

Schultz Estates II
Condominium
Association
Co-owner Handbook
2023

INTRODUCTION

This handbook was organized to provide useful and important information to the co-owners and to residents who are renters or lessees in the Schultz Estates II Condominium Association.

It won't cover all facets of the Condominium Documents of condominium living, but it will present information your Board of Directors feels is important for every resident to know and understand. We are proud of our complex with its trees, shrubs and lawn areas. We strive to maintain our buildings, grounds, and parking areas. This handbook gives you information and the regulations to observe to keep it desirable. We hope you will familiarize yourself with the contents of this handbook. The co-operation of you and your guests would be greatly appreciated.

The Board of Directors may make or change rules and regulations from time to time to reflect the needs and desires of the majority of the Co-owners as stated in Article VI, Section 10 of the By-laws. Please add these additions to this handbook when they occur. Each co-owner will receive written notice of all additions and/or amendments to these rules and regulations. Each co-owner should keep any future changes and/or additions together with this booklet for easy reference. Upon sale of your unit, this booklet and any additions shall be turned over to the buyers along with Schultz Estates II Consolidating Master Deed, Bylaws, and other pertinent information.

In the event any rules or regulations conflict with the Schultz Estates II Association Documents (Master Deed, Condominium Bylaws, Association Bylaws and Articles of Incorporation), or the Michigan Condominium Act, the Condominium Documents and the Act shall govern.

Schultz Estates II
Board of Directors

Condominium Glossary

Abandoned Vehicles

The Association will remove vehicles parked in violation of Section 8 Article VI of the Second Amendment to Consolidating Master Deed. Abandoned vehicles will be towed, the cost to remove the vehicle will go to the vehicle owner.

Annual Meeting

Schultz Estates Annual Meeting will be held in June. The purpose of this meeting is to elect board members and receive information from the management company.

Additional or Special Assessment

An assessment made for some special reason.

Association Dues

Association Dues should be paid on the first day of each month. Late after 10th

What do we get for our Association Dues?

Fire and extended Coverage Insurance
Water and Sewer Bill
Security lighting
Electric paid for security lighting
Insurance only for the exterior of our buildings
Foundation repairs
Roadway, cement driveways and walkway repairs
Maintenance services
Fence replacement and repairs
Roofing replacement and repairs
Sump pump replacements and electric paid
Lawn Cutting Services
Gutters cleaned twice a year
Tree removal common area
Spring and fall clean up
Lawn fertilization
Snow removal & salting roads
Garbage pickup and dumpsters

Barbecuing

Do not cook outdoors or barbecue on any balcony or within 15 feet of any unit, wood ceiling, roof extension or protrusion from any unit as listed by focal ordinance. Refer to Article VI Section 6.

Birdbaths and Bird Feeders

These are not permitted at any time.

Selling your Unit

Realtors need to check with Management Company regarding rental cap on available units for rental purposes. A HO6 insurance policy is required, with a copy to the Management Company. Emergency contact information on person(s) who have keys to unit for emergencies must be provided to the Management Company.

Board of Directors

Five members in good standing with the Association who are elected at the annual meeting for a two-year term. It is the responsibility of the Board of Directors to manage and administer the affairs of the Association. Refer to Article X of the Second Amendment to the Consolidating Master Deed.

Carports

Do not store any items in the Limited Common Area except the vehicle registered with the association to that unit... this area is to be used by the owner of the designated space. All vehicles need to have a valid license plate. Each co-owner is responsible for this area and must keep it clean.

Christmas Decorations

The Association allows Christmas Decorations of all kinds...all decorations need to be down and put away by the first week in January. Please DO NOT plug your Christmas lights into our security lighting fixtures for any reason.

Common Element

Common elements or common areas are jointly owned by the co-owners. No co owner may claim or use this area for storage or display of their personal items such as lawn ornamentation. Refer to Article VI Section 3.

Complaints

All complaints concerning any issue need to be documented in writing to the management company. These complaints will be reviewed by the Board of Director's and are confidential.

