OFFICE SERVICES

- 1. <u>Complaint Forms</u>, <u>Modification</u> <u>Forms</u>, <u>Work Orders</u>, <u>Storm Door</u> <u>and Awning Guidelines</u>. Available at <u>kingscovecondos.com</u> or in the on site office.
- 2. <u>Clubhouse Rentals</u> E-mail: <u>mlh2013@hotmail.com</u> or Call Melinda @ 248-767-8111 and leave a message.
- 3. <u>Special, Large Item Trash Pickups</u> GFL: 844-464-3587. (usually no need to call)
- 4. <u>Notary Service</u>. Free to all K.C. Owners. See Carol in On-Site Office.
- 5. **FAX Service**. In On-Site Office: \$2, first page; \$.50, each add. Page, outgoing. No charge, incoming. Office Fax #: (248)652-9210.
- 6. **Copy Machine**. In Office. \$.10/page.
- 7. <u>"Cove News" Advertising</u>. Call Carol in the Office. Long term rates available.
- 8. Salt and ice melter are available at no charge at the clubhouse

4

On-Site Office Hours:
Monday & Wednesday
9:00am - 2:00pm
Carol Cooper
Tuesday & Thursday 9:00am - 5:00pm
Jim Dafoe

THE NEWSLETTER OF THE KING'S COVE ASSOCIATION 1131 Brookside Court Rochester Hills, MI. 48306

The "Cove News" is produced through the King's Cove On-Site Office. All articles to be considered for publication should be delivered to the Communications Mailbox by the last Monday of each month for the next month's printing. Please include your name, address and phone number. Names will be withheld upon request.

Website: kingscovecondos.com

The "Cove News" assumes no responsibility for the content of advertisements placed by advertisers.

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Property Manager: J. Dafoe

jdafoe@amicondos.com

(248) 652-6424

Mgmt. Coordinator: C. Cooper

(248)652-6424

Maint. Supervisor: J. McCarty

(248) 652-3999

Maintenance Asst. D. Colburn AMI & Emergency Maintenance:

mergency Maintenance 586-739-6001

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