



First Edition 2025

As co-owners of King's Cove Condominium Association, we share the responsibility for upholding the community's standards.

To support a successful association, it is essential to maintain open communication among neighbors, promote effective collaboration in resolving concerns, and consistently engage in efforts that contribute to making King's Cove a model residential community.

This Guide addresses frequently asked questions, directs co-owners to additional resources, and provides experience-based recommendations beyond the [Master Deed](#) and Rules.

Much of the Guide's content is derived from the [Master Deed](#). It is imperative that every King's Cove co-owner is familiar with and adheres to the [Master Deed](#). Co-owners should have the latest versions of both the [Master Deed](#) and the Master Deed, which were updated in 2014. The searchable documents can be found at <https://amicondos.com/kingscove/>. They may also be printed. Please be certain you use the most current documents as references.

Co-owners are strongly encouraged to review the complete [Master Deed](#) in detail rather than relying solely on the key points and summaries provided in this Guide. A thorough understanding of these governing documents is vital.

QUICK REFERENCE TELEPHONE NUMBERS

ALWAYS CALL 911 IN CASE OF AN EMERGENCY

ASSOCIATION NUMBERS

King's Cove On-Site Office	(248) 652-6424 Leave a message if no answer.
King's Cove Maintenance Supervisor	(248) 652-3999
AMI Office and Emergency After Hours	(586)-739-6001 Follow the prompts
Clubhouse Rental	(248) 767-8111

FREQUENTLY DIALED NUMBERS

ATT	(800) 288-2020
Comcast	(800) Comcast
Consumers Energy Gas Emergency	(800) 477-5050
DTE Emergency	(800) 477-4747
Fire Department (non-emergency)	(248) 656-4650
Oakland County Animal Control	(248) 858-1090
Oakland County Sheriff (non-emergency)	(248) 858-4950
Post Office	(248) 601-1024
Priority Waste	(855) 927-8365
Rochester Hills City	(248) 656-4600
Rochester Hills Public Library	(248) 656-2900
Rochester Schools	(248) 726-3000
WOW Cable	(866) 496-9669

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KING'S COVE CONDOMINIUM ASSOCIATION

HOW IS A CONDOMINIUM UNIQUE?

Common areas such as exterior walls, recreational facilities, and parking lots are shared ownership. Owning a condo is more like owning a house than renting an apartment. Condo owners have a deed that gives them legal title to their unit, they can sell the unit as their property, build equity, and must pay property taxes (and may receive a tax credit for their taxes)

Each condo owner joins an association and pays monthly fees for upkeep and improvements. In King's Cove, fees cover various maintenance tasks and regular capital improvements. Assessments are based on the unit's value percentage as listed in the Master Deed.

The [Master Deed](#) outline the responsibilities of the co-owner and the Association regarding the unit.

ASSOCIATION CO-OWNERS

The King's Cove Association includes every person owning a unit in King's Cove Condominiums. It is a private, non-profit organization in which all co-owners are automatically members and have certain rights and obligations.

The Association, through its Board of Directors, oversees the affairs of the Condominium and actions of the residents as they impact other residents. This includes collecting assessments, managing the financial and administrative affairs of the association, and maintaining and operating the common elements, excluding limited common elements which the co-owner must maintain.

The Association also enforces general rules, regulations, and architectural standards, establishes communications, and provides common services like trash collection.

Association members in good standing may use the common elements in King's Cove, including the facilities -- the pool, tennis courts, and the clubhouse, etc. -- subject to applicable guidelines and rules. A "member in good standing" has no delinquent financial obligations to the Association. Members who are not in good standing can be denied use of the facilities, participation in Association functions, and voting rights.

COMMON ELEMENTS

The [Master Deed](#) explains and differentiates between the two types of common elements, general and limited.

As the name implies, "common elements" refer to areas within the boundaries of a condominium community that are shared by all co-owners with equal access.

The *Limited Common Elements* are those reserved for the exclusive use and enjoyment by the individual owner of the unit. Example: The space by each unit where a co-owner can have a deck or patio.

The [Master Deed](#) states how the co-owner shall maintain their unit and any adjoining limited common elements for which they have maintenance responsibility in a safe, clean, and sanitary condition.

DAMAGE TO COMMON ELEMENTS

Each co-owner is liable for Association costs from any damage to common elements caused by themselves, their family, agents, or invitees, as detailed in the [Master Deed](#).

COMPLIANCE

All King's Cove co-owners should have received a copy of the Master Deed, including the Condominium Association [Master Deed](#), when they closed on the purchase of their unit. Additional copies are available at the on-site office for a fee. All co-owners, and any tenants they may have, must comply with the deed restrictions in the [Master Deed](#) and any rules set by the Board of Directors, and provisions of Michigan law.

The Michigan Condominium Act, also known as [Act 59 of 1978](#), governs the creation, operation, and termination of condominiums in Michigan. It outlines the rights and responsibilities of condominium owners, associations, and developers. The act ensures transparency, establishes procedures for amendments to condominium documents, and addresses issues like property taxes and co-owner disputes.

Understanding these governing principles and restrictions will enhance your experience and the community's quality. Violations may result in court enforcement at the co-owner's expense. Immediate compliance is expected upon written notice of a violation.

Co-owners are notified of violations when they become known. Procedures regarding notifications and fines, when applicable, are detailed in the [Master Deed](#) and in Association rules.

