



WELCOME

Welcome to the Willow Woods Condominium Association. As a new resident and member of our Association, we would like to provide you some pertinent information. This packet is not all inclusive and we advise you to read through your Condominium Bylaws, found in your Purchaser's Handbook. They will explain the responsibilities of residents in more detail.

WWCA CONDO BOARD

Willow Woods Condominium Association
11970 Willow Wood North
Holland, MI 49424

Phone: 616.546.0632

Website: www.willowwoodscondos.com

Email: info@willowwoodscondos.com

The Condo Board meets periodically throughout the year. Please use the enclosed "Request and Suggestion form" to alert the board to your needs. A board member will acknowledge receiving the form and tell you how it will be handled in a prompt manner. As a general rule, all needs must be in writing to be assured that they are fully understood.

INCLUDED IN THIS PACKET

- **Request & Suggestion Form:** This form is helpful in letting the Board know of any concerns or needs you may have.
- **Resident Information Form:** Please complete this form and place in the drop box as soon as possible after purchasing your condo OR if information changes.
- **Current Fiscal Year Budget:** Keep yourself up-to-date on the financial status of your Association.
- **Recent Newsletter:** Newsletters are published periodically and distributed to your front door as information needs to be shared. One exception is the newsletter and annual meeting information sent out just prior to the October Annual Meeting. This is mailed to condo owners via U.S. Mail.

- **Screen Door Agreement:** This form needs to be completed and returned to the Board prior to installation.
- **Satellite Dish Agreement:** Board consent is needed prior to the installation of a satellite dish.
- **Fire Pit Agreement:** Board consent is needed.
- **Sunsaver Awning Agreement:** Board consent is needed prior to the installation of an awning.
- **Privacy Fence Agreement:** Board consent is needed prior to the installation of a privacy fence.
- **Storm Windows Agreement:** Board approval is required before the installation of Storm Windows.
- **Application For Approval to Buy/Sell Condominium**
- **Application For Approval to Rent Condominium**
- **Rental Application**
- **Two Documents to Use When Determining Owner or Association Responsibility**
- **Seasonal Reminders**

TRASH PICK-UP AND RECYCLING

GARBAGE

- Arrowaste provides weekly garbage pickup (616.394.4900)
- When you call to sign up for garbage pickup, please get the details as to time of day for trash pickup as well as recycling pickup as these may change periodically.

RECYCLING

- Call Arrowaste to schedule and for details.

WWCA BYLAWS

If you have purchased a new condo, your Bylaws are included in your Purchaser's Handbook. If the former owner did not leave a copy for you or the real estate agent did not have one, you may purchase a copy for **\$25**. Please place a request in the WW mailbox to order one and it will be delivered to you.

ASSOCIATION FEES & SERVICES

MONTHLY ASSOCIATION FEE - Your monthly Association fee of **\$220** is due on the 1st of each month. Payments received after the 10th of the month will be charged a \$25 late fee. After three months of no payment, a lien will be placed against your property. You may place your payment in the Security Drop Box on Willow Wood North by the mailboxes or you can mail it to: 11970 Willow Wood North, Holland, MI 49424. Your Association fees cover the following services:

- Lawn Care / Sprinkling
- Snow Removal
- Water/Sewage

- Outdoor Lighting
- Building Insurance (This covers the building from the studs out. Each condo owner must carry their own property insurance to cover replacement of everything from the walls in, including contents.)

ANNUAL SPECIAL ASSESSMENT - Each unit is required to pay a \$500 annual special assessment for roofs and roads. This assessment is for six (6) years and 2019 was Year One. The assessment may be paid in one annual lump sum (\$500) or divided in any way that works for the owner over the course of the year, but \$500 **MUST** be paid annually. Our bookkeeper will keep track of your payments but you should also do the same. Please note that if the \$500 special assessment fee is not paid annually, the owner will be assessed a \$25 late fee in addition to 7% interest each month.

PETS

The Condominium Bylaws allow for owners to own domestic pets.

"No pets 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 the matter."

Article VI Section 8 - **"It is very important for each and every resident to keep his or her animals on a leash."** Please refer to the Bylaws for specific details.

LAWNS AND SPRINKLING

SHRUBS & PLANTS - If shrubs and plants die, they will be replaced in the fall or in the spring by the Association. This does **NOT** include any plants that have been added by the unit owner.

SPRINKLING - Sprinkling of the lawns is maintained by the Association. We request that you do not sprinkle the lawn area surrounding your unit. If you have special plants that require extra water, please sprinkle as needed. If you have sprinkler repair or adjustment needs, please complete a Request Form.

COMMON ELEMENTS - As outlined in the WWCA Bylaws, all lawn and grass areas are considered common elements. These common elements are not to be used at the discretion of the homeowner. Therefore, it is the decision of the Board to have all personal items removed from the lawn areas. These common areas include grassy areas, bark beds around plants and trees not directly touching your unit, the edges of the property along ditches and the north and south property lines. Personal items include lawn ornaments, plants, trees, birdhouses, as well as future planting of plants, trees, flowers, etc. (At this time, it is the decision of the Board to allow individual unit owners to place such items listed above only in the bark beds immediately touching your unit. This is being enforced in an attempt to improve the appearance of our Association).

SCREEN DOOR INFORMATION

Residents may attach a screen door to the front door of the condo. There is only one model to install: the Larson: Classic View Door #227 in white. This is a full view door with panel removable screen and storm. If you have a 3 or 4 season room, you may utilize the Larson Self Storing Door #275 in white. Doors must be maintained by the unit owner and are not covered by the Association. If wind damage occurs or any damage during self-installation, the unit owner will be required to repair any damage to the building and/or the door. Failure to maintain the door will require removal of the door by the Association and the unit owner will be responsible for all charges. The glass must be removed by May 1 and can be replaced no sooner than October 1. This is to prevent increased heat that may melt the door frame if glass is not removed. All individuals who will be installing a door(s) must sign an agreement with the Association agreeing to the above stipulations.

Doors are available from Lowes or Menards. Residents are responsible for all cost and maintenance of door.