Courtyard and Atrium Units

Courtyard and atrium units have private areas. It is the responsibility of courtyard and atrium units to maintain these private areas. They need to be kept clean and trees trimmed when they become large enough to touch buildings and roofs.

By-laws

Condominium By-laws are rules and regulations set up by the Association at the time the complex was built and completed. When a unit is purchased, the owner accepts the by-laws and agrees to follow them.

Emergency Service

For Police or Fire emergencies call these departments directly and immediately. Call 911.

Feeding Bird, Squirrels, and Critters

Bird feeders and feeding animals and spreading food on the ground attracts unwanted animals such as skunks, raccoons, mice, and rats. Trapping and removal of these critters along with repairs to our buildings... damage that is done costs the association thousands of dollars. Those that insist on feeding will be fined along with possible costs of repair.

Fireplaces

All of the units are required to have gas burning fireplaces with gas log inserts...no other materials are to be burned in fireplaces. A glass door enclosure or screen must be installed across the front of the fireplace to protect the unit from open flames.

Flags

A co-owners may display a single United States Flag of a size not greater than a 3 by 5 foot. Your American Flag is to be mounted on a mast/pole no longer than 5 feet and attached to the exterior of your unit in a mast holder extending horizontally from your unit. Obtain a modification request before mounting anything to your building.

Flowers

Annuals, perennials, or spring bulbs which grow to a reasonable height and are consistent with the flowers in the complex may be grown. Co-owners should pull all dead plants and flowers at the end of the growing season and do all necessary weeding and upkeep during the growing season.

Flowerpots

Flowerpots are permitted on porches, patios, and balconies during the growing season as long as they are of reasonable size and number, especially if a porch is shared with another unit. They are not to be stored outside year-round and must be removed during the winter months.

Fines

All co-owners are sent a letter with issues to be resolved within a certain length of time. If the co-owner does not correct the issue they are fined. The fines schedule is as follows:

- \$25.00 the first month
- \$50.00 the second month
- \$100.00 a month until the issue is resolved.

Forms

Work orders, modifications requests, pet registration and vehicle registration forms may be obtained from the management company. These forms are required for the operation and safety of each co-owner.

Management Company...

Association Management, Inc (AMI)
47200 Van Dyke Avenue
Shelby Township, Michigan 48317

Call 586-739-6001 to verify office hours and to ask any questions you might have. You can also pick up any forms at our maintenance office. Or email AMI at ami@amicondos.com. You must sign and date your form to make it valid.

For Sale Signs

You may display one for sale sign in your unit window. You can also post a for sale sign outdoors on the weekends, but they must be removed during the weekdays.

Garage Door Replacement

Unit owners are responsible for garage doors and replacement of their garage door. A modification request form is required for replacement. The garage door replaced must be the same style and color as the other units in your building.

SEI Handbook

The most important tool for all Schultz Estates phase 2 residents is your Association handbook. Keep it handy and refer to it, find out how you can get things done quick and easy. If you need a handbook pick one up at the maintenance office or AMI's Offices. All rental units should have a handbook for their renters and the bylaws explained to them. This will let the renters know this is a residential complex and not a rental complex and there are rules to be followed.

Insurance By-law for co-owners

Each unit is required to maintain insurance on their unit. The most common insurance policy for condominiums is called an H06. All unit owners are required to send a copy of their insurance policy to AMI to keep on file.

Insurance from the Condominium Association

Liability and Hazard Insurance is provided by the Association to protect against negligent actions of co-owners, damage caused to the property by fire, windstorm, and other common hazards. This policy differs from the co-owner's personal insurance on their unit. The co-owner's personal insurance policy covers unit updates, furnishings, and personal property.

Keys and Locks

In case of an emergency, the Association needs a contact person to call if your unit has a sump pump or there is a water meter in the basement. This contact person needs to have a key available to your unit. Each resident should make arrangements with a neighbor, family or friend to guard against an emergency lockout. The Association has the right to call a locksmith to gain entry to a unit during an emergency should no key be available.

