

# *ami* Association Management, Inc.

47200 Van Dyke ■ Shelby Township, MI 48317 ■ (800) 821-8800 ■ (586) 739-6006 fax ■ [www.amicondos.com](http://www.amicondos.com)

## WELCOME TO MAPLE RIDGE CREEK VILLAGE

Dear New Resident,

By way of introduction, Association Management, Inc. is the managing agent for the MAPLE RIDGE CREEK VILLAGE 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 these documents, known as the Master Deed and Bylaws at your closing. These documents contain most of the information necessary to define responsibilities, guidelines and procedures pertaining to all aspects of your home and the surrounding community. Please take time to review these, 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 Association Management, Inc. (AMI) at 800-821-8800 during regular business hours, 9 AM to 5 PM 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 MRC website: [www.mapleridgecreek.com](http://www.mapleridgecreek.com) to obtain a Maintenance Request Form. Please note: Prior to completing a request for service, refer to the Responsibilities Chart to determine if your request is for an item that is defined by your governing documents as an MRCV responsibility.

Your monthly assessment payments to MRCV are due on the 1<sup>st</sup> of each month. Payments postmarked after the 10<sup>th</sup> will be assessed a service fee of 10% of monthly dues. Make checks payable to MAPLE RIDGE CREEK VILLAGE and include it with the monthly coupon statement. AMI offers the option of having your monthly assessment payments automatically deducted directly from your bank account by completing the Authorization Agreement for Automatic Payments Form. Call AMI to make arrangements. AMI has selected Mutual of Omaha Bank as the new financial institution for all operating accounts beginning with the 2018 fiscal year. Mutual of Omaha Bank has been providing specialized services to management companies and homeowners associations for well over a decade. Mutual of Omaha Bank offers five (5) user friendly payment options, which are listed on the enclosed document. Please note there will be an additional fee for all credit card transactions

You should have received the Co-Owner Information and Designated Voter Forms. The Co-Owner Information Form provides MRCV with necessary information to identify secondary contacts for your unit in the event of an emergency. The Designated Voter Form is used to identify that individual from your unit who will serve as the designated "voter" at any MRCV meeting. If you have not completed these forms or need to make changes to an earlier submission, call AMI or print a copy of the form and return it 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 MAPLE RIDGE CREEK VILLAGE. If you would like more information about our company, or if we can be of any assistance to you with regard to your Association, please do not hesitate to call as we are looking forward to making your community living experience at MAPLE RIDGE CREEK VILLAGE enjoyable and rewarding.

Sincerely,

*Paula Granowicz* - [pgranowicz@amicondos.com](mailto:pgranowicz@amicondos.com)

Community Manager

MAPLE RIDGE CREEK VILLAGE CONDOMINIUM ASSOCIATION

YOUR CURRENT MONTHLY ASSESSMENT FEE IS: \$ \_\_\_\_\_.

# Maple Ridge Creek Village

## *Condominium Association*

### **MRCV CONDO INFORMATION**

#### **Introduction**

Association Management, Inc. (AMI) is the management company for Maple Ridge Creek Village Condominium Association (MRCV). Our community manager is Paula Granowicz. Please contact AMI with comments or issues that you have regarding your unit.

Association Management Inc.  
47200 Van Dyke  
Shelby Township, MI 48317  
Phone: (800) 821-8800  
FAX: (586) 739-6006

#### **Annual Meeting**

The MRCV annual meeting is normally held in May.

Each condominium unit has one vote at the annual meeting. If your unit is owned by more than one individual, the joint co-owners must select one designated voting representative for the condominium unit. A Designated Voting Representative Form must be completed, signed by all co-owners, and submitted to AMI. If you are unable to attend, you may transfer your voting rights as stated in the bylaws. Appropriate documentation (Designated Voting Representative Form and/or Proxy) must be presented to vote at the meeting. Proxy forms will be included with the annual meeting notice.

#### **Board of Directors**

MRCV is governed by the Board of Directors made up of MRCV co-owners. Board members are elected to two-year terms. Vacancies that may occur during the term are filled through Board appointment. Service on the Board is voluntary and Board members receive **no** compensation.

