

Table of Contents

Below is the table of contents for an abbreviated version of the Kenbrooke handbook, these are some of the most questioned areas.

For the complete handbook please contact Davis Group Property Management.

- A1 BOARD OF DIRECTORS AND MANAGEMENT**
- A2 COLLECTION OF MONTHLY DUES AND ASSESSMENTS**
- A3 INSURANCE COVERAGE**
- A4 COMMON AND LIMITED COMMON AREAS**
- A5 MAINTENANCE RESPONSIBILITY LIST**
- A6 SATELLITE DISH POLICY**
- A7 SLIDING PATIO DOOR REPLACEMENT POLICY**
- B4 PET RULES AND REGULATIONS**
- C4 PRIVACY FENCE GUIDELINES**

BOARD OF DIRECTORS AND MANAGEMENT

BOARD OF DIRECTORS

The Board of Directors consists of 5 elected officers. They are responsible for the management and administration of the affairs and maintenance of the condominium project. They levy, collect and disburse assessments, carry insurance, and are responsible to contract for assistance in the management, operation, maintenance and administration of the condominium project. They are to make rules and regulations in accordance with Article VI Section 11 of the By-Laws.

The 2009 Board of Directors is: President Gary Apps, Vice-President Don DeBat, Treasurer Jeff Carroll, Secretary Gary Kaylor and Trustee Brandi Vischer.

Meetings of the Board of Director are usually held every other month. All co-owners are encouraged to attend the meetings. Minutes of the meeting are available on the Kenbrooke.com web site and include time and date of the next meeting. The annual meeting is the third Wednesday of March.

MANAGEMENT COMPANY

Our By-Laws direct the Board of Directors to employ a professional management company to perform duties and services as the Board authorizes, including, but not limited to, the above listed responsibilities of the Board.

Our management company is Davis Group Property Management.

Their address is: 7268 Stadium Dr., Kalamazoo, MI 49009

Kevin Davis is President and Dan Mc Glynn is General Manager.

For information:

Phone: (269) 353-9600

For service request

Fax: (269) 372-4410

For service request

Email: willowlakemanagement@yahoo.com

Emergency service after business hours: (269) 553-2435.

Calls will be forwarded to the appropriate on-call staff member.

It is preferred that you enter service requests in writing using mail, Fax or email.

After the request is received, the co-owner will be contacted within 72 hours. The work will either be completed in that time frame or if the work cannot be completed, the co-owner will be contacted to discuss the scheduled work date. If the request is not the responsibility of the association, management may offer to make the repairs at a charge to the co-owner.

COLLECTION OF MONTHLY DUES AND ASSESSMENTS

Co-owners pay monthly assessments to KCCA.

Monthly Assessments(dues) for 2009:

1-bedroom condo is \$143 per month

2-bedroom condo is \$188 per month

Special Assessment for new asphalt parking lot building 9-12, Fall 2009

1-bedroom condo is \$40.50 (one time assessment)

2-bedroom condo is \$53.00 (one time assessment)

The payment can be made by check or money order payable to Kenbrooke Court Condominium Association (KCCA). The management Company will provide monthly coupons for you to use along with your payment. We do not accept cash. Payments can be dropped off or mailed to our management company. The monthly dues may also be paid by an automatic withdrawal plan.

All returned checks for any payment made to KCCA will be charged a NSF or non-sufficient fund administrative fee of \$25.00.

Collection policy for Monthly Dues and Assessments

- 1.) Monthly dues and any assessments are due on the first (1st) of the month.
- 2.) When payment is not received by the tenth (10th) of the month, the account is assessed a late fee of \$35.00.
- 3.) When payment is not received by the 15th of the month, the co-owner will be sent a "Delinquency letter" from the Management office stating the amount past due. Also included, is a statement and a copy of our "Collection Policy".
- 4.) When payment is not received by the end of the month, the co-owner's account will be turned over to our attorney. The attorney will send the co-owner a "Collection letter". The co-owner is responsible for attorney's charges of \$87.50 (in 2004, subject to change).
- 5.) If payment is not received within 30 days of the collection letter from the attorney, a law suit will be filed for purpose of collection of delinquent assessments and the attorney's fees. As a result of the lawsuit the co-owner will be held responsible for additional fees and court cost.
- 6.) KCCA may also file a lien against the ownership of the unit.
- 7.) A co-owner in default is not entitled to vote at any meeting of the association.
- 8.) All of the late fees and attorney fees are assessed on a per unit basis.

