

HANDBOOK

FOR

CRYSTAL VIEW VILLA ASSOCIATION

SUMMARY OF

GUIDELINES

RULES AND REGULATIONS

July 2020

CRYSTAL VIEW VILLA ASSOCIATION
BOARD OF DIRECTORS

President (21)	Brenda Stevens, 7005 Fairway Vista Dr.	554-5548 bstevens@greenridge.com
Vice-President (20)	Don Drenth, 1750 Spring View Ct.	554-0917 dsdrenth@comcast.net
Secretary/Treasurer (22)	Pat Callahan, 6988 Fairway Vista Dr.	915-8132 callahan.pat@comcast.net
Director (20)	Paul Brandt, 6868 Crystal View Dr.	554-5547 pabrandt.cvva@gmail.com
Director (21)	Mary Daniel, 1783 Placid Ct.	485-0148 mkdanielmisc@gmail.com
Director (21)	Chris Fitzgerald, 6902 Fairway Vista Dr.	269-364-0973 Cj6159@gmail.com
Director (20)	Tom Johnson, 1755 Spring View Ct.	803-5691 tjjohnson53@gmail.com
Business Manager*	Huyser Property Management, Bonnie Huyser 3029 Paris Park Dr., Kentwood, MI 49512 bonnie@huyserpropertymanagement.com	656-0197

*Crystal View Villa Association Business Manager Duties:

1. Administrates Monthly Member Maintenance Fee Administration.
2. Prepares Monthly Financial Reports to the Directors.
3. Prepares Monthly Minutes of Board Meetings.
4. Pays monthly bills to contractors.
5. Assists the Board in negotiating annual lawn care, snowplow, trash and painting contracts.
6. Villa owners are encouraged to contact the Board of Directors or the Business Manager for Crystal View Villa Association information or reporting Association problems.

TABLE OF CONTENTS

	<u>Page</u>
Introduction	1
Association Government	1
Board of Directors	2
Association Fees	2
Common Elements	2
Association Responsibilities	3
Lawn Care, Snow Removal, Road Repair, Painting, Trash Removal/Curbside Recycling, Sprinkling System (seasonal turn on/off, not repair), General Liability Ins.	
Co-owner Responsibilities	4
Painting	4
Pets	4
Garage Doors	4
Parking	4
Cable TV/Outside Antenna/Satellite Dish	5
Signs	5
Use of Unit/Leasing	5
Ownership Change	5
Insurance	6
Mailboxes/Post Lights	6
Improvements and Modifications	6
Trees and Shrubs	7
Garage Sales	7
Summary	7

INTRODUCTION

As a result of purchasing a unit in our Crystal View Villa community, we have all agreed to accept, and are legally bound by, the Master Deed and the By-Laws of our Corporation.

This handbook is intended to help you more readily understand the simple guidelines for our community living.

Please note that this handbook covering rules and regulations is not a verbatim recitation of specific sections of our Corporate By-Laws.

It should be clear that it is the responsibility of each Co-owner, or renter-resident, to acquaint each household member of the value of observing these rules and regulations.

Your cooperation is important.

Your neighbors will appreciate it.

ASSOCIATION GOVERNMENT

As a non-profit corporate entity, you, the Co-owner, elect members to the Board of Directors to represent you, to administer the Master Deed and By-Laws, to govern and to manage the affairs of the Association. Board members are responsible for all facets of the administration of the Association including preparing annual budgets, assessments, making and enforcing rules and regulations, oversight of the maintenance activity, long range planning, approval of contracts for services, financial planning and stability in banking/investments, insurance coverage, the protection of Co-owners' equity, just to name a few.

The real important part is your participation. You are encouraged to consider serving on the Board or to work with your neighbors on necessary committees as needed from time to time.

Board members are elected at each of our Annual Meetings. These meetings cover the full range of issues pertinent to governing the affairs of the Association and should have full Co-owner support and participation. All Co-owners are urged to attend.

BOARD OF DIRECTORS

Your representatives, the Board of Directors, are elected annually.

The term of office is three (3) years. The Board strives to have an odd number of members for voting purposes.

The Board typically meets quarterly. There are no closed meetings, and all Co-owners are invited to attend. In each meeting, the Board reviews a financial report, the delinquent report, a review of previous meeting minutes, as well as old and new agenda items, and action taken on those items needing attention.

All Co-owners have the right to ask that any item of business be placed on the agenda. All correspondence to the Board is presented to it at the first meeting of the Board following its receipt.

While the Board retains the right to determine suitable content for any meeting agenda, history will show that any Co-owner care or concern that directly affects community life at Crystal View was addressed in a timely and reasonable fashion.