INSURANCE

MASTER POLICY

The Association's master policy covers all common elements, including buildings and land, under a "single entity" format. It ensures buildings and units *as originally constructed*, including exterior and interior walls, floors, ceilings, and initial fixtures. Improvements or upgrades made after the initial construction of the unit are not covered. For example, if roof damage results in consequential damage to a newly remodeled, upgraded kitchen, coverage for the kitchen will be limited to the cost of the kitchen as originally constructed.

In the event of a loss for which the Association may have some responsibility, each co-owner must promptly contact the Association through its Property Manager or Board of Directors immediately after the incident occurs.

INDIVIDUAL POLICY

Condominium co-owners should get individual insurance for appliances, improvements, betterments, and personal belongings. An HO-6 policy also provides coverage for that part of the dwelling that belongs to the condominium owner; this includes alterations, appliances, fixtures, and improvements that are part of the building or are contained within the building. Both the dwelling and the contents are covered against named perils.

Co-owners should ask their insurance agent about buying endorsements for an additional premium that would provide more coverage than a basic policy. The availability of endorsements varies by company.

PARKING

Parking in King's Cove is governed by the [Master Deed](#), Association Rules and traffic ordinances.

PRIVATE VEHICLES

Only private passenger cars, non-commercial light-duty trucks, and motorcycles may be routinely parked in King's Cove. **The unit's garage is to be used for vehicle parking, not storage.** Guest parking spaces are for visitor parking only.

If the number of vehicles owned by a co-owner exceeds the available garage space, the additional vehicle(s) must be parked in the co-owner's driveway, unless the Board of Directors has determined it would be unsafe or unusable. Co-owners may park in the guest parking spaces ONLY after requesting permission in writing, obtaining written approval from the Board of Directors, and receiving a parking permit from the property manager.

Parking in Fire Lanes or anywhere along King's Cove Drive is prohibited. Local law officers patrol King's Cove, and violators can be ticketed.

Parking on any of the King's Cove lanes and streets is also prohibited and subject to fines by the Association. These streets are narrow and provide fire lanes on both sides. Illegally parked vehicles can block the access of work crew trucks and emergency vehicles.

OTHER VEHICLES

As stated in the [Master Deed](#), "No house trailers, commercial vehicles, vehicles with commercial plates, boat trailers, boats, camping vehicles, camping trailers, snowmobiles, snowmobile trailers, or non-private vehicles may be parked or stored upon the premises of the Condominium."

More detailed information is available in the [Master Deed](#), including details about fines for parking violations.

PETS

Pets -- dogs **and** cats – must be on a hand-held leash (not tethered) when outdoors. Pet feces must be picked up every time. Dangerous animals are not allowed.

Pets are not allowed to roam freely in common areas and must be attended by a responsible person. Pet owners are liable for any damage caused by their animals.

Co-owners must:

- Always supervise pets on common grounds.
- Control pet noise, like barking.
- Prevent pets from defecating near other units and urinating on garden areas.
- Always pick up, bag, and properly dispose of pet feces.

The [Pet Policy](#) is posted on the website.

Caution: During October and November, male deer (bucks) experience the rut, often becoming more bold and potentially aggressive. Maintaining a safe distance is highly recommended. In spring, when fawns are being born, does (female deer) may display aggressive behavior toward dogs while defending their young. There have been reports of dogs being injured in such encounters.

SALES/ADVERTISING

As per the [Master Deed](#), “No signs or other advertising devices shall be displayed which are visible from the exterior of a unit, including 'For Sale' signs, without prior written permission from the Board of Directors.” Soliciting or peddling is prohibited on King’s Cove property.

GARAGE AND ESTATE SALES

Co-owners are permitted such sales, provided they adhere to the policy published on the website. Also, sales are periodically organized as a neighborhood-wide event by the King’s Cove Social Committee.

RESTRICTIONS ON UNIT USAGE

SINGLE-FAMILY RESIDENCE

No unit in the Condominium shall be used for other than single-family residential purposes, and the Common Elements shall be used only for purposes consistent with such use. Refer to the [Master Deed](#) for more information.

CO-OWNER LEASING

Co-owners who wish to lease their unit are required to meet the qualifications outlined in the [Master Deed](#). Among the requirements, there is a rental cap of 10% and the co-owner must have owned the unit for at least two years before leasing their unit.

Co-owners interested in leasing their unit should inquire with management to determine if the cap has been met before marketing their unit for lease.

Short-term rentals, including vacation and Airbnb rentals, are not allowed.

The rules published on the website provide details on the leasing process, the requirements for obtaining management approval, and the documentation each co-owner and lessee must complete and sign.

Once leased, the co-owner is required to provide the lessee with a complete copy of the King's Cove By-laws. The lease document must include the requirement that renter-residents comply with all applicable [Master Deed](#), rules, and regulations while residing in King's Cove.

MODIFICATIONS

GENERAL GUIDELINES

Certain modifications are allowed only with Board approval, while others are not permitted. Learn more about modifications by reviewing various sections of the [Master Deed](#). For example, no co-owner shall alter the exterior appearance or make structural changes to their unit, including interior walls with support or utility easements, without written approval from the Board of Directors. This includes, but is not limited, to exterior painting, antennas, lights, aerials, awnings (refer to the awning policy posted on the website), doors, shutters, or other attachments or modifications. Do not modify your garage under any circumstances without prior written permission.

