



Association Management, Inc.
47200 Van Dyke Ave.
Shelby Township, MI 48317
Phone: 586.739.6001 | Web: amicondos.com

WELCOME TO STONY RIDGE!!

Dear New Resident:

By way of introduction, Association Management, Inc. (AMI) is the managing agent for the STONY RIDGE CONDOMINIUM ASSOCIATION. We welcome you to your new home and are here to serve you should the need arise. As you become settled, you may have questions regarding the care and maintenance of the community. We recommend first that each resident read and understand the governing documents for the Association. You should have received a **Purchaser Information Booklet** with the Master Deed and Bylaws as well as the **Resident Information and Guidelines** booklet that includes the Rules and Regulations and Policy Statements, prior to your closing from your Realtor or the seller of the property. Please take time to review these documents, as they are most helpful in understanding the condominium concept of living you now enjoy.

Questions you may have regarding the maintenance of the common areas, maintenance to the exterior of your unit, or inquiries regarding your account status should be directed to AMI at (586) 739-6001 during regular business hours, 9:00 AM to 5:00 PM, EST, Monday thru Friday. The phone line for AMI is also monitored after hours by a "live" answering service to handle emergency or off-hours calls.

Call AMI or go to the Stony Ridge website: www.stonyridgecondos.net to fill out a [Work Order Form](#) for any routine maintenance that you require. Please note, that prior to completing a request for service you should refer to the [Responsibilities Chart](#) to determine if your request is for an item that is defined by your governing documents as an Association responsibility. You can also request maintenance at workorder@amicondos.com.

Your monthly assessment payments to Stony Ridge are due on the 1st of each month. Payments postmarked after the 10th will be assessed a service fee of 10% of monthly dues. Please **make checks payable to STONY RIDGE** and include it with the monthly coupon statement. AMI offers the option of having your monthly assessment payments automatically deducted from your bank account by completing the [Authorization Agreement for Automatic Payments Form](#). Call AMI to make banking arrangements. AMI has selected CIT BANK as the financial institution for all operating accounts. CIT has been providing specialized services to management companies and homeowners associations for well over a decade. CIT offers five (5) user friendly payment options, which are listed on the enclosed "Banking Letter". Please note there will be an additional fee for all credit card transactions.

You should have also received the [Co-Owner Information](#) and [Designated Voter Forms](#). The Co-Owner Information Form provides Stony Ridge with the necessary information to identify secondary contacts for your unit in the event of an emergency. ***Please be advised that if there is an emergency and you or your emergency contact are not reachable, the Association is authorized (per Bylaws) to gain access to your condo (without permission) in order to mitigate damages caused by the emergency.*** The Designated Voter Form is used to identify the individual from your unit who will serve as the designated "voter" at any Stony Ridge meeting. If you have not completed these forms or need to make changes to an earlier submission, please print a copy of the form and forward to AMI.

AMI has been involved in the management of successful multi-family communities for over 35 years. I believe you will find our office personnel courteous and responsive to any questions you may have concerning the management of Stony Ridge. If we can be of any assistance to you regarding your Association, please do not hesitate to call or email us as we are looking forward to making your community living experience at Stony Ridge both enjoyable and rewarding.

Respectfully,

Joe Iacobelli
joei@amicondos.com
Community Manager
Stony Ridge Condominium Association