

Willow Wood News

June, 2019

WWCA Phone # 616-546-0632
WWCA Email: info@willowwoodscondos.com

WWCA Board of Directors:

Name/Position	Address	Term Ends
Nancy Hendricks, President	2991 Windy Willows	December, 2019
Val Welling, Vice President	2995 Windy Willows	December, 2019
Peg Barry, Treasurer	11842 Willow Wood South	December, 2019
Heather Snowdin, Secretary	11883 Willow Wood South	December, 2020
Jim VandenBrink	2977 Windy Willows	December, 2020
Kai Choummanivong, Manager		

Meeting Date: Second Wednesday of Month (beginning July 2019)
Meeting Time: 6:30 pm
Meeting Location: 2977 Windy Willows (Jim VandenBrink's home)

WW Board Meetings - Beginning in July, the Willow Wood Board will be meeting on the second Wednesday of every month at 6:30 pm. If any resident wishes to attend, the first 15 minutes of each meeting will be reserved for public (resident) comment. Each resident will be limited to two minutes of comment in order to allow all to speak. Please be advised, however, that the board will not make any decisions on public comments but will take them into consideration and respond at a future date. Residents are welcome to stay for the remainder of the meeting but are not allowed to comment on other agenda items.

Results of Cable/Internet Service - In the last newsletter, there was a survey regarding an offer from Charter Spectrum for a group rate for Cable TV and Internet service. Since there were only 59 resident responses, WW will not be pursuing this offer.

2019 Budget - The 2019 WW Budget was inadvertently left out of the last newsletter. Please find it enclosed with this one.

WW Buildings/Grounds Team - The Willow Wood Board would like to establish a Buildings & Grounds Team. This group would be advisory in nature in addition to actually doing work around our property. The type of work to be done may include such things as removing dead trees, re-planting shrubs where dead ones are removed, replacing gutter downspouts, etc. If you are interested in serving our community in this way, please place a note in the WW mailbox or contact any WW board member by July 1.

Thank you to Jim VandenBrink - Willow Wood owes a huge "THANK YOU!" to Jim VandenBrink for the work he has been doing around the neighborhood. He, along with some friends, cut down and removed a huge spruce tree that had become uprooted and was in danger of falling down (potentially on a unit). He has also been picking up and disposing of debris and weeds, assisting Kai with landscape issues, and helping with gutters and downspouts. He is saving the Association (all of US) a good deal of money so please thank him when you see him.

Board Member Solicitation for Fall - Three board members terms will expire in December, 2019. Any resident who is interested in serving on the WW Board must submit the enclosed Board Member Information Sheet by **Friday, August 2, 2019**. Please state your reason for wanting to serve and any past board service. All submissions will be on the ballot at the Annual Meeting in October.

Thank You to Holland Board of Public Works! A big shout out to Holland BPW for donating 200 light bulbs for use on the exterior of our garages. This is approximately a \$900 savings for WW as we were paying around \$4.50 per bulb.

Summer Social - A Summer Ice Cream Social is being planned for Sunday, July 21, 3-5 pm. It will be held in the Windy Willows cul-de-sac (the one at the back of our property). Ice Cream and toppings will be provided by Willow Wood and **you are asked to bring your own chair and beverage**. The rain date is Sunday, July 28.

Special Requests - PLEASE do not ask our vendors (landscaping, repair persons, etc.) for any special requests. This includes removing shrubs, spraying weed killer (or not spraying weed killer), etc. Our service people have been instructed to take orders only from their supervisor which ultimately comes from our Willow Wood manager as directed by the WW Board. If you have a request, you must submit it to the Board by contacting our manager, Kai, either by placing a note in the WW mailbox or via email which is listed at the top of this newsletter. Please be advised that if you do request and receive extra services, you will be billed for that service.

