

PORT OF OLD MISSION III

The Project

The Condominium project is known as Port of Old Mission III (POM III). It is the third development of the larger project begun by Richard Erickson in 1980.

Port of Old Mission I consists of 36 condominiums off Summit Court. Port of Old Mission II consists of 82 condominiums off Mission Ridge. Each development is operated by a separate association with separate Governing Documents. Each association has separately elected boards that govern their individual association.

POM III was completed in 2019 and consists of 49 units. See MAP attached

The **Governing Documents** are the legal and operational documents which govern the condominium and bind both the Association and co-owners. These Governing Documents consist of the Master Deed, the Condominium Bylaws and the Association Bylaws. The documents can be found on the POM website: WWW.POM3.ORG.

The Condominium Act is the State law that sets forth the statutory requirements for a condominium project and for the operation of the condominium association. The Association must abide by this law.

DEFINITIONS

Co-owner: Holder of legal title to a Condominium unit.

Common elements mean the portions of the condominium project other than the condominium unit.

General Common element: "Common Elements", where used without modification, means both the general and limited common elements defined in Article V. See Master Deed, Article IV and Article V.

Limited Common Elements: Portions of the common elements reserved in the Master Deed for the exclusive use of less than all the owners. (see Master Deed Article V)

POM III ASSOCIATION

Port of Old Mission Condominiums III Association is a not for profit corporation organized under the laws of the State of Michigan: Michigan nonprofit statutes and Michigan Condominium act.

All titled owners of units within POM III are members of the association. A volunteer board of directors is elected by the membership and manages the association on behalf of the co-owners. (see Article 1, Condominium Bylaws)

THE PROPERTY MANAGER CO-OWNER RELATIONSHIP

The association employs a professional Property Manager to perform certain day to day duties and services on behalf of the members. The Property Manager works in tandem with the board to ensure that appropriate services, service providers and contracts are in place to maintain POM III.

The Property Manager is the first point of contact for a co-owner when a service is needed, when an emergency occurs or on other Association matters. When a co-owner needs a service, it is best to send an email to the Property Manager describing the situation as well as what is requested. If the issue urgent, it is best to telephone or text the Property Manager directly. Contact information appears at the end of this document.

Any issue with the response of the Property Manager should be brought to the Board in writing. You may submit an issue or complaint to any board member.

BOARD OF DIRECTORS MEETINGS

The association board generally meets from April to December. Co-owners are welcome and encouraged to attend. Information on meeting dates is generally distributed after the April board meeting. In any event, board agendas are distributed by email to the co-owner of record prior to the meeting.

From time to time a co-owner may wish to bring an issue to the board's attention. Please put any comment, issues or concerns in writing and forward that information to the Property Manager who will provide it to the board. A co-owner may address the board on any issue submitted. Please advise the Property Manager that you wish to address the board at the board meeting.

NEW OWNER ORIENTATION

The Property Manager provides an orientation to all new co-owners. This orientation covers the basic items that new owners need to know. New co-owners should familiarize themselves with the project governing documents: Master Deed, Condominium Bylaws and Association Bylaws. These are found on the association web site: [WWW.POM 3.org](http://WWW.POM3.org).

How to login. Go to website. On the left-hand side go to HELP. Under HELP see how to login. Follow the prompts.

PAYMENT OF CONDOMINIUM FEES

The association collects fees necessary to maintain current and future services, improve the common areas and provide for contingencies. The board establishes a budget based on the fiscal year which is from January to December.

The budget includes an amount that is set aside for Reserves. The Reserve is used to pay for major repairs and major replacement items: roofing, building staining, deck repairs and other items that are not operational are part of the Reserve budget.

All co-owners pay the same assessment amount. An additional fee is collected from the owners of detached garages.

INSURANCE

It is very important that co-owners understand Section VI (Insurance) of the Condominium Bylaws.

Association Insurance: The association carries property and liability insurance that covers the general common elements of the condominium project.

Co-Owner Insurance: Co-owners obtain property and liability insurance for limited common elements and for personal property located within the unit or elsewhere within the project that belongs to them. Those with Detached Garages should also include the contents of the detached garages on their policy.