The Board of Directors consists of a President, Vice-President, Secretary, Treasurer, and a Member at Large.

In addition to the Board of Directors, there are committees, which assist the Board with various issues. The current committees are Finance, Landscape/Beautification, Maintenance, Social, and Welcoming. Information regarding the current Board of Directors and committees can be found in the MRCV newsletter.

#### **Board Meetings**

The Board of Directors meets monthly, normally the third Monday of each month, at 1:15 PM in the conference room of AMI. The Board will allocate the first 30 minutes of the regularly scheduled meetings for an open forum for co-owner input. Co-owners who

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## ***Condominium Association***

wish to address the Board should notify AMI one week prior to the scheduled meeting. Five co-owners will be allowed five minutes each.

### **Condominium Documents**

Condominium documents, including the master deed, MRC bylaws, amendments, policies, and the Co-Owner Binder should be transferred from seller to buyer. Current copies of documents can also be obtained from our website at [www.mapleridgecreekvillage.com](http://www.mapleridgecreekvillage.com).

### **Directory**

MRCV publishes a directory that lists the name, address, phone number, and email address of unit residents interested in sharing this information. This directory is only for the use of the residents of MRC. The information is not published elsewhere. The directory is updated yearly.

### **Dues or Maintenance Fees**

Monthly dues or maintenance fees are due and payable on the first day of each month. Checks should be made **payable to Maple Ridge Creek Village** and mailed along with your coupon to AMI using the envelopes provided by them. Online bill payment can also be arranged by contacting AMI.

Automatic dues withdrawal is also possible by submitting an Authorization Agreement for Automatic Payments Form to AMI.

Payments postmarked after the 10<sup>th</sup> of the month are considered late. A late payment service charge of 10% of the monthly dues will be applied. A co-owner cannot withhold monthly payments because of alleged failure of MRCV to provide services or management.

### **Emergency Access**

MRCV must have access to each unit in case of an emergency. The co-owner must provide for means of access in such emergencies or during periods of absence. In the event of the failure of the co-owner to provide means of access, MRCV may gain access in such a manner as may be reasonable under the circumstances and shall not be liable to the co-owner for any damages caused in gaining entrance. The co-owner should provide this information to AMI on the Co-Owner Information Form.

### **Insurance**

MRCV is required to have proof the co-owner of each unit has "bare walls" insurance for the interior. As you renew your condo insurance yearly, please provide a copy of the required insurance declaration page to the management company. AMI will contact homeowners regarding any changes in the required insurance coverage amount.

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## **Condominium Association**

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### **Maintenance**

Each co-owner must maintain the condominium unit and any related Limited Common Elements in a safe, clean and sanitary condition. Each co-owner shall use due care to avoid damaging any of the Common Elements. Each co-owner shall be responsible for damages or costs to MRCV resulting from negligent damage or misuses of any of the Common Elements.

Any costs or damages to MRCV may be assessed to the responsible co-owner in the manner provided by the bylaws.

MRCV does not accept responsibility for any maintenance or repair to common elements which are initiated or contracted directly by the co-owner.

### **Maintenance Requests**

A Maintenance Request Form may be sent to AMI by mail or fax.

### **Modification Requests**

MRCV bylaws stipulate that all changes to exterior appearance or any part of the Common Elements **must be approved** by the Board of Directors *prior* to making any changes. Adding a satellite dish, planting trees or perennials, deck maintenance, replacement of a furnace or hot water heater with a high efficiency unit (AFUE 90% or higher) are only a few of the changes that require Board of Directors approval. We urge you to consult the MRC Policies for guidelines to modifications before making any changes to your unit. You will be expected to provide written plans, model numbers, and detailed descriptions and/or diagrams as stipulated in the policies. This also applies to the Limited Common Elements. A Modification Request Form must be completed and mailed or faxed to AMI.

The Board of Directors may only approve modifications that do not impair the soundness, safety, utility, or appearance of the condominium unit.

### **Mortgage Information**

MRCV is required to maintain certain information pertaining to the name and address of any mortgage or home equity loan holder. This information is typically included on the insurance declaration page which you are required to send annually to AMI. If such a loan currently exists against your home, please make sure this information is included with your insurance documents before you send them to AMI.