Additionally, please do not tamper with or remove any equipment left by a vendor, particularly animal traps. These traps are set and left for a reason and, even if you notice that something has been caught, you are asked not to mess with it. Simply let Kai know and he will see that the vendor comes out to remove it. Tampering with equipment could result in injury and/or damaging things that belong to others which could cost the association money to replace.

Duct & Vent Cleaning - Our manager has again obtained quotes for duct and vent cleaning - both dryer and HVAC vents. This will be at the expense of each individual homeowner, but if you have not had this done in the last five years, you are **STRONGLY** encouraged to do so. It has been proven that lint and dirt buildup in vents is a huge fire risk and, unlike single-family homes, you are not only putting yourself in danger, but also your neighbors in adjoining units.

The costs for the duct and vent cleaning by Stanley Steemer are as follows:

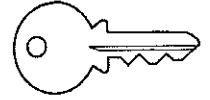
HVAC Cleaning -	\$324.00
Dryer Vent Cleaning -	<u>\$ 59.00</u> (clean from inside, moving dryer and hookups)
TOTAL for Both -	\$383.00

You may sign up for BOTH dryer vent cleaning and HVAC cleaning OR one or the other. We need 25 residents to sign up to receive the group discount. Included in this newsletter is a form to complete to indicate which service you want. Please return the form to the WWCA mailbox **BY JULY 1**. Your payment will be collected once we see how many residents sign up.

Pruning - Our landscape company will be pruning shrubs the week of **June 24**. If you do not wish them to touch your shrubs and plants, please tie a RED ribbon on or around the tree, shrub, or plant.

Who Has Your Extra House Key? According to the WW By-Laws, Article VI, Section 12,

"The Association shall have access to each unit and any Limited Common Elements appurtenant to the Unit at all times without notice as may be necessary to make emergency repairs to prevent damage to the Common Elements or to another Unit. It shall be the responsibility of each Owner to provide the Association means of access to his Unit and any Limited Common Elements appurtenant to it during all periods of absence..."



It is very important for the Association to know how it can enter your unit in the case of an emergency, ie: fire, water leak, etc. because obviously your neighbors would also be affected by such events. Please update this information on the enclosed Form and return to the WW mailbox **BY JULY 1**.

Newsletter Distribution - The Board is considering sending the newsletters out via email rather than printing and distributing them. Two reasons for this is: 1) money would be saved in printing costs, and 2) it would ensure that the newsletter would be received (sometimes the newsletters blow off of door handles). If you agree to receive your newsletter via email, please indicate your agreement and submit your email address on the enclosed form **BY JULY 1**.

Annual Assessment - Just a reminder that the \$500 annual assessment for roof replacements began this year. Each unit is required to pay a \$500 annual assessment for six years, with 2019 being Year One. This assessment may be paid in one lump sum or divided in any way that works for the owner. Our bookkeeper will keep track of your payments but you should also do the same by recording your check numbers, amounts, and date/s paid.

New Residents - Please join us in welcoming our newest Willow Wood residents:

Jonathon & Hannah Benedict	2943 Windswept Ct.
Sandra Buhl	2901 Willow Terrace Ct.

Condolences - Unfortunately, we have also lost one of our WW neighbors in the last few months as well. Our condolences to the family of Connie Vadeboncoever who resided at 2999 Windy Willows.

Containing and Picking Up After Pets - There have been a number of pet droppings reported again recently. As a reminder to our pet owners (this includes dogs and cats), the WWCA By-Laws clearly spells out the responsibilities of owning a pet in our community. Specifically, there have been noticeable signs of pet feces. The By-Laws state in Article VI, Section 8:

"No pets (again, this includes dogs AND cats) may be permitted to run loose upon the Common Elements. The owner of any pet shall be responsible for cleaning up after it. Deposits of fecal matter shall be immediately removed by the owner of the pet dropping them."

Garage Sales - Garage sales are limited to two dates per year, as follows:

Third Saturday in June - June 15 this year

Third Saturday in September - September 21 this year

These are the only two days on which garage sales may be held at Willow Wood. Residents are responsible for advertising their own sale and putting up signs.

