with you as soon as possible.

VILLAGE HOURS & EMPLOYEE CONTACT INFORMATION

Village Hall:	Monday through Friday 9:00am-4:00pm
Maintenance Staff:	Monday through Friday 7:30am-4:00pm
Superintendent:	(734) 263-9378 / superintendent@bartonhillsvillage.org
Assistant Superintendent:	(734) 276-4247
Deputy Clerk (Village Hall):	(734) 222-5209 / bhvclerk@bartonhillsvillage.org
Village On-Call Emergency Line:	(734) 263-7020
Holidays:	Village employees off on State of Michigan recognized holidays.

REQUEST FOR SERVICE

All calls for service request, and information need to go through the Village Hall. This can be done by contacting the Deputy Clerk at (734) 222-5209 / bhvclerk@bartonhillsvillage.org. We will respond as soon as possible, and create a work order if needed.

During an afterhours Village emergency, contact the on-call emergency line at (734) 263-7020.

VILLAGE HALL KEY STORAGE

Residents are invited to bring a spare key for their house to the Village Hall. These keys are kept in a secure location, in case you find yourself locked out of your house. These keys will not be used in any other manner without permission from the homeowner.

WASTE COLLECTION

The Village provides various waste collection services at residents' homes. Never bring waste to the Village maintenance area for disposal, as there are no on-site waste containers.

HOUSEHOLD WASTE

- Household waste collection occurs on the first, third, and fifth Mondays of each month. In the event of a holiday, storm, or Village emergency, collection will be on the next workday.
- Household waste must be in one location.

- Ensure your receptacle is accessible to Village staff by 7:30am as Village staff will make only one attempt to collect your household waste. Please understand that our truck is used for trash and recycling. The truck must be cleaned out after collection for the alternating tasks.
- Make sure the area around your waste receptacle is clear of non-trash items. The Village assumes no responsibility for removal of items near the household waste receptacle that you didn't intend for disposal.
- Secure your receptacle; Village staff will not clean up trash left on the ground or scattered by animals.
- Clean, empty, break down, and neatly-stacked corrugated cardboard placed adjacent to your trash receptacle will be collected by Village staff for recycling.
- Should you have an unusually large volume of household waste, contact the Village Superintendent during business hours to address the situation.
- If your driveway is too narrow – or presents hazards – for the Village trash truck, consult with the Village Superintendent for options for making your driveway accessible or where you should place your trash receptacle for pick up.

CONSTRUCTION WASTE:

- Construction materials, excess fill, and waste from house cleanouts must be taken away by the contractors. Village staff does not remove such materials.

HAZARDOUS WASTE:

- On the first Monday of each month from April - November, Village staff collects secure and leak-free hazardous materials from residents' homes.
- On collection days, place such materials next to (not inside) your normal household waste receptacle no later than 7:30am.
- Do not bring hazardous materials to the Village maintenance area; such materials must be properly disposed of, and the Village does not have appropriate storage containers.
- Residents can also schedule hazardous material disposal at the Washtenaw County Home Toxics Center on Zeeb Road. Visit this website for information:
<https://www.washtenaw.org/287/Home-Toxics-Paint-Oil-Pesticides-More>

RECYCLING SERVICES

- Two large, green, metal containers are available in the Village maintenance area. One container is for paper products, while the other is for plastics and glass. Each container is

clearly labeled to indicate the materials that can be recycled. In the event one of the bins is missing, it will be back shortly after it's emptied.

- Residents can place empty and clean corrugated cardboard in the salt shed for recycling.
- The trash cans by the recycling containers are to assist residents in sorting out recyclables. They are not for household waste.

RECYCLING COLLECTION

- Recycling collection occurs on the first, third, and fifth Thursdays of each month. In the event of a holiday, storm, or Village emergency, collection will be on the next workday.
- Recycling will only be collected from the provided recycling bin after signing the agreement form. Contact the Deputy Clerk at (734) 222-5209 / bhvclerk@bartonhillsvillage.org for details.
- Ensure your receptacle is accessible to Village staff by 7:30am as Village staff will make only one attempt to collect your recycling. Please understand that our truck is used for trash and recycling. The truck must be cleaned out after collection for the alternating tasks.
- The receptacle must be clean and dry. No liquid of any kind can be in the cart, including rain/snow.
- The bins lid must be completely closed. Staff will not collect overflowing bins, as recycling will fall out of the sides while using the tipper on our truck.
- The bins must only contain approved recycling products including, papers, plastics, glass, and metals (cans).
- Corrugated cardboard is collected on trash day, and does not go in this bin.
- Recycling materials must be clean and loosely tossed in the bin. No trash bags can be used, as these jam the recycling machine.