Landscaping

Co-owners must have Association approval in writing before planting trees or shrubs on the Common Element. Landscaping should be consistent with the landscaping throughout the condominium complex. The co-owner is responsible for the maintenance of any approved plantings. Refer to Article VI Section 12.

Large Item Pickup

Co-owners that may have large items to be discarded can use the Maintenance yard on Beverly. **This area is not for rehab or construction materials. Please get your own dumpster for these items. Approval is required if getting your own dumpster.**

Late Fees

Monthly condominium dues must be paid by the first (1st) of the month. A \$50.00 late fee will be added after the tenth (10th) of the month.

Lawn Ornamentation

Lawn Ornamentation is not permitted at any time.

Limited Common Elements

Limited Common Elements include patio, balcony, garage and or carport, garage doors, unit windows, doors, window screens, storm doors, door walls, sky lights, courtyards, and atriiums. These are the responsibility of the co-owner and limited in the use to the co-owner of the unit they serve. Refer to Article VI Section 6 and Article VI Section 3.

Management Company

AMI has managed Schultz Estates II since 2022. Their responsibilities include but are not limited to:

1. Maintaining books of account, records, financial statements, schedule of delinquent account.
2. Collecting assessments and fines.
3. Paying wages, taxes, insurance, and any sums otherwise due and payable by the Association as operating expenses.
4. Supervising and scheduling maintenance work.
5. Preparing operating budget.
6. Preparing forms, reports, and tax returns required by federal or state laws.
7. Serving as advisor to the Board of Directors.
8. Maintaining records on complaints and service requests by each co-owner.
9. Establishing and maintaining bank accounts.
10. Sending out mail, fliers, and communications to all members of the Association.
11. Attending board meetings when requested by the Board of Directors.
12. Assisting the Board in the application of its regulations, by-laws and policies.
13. Preparing a yearly audit.

Modification Requests

If you wish to make any type of modification to your unit, you must complete a modification request before any modifications are made. Refer to Article VI Section 3 of the Second Amendment to the Consolidating Master Deed specifies "The Board may only approve such modifications as do not impair the soundness, safety, utility or appearance of the Condominium Project."

Quiet Hours

Quiet hours are from 10pm till 8am. Quiet time means that you can have a party or get together after 10pm. But you cannot have loud music, yelling or any type of function that might disrupt your neighborhood after 10pm.

Open Flames

Burning of any kind (i.e. wood in fire pits, candles, etc.) near or on wooden deck areas is not allowed. This includes fireworks of any kind. Letters will be sent, and fines will be applied to anyone that disregards our fire laws in the future.

Outdoor Water Faucets and Hoses

Schultz Estates will not be responsible for any frozen or broken water pipes due to a unit owners' negligence in not taking proper care of their unit's outdoor water supply and faucets. Turn off your outdoor faucets from the inside of your unit, leave the faucet open, disconnect and store your hoses for the winter months. A frozen broken pipe could damage your unit and your neighbor's unit. Hoses left outdoors will freeze and crack.

Operating Expenses

All expenses arising from the operation, management and administration of the Association including but not limited to:

1. Fire and extended coverage insurance
2. Landscaping
3. Snow removal

4. Maintenance and landscape wages.
5. Maintenance equipment and supplies.
6. Water, sewer, and trash removal.
7. Common area electricity.
8. Common area maintenance, repair, and replacement.
9. Exterior and common area painting.
10. Roof repair and replacement.
11. Resurfacing of roads and walks.
12. Association reserve requirements.

Parking

There is to be no street parking for the safety of our unit owners and emergency vehicles. There are various overflow parking areas located throughout phase 2 that can be used for parties or a get together. For large parties the Board of Director's will allow street parking with advance notice to the Board. Illegally parked vehicles will be tagged and 2nd violation you will be towed at your expense.

