

MAPLE RIDGE CREEK VILLAGE CONDOMINIUM ASSOCIATION HANDBOOK

Association Management, Inc. (*AMI*) is the management company for Maple Ridge Creek Village (MRCV) Condominium Association. Kelly Terrell is the *AMI* Manager for our community. If you have questions contact Kelly at *AMI*. Work Orders or Modification Requests should be directed to Lynn Burns at *AMI*. Contacting Board members first will only delay a response.

Association Management Inc. (*AMI*)

47200 Van Dyke
Shelby Township, MI 48317

Phone: (586) 739-6001 (leave a voice mail)
FAX (586) 739-6006

Kelly Terrell, Manager E-mail: kterrell@amicondos.com
Lynn Burns: lburns@amicondos.com or workorders@amicondoc.com

Website: amicondos.com/mapleridge/

NOTE: This Handbook is intended to provide a general overview of some of the rules that govern the MRCV community. For a more comprehensive description, please review the Bylaws and Policies posted on the MRCV website amicondos.com/mapleridge/

Property Management

The day-to-day operations of Maple Ridge Creek Village are administered by Association Management, Inc. (*AMI*). They are responsible for administering the business affairs of the Association, and assisting the Association maintain the Common Elements of the condominium grounds and buildings. Their management services are designed to help you in protecting your investment, maintaining a pleasant community, and handling the administrative tasks of the Association. Questions should be directed to *AMI* at 586-739-6001 (9am to 5pm Monday thru Friday). After hours, the phones are monitored by an answering service to handle emergency service requests. You may also email Kelly Terrell at kterrell@amicondos.com.

Board of Directors

The Maple Ridge Creek Village Condominium Association is governed by a Board of Directors made up of Association co-owners. Board members are elected to two-year terms. Vacancies that may occur are filled through Board appointment. Service on the Board is voluntary and Board members receive no compensation.

The Board is comprised 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 in various capacities. The current Committees are Landscape/Beautification (L&B), Communication (MRC Villager Newsletter), Maintenance, Finance, Social, and Welcoming.

Information regarding the Current Board of Directors and Committees can be found on our website at amicondos.com/mapleridge/

Board Meetings

The Board of Directors meets monthly, normally the third Monday of every month at 1:15 PM in the conference room at *AMI*. The Board will allocate the first 30 minutes of the regularly scheduled meetings for an open forum for co-owner input. Co-owners wishing to address the Board should notify *AMI* one week prior to the meeting. Five co-owners will be allowed five minutes each.

Annual Meeting

The Association's Annual Meeting is normally held in May. Each condominium unit has one vote if in good standing (no dues arrearages, unpaid fees/fines etc.) at the time of the Annual Meeting. If your unit is owned by more than one individuals, 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* in time for the meeting. They may also be submitted at the meeting.

If you are unable to attend, you may transfer your voting rights as stated in the Bylaws. Appropriate Documentation (*Designated Voting Representative* and/or Proxy) must be presented in order to vote at the meeting. The Association Bylaws require you receive the Annual Meeting Notice and all necessary forms via mail.

Condominium Documents

Condominium documents, the Master Deed, Association Bylaws, Amendments, Policies, and this Association Handbook can be found on the MRCV website at amicondos.com/mapleridge/

You may wish to contact your Realtor at time of purchase and request copies of these documents be included in your closing packet. If you would like the Association to provide copies of these documents for a fee, contact *AMI*. The documents can also be downloaded from the website at no charge.

Directory

The Association publishes the MRCV Directory listing the name, address, phone number, and email address of co-owners interested in sharing this information. This Directory is for use only of residents of MRCV. The information is not published elsewhere and should not be shared. The Directory is updated yearly. Information regarding changes to or additions for the next printing of the Directory is sought via an autumn reminder email blast.

Dues and Other Property Related Fees

Monthly dues and other individual incurred fees are due and payable on the first day of each month. There are numerous payment options available to co-owners. *AMI* provides new co-owners a **Welcome Packet** that include a sheet detailing **Payment Options**. If you have questions or need assistance in setting up your desired method of payment, please contact *AMI* at (586) 739-6001 or email Kelly Terrell at kterrell@amicondos.com.

Payments received after the 10th of the month are considered late. A late payment service charge of 10% will be applied to those payments received after the 10th of any month no matter the postmarked date. (This fine is subject to change. Please check the website for updates.) A co-owner cannot withhold monthly payments because of alleged failure of the Association to provide services or management.

Email Contact List

MRCV has established an email contact or notification list used to alert co-owners when a contractor will be working in the complex, to request information needed by the Association, and other general condo related issues. This list will not be sold or shared. If you would like to be included in the MRCV Email Contact List for e-blasts, please send an email to kterrell@amicondos.com requesting your inclusion.

Emergency Access

The Association 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, the Association 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* available on the website amicondos.com/mapleridge/

Newsletter

MRCV currently publishes a quarterly full-color online and B&W printed version of its Newsletter, ***MRC Villager***. Notification of the latest edition is via e-blast. Please email kterrell@amicondos.com and indicate if you wish to receive the full-color *pdf* version via email, or receive a B&W printed edition. The Association is encouraging you to receive the full-color email version, however the choice is yours. You may opt in or out of the email version at any time.

Current and previous editions are archived on the website amicondos.com/mapleridge/

Insurance

The MRCV Association is required to maintain proof that the co-owner of each unit has "bare walls" insurance for the interior. The required minimums are set each spring, and co-owners are notified by mail. Minimums are different for ranches and capes. You will be required to provide a copy of your *Insurance Declaration Page* to *AMI* by a date stated in the annual notification letter.