No drilling or nailing into the brick or siding to hang anything is allowed.

Co-owners must also avoid damaging or modifying common element walls that impact soundproofing. The Board will not consider modifications that compromise the condominium's soundness, safety, utility, or appearance.

Co-owners must not engage in landscaping activities or plant any trees, shrubs, flowers, or place ornamental materials on general common elements without written approval from the Association. Co-owners are, however, responsible for maintaining any flower beds they have planted in their personal spaces.

Exterior TV or cable wires, antennas, clotheslines, unapproved satellite dishes (See published policy on satellite installations posted on the website), fences, or doghouses are not allowed.

The policy regarding screen and storm door installations, including limitations on style choices, is provided on the website.

Refer to the [Master Deed](#) for much more information regarding modifications.

BIRD FEEDERS

These are not recommended as they attract mice and other animals, which can then get into your home. If you choose to have one, keep it as far from your unit as possible.

PLANTINGS

Vegetation along the Paint Creek must remain in place to control erosion from the top. Unauthorized alteration of vegetation, landscaping, or trees is **STRICTLY PROHIBITED**, and will subject the responsible co-owner to major fines and possible liability for consequential damage.

Nothing should be planted or installed in shared common areas. Gardens, flower beds, or other plantings will be removed at the co-owner's expense. This also applies to common garden elements, such as bird baths and bird feeders.

Co-owners should avoid planting in any area that might interfere with maintenance. Anything that has thorns or pickers should be avoided in such areas. No vines or other plant life should be growing on the buildings or fences that require periodic maintenance.

PERMANENT GENERATORS

Modification requests for the installation of permanent generators will be considered by the Board, subject to the provisions stated in the [Master Deed](#) and the policy published on the website.

AMENITIES

CLUBHOUSE

King's Cove Clubhouse Access for Residents

The King's Cove Clubhouse is available to co-owners and renters in good standing under the following guidelines:

1. Clubhouse Rental (Fees Apply)

Residents may rent the clubhouse for private events. Please refer to and follow the rental rules and process published on the [website](#).

2. Resident Gatherings (No Rental Fee) (Residents Only-No Guests)

The clubhouse may be reserved free of charge for events limited to residents. Reservations for events outside of business hours must follow the same process and rules applicable to paid rentals, except for the rental fee and deposit requirements.

Residents must use their (pool) fob for entry.

Events during business hours can be scheduled by contacting AMI or the property manager.

3. Open Access for Residents (Residents Only-No Guests)

The clubhouse is open for use by residents on weekdays (excluding holidays) from **9:00 AM to 4:00 PM**, subject to the following rules:

- Access is not permitted during scheduled/reserved events.
- Open access is limited to residents; guests are not allowed.
- Alcohol is strictly prohibited.

4. General Rules for All Clubhouse Use

- Minors must be accompanied by an adult.
- Absolutely no smoking or vaping is allowed inside the clubhouse and on the deck.
- Pets are not allowed.
- Residents are asked to:
 - Be respectful of management, maintenance, or contractor business activities taking place.
 - Clean up after use and close any deck umbrellas used.

Note: The clubhouse is under continuous video surveillance for security purposes.

RECREATIONAL FACILITIES

The rules for using these facilities on the common grounds are posted on the website. These include the use of the:

POOL

The pool normally opens Memorial Day weekend and typically goes through the third weekend in September, weather permitting. The pool opens daily at 10 AM, following a morning maintenance routine.

Rules for use are posted online.

A fob, which is available from the property manager, is required for entry. Surveillance video and electronic records document the co-owners' use of the pool.

TENNIS/PICKLEBALL COURTS

Rules for use are posted [online](#). The gate is kept locked. A key, for retention by the co-owner, may be obtained from the property manager. Each assigned key has a number associated with the co-owner. Duplication of this key is prohibited, and there is a fee for a replacement key.

OTHER RECREATION

A basketball court is provided between the pool and tennis/pickleball courts. Play is limited to daylight hours. Children using the swings and jungle gym should always be accompanied by someone aged sixteen or older. Field games, including football, baseball, and soccer, are not permitted in the streets, lanes, or other shared spaces within the community. Engaging in such activities near residential units may cause property damage and lead to resident complaints.

KING'S COVE BOARD AND MANAGEMENT

BOARD OF DIRECTORS

The King's Cove Board of Directors consists of seven elected co-owners who serve two-year terms without pay. Terms are staggered to ensure continuity. Elections are held at the Annual Meeting. All co-owners in good standing are eligible to run for election to the Board. Details about the nomination process are provided via email in the spring. The [Election Profile Form](#) for submission is available on the website.

The Board manages the condominium community in accordance with the [Master Deed](#), volunteering their time to benefit the Association. Every elected Board member is expected to abide by a Code of Ethics applicable to their role in the Association.

CODE OF ETHICS FOR DIRECTORS

Board members must act in the best interest of the entire Condominium community, making decisions guided by high ethical standards to protect residents' safety and property values. They may not use their positions for personal gain, accept gifts or favors from those seeking business with the Association, or use Association resources for private benefit. Board members must avoid seeking special treatment, misrepresenting facts, or promoting personal agendas. They are expected to make fair, unbiased decisions consistent with the Condominium's governing documents and to be knowledgeable about those documents.