### **Newsletter**

MRCV publishes a quarterly newsletter. It is delivered to the newspaper slot under your mailbox and is also available on our website at [www.mapleridgecreekvillage.com](http://www.mapleridgecreekvillage.com).

### **Parking**

A City of Rochester ordinance prohibits overnight parking on the street from

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December 15 to March 15. House trailers, commercial vehicles, boat trailers, boats, camping vehicles, snowmobiles, snowmobile trailers, or vehicles other than automobiles shall not be parked or stored on the common elements, unless parked in the co-owner's garage.

Commercial vehicles shall not be parked in or about the condominium unit unless making deliveries or pickups on the normal course of business.

Any vehicle without a current license plate parked outside of the co-owner's garage will be considered abandoned and will be reported to the police. Any vehicle in a state of disrepair (i.e. leaking fluid, flat tires, etc.) must be removed or placed in the garage.

## **Pest Control**

Contact AMI for problems with insects and/or animal control.

## **Pets**

No animals shall be kept or bred for commercial purposes. Pets shall have such care and restraint that they do not cause noise, odor, or unsanitary conditions. No more than one dog or two cats may be kept without prior written consent of the Board of Directors. **All** pets must be registered with the Association on the Pet Registration Form along with a picture. All pets must be current with all shots and vaccinations.

No animal shall be allowed to run loose at any time upon the Common Elements, and any animal shall, at all times, be attended by a responsible person while on the Common Elements, Limited or General. No savage or dangerous animal shall be kept, and any co-owner who causes such an animal to be brought upon the premises shall indemnify and hold harmless MRCV for any losses, damage, or liability which the Association may sustain as the result of the presence of such an animal.

There are no areas designated as dog runs. Co-owners are required to remove fecal matter deposited by their pets ***immediately***.

MRCV may, without liability, remove or cause to be removed any animal from a condominium unit, when MRC determines there is a violation of these restrictions.

## **Property Management**

The day to day operations of MRCV are administered by Association Management, Inc. (AMI). They are responsible for administering the business affairs of MRCV and maintaining the Common Elements of the condominium grounds and buildings. Their management services are designed to assist you in protecting your investment, maintaining a pleasant community and handling the administrative tasks of MRCV. Questions should be directed to AMI at 800-821-8800 (9am to 5pm Monday through

Friday). After hours, the phones are monitored by an answering service to handle emergency service requests.

# ***Maple Ridge Creek Village***

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### **Rental or Lease of Units**

Co-owners may lease or rent their unit provided they comply with the restrictions specified in the bylaws and policies MRC020A and MRC020B. A co-owner desiring to rent or lease a unit shall disclose that fact in writing to MRCV at least ten (10) days before presenting a lease form to a potential lessee. At the same time, co-owners shall supply MRCV with a copy of the exact lease form for its review for compliance with the Condominium Documents.

### **Repair and Replacement Responsibility**

MRCV will not accept financial responsibility for maintenance or repairs to common elements which are contracted directly by a co-owner.

### **Trash Service**

All trash must be placed in closed trash containers, sealed cartons, or tied bags of sufficient strength to hold and handle the contents. Recyclable plastic, glass, cans, and newspapers should be placed in your recycle bin.

In consideration of your neighbors, trash should be placed at the foot of the driveway no earlier than 7:00 pm on the day before trash pick-up. Please avoid placing **anything** on the sprinkler heads, often located in the grass at the corners of the driveway. Trash may not be placed outside a unit at any other time.

Trash pick-up day is early Monday mornings. When a holiday falls on Monday, the pick-up day is Tuesday. Co-owners are responsible for picking up trash left behind or spilled.