Trash Containers - Just a reminder that trash containers should be kept out of sight, either in your garage or behind shrubs on side of unit. Under no circumstances should they be stored in front of the condo unit. Garbage bins in front of our homes do not project a very clean appearance for our community.

Renting Condos - The Board discourages WW owners from using their properties as rental units because, ideally, we want an owner-occupied community. Owners who reside in their own homes naturally take more pride in the upkeep. However, if a unit is used as a rental property, the owner of the unit must notify the Board as to who is living in the unit in addition to paying a \$250 fee to the Association each time the unit is "turned over". The condo owner is also responsible for paying the monthly dues and registering their unit as a rental property with Holland Charter Township.

If you do lease your unit, a copy of your lease agreement must be provided to the WW Board.

Selling Condos - When selling your unit, whether to a stranger or a relative, please remember that the Board must be informed of the change in ownership. The reason for this is that our treasurer and bookkeeper need to know who is paying the monthly association fee. Additionally, whenever a unit changes hands, the new owner must pay a \$750 buy-in fee.

Other Items/Reminders

- **Monthly Fees** - As a reminder, the monthly condo fee of \$200 is due no later than the 10th day of each month, after which a \$15 late fee is assessed.
- **Outdoor Grills** - Use of outdoor grills (gas or charcoal) is allowed but must be at least 10 feet away from the home when in use.
- **Parking** - There is no parking allowed on WW streets between the hours of midnight and 8:00 am.
- **Garage Doors** - According to WW By-Laws (Article VI, #9), "garage doors must be kept closed at all times when they are not in use". This Article also states, "No inoperable vehicle or vehicle without a valid license plate may be parked outside of a garage."
- **Requests, Opinions, Information, Etc.** - All repair requests must be in writing, either via the association mailbox or email: info@willowwoodscondos.com. Any urgent repair needs may be reported by calling the association phone #616-546-0632. Please be patient with requests as many require some degree of research, which may delay response time. **IF YOU CALL THE ASSOCIATION PHONE #, PLEASE LEAVE A MESSAGE WITH YOUR NAME, ADDRESS, PHONE #, AND NATURE OF REQUEST.**

Association Phone# - 616-546-0632

Sincerely,
Your WWCA Board

Enclosures:

- 2019 Budget
- Board Member Candidacy Information Sheet - RETURN TO WW MAILBOX
- Resident Directory
- E-Mail Agreement Form - RETURN TO WW MAILBOX
- Stanley Steemer Vent Cleaning Form / Extra House Key Form - RETURN TO WW MAILBOX

Willow Woods
2019 Budget

		2019
		<u>Budget</u>
Income		
	Association Dues	\$220,800
	Transfer from Contingency	<u>\$11,957</u>
Total Income		\$232,757
		\$200/mo
<u>General Operating Expense</u>		
	Insurance	11,391
	Office Supplies	75
	Postage	100
	Printing and Copying Fees	450
	Website	150
	Cell Phone	150
	Accounting Fees	1,500
	Manager	6,000
	Legal Fees	1,000
	Michigan Fees/LACA Dues	120
	Association Events Expense	150
	Water	29,500
	Sprinkling	16,500
	Electric	1,200
	Building Repairs	6,000
	Roof Leaks/Snow/Ice Removal	1,500
	Light bulbs	500
	Landscape Contract	52,150
	Landscape Maintenance	4,000
	Sprinkler System Repair	5,000
	Snow Removal	24,000
	Animal Control	<u>3,500</u>
Total General Operating Expense		\$164,936
Reserves		<u>\$67,821</u>
		\$232,757

Willow Wood Condo Association
Board Member Information Sheet

Name

Address

Phone #

Years of WW Residency

Why are you interested in Willow Wood board membership?

Have you served on any other boards? If so, what?