FINANCIAL POLICIES OF THE BOARD

To ensure the long-term fiscal health of the King's Cove Association, the Board of Directors has established financial policies for its business operations. These policies are based on a thorough review of the Association's past, current, and future financial transactions.

The Board of Directors must annually allocate operating budget funds for expected capital improvements and emergency repairs, as required by the [Master Deed](#), and to meet cash flow needs.

The Board of Directors is responsible for preparing and approving the Association's annual operating budget. Once the budget is finalized, the Board must distribute copies to all co-owners by December 1st of each year. As part of the budget process, a reserve account is established annually to allocate funds for capital improvements. The Board monitors budget compliance monthly.

Furthermore, the Board routinely evaluates whether reserve funding adequately supports long-term capital improvement requirements to maintain the community's financial stability and proper maintenance. To support this evaluation, the Board commissions an independent reserve study at regular intervals.

AUDIT

At the direction of the Board, the management company contracts with an independent audit firm to review the Association's financial and tax data annually.

BOARD MEETINGS

Meetings are normally held monthly at the clubhouse on the fourth Thursday of each month, starting at 5 PM. The date and time of monthly meetings may vary periodically due to holidays, vacations, or administrative purposes. Upcoming meeting information is normally posted on the sandwich board at the King's Cove entrance.

Co-owners are encouraged to attend meetings and to submit suggested items for the agenda by email to the property manager.

Board meetings where confidential information is discussed are not open to co-owners.

THE BUDGET AND ASSESSMENTS

The Association's annual budget is allocated across two principal expense categories. The predominant category comprises ongoing maintenance expenditures, which encompass water, snow removal, lawn care, and related services. Additionally, administrative services and insurance for common property are incorporated within this budget framework.

The second category involves funds reserved for capital expenditures anticipated in the current and future years. To aid in the budgeting process, an independent reserve study is conducted periodically.

A monthly assessment is charged against each unit to fund the budget. According to the [Master Deed](#), all assessments levied by the Board of Directors against the co-owners covering the expenses of the Association shall be apportioned to and paid by the co-owners in accordance with the percentage of value allocated to each unit in the Master Deed.

Co-owners can find a list of all 399 units in King's Cove, along with the percentage of value applicable to each unit, in the [Master Deed](#).

PAYMENT OF ASSESSMENT

The monthly Association assessment is due on the first day of each month. Timely payment of these assessments is crucial for maintaining the financial stability of the Association.

If payments are made after the 10th of the month, they are considered late. Late-paying co-owners will be charged late fees and must pay any collection costs, including attorney fees. If a co-owner falls behind by two months or more, the Association will take legal action against them.

The management company supplies each co-owner with payment coupons and envelopes. Co-owners may also opt for automatic monthly withdrawals from their personal bank or credit union accounts.

To enroll, co-owners should contact AMI or the on-site office to obtain the necessary forms. Any co-owner experiencing significant financial difficulties and is unable to make timely payments should contact AMI immediately.

PROPERTY MANAGEMENT

The Association employs Association Management Inc. (AMI) to act as an agent of the Board and manage its daily operations, including financial, municipal, and legal affairs.

King's Cove maintains an on-site office, staffed by AMI, for the convenience of co-owners.

KING'S COVE ON-SITE OFFICE

The management and maintenance offices are located in the Clubhouse:

Role	Days	Hours
Manager	Tuesday and Thursday	9 AM to 5 PM
Maintenance Supervisor	Monday-Friday	9 AM to 5 PM

Holidays and vacations affect these hours.

The principal responsibilities of AMI and the property manager to the Association are listed below:

Task	Description
Fund Collection	Collecting regular and additional assessments from co-owners
Delinquencies	Assisting the Board in the collection of delinquent assessments
Fund Disbursement	Disbursing collected funds for expenses
Record Keeping	Providing records to the Board
Building Maintenance	Aiding the Board in maintaining buildings and grounds
Service Contracts	Entering into contracts with Board approval
Compliance	Complying with orders from authorities
Insurance Policies	Maintaining and reviewing insurance policies
Tax Forms	Preparing and filing tax forms

Budget Preparation	Collaborating with the Board to prepare budgets
Personnel Management	Investigating, hiring, compensating, supervising, and discharging staff
Bookkeeping	Maintaining sets of books and records
Communications	Sending communications to Association members
Complaint Management	Managing co-owner complaints and violations
Modification Requests	Administering co-owner modification requests

The Property Manager addresses the co-owner's business issues and questions in the on-site office. For account inquiries, contact the AMI Accounting Department, accounting@amicondos.com. Account information is also available in the Owner Online Portal.

MAINTENANCE SUPERVISOR

The maintenance supervisor, employed by the management company, reports to the property manager. Together, they oversee contractors for the Association. The supervisor or assistant will often complete maintenance and repair tasks directly. Co-owners should not interfere with employees or contractors while they work.

It is recommended that each co-owner give the property manager a key or code to their front door for emergencies. If no key or code is provided and a locksmith is needed to access the unit, the co-owner will be charged for the locksmith's services.

EMERGENCIES AFTER HOURS

For after-hours emergencies, contact the 24-hour answering service at 586-739-6001 and follow the prompts to reach the appropriate repair service. Association representatives have the authority to enter units for emergency repairs and maintenance of common elements; it is advisable to leave a key with management and update your emergency contact information to prevent forced entry.