ASSOCIATION FEES

The Board has the responsibility as set forth in the By-laws, to annually budget the dollars necessary to operate the Association and pay the bills for the coming year. Once the Board has approved the new annual budget, individual association fees are determined. Our fiscal year coincides with the calendar year. Prior to it, you will be notified of the coming fee schedule and will be given a copy of the entire budget with a breakdown by line items of expected expense. Association fees are due and payable by the 10th of each month. Any payment received after the 10th of that month will be considered delinquent and a \$15.00 late charge will be assessed. Should the account remain delinquent beyond 60 days the Business Manager may be instructed to pursue other remedies, including property liens and resolution in small claims court.

NOTE: There have been isolated instances where Co-owners have withheld all or part of their Association Fees because of alleged deficiencies in services provided. Please be advised that there is no legal basis for this action.

COMMON ELEMENTS

To best define "common elements" is to describe what it is not. Those structures and improvements that now are located within the boundaries of a condominium unit will be owned in their entirety by the Co-owner of the unit and will not constitute "common elements".

All land, roads and other surface improvements not located within the condominium unit are considered "common elements". The cost of maintenance, repair and replacement of these common elements will be borne by the Association except to the extent of repair due to act or neglect of a Co-owner, or his agent, invitee, family member or pet.

ASSOCIATION RESPONSIBILITIES

While it is recognized that condominium sales presentations promote "maintenance free living", when you get to the point where the rubber meets the road, economic realities must govern.

Because a full-time labor force is not practical, the Association contracts for a number of seasonal services. The following are among the several of those provided services:

Lawn Care Contract . . . this includes Spring and Fall clean-up, installation of bark mulch in bed areas and around trees, color enhanced bark available at an additional cost, weed control in lawn and planting beds to be done every other week using a combination of chemical treatment and hand weeding, fertilization -four applications per year, weekly mowing and every other week edging of walks and drives, once a year lawn aeration and bush trimming/pruning to be done June/July & August/September. If you have special needs in any of these areas or have any questions you are encouraged to contact Jason VanderVennen at Jack's Lawn Service & Snowplowing. The phone number is 698-8616.

Snow Removal Contract . . . private roads and driveways are plowed, and all walkways shoveled. To be done each time there is a two-inch accumulation of snowfall and to be completed prior to 7 a.m. Trucks will return mid-afternoon as necessary when additional snow and blowing occur. Again, if you have questions or concerns regarding snow removal please contact Jack's Lawn Service and Snowplowing (698-8616). Snow plowing of the county roads, which would include Crystal View Drive is the responsibility of the Kent County Road Commission. Please call 242-6950 if you have concerns regarding this area of the development.

Road Repair . . . all private roads are inspected with all surface faults repaired. A reserve fund is maintained for any and all required maintenance.

Painting . . . the Association is responsible for restaining each of the units. The villas are stained on a 5-year cycle. If not staining the same color approval may be required.

Trash Removal/Curbside Recycling . . . once a week.

Sprinkling System . . . this includes spring turn on and fall winterizing. Repairs are the responsibility of each villa owner. *The Board has authorized the contractor to do minor repairs up to \$100 at the time of turn on without notifying the homeowner. These repair items are typically sprinkler head replacements/adjustments. (Rev. 07/20)*

Insurance . . . The Association carries General Liability insurance on the private roads in the Association as well as Directors and Officers Liability.

CO-OWNER RESPONSIBILITIES

The cost of maintenance, repair and replacement of all improvements within the boundaries of a Unit will be borne by the Co-owner of the unit, except for maintenance performed by the Association (see paragraph "Association Responsibilities").

PAINTING

The Association is responsible for restaining the units with one coat. This includes the garage door, and service doors that open to the outside of the house. All other painting requirements, for example, trim another stain color, deck cleaning and replacing cracked siding will be done at a time and material cost to be paid for by the owner to the painter. The first stain will be on the 4th year after the original stain and future staining will be every 5 years.

PETS

The subject of keeping pets is a highly emotional issue at many condominiums, and they have been banned at some. Co-owners with pets must realize their pets can become a nuisance if not controlled.

All our corporate papers are very clear on the subject, but because "dogs" are the more popular members of the pet family, repeating our specific rules pertaining to them appears appropriate. Crystal Springs Declaration of Residential Use Restrictions states, "No dog may be permitted at any time outside a residence unless the dog is contained within a permitted dog run, [or an invisible fence which is highly encouraged] or unless the dog is accompanied by an attendant who shall have such dog firmly held by collar and leash, which leash shall not exceed eight (8) feet in length."

In brief, dog controls are thoroughly covered in Township ordinances that mandate all citizens to keep pets under control. In addition, sanitation is prescribed. The owner of a dog "shall immediately remove all droppings and properly dispose of them."

GARAGE DOORS

For security and aesthetic reasons, garage doors will be kept closed at all times except as may be reasonably necessary to gain access to and from any garage.