Place form in Association Mailbox to the attention of:

Nancy Hendricks, President
Willow Wood Association Board

Willow Woods Association
RESIDENT INFORMATION

Name	Address
Abbott, Patricia	11964 Willow Wood South
Alligood, Chris & Carla	11954 Willow Wood North
Andrews, Robert	2940 Willow Terrace Court
Andrzejewski, Brady/Hannah Hughes	11973 Willow Wood North
Baker, Jane	2936 Willow Terrace Court
Barrett, Florence	2905 Willow Terrace Court
Bartlett, Frederick & Patricia	2938 Willow View Way
Barry, Peg	11842 Willow Wood South
Beckman, David & Kimberly	11815 Willow Wood North
Beckman, David & Kimberly	2981 Windy Willows
Bell, John	2887 Windswept Court
Benedict Jonathon & Hannah	2943 Windswept Court
Bleeker, Mike & Shirley	11969 Willow Wood South
Boes, Dale & Elaine	2906 Windswept Court
Brenner, Maggie	11956 Willow Wood North
Brown, Ruth	11882 Willow Wood North
Buhl, Sandra	2901 Willow Terrace Court
Carbine, Henry (Bob) & Sally Jo	11899 Willow Wood North
Chismar, Dorothy	11856 Willow Wood North
Cooper, Linda	2931 Windswept Court
Dams, Eugene & Shirley	2934 Willow View Way
Davis, Louise	2945 Willow Terrace Court
DeVree, Richard	11953 Willow Wood North
DeWeerd, Gerald & Marjorie	2942 Windswept Court
Dickerson, Paul	2934 Windswept Court
Driesenga, Jillayne	11963 Willow Wood South
Driscoll, Margo	2910 Willow Terrace Court
Dwyer, Peter & Barbara	2944 Willow Terrace Court
Dykema, Ronald	11878 Willow Wood North
Dykstra, Denise	2937 Willow View Way
Ellerbroek, Karl & Adele	11960 Willow Wood North
Ensing, Don & Marilyn	11823 Willow Wood North
Evans, Tim	2939 Windswept Court
Garrison, Robert	2996 Windy Willows
Gebben, Jack	2986 Windy Willows
Getz, Gail	2992 Windy Willows
Groenewoud, John	2937 Willow Terrace Court
Hendricks, Nancy	2991 Windy Willows
Hill, Dorothy	11977 Willow Wood South
Hulett, Leila (Lee)	2939 Willow View Way
Israels, Barb	2932 Willow Terrace Court
Jack, Robert	2978 Windy Willows
Jenkins, Teresa	2982 Windy Willows
Jordan, Karen	2914 Willow Terrace Court
Kars, David	11976 Willow Wood North
Kegerreis, Jean	11965 Willow Wood South