A co-owner may want to obtain insurance from the same carrier as the association. This has the advantage of continuity between the association and co-owner policies. Otherwise, it is important to understand and discuss with your agent coordination of coverage.

PROTECT YOUR INVESTMENT

Working with the Board: PRIOR APPROVALS

The Association, in accordance with the Governing Documents, strives to protect each co-owner's investment in the property. The Governing Documents require that co-owners seek board approval prior in order to initiate projects. These include, but are not limited to, any structural changes to the exterior of the unit such as installation of windows, gutters, awnings, satellite dishes, deck upgrades, installation of any hardscape, landscaping, tree trimming or pruning etc. If you are contemplating any actions that affect the exterior of your unit or any structural changes to the interior of the unit, contact the Property Manager

Unit Modification

No co-owner may alter the exterior appearance or structurally modify a unit without prior written approval of the association board of directors. There is a process for requesting approval for an improvement or modification. (see Article VII, Condominium Bylaws)
Please see Building Maintenance Standards on the website under Bylaws and Policies.

Please contact the Property Manager for additional information.

Satellite dishes: Small (up to 18 inches) require prior approval and may be installed in an inconspicuous location approved in advance by the board. Satellite dishes may not be installed on common element roofs. The dish shall be painted the same color to match the exterior siding of that building. Contact the Property Manager for assistance and information.

Gutters: The association has standards for the installation of gutters. A written request must be submitted to the board prior to the initiation of any work. Please contact the Property Manager.

Decks: The association has a policy for the standards of deck upgrades or improvements. If you are considering upgrades to your deck contact the Property Manager. See the website for the deck policy.

Unit Maintenance (See attached Responsibility Chart)

Maintenance, decoration, repairs and replacement of General and Limited Common elements is covered in detail with the Master Deed and the Condominium Bylaws. (see Article V, Master Deed; Article V Section 9 Consolidated Bylaws)

Exterior Building Staining: The association contracts for exterior building staining. Prior to staining buildings are inspected for damage and damage repaired. The building exterior is cleaned prior to staining.

Window washing: The association provides window washing services once per year. Interior window washing is the responsibility of the co-owner. Contact the Property Manager for names of service providers who may be contracted by the co-owner.

Gutter Cleaning: The association provides gutter cleaning twice per year.

Garage Doors: The co-owner is responsible for garage door service. This should be done periodically. Failure to service the garage door could lead to damage. White lithium grease or silicon spray can be applied to the rollers. The cable should also be cleaned.

Decks: The association currently maintains the decks on a two-year rotation basis. This includes professional power washing and sealing. The board has a policy for the sealant that must be utilized on the decks. The standard is based on extensive

experience with various products and sealant colors. Any variation must be approved by the board. A co-owner must not undertake these activities on their own.

ISSUES TO WATCH FOR OR TO ADDRESS

Ice Buildup, roof/window/skylight leaks: Ice buildup can cause leaks. Report excessive ice to the Property Manager.

Water Damage: If there is a leak in your unit, contact the Property Manager immediately. The Property Manager will assist you in having the source of the leak identified and repaired. Failure to inform the Property Manager may result in difficulties processing a claim with the Insurance company.

Long absences: If you leave your unit for an extended period, shut off the main water shut off valves and flush all toilets. If you are leaving for the winter, note that there are devices that monitor water heaters. Also, you may wish to have a service check on your property monthly.

Keep your thermostat at 55 degrees or higher if you leave in the winter to avoid frozen pipes. In the summer leaving the A/C set at 80 degrees will avoid moisture build up in fabrics and carpeting. Contact the Property Manager for information on these services and other tips.

Please contact the Property Manager regarding the expected duration of the absence and provide a contact person in the event of an emergency. Please ensure the Property Manager can access your unit.

Exterior lights: Light bulbs in the exterior fixtures on the garage are replaced by the association. Contact the Property Manager if you have a burned-out bulb.

Streetlights are maintained by the association. Please notify the Property Manager if you notice a malfunctioning streetlight.

Erosion: The land within the development is primarily a sandy soil and subject to erosion. Consequently, the association strives to have good ground cover and plantings that resist erosion. It is important that walking on hillsides around your unit be limited for this reason. Please contact the Property Manager immediately if you see an area of erosion or increased water runoff. This is critical for the maintenance of your unit and the property as a whole.