COMMUNICATIONS

Co-owners should be kept well-informed about all matters affecting them. Management communications to co-owners rely principally upon the following:

- AMI King's Cove Website <https://amicondos.com/kingscove/>
- Annual Meeting of Co-owners
- Monthly Board Meetings
- Meeting Minutes Published on the Website
- Email Blasts (Be sure the property manager has your email address)
- Sandwich Board Messages, typically placed at the King's Cove entrance.
- Quarterly Newsletters: *The Cove News*

Co-owners should contact the property manager to submit articles for the newsletter or to place paid advertisements.

Important: Social media, like Facebook, and other neighbor-to-neighbor communications, are not official King's Cove communications and should not be treated as such.

OWNER ONLINE PORTAL

AMI provides a portal for co-owners to make payments, submit and get the status of work orders, send direct messages to AMI, and much more. The portal is available only to co-owners and requires a login name and password. If you have not received login credentials, please reach out to ami@amicondos.com, and one will be provided.

ANNUAL MEETING

The Annual Meeting of the Association is normally held in May or June, at a place and time announced well in advance. All co-owners are urged to attend. The typical agenda includes:

- Introductions of key personnel in Association Management
- Major Accomplishments and Objectives
- Question and Answer Period
- Election Vote Counting and Announcement of Results

ELECTION PROCEDURE

Elections are conducted in a four-phase process:

Phase One

1. Co-owners are emailed a notice to nominate:
 - a. They themselves,
 - b. Another co-owner, with their permission.
2. Incumbents whose terms are expiring decide to run for another term.
3. The management company validates each nominee's eligibility and prepares the ballot.

Phase Two

1. Ballots are mailed to each co-owner approximately 30 days before the meeting.
2. Co-owners complete the ballot listing co-owner's name(s), address, and signing.
3. Co-owners indicate who is the designated co-owner authorized to cast the ballot.
4. The designated co-owner votes by marking the chosen candidate(s).
5. Votes may be cast for any number of nominees up to the maximum indicated.
6. The designated co-owner then signs and dates the ballot.
7. Ballots are then submitted to the management company before the cutoff date and time using one of the following methods:
 - a) Deliver to the property manager on-site.
 - b) Email the ballot to the property manager.
 - c) Mail using the envelope provided.

Phase Three

The management company accumulates and validates all ballots to ensure they are:

1. Submitted by owners in good standing.
2. Signed by all co-owners.
3. Include the name of the designated co-owner, and it is signed by the designee.
4. Votes cast do not exceed the number of open board seats.

Phase Four

Validated ballots are brought to the annual meeting for counting by volunteer co-owners with oversight by a representative from the management company. Only the ballot, not the co-owner information, will be visible to the co-owners who count the votes.

Ballots are not accepted at the annual meeting...compliance with the procedure is essential.

MAINTENANCE AND REPAIRS

WORK ORDERS

Co-owners should submit each maintenance or repair request using a separate [work order](#). The preferred method for submitting requests is via the website. This ensures work orders are entered directly into the scheduling system. Alternatively, co-owners may obtain a blank work order form from the box located next to the clubhouse entry door. Complete the form in its entirety and place it in the mailbox labeled "communications". The pink copy is for the co-owner's records.

Once in the system, and the maintenance supervisor determines the Association is responsible, the supervisor decides the next steps. If the staff cannot do the job, it's assigned to a contractor. Non-urgent work may be delayed for efficiency or cost savings, such as grouping similar jobs for a lower price.

Example: Minor concrete repairs on the front stairs, posing no safety risk, may be postponed until other masonry work is needed.

Co-owners get an email confirmation when their work order is submitted and can track its status on the [Owner Online Portal](#). Additional questions may be directed at the maintenance supervisor.

Tenants must ask their lessor (the co-owner) to submit any necessary work orders.

PEST CONTROL

Submit a work order for any major pest problem inside or outside. If the co-owner notices bees or wasps entering the unit, they should call maintenance promptly. Co-owners should not spray them, as this drives them further into the unit.

SERVICE COMPLAINTS

Co-owners should report any complaints or concerns about services provided to the property manager and maintenance supervisor.

Television and internet cable lines are the responsibility of the co-owner and the company that installed them. Residents should communicate any concerns to the company, not King's Cove maintenance, to resolve any problems.

KING'S COVE ASSOCIATION NO TOLERANCE POLICY

This policy is deemed to be a provision of all contractual agreements for services to be or being performed on the premises of King's Cove Condominium or on behalf of the King's Cove Association and its condominium unit owners and residents.

SERVICE PROVIDERS

Any service provider, contractor, subcontractor, or service individual entering the King's Cove Community or participating in Community events shall at all times maintain a polite and courteous demeanor, and refrain from verbal or physical combative actions or activities with property management personnel, maintenance personnel, members of the Association's Board of Directors, and unit owners and residents with whom they may come in contact.

Actions which violate this policy include, without limitation, violence, threats of violence, stalking, intimidation, or harassment.

If the service provider, contractor, subcontractor, or service individual is reported to the Board as violating this policy, they may be subject to immediate termination of contract, services, or severance of the right of entry to the Condominium premises.