LEAVES, WEEDS, SHRUB, AND TREE DEBRIS REMOVAL

COLLECTION OF ORGANIC DEBRIS GATHERED BY RESIDENTS' PERSONAL EFFORTS:

- Organic debris (leaves, weeds, twigs, branches, and small logs) gathered by homeowners' personal efforts is collected periodically throughout the week by Village staff and deposited on Village land for composting.
- Place your organic debris just off the road, no more than 4' from the edge. Do not place piles on the road as they present a safety hazard.
- Village staff collects organic debris— piled separately – as follows.
 - Rake leaves, weeds and twigs into piles.

- Small branches – less than 3” in diameter and less than 6’ long:
 - Bundle in bunches up to 18” in diameter and leave at the curb facing the same direction. Twine is recommended. Do not use wire.
- Large branches – at least 3” in diameter (roughly the diameter of a soup can) and at least 6’ long:
 - Place in neat piles facing the same direction.
 - Remove any spikes, metal or nails.
- Logs – a maximum of 8” in diameter and 18” long.
 - Place in neat piles facing the same direction.
 - Remove any spikes, metal or nails.
- Tree stumps and logs >8” in diameter &/or >18” long:
 - Please arrange for contract removal; these pieces are too large for Village equipment to handle.

COLLECTION OF ORGANIC DEBRIS CREATED BY TREE OR LANDSCAPE SERVICES:

- Debris created by tree service, landscaping workers, and contractors, must be removed by the contractors. Village staff does not remove such materials.
- Contractor defined: a person or company that undertakes a contract (verbal or written) to provide materials or labor to perform a service or do a job.

WOODCHIPS AND FIREWOOD REQUEST

Periodically throughout the year, Village staff may have loads of woodchips or firewood freely available to residents. Call or email the Village office to be put on a list, and let the staff know where you would like it dumped on your property if/when material becomes available.

The woodchips and firewood will be from various trees and shrubs, the quality varies.

WATER SERVICES

One of the most important services the Village provides to residents is clean, safe, and reliable drinking water. Annually, as required by the Safe Drinking Water Act, the Village provides a Water Consumer Confidence Report to residents. This report explains where the Village’s water comes from, what it contains, and how the Village complies with federal and state testing requirements to ensure our water meets quality standards.

The report is published annually in the Barton Bulletin, is posted on the Village website, and is available on-demand by contacting the Deputy Clerk.

Residents are encouraged to participate by reducing water use, maintaining septic fields as-per Village ordinances, using fertilizers and sprinklers sparingly (if at all), and properly disposing of hazardous waste. Any resident is welcome to join the Village Water Committee.

ZONING ORDINANCES

Be sure to familiarize yourself with the Village's zoning ordinances as they contain a significant amount of valuable information pertaining to permits and permissions for planned additions or alterations to your property and structures so you can seek approval before you start work.

The Village's zoning ordinances addresses everything from retaining walls to parking to lighting to sheds...and much, much more. You can find the document at <https://bartonhillsvillage.org/wp-content/uploads/2017/04/Zoning-Ordinance-2014.pdf>.

THE BARTON BULLETIN

Once or twice a month, the Village publishes a resident newsletter called "The Barton Bulletin". This publication includes timely, valuable information for all residents of Barton Hills. The Bulletin is residents' way of staying in-touch with the monthly meetings of the Village Trustees and the Board of the Barton Hills Maintenance Corporation (BHMC) homeowner's association, opportunities for social activities, and education on developments within the Village. Be sure to provide your preferred email to the Deputy Clerk so that you never miss an issue.

THE BARTON HILLS E-DIRECTORY

Annually, the Deputy Clerk publishes an updated e-Directory of Village homeowners. This directory is only for residents of Barton Hills Village and is never to be shared with non-residents. Residents respond very negatively to "blast emails", so the Directory is only used by homeowners to connect one-on-one. To communicate with large numbers of neighbors, use a social media platform of your choice.

US MAIL SERVICE

If your mailbox is damaged or unsightly, the Village will replace your mailbox. The Village does not maintain additional boxes from other companies. You will only be charged for the new box;

labor to install it is provided as a courtesy to residents. Please contact the Deputy Clerk for more information.

Residents who would like their mail to be held or forwarded can visit www.usps.com to make such arrangements. The post office can complete these tasks via online, app or in person transactions for free.

OPPORTUNITIES FOR SOCIAL ENGAGEMENT AND PUBLIC SERVICE

Within the Village, there are several opportunities for residents to get involved. Please contact the Deputy Clerk for more information.