Irrigation: The association irrigates specific areas within the development. Irrigation typically begins at the end of May thru September. The association works to minimize the cost of watering and to be environmentally responsible.

If you plant annuals or perennials it is your responsibility to water them from your own water source if they are not within the irrigation zone or if irrigation is not on.

Parking: Parking within the development is limited. There are no assigned parking spaces. There may be a small area within your service drive that is suitable for parking. Any area such as this is designed to be shared. Prior approval from the board is required to park a recreational vehicle, motor home or other such vehicle on the property for longer than 48 hours.

Snow removal: Snow and ice removal is an association operational expense. Snow removal is contracted to be initiated when 2 inches of snow has accumulated. Heavy snowfall within the county may delay the provider but every effort will be made to ensure the roads are maintained as soon as feasible.

Removal of ice is done in addition to snow removal or as necessitated by weather conditions. Due to the hills within the property, special emphasis is placed on removal of ice to ensure safety of the roadways and residents.

All automobiles or any other vehicle must be removed from roadways, service drives or parked in a garage during winter to facilitate snow and ice removal.

LANDSCAPING AND GROUNDS MAINTENANCE

New plantings, decorative structures or ornaments, trimming/removal of trees or bushes, or any changes of grade require **advance** approval from the board. Please contact the Property Manager for information on the process and required information.

PETS, CRITTERS AND PESTS

Pests: This is a wooded area and there are carpenter ants. The association recommends pest control around the exterior and within the unit. This is at the co-owner's expense. If you notice carpenter ants please notify the Property Manager.

Pets: No pet may be kept on the general or limited common elements without prior written permission from the board. Please contact the Property Manager for information on any limitation of size and/or limitations on the number of pets allowed.

Pets must always be under control. Common sense and consideration are the keys to living in a pet friendly community. **Please pick up after your pet even if it is a small dog.**

Woodpeckers and other birds: We have several varieties of woodpeckers on the property along with other birds. The woodpeckers do sometimes attack the cedar boards. If you see any woodpecker activity or notice holes on the siding, please contact the Property Manager immediately.

We love the birds but remember that seeds that are dropped onto the ground, lawn or patios will attract critters such as mice, ground squirrels, chipmunks, raccoons and bigger critters. Please keep your area clean to limit the banquet.

ETC:

Holiday Decorations and Flags: Holiday decorations are limited to lighting, wreaths and seasonal banners. Lights will not blink, and they will be the same color on each tree or shrub. Only one banner or flag may be displayed.

Estate Sales: The board does not authorize Garage Sales, however, there have been occasions where circumstances exist to permit an Estate Sale managed and directed by a professional organization. It is the co-owner's responsibility to contact the Property Manager to discuss and arrange the details.

Sale Or Lease of Units: These guidelines apply to any change in unit occupancy. Notify the Property Manager when you are contemplating the lease or sale of a unit. The board must approve the lease agreement. The lease must specify that the occupants will be subject to all terms and conditions of the Governing Documents. Provide a copy of the lease agreement to the Property Manager who will provide it to the board. (See Article XII, Section B Master Deed: Article VII, Condominium Bylaws)

Trash: The association maintains a centralized trash and recycle center. All residents are responsible for transporting their trash to the center. Trash is picked up on Mondays (except holidays) and Fridays. Recycled items are picked up on Mondays (except holidays).

The following guidelines apply to trash collection:

Do not pile trash alongside the dumpster.

Bag all trash.

Break down large boxes.

Do not deposit yard waste or holiday trees.

Do not deposit hazardous waste materials, including gasoline, oil, paint, and other liquids, chemicals, bio-hazardous materials, tires, furniture, appliances, drums and containers and other similar items.

Separate labeled containers for recycling of co-mingled (paper and plastics) and glass are available. There is also a small container for batteries. Styrofoam should be deposited in the dumpster.

Paper, glass, metal etc. may be taken to the County recycle site on LaFrannier Road or other area recycle centers.

Disposable or Flushable Products: Despite the advertising these products do not disintegrate or break down in the sewer system. They cause plugs and backups in the pipes. So, no wipes in the pipes, please!

Mail: Mail is usually delivered by 11:30 to 12:30 P.M.

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