

Summit Park

Condominium Association

Board of Directors Meeting
January 24, 2022
6:30 p.m.
Spring Lake District Library

Members Present: Bob Pallas, Gary Eidson, Kathleen Klage, Chuck Hasseldahl and Gary Cole (via phone)

Meeting was called to order at 6:30 p.m.

Old Business:

- Minutes from December, 20, 2021 meeting were approved.
- New Owner Packet was approved (attached).

New Business:

- 2021 Year End Financial report was reviewed and approved (attached).
- 2022 Operating Budget was approved (attached).
- Draft of 2021 Year End Association Member letter was reviewed.
- 2021 tax return has been prepared and submitted to accounting firm.
- Association member list with contact information. This will not be posted on the Association's website.
- Possible projects for 2022:
 - ~ Rain gutter cleaning (will require identification of new contractor)
 - ~ Repair at least one front porch/stoop
 - ~ Repair one garage door
 - ~ Repair door trim
 - ~ Power wash fence (it was decided to put this off for a year)
 - ~ Repaint/replace outdoor lights (Board will address this in the spring)

The meeting was adjourned at approximately 7:15 p.m.

2022 Board meetings: January 24, March 21, May 16, July 18, September 19, October 17 (Annual Meeting) and December 19.

NOTE: All HOA documents referenced above as well as governing/legal documents, meeting agendas & minutes can be found on the Summit Park Condominium Association's website: www.SummitParkDrive.com

New Owner Packet

Summit Park Condominium Association

Spring Lake, Michigan
www.SummitParkDrive.com

Welcome

We welcome you as a new owner of one of our twelve units in Summit Park. As a new owner, it is important to understand all general rules and bylaws of the association to avoid unnecessary frustration or misunderstandings for yourself or other association members. Please carefully read through this packet and complete all necessary forms and return to the association president before or upon closing of your condominium unit.

Association Board Mission Statement

Our goal as an association board is to ensure that we uphold all general rules and bylaws and be fair and consistent regarding the enforcement thereof; that we make financially sound decisions to ensure all units and grounds are maintained to the best of our ability; and most importantly, that we as neighbors always treat each other with the utmost dignity and respect.

Index

- I. General Rules
- II. Landscaping Policy
- III. Intent to Purchase Form
- IV. Outdoor Pet Ownership Agreement Form
- V. Owner Contact and Emergency Contact Form

GENERAL RULES

1. An owner who desires to rent or lease his condominium shall provide notice to the board and a copy of the lease form for review and compliance at least ten (10) days before presenting a lease form to a potential leasee. Tenants and non-co-owners shall comply with all conditions of the condominium documents. For units purchased after October 18, 2021 short term rentals are prohibited, short term rentals are considered anything less than a 30-day time period. (Bylaws Article VIII, Section 1)
2. In no event shall a unit be occupied by more than two people per bedroom plus one person or such limit as set by laws. (Bylaws Article VII, Section 1 {a})
3. No business or commercial activities which are visible to neighboring property, or which will increase traffic or parking, shall be conducted. Community- wide garage sales are exempt. (Bylaws Article VII, Section 1 {c})
4. No owner shall make alterations or structural modifications to a unit without the written approval of the board. This includes interior walls where easement for support or utilities exist or where alterations may impair sound-conditioning. (Bylaws Article VII, Section 1 {b})
5. An owner shall not alter the exterior appearance of a unit without written approval of the board. This includes painting, antennas, lights, awnings, doors or other exterior attachments or modifications. (Bylaws Article VII, Section 1 {b})
6. No signs or advertising devices shall be displayed that are visible from the exterior of a unit, including “For Sale” signs, without written permission from the board. (Bylaws Article VII, Section 1 {g})
7. Owners may keep one outdoor pet subject to the Outdoor Pet Ownership Agreement. (e.g., the pet must weigh less than 20lbs and owner must pay a monthly fee of \$25). Pet may not run loose or create offensive noise, odor, or unsanitary conditions. Pet owners must clean up after the pet and properly dispose of it. (Bylaws, Article VII, Section 1 {k}). (*attached policy – Outdoor Pet Ownership Agreement form*)
8. Parking spaces are limited to the garage and driveway with the exception of occasional guests and contractors. Only working personal vehicles shall be parked on the premises: no trailers, boats, campers, etc. (Bylaws, Article VII, Section 1 {l})
9. No nuisance or practice shall be permitted which may interfere with the peaceful use of the development. Excessive noise, inside or out, is not permitted. (Bylaws, Article VII, Section 1 {c})
10. No additional plantings or landscaping shall be done in common areas without the approval of the board. Plantings will not obstruct airflow to the air conditioning unit. The co-owner shall maintain

the area near the front door and all existing landscaping cared for by previous owners. (Bylaws, Article VII, Section 1 {i}) and Landscaping Policy (*attached*)

11. All owners are urged to provide emergency access to their unit in the case of a medical or structural concern by signing up at <http://www.smart911.com>. (*Bylaws, Article V, Section 7*)
12. Association fees are due on the first of each month.

