

Welcome to Maple Ridge Creek Village

Dear New Co-owner,

By way of introduction, Association Management, Inc. (AMI) is the managing agent for the Maple Ridge Creek Village 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. These documents contain the information necessary to define responsibilities, guidelines and procedures pertaining to all aspects of your home and the surrounding community. 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 or unit exterior as well as accounting inquiries should be directed to AMI during normal business hours of 9:00 AM to 4:30 PM Monday through Friday. Your community manager is Kelly Terrell and may be contacted via email at kterrell@amicondos.com.

AMI's main phone number is 586-739-6001. The phone line for AMI is also monitored after hours by a "live" answering service to handle emergency calls. Work order requests can be submitted on our website www.amicondos.com or emailed to workorders@amicondos.com.

Payments are due on the 1st of each month following the closing. Payments received after the 10th will be assessed a late fee of 10% of monthly dues and an admin fee of \$5.00. Please make your check payable to Maple Ridge Creek Village. AMI offers the option of having your monthly assessment payments automatically deducted directly from your bank account through our online portal. Enclosed is a letter detailing our payment options.

AMI has selected First Citizens Bank as the financial institution for all operating accounts. First Citizens Bank has been providing specialized services to management companies and homeowners associations for well over a decade. First Citizens Bank offers user-friendly payment options, which are listed on the enclosed document. Please note there will be an additional fee for all credit card transactions.

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 Maple Ridge Creek Village. If we can be of further assistance, please contact us. We are looking forward to making your condominium living experience at Maple Ridge Creek Village enjoyable and rewarding.

Sincerely,

Association Management, Inc.

47200 Van Dyke Ave Shelby Township, MI 48317

Phone: 586.739.6001 | Fax: 586.739.6006

Work Orders: workorders@amicondos.com

Accounting Department: accounting@amicondos.com

Owner Portal: <https://home.amicondos.com>