# MAPLE RIDGE CREEK VILLAGE RESPONSIBILITIES CHART

A=ASSOCIATION	C=CO-OWNER				NA=NOT APPLICABLE
ITEM	DECORATE	MAINTAIN	REPAIR	REPLACE	COMMENTS
<b>GENERAL</b>					
ALL UPGRADES FROM BASIC STANDARD	C	C	C	C	
DAMAGES COVERED BY ASSOC. INSUR.	NA	NA	A	A	
<b>GROUNDS</b>					
DRIVEWAYS	NA	A	A	A	MINOR CRACKS NOT INCLUDED
EDGING AROUND BEDS & DECKS	C	C	C	C	ONLY PRESENT IF CO-OWNER INSTALLED WITH WRITTEN BOARD APPROVAL
EXTERMINATION - EXTERNAL	NA	A	A	A	INSECTS ONLY
FLAGPOLE	A	A	A	A	
LAWNS	NA	A	A	A	
LAWN SPRINKLER SYSTEM	NA	A	A	A	ASSOCIATION PAYS FOR WATER
MAILBOXES	NA	A	A	A	
ROADS	NA	NA	NA	NA	CITY OF ROCHESTER MAINTAINED
RUBBISH REMOVAL	NA	NA	NA	NA	CITY OF ROCHESTER EXCEPT FOR BUILDING MATERIALS & SPECIAL PICK-UPS
SHRUBS/PERENNIALS in DEV EST BEDS	N/A	A	A	A	
SIDEWALKS	NA	A	A	A	
SNOW REMOVAL - DRIVEWAYS & WALKS	NA	A	A	A	1.5 INCHES OR MORE & DE-ICING. CITY RESPONSIBLE FOR ROADS
STORM SEWER SYSTEM	NA	A	A	A	NOTIFY CITY OF ROCHESTER OF BACKUPS FIRST
STREET LIGHTING	A	A	A	A	
TREES ON COMMON GROUNDS	NA	A	A	A	
WALKWAYS	NA	A	A	A	
WILD ANIMAL REMOVAL	NA	A	A	A	IF NEGATIVE IMPACT ON STRUCTURE OR COMMON AREAS
<b>BUILDINGS - EXTERIOR</b>					
AIR CONDITIONER, INCLUDING PAD	NA	C	C	C	
CABLEVISION CABLE	NA	C	C	C	
CAULKING - EXTERIOR	NA	A	A	A	
CHIMNEY - EXTERIOR	NA	A	A	A	
DECKS & REAR ENCLOSED PORCHES	C	C	C	C	REPLACE WITH IDENTICAL DESIGN
DECKS - AREAS UNDER DECKS	NA	A	A	A	NOTHING SHOULD BE STORED UNDER DECKS
DOORBELLS/DOORKNOBS/LOCKS	C	C	C	C	
GENERATORS	NA	C	C	C	
GUTTERS & DOWNSPOUTS	NA	A	A	A	CLEANING & REPAIR, EXCEPT FOR CO-OWNER ADDED
ELECTRICAL LINES UP TO UNIT METER	NA	A	A	A	
ENTRY DOOR EXTERIOR PAINTING	NA	A	A	A	
ENTRY DOOR REPAIR & REPLACEMENT	C	C	C	C	MAINTAIN ORIGINAL STYLE & EXTERIOR COLOR
EXTERIOR VENT OUTLETS	NA	C	C	C	
FRONT PORCHES	NA	A	A	A	
FRONT PORCH RAILINGS	NA	C	C	C	
GARAGE CONCRETE FLOORS	NA	C	A	A	
GARAGE EPOXY FLOORS	NA	C	C	C	
GARAGE DOORS/CABLES/SPRINGS/SEAL	NA	C	C	C	DOORS MUST BE REPLACED WITH ASSOCIATION APPROVED MODEL
GARAGE DOOR EXTERIOR PAINTING	NA	A	A	A	
GAS LINE UP TO UNIT METER	NA	A	A	A	
HOUSE NUMBERS	NA	A	A	A	PERMANENTLY SET IN BRICK
LIGHT BULBS - EXTERNAL	NA	C	C	C	
LIGHT FIXTURES - EXTERNAL	NA	C	C	C	MUST BE ASSOCIATION APPROVED TYPE
OUTSIDE TRIM BOARDS	NA	A	A	A	
OUTSIDE WATER SPIGOTS	NA	C	C	C	
PAINT - EXTERIOR	NA	A	A	A	
ROOFS	NA	A	A	A	
SEWER LINES UP TO ENTRY INTO UNIT	NA	A	A	A	
SIDING - BRICK, VINYL & WOOD	NA	A	A	A	
SPLASH BLOCKS	NA	C	C	C	
STEPS	NA	A	A	A	