This is only a brief review of current rules and regulations and does not negate additional information and specific application found in the bylaws.

LANDSCAPING POLICY

The following landscaping policy explains the rights and responsibilities of the condominium owners for maintaining their property. It will also establish guidelines for additional areas that may come into question.

Condominium Owner Responsibility

1. Maintain the area between sidewalk to the front door and the garage, as well as the area between the sidewalk and privacy divider.
 - i. no plants to encroach on the sidewalk or up against the garage.
 - ii. plant no ornamental trees that exceed 6' tall.
 - iii. reasonable maintenance (see below).

2. Maintain existing landscaping cared for by current or previous condominium owner:
 - i. area between driveways.
 - ii. area immediately along the back of the condominium unit.
 - iii. area along the fence.

No additional plantings or landscaping can be done in common areas without approval from the board of directors. However, owners may add flowers or plants in their own immediate area without approval from the board of directors.

The expectation of the association is that all landscaping will be maintained to ensure that the overall appearance of the complex is pleasant and presentable.

Reasonable maintenance by the condominium owners must be exercised to avoid excessive weeds, plant overgrowth or being unkept. If reasonable maintenance by a condominium owner is not performed on a regular basis, a written notice will be sent giving the owner fifteen days to bring the landscaping into compliance. If, after fifteen days, the area of concern is not addressed, the association will have the area brought back into compliance with the policy and the condominium owner will be responsible for the cost.

Prior to beginning any landscaping or plantings outside of the scope of this policy, a request must be submitted to the board of directors for clarification and approval.

By receipt of this policy, the condominium owner is held to the landscaping standards discussed above.

INTENT TO PURCHASE CONDOMINIUM UNIT

Name of Purchaser _____

Name of Purchaser _____

Mortgage? Yes _____ No _____

Name of Mortgage Company _____

Who will reside in this Unit as a permanent resident?

Permanent residents cannot have more than a total of four (4) vehicles. Two (2) in the garage and no more than two (2) in the driveway at any given time.

- I/We certify that we have read this packet and have furnished true and accurate information.
- I/We acknowledge that I/We have read and understand and will fully comply with the HOA Bylaws, Condominium Bylaws, Disclosure Statement & Master Deed. (*found at www.summitparkdrive.com*)
- I/We agree to fully abide by all the Condominium documents affecting Summit Park Condominium Association.

Owner _____

Date _____

Owner _____

Date _____

Association _____

Date _____

OUTDOOR PET OWNERSHIP AGREEMENT

This agreement becomes a part of the Notice of Intent to Purchase signed between Owner _____ and Summit Park Condominium Association.

By this Agreement, the Owner agrees that only the outdoor pet described and named below will occupy premises.

By signing this document, the Owner states that the pet is not a service animal needed for a handicapped individual.

No additional outside pet is authorized under this agreement.

Owner agrees that the outside pet weighs less than 20 pounds and shall be kept under direct control of Owner at all times; i.e., pet kept on a leash.

If a pet becomes annoying, bothersome or in any way a nuisance to other Owners or to the community, Owner shall immediately upon notice from the Association Board remove the pet from the premises.

A monthly fee of \$25 in addition to the association fee will be assessed for a dog weighing less than 20 lbs. This amount is nonrefundable and does not prohibit Association from recovery of all damages to the Common or Limited Common Elements of the Association caused by said pet.

Owner will keep the grounds clean of animal waste. Owners can be fined by Association \$25 per month in addition to the monthly pet fee if grounds are not kept clean of animal waste.

A visiting pet may remain on property for a period not to exceed seven (7) days and seven (7) nights consecutively. Owners of visiting pet must abide by all rules and regulations of the Association.

Type of pet: _____ Breed: _____

Name of pet: _____ Age: _____ Weight: _____

Color of pet: _____ License/tag number: _____

SIGNED by all Owners:

Owner _____ Date _____

Owner _____ Date _____

Association _____ Date _____

CONTACT INFORMATION

To help ensure all Association communication is shared, we ask that you please provide an email address. Please note we will only send association business such as board minutes or information you should be aware of as an owner.

Email _____

Please include a cell/home phone for our member contact list or in the case of an emergency.