ASSESSMENTS

The Board of Directors may enact a special assessment, as limited by the By-Laws, for the following situations:

- When dues are insufficient to cover cost of operation and management.
- To provide replacement of existing common elements.
- To provide additions to common elements.
- In event of an emergency.

INSURANCE COVERAGE

Insurance coverage must be in compliance with Article IV of the First Amended Condominium By-Laws.

Responsibility of Association

Condominium By-laws, Article IV, Section 1.

“Section 1. The Association shall carry fire and extended coverage, vandalism and malicious mischief and liability insurance...if applicable, pertinent to the ownership, use and maintenance of the common elements, limited common areas and residential units of the Condominium project, and such insurance, other than title insurance, shall be carried and administered in accordance with the following provisions:” (Refer to page 7 of the By-Laws.)

“(b)...Such coverage shall also extend to the unpainted surface of interior walls within any dwelling unit and include the pipes, wires, conduits and ducts contained therein and shall further include all fixtures, equipment and trim within a dwelling unit which were furnished with the unit as standard items in accord with the plans and specifications thereof as are on file with the Association (or such replacements thereof as do not exceed the cost of such standard items)”

Current property insurance coverage is with Auto-Owners

- For coverage information, please contact our management company.

Responsibility of Co-Owner

Condominium By-laws, Article IV, Section 1

“(a)...It shall be each co-owner’s responsibility to obtain insurance coverage for his personal property located within his dwelling unit or elsewhere on the Condominium and for his personal liability for occurrences within his dwelling unit or upon limited common elements appurtenant to his dwelling unit, and also for alternative living expense in event of fire”

“(b)...Any improvements made by a co-owner within his dwelling unit shall be covered by insurance obtained by and at the expense of said co-owner”

- Every co-owner should have an insurance policy to cover personal liability and contents of the condominium and “improvements” which include items such as cabinetry, appliances, furnace and air conditioner, wall and floor coverings.

COMMON AND LIMITED COMMON AREAS

(Master Deed, Paragraph Four Subparagraphs, A, B, C)

COMMON AREAS

Responsibilities of the Association

The Association is responsible for the maintenance, decoration, repair or replacement of the following common areas:

1. The land including driveways, roads, sidewalks and visitor parking spaces.
2. Electrical and TV wiring networks up to point of connection within walls.
3. Gas line network up to point of connection to furnace within condo.
4. Telephone wiring network throughout project.
5. Plumbing network including that contained within unit walls, up to point of connection with plumbing fixtures within condo.
6. Water, sewer and storm drainage systems, and meters within buildings.
7. Foundations, supporting columns, unit perimeter walls (including windows, doors and heating ducts therein), roofs, ceilings, floor construction between unit levels, lower and basement floors and chimney.

Co-owner should submit a written "Maintenance Request" to Management for repair and maintenance of the above areas. In event of vandalism, a police report should be attached. See next page for a detailed list of common service request which indicates if the Association or the Co-owner is responsible for the work.

LIMITED COMMON AREAS

Responsibilities of the Associations

1. Parking spaces appurtenant to certain units.
2. Basement and exterior of storage rooms in basement.
3. Maintenance of grass, privacy fences, and shrubbery planted by the Assoc.

