



Association Management, Inc.

47200 Van Dyke Ave.

Shelby Township, MI 48317

Phone: 586.739.6001 | Web: amicondos.com

WELCOME TO ATWATER COMMONS CONDOMINIUM ASSOCIATION

Dear New Resident:

By way of introduction, Association Management, Inc. is the managing agent for the ATWATER COMMONS 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 reads and understands the governing documents for the Association. You should have received these documents, known as the Master Deed and Bylaws at your closing. If you did not receive the Master Deed and Bylaws at closing, you may contact our office and request an electronic copy. These documents contain most all information necessary to define responsibilities, guidelines and procedures pertaining to all aspects of your home and the surrounding community. Enclosed you will find a copy of the Rules & Regulations. 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 AMI at 586-739-6001 during regular business hours, 9 AM to 4:30 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. Work order request forms are available on-line at our website: amicondos.com. Please note: Prior to completing a request for service, refer to the enclosed responsibilities list to determine if your request is for an item that is defined by your governing documents as Association responsibility.

Enclosed you will find payment envelopes for your use in making your monthly assessment payments to the Association. Payments are due on the 1st of each month following the closing. Payments postmarked after the 10th will be assessed a service fee of \$25.00. Make checks payable to ATWATER COMMONS. AMI offers the option of having your monthly assessment payments automatically deducted directly from your bank account; an enrollment form authorizing this ACH payment program is enclosed. CIT Bank 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 document. Please note there will be an additional fee for all credit card transactions.

If you have any questions regarding your monthly association fee, for example, if your payment has been received, current balance on your account or dispute of a balance, you may contact the Accounting Department through e-mail. Please feel free to place all of your accounting questions and concerns in writing by e-mailing us at: accounting@amicondos.com.

Also enclosed are Co-owner Information and Designated Voter forms. The Co-Owner Information form provides the Association with necessary information to identify secondary contacts for your unit in the event of an emergency. Please complete these forms and return them to AMI at your earliest convenience.

Association Management 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 ATWATER COMMONS. 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 ATWATER COMMONS enjoyable and rewarding.

Sincerely,

JIM DAFOE
Community Manager
ATWATER COMMONS ASSOCIATION