Name _____ Cell # _____

Name _____ Cell # _____

Home Phone if applicable _____

We also ask that you provide an additional emergency contact in case of an emergency.

Name _____ Cell # _____

Name _____ Cell # _____

Is there any information that we as an Association Board should be aware of?

Summit Park

Condominium Association

Spring Lake, Michigan

2021 Year End Operating Budget

INCOME ACCOUNTS

Account Number	Account Description	Calendar 2017 Actual	Calendar 2018 Actual	Calendar 2019 Actual	Calendar 2020 Actual	2021 Budget	2021 Year End Actual
210	Association Dues	\$ 20,950.00	\$ 21,900.00	\$ 21,760.00	\$ 22,880.00	\$ 23,040.00	\$ 23,760.00
220	Special Assessments	\$ -	\$ -	\$ -	\$ 225.00	\$ 300.00	\$ 300.00
225	Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
230	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
240	Misc. Income	\$ -	\$ -	\$ -	\$ 35.08	\$ -	\$ -
TOTAL INCOME		\$ 20,950.00	\$ 21,900.00	\$ 21,760.00	\$ 23,140.08	\$ 23,340.00	\$ 24,060.00

EXPENSE ACCOUNTS

Account Number	Account Description	Calendar 2017 Actual	Calendar 2018 Actual	Calendar 2019 Actual	Calendar 2020 Actual	2021 Budget	2021 Year End Actual
510	Insurance	\$ 4,236.96	\$ 4,302.96	\$ 4,762.92	\$ 5,535.00	\$ 6,000.00	\$ 5,745.00
520	Legal Council		\$ -	\$ -	\$ -	\$ -	
530	Professional Fees	\$ 165.00	\$ 165.00	\$ 165.00	\$ 175.00	\$ 175.00	\$ 293.85
540	Office Expense	\$ 58.48	\$ 37.61	\$ 27.83	\$ 15.16	\$ 50.00	\$ 63.70
545	Investment Expense		\$ -	\$ -	\$ -	\$ -	
550	Interest Expense		\$ -	\$ -	\$ -	\$ -	
610	Electricity	\$ 544.63	\$ 671.74	\$ 546.39	\$ 646.68	\$ 700.00	\$ 655.24
620	Building Maintenance	\$ 3,108.16	\$ 3,008.50	\$ 372.65	\$ 6,906.18	\$ 3,300.00	\$ 5,653.09
630	Grounds Maintenance	\$ 5,290.94	\$ 6,221.42	\$ 9,911.63	\$ 7,629.39	\$ 7,000.00	\$ 6,764.95
640	Snow Removal	\$ 1,860.82	\$ 1,877.00	\$ 1,072.00	\$ 675.00	\$ 2,000.00	\$ 1,566.00
650	Trash Disposal	\$ 2,304.00	\$ 2,304.00	\$ 2,304.00	\$ 2,309.00	\$ 2,400.00	\$ 2,575.00
710	Misc Expense	\$ 1,625.38	\$ 116.45	\$ -	\$ 131.95	\$ 150.00	
TOTAL EXPENSE		\$ 19,194.37	\$ 18,704.68	\$ 19,162.42	\$ 24,023.36	\$ 21,775.00	\$ 23,316.83

Gain/Loss for Year \$ 1,755.63 \$ 3,195.32 \$ 2,597.58 \$ (883.28) \$ 1,565.00 \$ 743.17

**Checkbook Balance on
December**

31st of each Year \$ 19,814.81 \$ 22,942.18 \$ 26,384.70 \$ 25,762.65 \$ Estimated 27,327.65 \$ 26,350.83

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Condominium Association

Spring Lake, Michigan

2022 Operating Budget

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530	Professional Fees	\$ 165.00	\$ 165.00	\$ 165.00	\$ 175.00	\$ 293.85	\$ 175.00
540	Office Expense	\$ 58.48	\$ 37.61	\$ 27.83	\$ 15.16	\$ 63.70	\$ 100.00
545	Investment Expense		\$ -	\$ -	\$ -		
550	Interest Expense		\$ -	\$ -	\$ -		
610	Electricity	\$ 544.63	\$ 671.74	\$ 546.39	\$ 646.68	\$ 655.24	\$ 700.00
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TOTAL EXPENSE		\$ 19,194.37	\$ 18,704.68	\$ 19,162.42	\$ 24,023.36	\$23,316.83	\$ 25,725.00

Gain/Loss for Year \$ 1,755.63 \$ 3,195.32 \$ 2,597.58 \$ (883.28) \$ 743.17 \$ (225.00)

**Checkbook Balance on
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