Responsibilities of the co-owner

1. Maintenance of flowers or shrubbery planted by the co-owner in the patios.
2. Exterior air conditioning unit. (Assoc. maintains drain pipe)
3. Cleaning and locking of assigned basement storage room.
4. When caused by co-owner, repair, replacement and costs of decoration of all surfaces listed above in "Common Area, #7".
5. Cost of maintenance, repair and replacement of patios.

2003 Rules

- Only authorized personnel may enter attics of building or shut off water to the building. Before water is shut off, residents are to be notified of length of time.
- No vacant condos are to be left unlocked.
- Cars that have an oil leaking problem should be repaired. The oil deteriorates the asphalt parking lot.
- Clothes dryers must vent to outside of building; they may not vent into attic.
- Basement storage rooms must be kept locked at all times, even when not in use.

MAINTENANCE RESPONSIBILITY LIST

| ITEM | DETAILS/COMMENTS | ASSOC. | OWNER |
|--|---|--------|-------|
| Air Conditioning | Includes interior & exterior components with exception of exterior drain pipes | | X |
| Appliances, All | Stove, refrigerator, microwaves, etc. | | X |
| Cable Wiring | | X | |
| Ceiling Fans | Fixtures & wiring | | X |
| Chimney | Cleaning & repair of components | X | |
| Door Bell / Chimes | Includes exterior button | | X |
| Doors, Interior | Repair & replacement (including hardware) | | X |
| Doors, Exterior | Co-owner is required to file a police report if damage is caused by vandalism. | X | |
| Doors, Locks & Keys | Replacement locks & keys | | X |
| Drywall Repair, Interior | Except caused by roof or air-conditioning drain pipe leaks | | X |
| Drywall Repair, Interior | Caused by roof or air-conditioning drain pipe leaks | X | |
| Driveways | Repair or replacement | X | |
| Electrical Breaker Panel/Wiring | | X | |
| Electrical Receptacles and Switches, Interior | | | X |
| Electrical, Exterior | | X | |
| Fascia, Exterior | Includes brick, concrete, & wood | X | |
| Furnace | Includes thermostats | | X |
| Garbage Disposal | | | X |
| Gutters & Down Spouts | Repair & fall clean out | X | |
| Humidifiers | | | X |
| Insulation | Original construction level | X | |
| Insurance for Unit Interiors | As required by Bylaws | | X |
| Insurance, Common Areas and Exterior | As required by Bylaws | X | |
| Landscaping | Assoc. planted shrubbery, flowers | X | |
| Grass front & common yards | Mow, fertilize, weed control, & reseed | X | |
| Weed control-front yard | Landscaped by co-owner | | X |
| Weed control-back patios | Stoned areas | X | |
| Weed control-common areas, Front yards with ground cover Planted by Assoc. | Front yards with vinca or ivy ground cover for Buildings #4, 5, 6, 7, 8, 9, 10, 11,12 | X | |
| Lighting, Exterior | Garage & entrance fixtures (including bulbs) | X | |
| Lighting, Interior | All associated electrical wiring from fixture to wall, including wall outlets | | X |
| Mail Boxes | Actual units | X | |
| Painting, Exterior | Includes trim, doors, etc. | X | |
| Painting, Wallpapering, Etc. | Interior | | X |
| Patio Slabs | Work to be reviewed by Board. | X | X |
| Plumbing | Plumbing stacks, int. & ext. pipes, etc. | X | |
| Plumbing | From point of connection/shutoff and into | | X |

MAINTENANCE RESPONSIBILITY LIST (cont.)