Willow Woods Association
RESIDENT INFORMATION

Kilinski, Cheryl	11967 Willow Wood South
Kluitenberg, Annabelle	11948 Willow Wood North
Kortman, Tabitha	2941 Willow Terrace Court
Loftquist, Holly	2935 Windswept Court
Luke, Laurie	11881 Willow Wood North
McKeeever, Paul	11895 Willow Wood North
McLarty, Shirley	11819 Willow Wood North
Maatman, Lori	11957 Willow Wood North
Martin, Bob & JoAnn	2933 Willow View Way
Melton, Jeanne	11975 Willow Wood South
Moore, Margaret	2987 Windy Willows
Mulder, Patricia	11971 Willow Wood North
Nyitray, Marie	11889 Willow Wood North
Overbeek, Shirley	2936 Willow View Way
Parker, Shirley J	11852 Willow Wood North
Pieper, Cindy	11885 Willow Wood South
Ponstein, Ken & Sandra	11946 Willow Wood North
Reimink, Dale & Alyce	11829 Willow Wood North
Reimink, June	11818 Willow Wood North
Reynolds, Deborah	11958 Willow Wood North
Robitaille, Andrew & Abigail	11833 Willow Wood North
Robinson, Mary Lou	11863 Willow Wood North
Schimpf, Lori	11951 Willow Wood North
Sjoerdsma, Steven & Sharie	11871 Willow Wood North
Slagh, Arlon	11886 Willow Wood North
Smith, James & Judith	11867 Willow Wood North
Snowdin, Bill & Heather	11883 Willow Wood South
Spaulding, Jack & Clover	11877 Willow Wood North
Spicer, Penny	11848 Willow Wood North
Steenwyk, Larry	11978 Willow Wood North
Stelter, Jim & Diane	2883 Windswept Court.
Stewart, Mary Jane (Jean)	11885 Willow Wood North
Stoudt, Richard & Sylvia	2933 Willow Terrace Court
Stremler, John & Joan	2932 Willow View Way
Swanson, Patti and Timothy	11822 Willow Wood North
Troast, Rob & Evelyn	11962 Willow Wood South
Tuttle, Jordon & Shelly	11826 Willow Wood North
Vadeboncoever Estate	2999 Windy Willows
Van Asperen, Ralph & Vicki	11844 Willow Wood South
VandenBrink, Jim & Marcia	2977 Windy Willows
VanDerWege, Greg	11955 Willow Wood North
Viening, Gail	2935 Willow View Way
Ward, Judith	2930 Windswept Court
Welling, Val	2995 Windy Willows
Wilson, Joseph	2938 Windswept Court
Winters, Linda	2902 Windswept Court

Willow Wood Condo Association – Email Authorization 2019

To All Co-Owners:

In an effort to provide more timely, effective and efficient communications and notices to the members of Willow Wood Condo Association, the Association's Board of Directors is seeking your authorization to receive Willow Wood Condo Association communications and notices via email. Items would be sent via your email address as a Blind Copy Recipient.

If you agree to receive future notices and communications by email rather than by mail, personal delivery or other method of service, please provide the information below, date and sign this form, and return the form to the Association in the Association mailbox or mail to: 11970 Willow Woods N, Holland, MI 49424

AUTHORIZATION

I hereby authorize Willow Wood Association to use the email address set forth below to deliver all communications and notices the Willow Wood Association is permitted to deliver by electronic mail pursuant to the MI Nonprofit Corp Act and Willow Wood Association condominium documents. I acknowledge that Willow Wood Association will utilize my email address in lieu of sending any communications or notices by mail, personal delivery or other method of service except as otherwise may be specifically required by the MI Nonprofit Corp Act, the MI Condominium Act or the Willow Wood Association condominium documents.

I acknowledge that this authorization will remain in effect until I provide Willow Wood Association written revocation of this authorization. I also acknowledge that if I wish to discontinue receiving communication and notices at the specified email address, or if I change my email address, it is my obligation to notify Willow Wood Association in writing.

Emails sent by Willow Wood Association Board of Directors will be sent as "BCC" (Blind Carbon Copy). Willow Wood Association will NOT divulge said email address to other persons or businesses.

I have executed this authorization on _____ 2019
(date must be inserted)

Designated email address for future notices: _____
Print Clearly

Co-Owner***

Co-Owner***

Signature Required

Signature Required

Printed Name Required

Printed Name Required

Street Address Required _____

*** All Co-Owners of the property **MUST** execute this authorization per attorney recommendation.

Dryer Vent & HVAC Cleaning

Name: _____

Address: _____

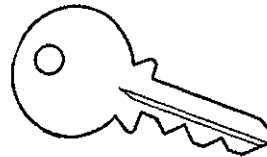
Check your choice:

_____ Dryer Vent Cleaning Only - \$ 59.00

_____ HVAC Cleaning Only - \$324.00

_____ Both Dryer Vent & HVAC Cleaning - \$383.00

Return this form to the Willow Wood mailbox by July 1.
Check to be collected later.



Extra House Key

Your Name: _____

Your Address: _____

An extra key for our unit can be found with the following person:

Name of Key Holder: _____

Address of Key Holder: _____

Phone # of Key Holder: _____

Return this form to the Willow Wood mailbox by July 1.