

## Maintenance

**Trash:** Trash pick-up is conducted by a private vendor contracted by the Association. Pick-up is Wednesday a.m. You may use plastic bags, metal or hard plastic trash containers, please place these items on the driveway. The Association does not participate in recycling program, however, you may arrange for your own recycling pick-up.

**Sump Pumps:** If the sump pump for your unit is in your basement, you are expected to make sure it is maintained. If you cannot find the directions, please contact either a neighbor or board member. Some of the units have a marine battery for backup in case of power failure. These batteries have been supplied by the Association but must be maintained by you. The batteries should have the water checked every month for best performance. Disconnect the power source and lift the cover of the plastic unit. Remove the two plug covers and fill nearly to the top of each hole.

**Decks:** The resident is responsible for the cleaning and sealing of the deck surface. No stain or tinted sealer may be used, the sealer must be clear only.

**Lighting:** Porch lighting fixtures should not be replaced without the board's consent. Sidewalk lights should be approved by the board. The resident is responsible for installation and maintenance.

**Additions:** If a resident wishes to make a design or structural change affecting the exterior of the unit, permission must first be secured from the board. The resident should contact a board member and present plans and specifications for board approval. The board may recommend changes to protect the aggregate of the project architecture. Unapproved variances to any approved plan will not be allowed and must be remedied at the owners expense.



## Pets

The resident must obtain prior approval of the board for pets. Permission to keep a pet can be revoked for cause. The board may refuse permission if they believe it may annoy or inconvenience other members (see amended By-laws Article VII, Section 3, paragraph h).

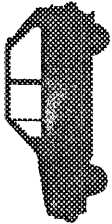
Pets are not allowed to roam freely but must be either with their owner or leash trained. The owner of the pet is solely responsible for the cleaning and disposal (in their own trash) of the pet's droppings. The lawn care workers do not appreciate droppings in the lawn.

## Exterior Decorations

Exterior decorations that change the character of the dwelling or could damage the siding or door are prohibited. Seasonal decorations, lights, wreaths may be used without prior board approval provided they are hung so as to not damage the building or plantings and are removed soon after the seasonal occasion. Decorations that are hung from the entry door by a hook (that does not damage the door) are permitted. The board reserves the right to require removal of any decoration that does not meet with the esthetics of the association. The board will be the sole deciding authority as to what items do not meet with the esthetics of the association.

## Satellite Dish/Other Antenna

Satellite dishes and other visible antennas require prior approval of the board of directors.



Car washing is allowed in your driveway or garage. Hoses should be stored out of sight and so that they do not disrupt lawn servicing.

**Bird Feeders** may be hung from trees or your deck. Please be careful not to place them where they will disrupt the grounds maintenance or use feed that will develop into weeds.

## Sale of Unit

When a co-owner proposes to sell their unit 30 days advance notice, in writing, to the board is required. Be sure that you have the By-laws, Master Deed and Association Rules and Regulations, as the new owner must be furnished copies of these documents prior to completion of the sale.

## PROBLEMS

The board of directors serve voluntarily and are residents of the condominium complex. They serve to co-ordinate the operation of the association and to help solve problems that the residents might be experiencing. Generally the co-owner is responsible for all items and maintenance within the condo walls. The Association has the responsibility for the exterior and commonly shared areas except as addressed in the Master Deed and By-laws.

Please consult with board members regarding any association problems and with your concerns.

## Move-in Hints and Information



**Mail:** The seller of your dwelling should have given you the key to your mailbox. If you did not receive one, please call the Post Office. The mail person will pick up out-going mail if you put it to the front on your box.



**Newspaper:** The Grand Rapids Press may be ordered by calling 459-1411. For other papers consult the phone book. The delivery person will assign you a paper box.

**Association dues** are payable on the first of the month. A late fee is charged if payment is received after 5:00PM of the 10th. The Association maintains a payment drop slot in the first bank of mail boxes. Please make checks payable to Bradford Place Condominium Association.



**Sprinkler Heads:** We are fortunate in having an underground sprinkler system. However, the heads are easily broken. Please make sure you and your guests do not park on the grass.

**Seasonal:** The Association contracts for **snow, ice control, lawn and tree trimming**. Driveways, sidewalks and porches are cleared of snow often and early in the day (you may hear them working during the night).

**Lawns** are mowed once a week, **trees** trimmed regularly, and **bark** replaced on a scheduled basis. However, if you notice a problem, please report it to the board member responsible for maintenance.

**Personal plantings:** If you decide to plant annuals, perennials, bulbs or other greens not belonging to the Association, you are responsible for their maintenance. Changes of shape and location of the borders and beds requires the approval of the board prior to making such changes.

## ASSOCIATION MEMBER PARTICIPATION

Association members are encouraged to contribute to and participate in the governing and maintenance of the association and our properties. As a member you may:

- ◆ Attend Annual meeting in January
- ◆ Vote in the elections.
- ◆ Vote on proposed amendments of the by-laws.
- ◆ Run for election to the Board of Directors.
- ◆ Attend Board meetings, address the board regarding issues of concern, and present proposals and advocate their acceptance by the Board and membership. In the interest of efficient operation of meetings prior arrangements should be made with the board.
- ◆ Petition the Board for consideration or reconsideration of an issue based on the interest of the members.
- ◆ Serve on committees for the Board making recommendations based on assigned projects and research.
- ◆ Be a good neighbor, welcome new residents and help solve association problems your neighbor may have. Get to know your neighbor!
- ◆ This is your association and as such we strive to make it friendly and comfortable. Bradford Place emphasizes mutual respect, violations of your privacy or any type of personal intimidation will not be tolerated.

## Bradford Place Condo Handbook

Welcome to Bradford Place Condominiums! This handbook has been designed to help you get answers to questions most commonly asked by new members, as well as clear up some mysteries for some of the "old hands".

Please keep in mind that this handbook is intended to help you get adjusted to condominium life as well as understand the association rules and regulations. Should you have any questions about the association rules be sure to consult the By-laws. The By-laws are the official set of rules of the association.

**Welcome, we hope you will enjoy life at Bradford Place.**



# **BRADFORD PLACE CONDOMINIUMS**

President	Ken Ross	942-5476
Vice President	Jim Hale	949-5672
Secretary	Julie Baumchen	956-1178
Treasurer	Leslie Booth	949-6518
Maintenance	Conrad Swanson	942-1937
Insurance	Myra Kraker	949-5568

# **HANDBOOK**