| | | | |
|----------------|-------------------------|---|---|
| | home | | |
| Roofs | | X | |
| Satellite Dish | Board Approval Required | | X |

| ITEM | DETAILS/COMMENTS | ASSOC. | OWNER |
|-----------------------------|--|---------------|--------------|
| Screen & Storm Doors | | | X |
| Security Systems | Includes wiring, interior & exterior components | | X |
| Sidewalks, Entrance | Sidewalks to units and entranceway stoops | X | |
| Sidewalks, Parking lot | | X | |
| Siding | Includes repair, maintenance, & painting | X | |
| Sliding Patio Doors | Co-owner is required to file a police report if damage is caused by vandalism. | X | |
| Sliding Patio Door-Screen | Normal adjustments | X | |
| Torn screen or bent frame | | | X |
| Snow Plowing | Sidewalks & driveways | X | |
| Storage Lockers | Padlocks & General Cleaning | | X |
| Storage Lockers | Repairs | X | |
| Structural | Rafters, supports, interior walls, etc | X | |
| Trees | Trim, removal, & replacement | X | |
| Vents/Exhaust (Dryer/Stove) | Interior portions, stacks thereto | | X |
| Vents/Exhaust (Dryer/Stove) | Exterior portions (attic to connection) | X | |
| Water Heaters | | X | |
| Water Spigots, Exterior | Unless damaged due to owner neglect to shut off for winter season | X | |
| Windows | Panes, hardware, seals | X | |
| Window Frame | | X | |
| Window Screens | | | X |
| Yard Areas | Mow, fertilize, weed control, & leaf removal | X | |

GENERAL RULES

| | |
|----|--|
| 1. | Items covered by Kenbrooke Court Condominium Association are subject to funding by Kenbrooke Association monthly condo fees and special assessments |
| 2. | Any damage, alteration, change, etc., by a homeowner to an item that is the responsibility of Kenbrooke Court Condominium Association shall become the responsibility of the owner to pay and must have Board approval |

SATELLITE DISH POLICY

Kenbrooke residents may place a Digital Broadcast Signal (DBS) satellite dish on the patio appurtenant to the condominium unit or inside the unit near a window.

The following restrictions, however, do apply:

1. The size of the dish cannot exceed one (1) meter in diameter.
2. The dish may be placed on your patio, but cannot be placed on the building, common areas or permanently attached to privacy fencing.
3. There cannot be any permanent damage to the building by drilling holes through exterior walls or roofs for purposes of cabling a dish to a television.
4. The dish shall be placed as low as possible to the ground, not to exceed a height of eight (8) feet.
5. Satellite dish installations cannot cause any legitimate safety problems for people or property.
6. Placement and installation of dish must be pre-approved by the Association.
7. You are responsible for the removal of the dish and any supports should you discontinue the service.

Contact Management to schedule an appointment for review of your plans. If your proposed dish meets Kenbrooke's requirements then approval will be given at that time. If dish is installed without approval, it is a violation of our rules and regulations. Co-owner will be subject to our violations and fine policy.

It is very important to understand that reception of a satellite broadcast signal is significantly impaired (if not absolutely prevented) if the satellite dish does not have the ability to receive a signal from the general southwest direction, or if there are any buildings between the installed dish and the orbiting broadcast satellite.

The Association's approval of a DBS satellite dish installation does not guarantee reception from your unit's location. Before you purchase a satellite dish, you should consult with the DBS Company to make sure that you will have proper reception and advise them of Kenbrooke's policy.

SLIDING PATIO DOOR REPLACEMENT POLICY

According to our By-Laws, our Association is responsible for the maintenance and repair of the sliding doors.

At this time, the Association will only replace inoperable sliding doors.

You may replace your sliding patio doors, at your own expense, and they must meet the specification as listed below.

If your sliding door needs repair or maintenance, you should submit a "Service Request" to the office. Our site manager will inspect your door and give you a "Cost to Repair" report. At that time, you have two options.

Option #1

The Association will perform the repair or maintenance.

Option #2

You can replace the door at your own expense. New doors should meet the specifications listed below. Once the door is installed, submit the "Cost to Repair" report and your paid Invoice to the Management Office. The Association will give you a check for the amount on the "Cost to Repair" report. (Installed cost for new doors is approx. \$600 for the 5 ft., and \$750 for the 8 ft. door).

