

STONY RIDGE CONDOMINIUM ASSOCIATION

Welcome to Stony Ridge Condominiums. You have become a member of a community of co-owners who enjoy many privileges and share many common responsibilities. This booklet will explain how we are organized as a condominium community and the responsibilities that are attached to this form of ownership. It is intended as a general guide and a supplement to the Master Deed and Bylaws, which you already received.

As a condominium owner, you have rights in your own individual unit and you, jointly with the other co-owners, share the rights to the whole complex. Since we are all joint co-owners of the complex as a whole, we share joint responsibility for the entire condominium complex. The ground on which the buildings sit, and the exteriors of the buildings themselves, are the joint responsibility of the co-owners as a whole. It is for this reason that you will often find yourself referred to in the condominium documents as "co-owners".

In order to take care of our joint responsibilities, the Master Deed provides that we elect a Board of Directors to govern the complex. The Board of Directors then has the legal power to enter into the necessary contracts and take the necessary steps to keep the complex running. These duties include maintenance of the grounds and buildings, regulation of the parking, driveways, maintenance of insurance on the premises and many other matters.

The Board of Directors is elected by the co-owners at the annual meeting. The Board members are unpaid volunteers who agree to act on behalf of the co-owners to make the necessary decisions for the management of the complex.

The operation of a complex such as ours requires a number of routine tasks such as collecting maintenance fees and overseeing routine repairs and services. Since it is impractical and unreasonable for the Board members to perform these tasks themselves, a Management Company is hired by the Board to perform such tasks and to generally assist the Board in its functioning. The Management Company collects assessments, supervises maintenance and repairmen and handles many other specialized tasks.

The source of all this organization described above is the Master Deed and Bylaws which are the legal documents creating the basis for our condominium organization. We suggest that you refer to these documents for any additional details and guidelines regarding what you may and may not do. In the case of any conflict between this pamphlet and those documents, it is the Master Deed and Bylaws which would have final legal say.

How to Use Your Condominium

A Word about Rules:

Because our condos are grouped into buildings and our buildings are grouped on the land, our activities as co-owners inevitably affect the other co-owners in our complex more than a single-family situation. Additionally, our legal responsibilities for the complex as a whole, makes us more responsible for maintaining our living conditions and standards.

Individual co-owners may find it annoying when the Board of Directors requests prior notice of certain activities or forbids certain activities. However, it is our strong belief based on our experience and the experience of other condominium complexes that enforcement of the rules regarding the appearance, maintenance and use of our complex is essential

in maintaining it in a way in which we can all be proud and that will keep our property values up.

It is the duty and responsibility of the Board of Directors to fully enforce the rules and regulations of the condominium. We are certain that by doing so we improve the lives of all the co-owners here and maintain the property values of this beautiful complex.

Common Elements

You will see this term used throughout the Master Deed and the Bylaws, along with the terms General Common Elements and Limited Common Elements.

General Common Elements are the responsibility of the Association and include things like:

The Land – including roads and sidewalks

Electrical – including that contained within the Unit walls, up to the point of connection

Telephone and Telecommunications – up to the point of entry to each Unit

Gas and Water – including that contained within the Unit walls, up to the point of connection

Sanitary Sewer – including that contained in the Unit walls, up to the point of connection

Storm Sewer – the storm sewer system throughout the complex

Construction – including foundations, supporting columns, Unit perimeter walls [excluding windows & doors therein], roofs, ceilings, floor construction between Unit levels and chimneys

Limited Common Elements shall be subject to the exclusive use and enjoyment of the co-owners of the Unit to which the Limited Common Elements are appurtenant and include things like:

Patios and decks

Porches

Garages & Driveways

Garage Doors and Openers

Air-Conditioner Compressors

Interior Surfaces

Windows & Doors

You can read more about this in the **Master Deed, Article IV, Common Elements, Sections 1, 2 and 3 [including responsibilities]**.

There are many services available to you as co-owners of Stony Ridge Condominiums. Here are some facts about some of these services.

Contact Information

The Condo Association employs Association Management Inc. [AMI].

If a problem requires immediate attention or if you have questions about non-routine matters such as modifications to your unit or questions about overall policy, please call the Management Company. AMI's number is 1-586-739-6004, Monday through Friday from 9 am to 5 pm. After hours phone lines are monitored by a "live" answering service to handle emergency service requests only. The office is located at 47200 Van Dyke Ave., Shelby Township, MI 48317. The Community Manager is Joe Iacobelli, joei@amicondos.com. The Property Coordinator to contact for routine repairs is Amy Davis, amyd@amicondos.com. The Accounting Manager for Stony Ridge is Brenda Friedli, bfriedli@amicondos.com.

Improvements to Your Unit

Any plan and description for modifications must be submitted in writing to the Management Company for the Board of Directors' approval PRIOR to the start of any work. These forms can be found on the website [www.stonyridgecondos.net] and a copy of the documents are included in this packet for easy reference. All three [3] pages are required, need to be completed and sent to the Management Company, either by dropping the forms off, scanning to an email and submitting or sending by US mail. Absolutely no work can begin until you have received written approval for your request. Changes made prior to approval may result in having the property restored to the original condition at the co-owner's expense. Refer to the following policies in the Guideline Booklet regarding what you can and cannot do to your unit.

Lawn Care and Snow Removal

The Association, has contracted for both lawn mowing and snow removal.

