

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 Barton Hills Village. Our very capable employees, led by Superintendent Derek Reeves, perform many services for our community. BHV's Resident Guidebook explains these services, the right contact to access these services, and the procedures we use to preserve the beauty, safety and maintenance of our community and the team that serves it.

VILLAGE HOURS & CONTACT INFORMATION

Village Hall Hours:	Monday through Friday 9:00am-4:00pm Note: The office is closed on all State-recognized holidays.
Village Hall Phone Number:	(734) 222-5209
Superintendent:	(734) 222-5209 x2 / superintendent@bartonhillsvillage.org
Deputy Clerk:	(734) 222-5209 x1 / bhvclerk@bartonhillsvillage.org
Assistant Treasurer:	(734) 222-5209 x3 / assistanttreasurer@bartonhillsvillage.org
Zoning Administrator:	(734) 222-5209 x1 / za@bartonhillsvillage.org
On-Call Afterhours Line:	(734) 263-7020

LAW ENFORCEMENT, PUBLIC SAFETY, EMS, AND FIRE RESPONSE

Call 911 for Emergencies, Crime, Alarms, or any Suspicious Person(s).

Call 911 for fires, medical events, crime, accidents with injuries, alarms, stray/dangerous animals, or storms causing widespread damage. The Village staff cannot call on your behalf.

Our community's emergency responders are:

- Public Safety & Law Enforcement: Washtenaw County Sheriff's Department;
- Medical & Fire: Ann Arbor Township Fire Department; and,
- Animal Control: Humane Society of Huron Valley.

Call the Sheriff or Fire Department for Non-Emergency Issues

For non-emergency law enforcement, public safety, medical, or fire situations, call the Washtenaw County Sheriff's Department at (734) 971-8400, or the Ann Arbor Township Fire Department at (734) 741-5900.

[Call DTE for Gas Leaks, Downed Lines, or Power Outages](#)

To report a gas leak, downed line, or power outage, call DTE at (800) 477-4747, or make an online report at <https://outage.dteenergy.com/>. DTE's website is also your destination to learn the status of a power outage.

[While You're Away from Home](#)

- Request a "house watch" from the Washtenaw County Sheriff's Office at <https://www.washtenaw.org/1743/Property-Watch>. They will check on your property while you're away.
- Alert the Village Deputy Clerk know so that routine services, such as waste collection, are modified appropriately.
- Visit www.usps.com to request that your mail be held or forwarded. This free service can be accessed online, via the USPS app, or in person at any Ann Arbor post office.

[Weekday Village Rounds](#)

Monday through Friday, Village staff conducts morning rounds to assess the condition of the Village, critical infrastructure, and identify any issues. If an emergency is identified, the Superintendent will call in emergency responders.

The BHMC has security cameras installed at various locations throughout the community. Footage is reviewed in the event of suspected criminal or non-authorized road use.

USING THE AFTER HOURS ON-CALL LINE

For a serious and unexpected situation [impacting the entire community](#) after normal business, contact BHV's on-call after hours line at (734) 263-7020. Examples of serious after hours issues impacting all residents include a:

- Broken water main;
- Tree that's fallen and is blocking a road;
- Flooded road;
- Traffic being unexpectedly diverted into BHV from M-14 or Whitmore Lake Rd; or,
- You have no water, but you haven't made any changes to your home's valves.

It is also appropriate to use the after hours on-call line if you've locked yourself out of your home and you know the staff has a copy of your house key.

The on-call staff member will triage the situation, and respond in one of the following ways:

- Direct you to call 911, DTE, or the non-emergency numbers for the Sheriff / Fire Dept;
- Record your concern and address it on the next business day; or,
- Investigate the concern in real time, and determine the best mitigation approach.

Example of situations that residents need to address via emergency responders, DTE, or licensed service providers include, but are not limited to:

- Wildlife has entered your home;
- A pet is missing or you've found a stray animal;
- You or a loved one has fallen and can't get up; or,
- You're wondering when the power's coming back on.

REQUEST FOR, OR QUESTION ABOUT, VILLAGE SERVICES

Your first point of contact for Village services is Theresa McDevitt, BHV's Deputy Clerk. You can reach her at (734) 222-5209 x1 / bhvclerk@bartonhillsvillage.org. Mrs. McDevitt will triage your request and stay in contact with you. The following is a list of services provided by Barton Hills Village. Descriptions for each are included in this Guidebook.

- Zoning Ordinances
- Homeowner Key Storage
- Waste Collection (Pet, Household, Construction, and Hazardous)
- Recycle Services (Collection and Drop-Off)
- Organic Debris Removal Services (Leaves, Weeds, Shrubs, and Tree Limbs)
- Drinking Water Services
- The Barton Bulletin
- The Barton Directory
- Mailboxes
- Opportunities for Social Engagement and Public Service

ZONING ORDINANCES

Be sure to familiarize yourself – and seek Zoning approval – *before* you start a new project. The Zoning Ordinances contain critical information pertaining to permits and permissions for planned additions or alterations to your property and structures. You can find them at <https://bartonhillsvillage.org/wp-content/uploads/2017/04/Zoning-Ordinance-2014.pdf>.