RESIDENT INTERACTIONS

All residents are reminded that respectful conduct is expected in all interactions within the community. Confrontations or hostile behavior toward neighbors, staff, or management will not be tolerated under any circumstances. Any co-owner who instigates or participates in such behavior may face penalties, including fines or further legal action as permitted by the condominium's governing documents.

POLICE INVOLVEMENT

When warranted, law enforcement authorities may intervene, leading to the preparation of a police report and the potential filing of charges against the alleged offender(s) with the relevant jurisdictional body.

UTILITIES AND SERVICES

GAS SERVICE

Some condominium buildings, especially older units, have a single gas meter. The cost of the gas used by the co-owners in these buildings is prorated based on each unit's value. This proration is managed by the management company.

An estimate of the cost of gas for the coming year is made for each building with a single gas meter. Then 1/12th of that amount is included in the monthly association payment each affected co-owner makes to the management company.

Example: The forecast for gas costs in the building for the coming year is \$4,000.

Building	Value	Percent	Amount	Monthly
Unit 1	.264	33%	\$1,320	\$110/month
Unit 2	.274	34%	\$1,360	\$113/month
Unit 3	.274	34%	\$1,360	\$113/month

In the spring of the following year, any variance between the actual and estimated cost is either billed to or refunded to the co-owner in the same proportions.

Refer to the [Master Deed](#).

GAS LEAK

If a building has a gas leak and Consumers Energy responds, they will require a check of the pilot lights in each unit before turning the gas back on. Co-owners may want to leave a key or a code with management in case they are away. This is another example of management needing access to the unit in an emergency. If a locksmith is needed for access, the cost will be charged back to the co-owner.

DTE POWER OUTAGES

To report a power outage or check repair status, visit <https://outage.dteenergy.com/map> online. The DTE APP is also available for mobile devices, which is very helpful when power is out.

WATER

The cost of water is included in the budget and is part of the monthly assessment paid by each co-owner. Co-owners should promptly fix any leaky faucets or toilets to avoid wasting water. High water use can lead to a needless increase in association assessments.

The community sprinkler system activates automatically based on sensors detecting dry conditions.

Residents should turn their spigot off when not using the hose. Hoses left under pressure can burst, resulting in flooding.

Management monitors building water usage. If excess use is observed, management will ask to inspect all units in the building. Co-owners will be billed for any problems found that are the co-owner's responsibility, such as faulty faucets, running toilets, etc.

DRAINS AND SEWERS

Co-owners must take care not to put anything in their drains that might create a blockage. Avoid pouring any kind of fat, oil, or greasy liquid down the drain. Instead, collect fats, greases and oils in a container and dispose of them in the trash. Allow starchy or fatty cooking liquids to cool and solidify before discarding in the trash. This will help keep kitchen drains clear and prevent costly plumbing repairs.

The only things that should be flushed down in the toilet are human waste (feces and urine) and toilet paper. Flushing anything else can cause clogs in the plumbing, sewer backups, and environmental harm. Here are just a few items that should never be flushed, **even if they are labeled as flushable**:

- Baby wipes and cleaning wipes.
- Paper towels and facial tissues.
- Feminine hygiene products.

In King's Cove, where drainage from multiple units converges into a central pipe, not following this guidance may result in significant problems for the entire building.

Basement flooding from sewer backups, burst pipes, and hot water tank failures happen occasionally. Co-owners should be certain their insurance covers damage from flooding.

WASTE REMOVAL

The cost for basic service is included in the monthly assessment.

TRASH AND RECYCLE PICKUP

TRASH

The regular trash removal day for King's Cove is Tuesday. If the schedule is changed due to certain holidays, collection will occur on Wednesday instead. Residents will be notified in advance when the schedule changes due to a holiday.

Trash should be bagged, even if it will be placed in a can, and kept out of sight until pickup day. Both measures help keep blowing trash to a minimum. Articles being recycled should be well secured so as not to be blown or fall onto the lawn or street.

Trash should not be placed out earlier than 6 PM the night before pickup. Containers for trash and recyclables must be used to prevent local animals from tearing apart bagged refuse. Empty containers are to be returned to the garage by the end of the pick-up day.

Contractors doing work for a co-owner should remove any resulting debris and are responsible for its disposal.

RECYCLING RULES

Recyclables must be placed loose in a recycling bin. Do not bag recyclables in plastic or paper bags; bagged recyclables are disposed of as trash at the sorting facility.

Accepted Materials:

- Paper products (newspaper, magazines, catalogs, office paper, junk mail, cardboard, boxboard)
- Plastics (#1, #2, #4, #5, #6, #7; e.g., bottles, jugs, containers; NO Styrofoam)
- Aluminum, tin, steel, household metals (empty cans, foil, pans, small scrap metal)
- Glass bottles and jars (any color)

Preparation:

- All containers should be rinsed and dry to prevent contamination (food, liquids, grease, dirt).
- Labels may remain on containers—even glass and plastic.
- Keep caps on plastic bottles and containers.
- Cardboard must be broken down or flattened.
- Set out carts by 7 AM on your collection day.

Prohibited Materials:

- Plastic bags, plastic film (grocery bags, bread bags, air pillows, plastic shipping envelopes)
- Polystyrene foam (Styrofoam)
- Tanglers: extension cords, wire hangers, rope, lights, plastic hangers
- Plastic cutlery, straws, toothbrushes
- Tissue, paper towels, napkins, shredded paper
- Batteries, hazardous waste
- Any trash, food waste, or fluids

When unsure, throw questionable items in the trash to avoid contaminating recyclables.