Patio door specifications:

Frame: white vinyl

Quality: 7/8" or 1" insulated glass

Screen door: Heavy duty

Size: 8 ft. for living room, 5 ft. for dining room

Exterior door frame: White aluminum trim

Note: The standard heights of sliding doors that are available from most home centers are approx. 2" shorter than the original doors. Your installer should add a "filler" at the top of the door.

PET RULES AND REGULATIONS

(By-Laws: Article VI. Restrictions, Section 5)

Violators will be subject to "Violation and Fines Policy".

Exceptions to these rules MUST be approved by, and in writing from, the Association.

1. RENTERS MAY HAVE A PET with permission from landlord.
2. Pets must be registered with the office within 10 days of move-in and co-owner shall supply a copy of the pet's license.
3. No co-owner/tenant shall have more than ONE dog or TWO cats or ONE dog and ONE cat.
4. No co-owner/tenant shall have a pet that exceeds 35 pounds in weight. Co-owner shall provide a dated proof of weight from their vet.
5. No animal may be kept or bred for any commercial purpose and shall have such care and restraint so as not to be obnoxious or offensive due to noise, odor or unsanitary conditions.
6. Dogs, when in the common area, MUST be walked on a leash. Pets are NOT to be chained or staked out in ANY manner on patios, or on any part of the common elements.
7. No pets are allowed in the pool or pool/recreational area.
8. The pet owner shall be responsible for removal of animal waste in a proper manner. Waste must be collected and disposed of in garbage containers in an air-tight plastic bag. Damage caused by pet to shrubbery is responsibility of the co-owner.
9. Any damage to the exterior of units, buildings, or common areas will be the full responsibility of the resident; and the resident must pay all costs involved in returning the property to its original condition.
10. All pets must be inoculated and licensed according to the Kalamazoo County Regulations and shall have the proper tags displayed on the pet..
11. No pet deemed savage, vicious, dangerous, or a nuisance shall be on the premises.
12. The pet owner shall be financially responsible for any personal injury or property damage caused by the pet.
13. Guests are to be advised prior to their arrival that "guest" pets are subject to all the same Pet Rules when on the property.
14. The Association may remove, or cause to be removed (without liability to the Association); any animals that are in violation of these Pet Rules and Regulations.

PRIVACY FENCE GUIDELINES

The Association will provide, and maintain, privacy fences as follows:

1 bedroom condos: 2-8 ft. sections, joined to form a "L"

2 bedroom condos: 2-8 ft. sections, one section on each side of back patio

Fence specifications: Style: Shadowbox style with dog ear top, 66" high.

Per 8' section, there are 10 boards front and 10 boards back

Board size: (Actual) 6" wide x 1" thick x 66" high (cut from 72" boards)

Spacing: 3 1/2", Wood is .40 pressure treated--high quality

ADDITIONAL OPTIONS--AT CO-OWNER'S EXPENSE

Additions to fences must have approval of the Board of Directors.

Submit your proposed changes. Installation and materials must be provided by the co-owner. Installation method should follow our guidelines resulting in a square, level appearance. Professional installation is available from Farm "N" Garden.

1- bedroom condos are permitted larger fenced area. The largest size permitted is 10 ft. from building and 16 ft. wide The electrical outlet is not included inside of fenced area.

2-bedroom condos are allowed to enclose the backside of patio. Height should match side fences.

All enclosed patios must provide access for meter reading, etc.

A gate may be used for access. However it should not be locked during the day.

If the patio area is enclosed, the co-owner becomes responsible for weed maintenance.

MAINTENANCE OF FENCES

Seal fence when wood is dried out or in 3 months after installation if wood is still "green" at time of installation.

Seal new or recently washed wood fence with:

Use Cuprinol(Sherwin Williams) UV Sunblock wood sealer, color: natural

If wood has not been sealed, fence is over 1 year old, and has an aged

appearance: Wash with Deck and Fence cleaner to restore to original wood color. Then seal.

GENERAL COST INFORMATION

Fences, installed by "Farm N Garden", meet our requirements. Telephone: 381-0596.