Theresa McDevitt in the Village Office is your first point of contact. She can answer questions, schedule pre-application meetings, and she maintains Village records on each zoning project.

HOMEOWNER KEY STORAGE

Residents can bring a spare key for their house to the Village Hall and give it to Theresa McDevitt, Deputy Clerk. Residents' keys are kept in a secure location, and used only when the resident is locked out of their house, or when emergency responders need access and the resident cannot let them in. Homeowners' keys will not be used in any other manner; for example, they will not be used to let contractors in.

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.

PET WASTE

Clean up after your pet – especially along the roadside. Many residents walk through the neighborhood; Chapter 22 of the Village Code requires you pick up after your pet. In addition, our hard-working staff routinely mows and weed-whacks the roadsides; the last thing they want is to get hit with animal waste.

HOUSEHOLD WASTE

- Household waste collection occurs on every other Monday of each month. In the event of a holiday, storm, or Village emergency, collection will be on the next workday. The monthly schedule is published in the Barton Bulletin.
- If you need an out-of-sequence collection, please call Theresa McDevitt at Village Hall to arrange it.
- Household waste must be in one location.
- Ensure your receptacle is accessible to Village staff by 7:30am as they 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 items you do not want disposed of. 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, broken-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 Theresa McDevitt at Village Hall during business hours so she can make special arrangements to address your situation.
- If your driveway is too narrow – or presents hazards – for the Village trash truck, Derek Reeves, Village Superintendent, will contact you to discuss 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 trash day 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 weekdays at 10843 W Five Mile Road in Northville, or on Saturdays at 705 N Zeeb Road in Ann Arbor. Visit this website for information:
<https://www.washtenaw.org/287/Household-Hazardous-Waste-Disposal>

RECYCLING SERVICES

- Recycling collection occurs every other Thursday. In the event of a holiday, storm, or Village emergency, collection will be on the next workday. The monthly schedule is published in the Barton Bulletin.
- After signing the Village's recycling agreement form, your recycling will be collected from the Village-provided recycling bin. Contact the Deputy Clerk at (734) 222-5209 x1 / bhvclerk@bartonhillsvillage.org for details.

- Ensure your receptacle is accessible to Village staff by 7:30am as they'll make only one attempt to collect your recycling
- Please keep your receptacle clean and dry. No liquid of any kind can be in the cart, including rain/snow. Please understand that our trucks are used for trash, recycling, and organic debris collection. Our team cleans the trucks after collection so that they're ready for the next alternating task.
- The bins lid must be completely closed. Staff cannot collect overflowing bins, as recycling will fall out of the sides while using the tipper on our truck.
- The bins must only contain products accepted by Recycle Ann Arbor including: papers; #1,#2,& #5 plastics; glass; and, metals (cans). Check their Guide for complete information on what can and cannot be recycled in the bins, and what needs to be taken to the drop-off center at 2950 E Ellsworth Rd Ann Arbor: <https://www.recycleannarbor.org/a-z-recycling-guide>
- 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.

In addition, in the Village maintenance area two large, green, metal recycling containers are available. 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 also place empty and clean corrugated cardboard in the open metal shed located in the Village maintenance area.

The trash cans by the recycling containers are to assist residents in sorting out recyclables. They are not for household waste.

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:
 - Call the Village Office to arrange for a staff member to come over and make a determination if Village equipment can handle, or if you’ll need to hire a contractor to remove them.

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 Deputy Clerk at (734) at (734) 222-5209 x1 / bhvclerk@bartonhillsvillage.org to be put on a list, and let her 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. 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, posted on the Village website, and available on-demand via 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.

THE BARTON BULLETIN

Regularly, the Village publishes a resident newsletter called “The Barton Bulletin”. This publication includes timely, valuable information for all residents. 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.

RESIDENT DIRECTORY

Annually, the Deputy Clerk publishes an updated Directory of Village homeowners. This directory is only for residents of Barton Hills Village, only contains homeowner-supplied information, 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.

MAILBOXES

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.

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 – our municipality is governed by a nine-member board elected by registered voters living within the Village. Trustee positions are elected for four-year terms. Officers must be current Trustees and are elected by the Trustees. The Trustees meet the second Monday of every month at 6:00pm at Village Hall; all residents are welcomed at these public meetings. Agendas and minutes are posted on the Village website. While a Zoom link is always provided, people who wish to speak during Public Comment, or have a role in the meeting agenda, must attend in-person.
- 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

This information is current as of June 27, 2023

*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 BHMC at admin@bartonhillsmc.org to ensure your residential plans are reviewed and approved by the BHMC **before** you start work.*

SNOW PLOWING

ROADS

The Village 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. You can find the deed restrictions at

<https://drive.google.com/file/d/1N13T1ddzpUWdNqmtPqtQftufv2n3UXj3/view>

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://drive.google.com/file/d/1EpXuSFqrFaRGmNI663JRta8mjd3mnIM4/view>

PARKS AND NATURE PRESERVES

Maps: <https://www.bartonhillsmc.org/references/parks-maps>

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.