- Village Trustees – the municipality is governed by a nine-member board elected by registered voters living within the Village. The Trustees meet the second Monday of every month at 6:00pm at Village Hall; all residents are welcomed at these public meetings.
- Barton Hills Maintenance Corporation (BHMC) – our community’s homeowner’s association is the BHMC. It is governed by a Shareholder-elected Board of nine individuals, who convene on the first Tuesday of each month at 6:00pm. All Shareholders are welcomed to attend.
- Committees – the Village has several Committees working under the auspices of the Trustees and residents are encouraged to get involved. These include: Community Activities, Environment/Climate Resilience, Finance, Human Resources, Long Range Planning, Roads/Vehicles, Security, and Water. Contact the Deputy Clerk for more information.
- Ice Cream Social – In June of each year, the community gathers on the Village Green to celebrate the end of the school year and start of the summer season. Watch the Barton Bulletin for dates and times.
- Annual Picnic – in September of each year, the community gathers on the Village Green for a potluck. Watch the Barton Bulletin for dates and times.
- Halloween – the Village hires trolleys to safely transport children and their families to homes within the Village who welcome trick-or-treaters. Watch the Barton Bulletin for your opportunity to sign up.
- Earth Day – co-hosted by the Village’s Community Activities Committee and the BHMC, this is an opportunity to join in with neighbors to make improvements to our community’s parks. Information is published in the Barton Bulletin.

BARTON HILLS MAINTENANCE CORPORATION (BHMC) INFORMATION

The Barton Hills Maintenance Corporation administers the private covenants, deed restrictions, and architectural guidelines of Barton Hills property, ensuring that the foundations of the Dow/Olmsted legacy continue. Values such as harmony of residences with the natural surroundings, protection of original lot designations, respect and conservation of natural resources, and community leadership are balanced with healthy growth, thoughtful change and innovation to serve new generations of residents. Contact the Deputy Clerk at (734) 222-5209 / contact@bhmc.org to ensure your residential plans are reviewed and approved by the BHMC before you start work.

SNOW PLOWING

ROADS

BHV is contracted by the BHMC to plow the snow from BHMC-owned roads in the Village. Village staff will salt the roads in-advance of heavy snowfall, and then plow the roads so that they can be safely traversed.

RESIDENTIAL DRIVEWAYS

BHV is also contracted by the BHMC to plow the snow from residents' driveways under the following circumstances:

- The homeowner is either a BHMC Shareholder or a non-Shareholder who has paid their assessment; and,
- The snow event is over; and,
- Roads within Village limits have been cleared and made safe for vehicles; and,
- At least 3" or more of snow covering covers the majority of the resident's driveway.

Once the roads are cleared and safe for vehicle use, Village staff will work as quickly as is safely possible to plow residents' driveways. We ask for your understanding and patience during these times. The staff works very hard on snow removal, frequently without sleep for long stretches of time, and we appreciate residents' courtesy and support.

If your driveway is impeded (downed trees, electrical wires, vehicles in the way, etc.), your driveway will not be plowed. Once you've corrected the impediment, the Village crew will attempt to plow your drive on the next available workday.

If you find that the driveway plowing service is not aligned with your needs, we encourage you to hire a company that can better suit your situation.

DEED RESTRICTIONS

In addition to the Village's zoning ordinances noted earlier in this Guidebook, the BHMC has decision authority written into most property deeds within Barton Hills. These deed restrictions are vital for residents to understand as review, approval and permitting by the BHMC must occur prior to commencing most plans for property / landscaping alterations, removals, or additions.

Tree removal - other than dead/hazardous trees and invasive species - must also be approved by the BHMC, even if there is no construction project, but only landscaping being done.

You can find BHMC's architectural guidelines at: <https://thebhmc.org/wp-content/uploads/2021/08/Architectural-Guidelines-May-1-2021.pdf>

PARKS AND NATURE PRESERVES

PARKS AND WATERFRONT

The BHMC owns three parks within the Village limits (Minoma, Cayuga and Oswego), the large fields on either side of Barton Shore Drive by the southeast entry to the Village, plus the waterfront starting at the Barton Boat Club and continuing east on the south side of Barton Shore Drive to the intersection with Spring Valley Road. BHMC Shareholders and their invited guests are welcome to use these lands. Pets must be on-leash. Annually, residents gather to make improvements that benefit all. Such opportunities are published in the Barton Bulletin, so be sure to join in.

JAN AND DAVID ESCH NATURE PRESERVE

This is a 40-acre parcel of land just beyond the northeast corner of the Village limits, west of Whitmore Lake Road. Owned by the BHMC, the land is designated as a nature preserve for the benefit and use of BHMC Shareholders and their invited guests. You can access the Nature

Preserve by parking your car on a paved extension between 200 and 220 Barton North Drive. Please be courteous and do not block the homeowner's driveway. All pets must remain on-leash.

THE BARTON BOAT CLUB

Founded in 1937, the Barton Boat Club is located at 446 Barton Shore Drive on land owned by the BHMC. Membership is open to anyone; information and the member application form can be found on their website at <http://www.bartonboatclub.com>.

Members of the Boat Club can use the facilities for sailing, fishing, canoeing, and kayaking. There are no speed boats, nor jet skis. The Club is very active and hosts a wide variety of weekend activities. Residents are encouraged to get involved.

Additionally, the BHMC has its own boat racks at the Club. BHMC Shareholders can freely use these racks. Please reach out to the BHMC to obtain a sticker for your boat in order to use the BHMC-owned boat racks.