YARD WASTE

Yard waste pickup and disposal are seasonal. The spring service start date and the fall end date will be announced each year. Properly bagged yard waste must be placed curbside by 8 AM on Mondays (Tuesday if Monday is a holiday) for scheduled collection and disposal. Use only designated paper yard waste bags. Plain paper bags, like grocery bags, which can tear easily, will not be picked up.

DUMPSTERS AND BINS AT THE CLUBHOUSE

Co-owners are not allowed to use dumpsters and bins around the clubhouse and recreation areas which are allocated to the maintenance staff and designated contractors.

SEASONAL PREPARATION

FALL CLEANUP

The Association cleans gutters and removes leaves and yard waste from the common areas, in phases, starting in late October and continuing until all leaves have fallen. Warning: Gutter cleaning is messy. Residents should remove or cover anything they don't want damaged.

Co-owners are responsible for the following measures to clean up patios, decks, and planted areas around their unit in the fall:

- Access the water valve to the outside faucet(s) in the basement and turn it off.
- Turn off the outside faucet(s).
- Disconnect and drain the water hose(s).
- Remove and store any outdoor furniture, garden tools, toys, and similar items.
- Remove leaves, dead flowers, and other yard waste from decks and patios.
- Empty any plastic hanging flower baskets and put empty containers in their recycling bin.

HOLIDAY DECORATIONS & LIGHTS

The Association permits decorations and holiday lights in accordance with established guidelines and restrictions, which are available on the [website](#). Co-owners are responsible for any removal costs incurred and will be subject to a \$50 fine for violations.

WINTER SNOW & ICE

The Association removes snow and ice when necessary. Co-owners can also use ice-melt products available at the Clubhouse: salt for asphalt and calcium chloride (white pellets) for concrete.

Driveways cannot be plowed when vehicles are parked on either side. It is recommended that all vehicles be moved before plowing and returned to the driveway promptly once plowing is complete. Please note that failure to relocate a vehicle may prevent neighbors from benefiting from a plowed driveway.

Snow removal will start within four hours after the end of a storm, provided there has been an accumulation of at least 1.5 inches. If you encounter any problems, please inform the property manager or maintenance supervisor. The timing of service is based on crew availability, and work will be completed as soon as possible.

The snowplowing company installs and later removes stakes along driveways and sidewalks each season. The stakes should be left in place, as the Association is charged for any missing stakes.

In winter, each co-owner should:

- Turn outside faucet(s) off, disconnect and drain water hose(s) if not yet done.
- Please remove all items from your porch for the snow shovelers.
- Reset any humidifier in the unit to the “winter” position.
- Keep the garage door and windows closed to avoid frozen pipes, which may become the owner's responsibility in the event of negligence.

Additional actions to consider if leaving the unit for an extended period:

- Advise property management and leave emergency contact information.
- Set the thermostat no lower than 55 degrees, and the water heater to low.
- Leave cupboard doors below the sink open to keep pipes warm.
- Use a light timer and have someone check the unit periodically.
- Share travel plans with neighbors.

Note: Ice in gutters is normal, as are icicles coming from gutters. Please contact maintenance only if you notice a resulting inside leak.

SAFETY AND SECURITY

LAMP POSTS

Lamp posts with a clear or frosted 75-watt bulb by each unit help with neighborhood security. Maintenance will replace bulbs, as needed, upon submission of a work order. For security, have burned-out bulbs replaced promptly by maintenance.

VIDEO SURVEILLANCE AND ALARM SYSTEM

Premises around the clubhouse and recreational facilities are under video surveillance. Additionally, the clubhouse has an alarm system that will summon police if triggered.

VIDEO SURVEILLANCE INSTALLATIONS BY CO-OWNERS

Any surveillance device installation by individual co-owners is a modification that requires advance approval by the Board. Any co-owner wishing to make such an installation should refer to the rule posted on the [website](#) to understand the guidelines and restrictions before submission of a modification request.

SAFETY ON THE ROADS

The speed limit on King's Cove Drive is 25 mph, and 15 mph on the lanes and courts off King's Cove Drive, i.e., Autumn Lane, Candlestick Lane, King's Cove Court, etc.

Anyone driving within King's Cove should be cautious of deer crossings, especially by the curve at Brookside Court (entrance to the Clubhouse and recreational facilities). Drivers should be especially careful during the spring and early summer when there are many fawns in the neighborhood, and in the fall rutting season when deer may be aggressive.

When you see one deer, reduce your speed and remain vigilant for additional animals, as they usually travel in groups. Extra caution is advised at dusk and dawn when deer movement is most prevalent.

Accidents with domestic or wild animals should be reported to the police first, then to the property manager or maintenance supervisor. The report should include the location and state of any injured animal.

When exiting King's Cove onto Tienken Road, drivers should:

- Be aware of cyclists coming from either direction.
Note: Cyclists going downhill may be travelling at a high rate of speed. Look both ways.
- Stay back when turning left so as not to block the vision of a driver in the right lane.
- Watch for pedestrians who may start to cross quickly when the traffic light changes.