Your insurance should be increased above the minimum required if the unit has been improved i.e. a finished basement or upgrades from the original Pulte construction. Your *Insurance Declaration Page* must reflect this increased level of insurance.

Mortgage Information

The Association is required to maintain certain information regarding your mortgage. Specifically, the name and address of your mortgage holder and your account number should be provided on the *Co-Owner Information Form*. This information must be provided to *AMI* as well as any change in your mortgage holder.

Rental or Lease of Units

Co-owners may lease or rent their unit provided they follow the restrictions specified in the Bylaws and Policies MRC020A and 20B.

Please read them in their entirety on the website at amicondos.com/mapleridge/

NOTE: Limitation information on the number of MCRV units (4) allowed to be rented and length of rental agreements can be found in the Bylaws posted on the website.

Maintenance

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

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

The Association does not accept responsibility for any maintenance or repair initiated or contracted by the co-owner without the prior approval of the Association.

Work Order Request

A Work Order Request Form should be sent to AMI by mail, fax, or email. The Work Order Request Form can be accessed on the website at amicondos.com/mapleridge/. To submit the form online, click on “Work Order Request” under the Quick Links heading, fill out the form and click on submit. To print the form, click on Printable Forms and Information, click on the “Work Order Request Form” and print, fill out, send via mail Lynn Burns at AMI or scan and send via email to lburns@amicondos.com.

Modification Request

The Association Bylaws stipulate that all changes to the exterior appearance of the unit or any part of the “Limited and Common Elements” must be approved by the Board of Directors *prior* to making any changes. Consult the MRC Policies for guidelines to modifications. A Modification Request Form must be submitted whenever indicated by policy. A Modification Request Form is available on the website at amicondos.com/mapleridge/ under Printable Forms and Information. It should be filled out and sent to Lynn Burns at AMI or scan and send via email to lburns@amicondos.com.

The Board of Directors may only approve modifications that do not impair the soundness, safety, utility, or appearance of the Condominium or MRCV community as a whole.

Deck/Porch Replacement and Maintenance

Our Bylaws and Policies MRC008A, 008B, 041 and 009 indicate that porches, porch landings, decks, and awnings are the responsibility of the co-owners. This includes periodic upkeep to maintain the appearance of decks, porches, porch landings, and awnings that complies with applicable community standards.

The exterior of screened/enclosed porches must be maintained by painting, and must match the trim color of the unit. Please check the website amicondos.com/mapleridge/ for colors and any deck and porch policy updates.

Repair and Replacement Responsibility

The Association will not accept financial responsibility for maintenance or repairs contracted by a co-owner and/or done without the prior approval of the Board of Directors. Co-owners are required to contact AMI concerning maintenance or repair or by submitting the appropriate Work Order Request or Modification Request.

Antenna/Satellite Installation (Policy MRC021A and B)

The Federal Communications Commission issued rules that permit residents of planned communities to install direct broadcast satellite, television broadcast, and multipoint distribution service antennas on individually owned property.

Any installation must be according to manufacturer's instructions, applicable safety codes, and the Association's policy MRC021A and B found on the website at amicondos.com/mapleridge/. Co-owners will be liable for any personal injury, property damage, and voiding of warranties that occur due to the antenna installation. Before installing any telecommunications reception equipment, you must complete the *Notice of Intent to Install an Antenna Form* and file it with AMI.

Parking

A City of Rochester ordinance prohibits overnight on-street parking December 15 to March 15. The City of Rochester rules supersede ours. For further information see ci.rochester.mi.us

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. They must be parked in the co-owner's garage. Commercial vehicles shall not be parked in or about the Condominium unless making deliveries or pickups in 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 at 586-739-6001 or Kelly Terrell at kterrell@amicondos.com 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 using the *Pet Registration Form* (along with a photo). The form can be found on the website at amicondos.com/mapleridge/, completed and sent to AMI. All pets must be current with all shots and vaccinations. Dogs and cats also must comply with City of Rochester licensing laws.

No pet shall be allowed to run loose upon the Common Elements at any time. The City of Rochester requires dogs to be leashed while outside of your unit. Pets shall, at all times, be attended by a responsible person while outside of your unit. 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 the Association for any losses, damage, or liability which the Association may sustain as the result of the presence of such an animal. **Note Policy MRC037** about dog breed limitations.

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

The Association may without liability remove or caused to be removed any animal from MRCV Condominiums, which it determines to be in violation of these restrictions.

Trash Service

The City of Rochester contracts with Priority Waste for trash removal and it is paid for via your property taxes. The Board recommends that all trash should be placed in closed trash containers, sealed cartons, or tied bags of sufficient strength to hold and handle the contents and not allow animals to break them open.

Recycling is required by city ordinance. Recyclable items should be placed in your recycle bin. Contact Priority Waste at 586-228-1200 if you have concerns about what is allowed to be recycled.

Trash should be placed at the foot of the driveway no earlier than 5pm the evening before pickup. Please **avoid** placing anything during watering season on the sprinkler heads often located in the grass at the corners of the driveway. During the winter, keep driveways clear of trash bins on pickup days to facilitate any necessary snow removal or salt spreading.

Trash pickup is early Monday mornings; vendor Priority Waste recommends having garbage out by 7am. When a major holiday falls on Monday, the pickup day is Tuesday. Co-owners are responsible for picking up trash left behind or spilled. Empty trash containers should be removed from the street by 7pm on collection day and no later than the next morning. Trash containers may not be placed outside a unit at any other time.

Visit the City of Rochester website at ci.rochester.mi.us/166/garbage or, call 248-651-5165 for further information.