Pets

No more than 2 domesticated animals, including dogs or cats, shall be maintained by a co-owner, and must be registered with the Association. All pets should be appropriate and have proper care so that they are not offensive to other co owners. All pets shall at all times be leashed and attended to by a responsible person while on the Common Elements. Refer to Article VI Sections.

Dogs

All dogs must be on a leash. Pet owners are responsible and required to care for their pets in the common area. They must use some kind of scooper to pick up the poop. Use the large open areas for your dogs to do their duty. Do not walk your dog(s) up next to the building windows or unit landscaping.

Cats

Cats are not allowed to roam freely day or night. They are not allowed to be in the common area unescorted without the owner and must be on a leash. Pooper scoopers can also be used to pick up poop.

Pet Registration Forms

Can be obtained from the management company or the maintenance office.

Rental Units and Owners

Renters living in Schultz Estates II are obligated to always follow the rules and regulations of this condominium complex. All unit owners that rent their units are responsible for their renters and their actions concerning the Association. Should the renters not follow the by-laws and letters are sent with any issue without resolve, the owner of the unit will be fined.

Rental By-law

Schultz Estates II has a rental cap in place. No more than 15% of our 324 units can be rented at any time. Those that wish to rent can be put on a waiting list until the percentage is below the 15% allowed. All rental units must provide a current signed lease to the management company.

Services

If your unit or the common elements require immediate repair or service, call AMI at 586-739-6001 or email workorders@amicondos.com. The association is responsible for the physical structures and common elements. Interior service including but not limited to hot water heaters, air conditioners, furnaces, running or leaking toilets, appliances and lighting are the responsibility of the co-owners. If the service is not an emergency complete a work order request form and submit it to Association Management, Inc (AMI).

Signs

No signs or other advertising devices shall be displayed which are visible from the exterior of the unit without the written permission from the Association.

Snow Removal

Snow removal will begin as soon as the snowfall stops. Salting will be done only as required. Walkways will be cleared to the point of entry. Courtyard unit walkways will be cleared up to the gate.

Speed Limit

Drivers should observe the 15-mph speed limit.

Sump Pump

The Association is responsible for the main sump pumps located in each building. Unit owners are responsible for a contact number should the sump pump fail and need replacement. Some units have a secondary back up sump pump bought by the unit owners in their building. This secondary sump pump is the responsibility of the co-owners of the building.

Trash Removal

Trash must be securely contained in plastic bags. Place breakables in heavy paper bags or other containers to prevent shattering and cutting through the plastic bag. Flatten Boxes so that they take up less space. Do not leave garbage, furniture, or appliances on top or next to the dumpster, they will not be picked up.

Vegetables

Vegetables are not to be grown on condominium property at any time.

Vehicles

All vehicles parked on the Condominium property daily must be registered with the Association. Only automobiles, vehicles and trucks designed and used primarily for personal transportation purposes may be parked on the premises of the Condominium, except in the Limited common Element garage with the garage door closed. No commercial vehicles with signage may be parked on the condominium property daily for transportation of a unit owner. No vehicles can be stored in the visitors parking unless moved every 24 hours and must have a valid license plate attached. There is no parking on the streets and fire lanes must be kept clear. Your vehicle will be towed at your expense!

Winter Preparations, Snowbirds and Extended Vacationers

If you are planning an extended vacation or spending the winter in a different location, make sure you shut off the main water supply valve to your unit. UNLESS your unit has a secondary water backup sump pump for your building. In this case you would NOT shut off your main water supply. The secondary or back up sump pumps may run on waterpower. In the event we lose electricity they will continue to function without electricity, using waterpower. All other units without a sump pump should turn off the main water supply to their unit. And should keep your heat set at a minimum of 50 degrees.

Work Orders

Work orders are forms that are filled out by the co-owner concerning issues with their building, structure, foundation, or surrounding area. They are not meant for interior issues unless stated in the Governing Documents. Work orders should be submitted to AMI.