FIRE AND SMOKE ALARMS

Having alarms for smoke, fire, and carbon monoxide (CO) in your condominium unit is essential for personal safety and property protection. These alarms serve as the first line of defense, providing early warnings that can save lives by alerting you to dangers before they escalate. Early detection allows for prompt evacuation and emergency response, significantly reducing the risk of severe injury, fatalities, and property damage.

FREE SMOKE AND CARBON MONOXIDE ALARM PROGRAM

The Rochester Hills Fire Department has been installing smoke and carbon monoxide alarms to residents, free of charge, for over a decade. The Rochester Hills Fire Department has teamed up with MI Prevention, a State of Michigan agency focused on Community Risk Reduction. MI Prevention has provided over 1,000 smoke alarms that were installed in homes in Rochester Hills. If you would like a free smoke alarm or carbon monoxide alarm (if available), please contact our Fire and Life Safety Educator at [248-656-4717](tel:248-656-4717) to schedule an appointment.

<https://www.rochesterhills.org/departments/fire/home.php>

FIREARMS

As stated in the [Master Deed](#), co-owners must not allow the use of firearms, air rifles, pellet guns, BB guns, bows, or similar dangerous weapons on King's Cove premises by anyone.

FIREWORKS

The use of fireworks on private property owned by others, e.g., King's Cove, is prohibited by the City of Rochester Hills. A violation of this regulation could result in a fine from the city (\$1,000.00). Additionally, King's Cove [Master Deed](#) prohibits the use of fireworks. Even if this prohibition did not exist, the use of fireworks in a condominium complex like ours would certainly be unsafe.

FLAMMABLE ITEMS

Fire pits, chimeneas (outdoor fireplace chimney), tiki torches, and similar products presenting a fire risk are prohibited in the complex. The [Master Deed](#) provides a full list of prohibitions.

MAIL

For security, mail should be retrieved from the mailbox daily. Residents leaving town should have mail delivery suspended, forwarded, or picked up by a trusted neighbor or relative.

Any suspicious activity in or near the mailboxes or in the complex should be reported to the police by calling 911. Mail theft should be reported to the Oakland County Sheriff at 248-858-4951 and the Rochester Post Office.

Residents can also sign up for *Informed Delivery* from the post office—*Informed Delivery*® is a free and optional notification feature that gives residents the ability to digitally preview their letter-sized mail and manage their packages scheduled to arrive soon. It sends participants an email every day of what they are receiving in the mail.

OTHER CONSIDERATIONS

WILDLIFE FEEDING

DEER AND GEESE

Co-owners are required to adhere to all state, county, and local regulations concerning the feeding of deer and geese. The City of Rochester Hills expressly prohibits this activity. For further information, please refer to the City's [website](#).

OTHER WILDLIFE

Feeding wildlife is harmful to the animals – including feral cats - and bad for the community. Wildlife must learn to fend for themselves to survive.

Feral kittens may be cute, but the explosion in the number of feral cats has become a problem in our community that worsens if residents feed them.

FRIENDLY REMINDERS

Besides the [Master Deed](#), Bylaws, and Rules, common sense and courtesy help everyone enjoy the neighborhood.

Security Lights/Headlights	Don't shine lights into neighbors' units for extended periods
Retaining Walls	Walls are for soil retention, not play
Cycling	Do not cycle on the grass
Lawn Areas	Shared by the community except private spaces
Common Areas	Keep a respectable distance from other units; minimize noise

FINAL THOUGHTS

Get to know your neighbors! Building connections enhances community spirit, security and helps resolve any issues directly.



Thank you for helping make our community a place to LOVE!

QUICK REFERENCE CHART

There are various resources available to find what you need. Specifically, you can visit amicondos.com/kingscove, the [King's Cove Website \(KCW\)](#), the Owner Online Portal (PORT), make a request to the property manager (PM), maintenance supervisor (MS), or contact AMI.

NEED	KCW	PORT	PM	AMI	MS	Comments
Awnings	X					
Board Minutes	X		X			Available after approval
Budget	X		X			Mailed to co-owners in Dec.
Master Deed & Bylaws	X		\$			Use search function
Clubhouse Rental	X	X	X			mlh2013@hotmail.com
Community Services	X					
Emails From AMI		X				
Forms	X		X			Including parking permits
Garage Sales	X					
Generators	X					
Holiday Decorations	X					
Ice Melt			X		X	
Insurance Certificate-KCove	X					K. Adkins 248-716-6024
My Account Balance & Info.		X		X		
Newsletter	X		X			
Pets	X					
Pool Access fob			\$			Fee applies to replacements
Pool Rules	X					See also the poolside sign
Portal FAQ's		X				Helpful videos
Portal Login Instructions		X				Call AMI if you have a problem
Satellite Dish	X					
Screen & Storm Doors	X					
Tennis/Pickleball Court Key			\$			Fee applies to replacements
Work Order Form	X		X			In a box by the Clubhouse Door
Work Order Status		X	X		X	

Note: \$ indicates a fee may apply. Be prepared to show ID when making requests in person to the property manager. Key and fob requests are examples.

RESEARCHING TOPICS IN THE [Master Deed](#)

The Guide often refers to the [Master Deed](#) & Bylaws. Review the relevant sections as needed. Use the search function (magnifying glass symbol) in the documents to find specific terms.

MAP OF KING'S COVE CONDOMINIUMS

KING'S COVE