Regarding snow removal - please remember that the snow plows cannot clear off areas in which cars are parked. Supervision of the work of the snow removal crews is the responsibility of the Management Company. The Management Company should be contacted if there are any issues with snow removal, not the snow removal company. The snow removal company does the street first, then the driveways, the sidewalks and the porches.

The lawn service company has been contracted for mowing, trimming, edging, and removal of leaves. They are not required to clean up after pets and may refuse to mow lawns where they find pet droppings. Supervision of the work of the lawn service crews is the responsibility of the Management Company. The Management Company should be contacted if there are any issues with the lawn services, not the lawn crews.

Multiple contractors are used for fertilizing the lawns and trees. Any concerns or issues should be directed to the Management Company.

Trash & Recyclable Pick Up

The City of Rochester picks up the trash on a weekly basis. Our trash pick-up day is Tuesday, unless there is a holiday on Monday, in which case trash will be picked up on Wednesday. You may put your trash out after 5 pm the night before, however, it is your responsibility to be sure that it is securely covered and tied up so that the trash doesn't fly around and litter the community. Please do not place containers or trash bags on the lawn, or on top of any sprinkler heads; keep them on the cement.

Recyclable items are picked up on the same day. Please remember that recycling is particular about what they will actually take. Please rinse out any food residue. If there is food remaining in cans or jars, they will not recycle it once it gets to the plant. Nothing has to be separated in the recycle bin. They accept, glass, tin, cardboard, plastic and newspaper. GFL is our trash company and they have recycling bins as well as trash bins if you need them. Trash pickup is included in the taxes that are paid to the City of Rochester.

Please return your trash and recyclable containers to your garage once they are empty. They should not be left outside your unit.

General Association Rules [Guidelines Booklet]

What follows is a list of some of the rules contained in the Bylaws. This partial list is intended to acquaint all co-owners with some of the rules that most commonly affect them. Please refer to the Bylaws and Master Deed for more and specific information.

The Board of Directors, through the Management Company, will listen to all concerns and will work with in the Bylaws as set forth in the Master Deed to resolve any difficulties. Common sense, courtesy and consideration in following the Rules and Regulations will help maintain a pleasant atmosphere in the community while providing a positive relationship with your neighbors. If you lease your unit, your tenant must abide by these rules as well as any guests you may have.

Budget

The Board of Directors shall establish an annual budget in advance for each fiscal year and shall project all expenses for the forthcoming year; which may be required for the proper operation, management and maintenance of Stony Ridge Condominiums, including a reasonable allowance for contingencies and reserves. An adequate reserve fund for maintenance, repairs and replacement of those common elements that must be replaced on a periodic basis shall be established in the budget and must be funded by regular monthly payments. Should the Board of Directors at any time determine in the sole discretion of the Board of Directors [1] that the assessments levied are or may prove to be insufficient to pay the costs of operation and management of the condominium, [2] to provide replacements of existing common elements, [3] to provide additions to the common elements not exceeding \$1,000.00 annually for the entire Condominium project, or [4] in the event of emergencies, the Board of Directors shall have the authority to increase the general assessment or to levy such additional assessment or assessments as it shall deem to be necessary.

Sale or Lease of Units

Please see **Policy SR16** regarding the **Sale or Lease of a Unit**.

Decks and Patios

The costs of maintenance, repair and replacement of each patio and/or deck, if any, shall be borne by the co-owners of the unit to which it relates. Co-owners are required to maintain these areas in a manner that is in keeping with the exterior of their unit. Please see **Policies SR03 for Decks and SR21 for patios/pavers**.

Insurance

Co-owners are responsible for their individual homeowner's insurance, including any finished lower levels [The Condominium Association carries property and liability insurance for building exteriors and common elements].

It has been suggested by the Association's attorney that co-owners consider the purchase of an "HO-6 Condominium Unit Owner's Policy" providing building and liability coverage for their unit, limited common elements, and all fixtures, personal property, trim, floor and wall coverings, improvements and betterments, and other interior installations and finishes. Please see **Policy SR11 for Insurance Coverage**.

Storm Door and Side Lights

Any co-owners who wish to install a storm door may do so as long as the aluminum frame matches the color of the unit. A modification request must be completed and approved before this work has begun.

Storm door side lights must be clear with the aluminum frame matching the rest of the door color. A modification request must be completed and approved before this work has begun.

Pets

Co-owners are responsible for picking up their pet's droppings and disposing of these droppings in a waste container each and every time. Please do not leave droppings on the common elements.

No pets shall be tethered to any building, tree or bush while unattended at any time. Pets shall be kept on a leash at all times and attended by a responsible person.

The installation of an "invisible fence" is not permitted within the confines of the Stony Ridge complex.

Monthly Assessment Fees

Assessment fees are due in the office of AMI on the first [1st] day of each month. A grace period of ten [10] days is allowed after which a late fee will be added to the monthly fee. An auto pay feature is available and we encourage you to consider this option. The Association is not responsible for receiving any late deliveries of mail. Please see **Policy SR12 for Monthly Maintenance Fees & Assessments**.

SPECIAL NOTE

We request everyone's support so that together we can create a beautiful environment, live in harmony and maintain property values, if everyone makes an effort. The Board of Directors cannot be effective without your cooperation. Please give us your support, comments and suggestions. Your thoughts and viewpoints are important to us.