**Note: This CHART is a GUIDE ONLY to RESPECTIVE RESPONSIBILITIES  
REVIEWED by the MRC Board of Directors and AMI on DEC 2017**

**THE CONDOMINIUM DOCUMENTS ARE THE OFFICIAL GUIDELINES. 1**

# MAPLE RIDGE CREEK VILLAGE

## RESPONSIBILITIES CHART

ITEM	C=CO-OWNER				COMMENTS
	A=ASSOCIATION	DECORATE	MAINTAIN	REPAIR	
STORM DOORS	C	C	C	C	MUST BE ASSOCIATION APPROVED TYPE
TELEPHONE LINES UP TO UNIT	NA	C	C	C	
WALLS - PERIMETER BEARING	C	A	A	A	EXCEPT DRYWALL
WATER LINES TO ENTRY INTO UNIT	NA	A	A	A	
WINDOW FRAMES & MECHANISMS	NA	C	C	C	
WINDOW GLASS & SCREENS	C	C	C	C	SUN PROTECTIVE COATING MUST COMPLY WITH ASSOCIATION POLICY
WINDOW - EGRESS	C	C	C	C	MUST COMPLY WITH ALL CURRENT BUILDING CODES
<b>BUILDINGS - INTERIOR</b>					
APPLIANCES	NA	C	C	C	
BASEMENT WALLS & FLOORS/CRACKS & ROD HOLES	NA	NA	A	A	AFTER PULTE 5 YR. WARRANTY EXPIRATION. CO-OWNERS MUST EXPOSE WALL AT OWN EXPENSE IF FINISHED BASEMENT
CARPETS	C	C	C	C	
CEILINGS	C	C	C	C	
CHIMNEY - INTERIOR	C	C	C	C	FIREPLACE, FLUE, AND DAMPER
DOORS/SWEEPS/SEALS	NA	C	C	C	
DOOR BELLS & BUTTONS	NA	C	C	C	
DRYWALL	C	C	C	C	
ELECTRICAL LINES AT & AFTER METER	NA	C	C	C	
EXTERMINATION - INTERNAL	NA	A	A	A	
FLOORS	C	C	C	C	
FURNACE	NA	C	C	C	
FURNITURE	C	C	C	C	
GARAGE DOOR TRANSMITTERS & RECEIVERS	NA	C	C	C	
GAS LINE AT & AFTER METER	NA	C	C	C	
INSIDE STRUCTURAL ELEMENTS	NA	A	A	A	
INSULATION	N/A	N/A	C	C	
INTERIOR VENT PIPES - DRYER, BATH	NA	C	C	C	
LIGHT BULBS - INTERNAL	NA	C	C	C	
LIGHT FIXTURES - INTERNAL	C	C	C	C	
PAINT - INTERIOR	C	C	C	C	
PLUMBING FIXTURES	NA	C	C	C	INCLUDING OUTSIDE SPIGOTS
SECURITY SYSTEM	NA	C	C	C	ONLY PRESENT IF CO-OWNER INSTALLED
SEWER BACKUPS	NA	A	A	A	CITY RESPONSIBILITY IF OUTSIDE OF UNIT
SEWER LINES AFTER ENTRY INTO UNIT	NA	C	C	C	
SMOKE DETECTORS	NA	C	C	C	
SUMP PUMP & ALL LINES	NA	A	A	A	ON APPROVED INSTALLATION ONLY
TELEPHONE LINES AFTER CONNECTION	NA	C	C	C	
WALLPAPER	C	C	C	C	
WALLS - INTERIOR BEARING	C	A	A	A	EXCEPT DRYWALL
WALLS - INTERIOR NON BEARING	C	C	C	C	
WATER HEATER	NA	C	C	C	
WATER LINES AFTER ENTRY INTO UNIT	NA	C	C	C	CO-OWNER PAYS FOR UNIT WATER

Note: This CHART is a GUIDE ONLY to RESPECTIVE RESPONSIBILITIES  
REVIEWED by the MRC Board of Directors and AMI on DEC 2017

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CITY OF ROCHESTER HILLS



MAPLE RIDGE CREEK  
VILLAGE CONDOMINIUMS