Schultz Estates II Condominium Association REPAIR AND MAINTENANCE GUIDE

PLEASE NOTE:

Below is a guide to maintenance responsibilities for various elements of condominium units, common elements, and limited common elements. The controlling documents are the Master Deed, Bylaws and policies adopted by the Board of Directors hereunder, all final decisions will be governed by those documents and policies. Casualty losses covered by insurance are generally paid for with insurance proceeds. The below information should be used only as a general guideline for maintenance and repair needs.

#	ITEM	OWNER	ASSOC.	COMMENTS
1	All up-grades from basic standard	x		
2	Air Conditioner - Including pad	x		
3	Basement walls and floors		x	Co-owner responsible for finishes
	Basement – Common Area – cleaning	x		
4	Cablevision cable	x		
5	Carpets	x		
6	Caulking - Other		x	Co-owner responsible for window caulking
7	Caulking - Routine - Part of routine painting		x	
8	Damages covered by Assoc. Ins. policy		x	Up to original construction level only
9	Decks - All outside decks and porches	x		Patios
10	Decks- Areas under all decks and porches	x		
11	Door bells and buttons		x	Up to original construction level only
12	Driveways		x	
13	Dryer vents	x		
14	Edging material around beds and decks	x		
15	Electrical lines at and after meter		x	Up to original construction level only
16	Electrical lines up to unit meter		x	
17	Entry door exterior painting		x	
18	Entry door repair and replacement	x		
19	Exterior vent outlets		x	
20	Extermination - External		x	
21	Extermination - Internal		x	
22	Furnaces	x		
23	Furniture	x		
24	Garage door mechanisms and openers	x		
25	Garage door painting		x	
26	Garage door panel replacement	x		Assn may be responsible for bottom panel
27	Garage floors	x		
28	Gas line at and after meter		x	Up to original construction level only
29	Gas line up to unit meter		x	
30	Gutter and down spout cleaning		x	
31	Gutter and down spout repair		x	
32	House numbers		x	
33	Inside structural elements		x	
34	Interior decorating (paint, wallpaper, etc.)	x		
35	Interior vent pipes (dryer, bathroom, etc.)		x	
36	Interior walls, floors and ceilings	x	x	Assn only responsible up to prime due to roof/water damage
37	Lawn sprinkler system		x	
38	Lawns		x	

#	ITEM	OWNER	ASSOC.	COMMENTS
39	Light bulbs - External		x	
40	Light bulbs - Internal	x		
41	Light fixtures - Garage front & light sensor		x	
42	Light fixtures - Internal	x		
43	Light fixtures - Porch		x	
44	Light fixtures - Side and back		x	
45	Outside trim boards		x	
46	Plumbing fixtures	x		
47	Roof		x	
48	Security system	x		
49	Sewer backups		x	Chargeback in cases of homeowner fault
50	Sewer lines after entry into unit		x	Chargeback in cases of homeowner fault
51	Sewer lines up to point of entry into unit		x	Chargeback in cases of homeowner fault
52	Shrubs and flowers beds around unit	Flower beds	Shrubs	
53	Shrubs and flowers beds in common area		x	
54	Siding - Brick, vinyl and wood		x	
55	Skylights	x		
56	Smoke detectors		x	
57	Snow removal - Streets, driveways & walks		x	
58	Splash blocks		x	
59	Storm doors	x		
60	Storm sewer system		x	
61	Sump pump and internal lines		x	
62	Sump pump exterior lines		x	
63	Telephone lines at and after unit connection	x		
64	Telephone lines up to unit connection	x		
65	Trees in common area		x	
66	Trees in courtyard	x		
67	Walkways	x		
68	Water heaters	x		
69	Water Spigots - Outside		x	
70	Water lines after entry into unit		x	
71	Water lines to point of entry into unit		x	
72	Window & door wall frames & mechanisms	x		
73	Window & door wall glass replacement	x		
74	Window & door wall screens	x		