PARKING

Parking within the condominium community may sometimes be a problem . . . mostly when simple courtesy and consideration for our neighbors is not given. Of concern to all is the potential condition that emergency vehicles may not be able to respond to calls for assistance and also that the roads may not be cleared properly when there is snowfall.

If your parking needs require use of the private roads during the months of May – November, the odd-even rule applies. Odd-even parking restrictions mean that on each even numbered day parking is prohibited on the odd numbered side of the street. As a courtesy please be mindful of your neighbor when hosting a gathering. Please do not block any driveways or mailboxes.

No cars shall be parked on the private roads from December 1 – April 30. By requiring this, the Association is assured that the streets will be plowed properly throughout the winter months. Rev. 11/19. There is no overnight parking allowed at any time on the private roads in Crystal View Villa Association. Cars may not be parked on the grass areas of the Unit at any time.

CABLE TV/OUTSIDE ANTENNA/SATELLITE DISH

Crystal Springs Declaration of Residential Use Restrictions states, "No exposed exterior radio or television transmission or receiving antennas, dishes, or other devices will be erected, placed or maintained on any lot or unit. Any waiver of these restrictions will not constitute a waiver as to other lots or lines or antennas.

In the event satellite dishes cannot be installed under the roof, the Board has taken the following position. Anyone wishing a satellite dish on their place of residence must submit in writing their request to the Board of Directors prior to installation.

Criteria for approval is as follows:

1. The dish cannot exceed 400 square inches.
2. Color of dish must be compatible with the residence and adjoining houses.
3. Location of dish on the residence cannot be obtrusive to the neighbors.

SIGNS

No signs (including political) or advertising will be displayed on any lot or unit unless their size, form, and number are first approved by the Directors, except that one "For Sale" sign and not exceeding five (5) square feet in size may be displayed without approval.

USE OF UNIT/LEASING

All Units in Crystal View shall be used exclusively for single-family residence purposes. Co-owners, however, may lease their Units provided written disclosure is submitted to the Association prior to such lease transactions, and that this disclosure ensures compliance with the pertinent articles of Crystal View By-Laws. All lease agreements must be at least one (1) year unless specifically approved in writing by the Association.

OWNERSHIP CHANGE

A Co-owner who is about to sell must provide the Unit buyer with a copy of the Association Master Deed and By-Laws. Copies of these are available from the Association, if the Owner cannot locate their original. The Co-owner is also required to advise the Business Manager as to the name of the purchaser and the expected closing date. The Association will provide this handbook to the new owner.

INSURANCE

A policy is in force that protects the public against losses resulting from bodily injury or property damage on the "common areas" of the Association. It provides a limit of insurance "per person" for bodily injury and property damage liability. This means as a Co-owner, you are protected for this type of loss and will be represented by the insurance company in any legal action brought against the Association.

It must also be stressed that this liability policy does not cover any of the living area. Each Co-owner "building" - the actual structure itself, inside and out, is the exclusive responsibility of that Co-owner, and is excluded from any insurance carried by the Association.

All Co-owners are urged to contact their personal agent to ensure adequate protection.

MAILBOXES/POST LIGHTS

The Association is not responsible for painting the mailbox or its supporting post, as well as not being responsible for painting the post that supports the light fixture itself. When mailbox or lamp replacement is required, it is the responsibility of the Co-owner to do so.

Huyser Property Management has the approved mailbox for the association. If you need a replacement or repair call 656-0197 or email bonnie@huyserpropertymanagement.com.

Co-owners: Your post lights must be in constant working order because these lights are the streetlights for our security. Consumers Energy is responsible for replacing streetlights on Crystal View Drive.

IMPROVEMENTS OR MODIFICATIONS

The unique architectural character of Crystal View was established with its original design. The free-standing concept, the contemporary unit design, together with a beautiful golf course setting, are features that attracted most Co-owners and encouraged them to buy.

To insure that any changes or alterations will not affect the original concept and design, the Board of Directors must approve any proposed change, modification and/or addition to existing structure. Co-owners wishing to make changes must submit their request in writing, (See Figure 1), along with detailed sketches to the Board 30 days before your planned change. Changes made without approval may result in the Association ordering restoral to an "as built" condition with appropriate charges assessed the Co-owner.

TREES AND SHRUBS

It is the Co-owners' responsibility to care for, and where necessary, to replace all nursery stock, trees and shrubs located within the boundaries of their property. New trees and shrub planting by the Co-owners must assure that their location does not eliminate the golf course view.

To protect the esthetics integrity of Crystal View, the Board has the authority, when necessary, to insist Co-owner actions be taken to care for any deteriorating condition.

ESTATE SALES/MOVING SALES/GARAGE SALES

In April of 2006, the majority of residents in the Crystal View Villa Association voted to allow Estate Sales/Moving Sales only when a resident is moving out of the Crystal Springs area. Anyone wishing to have an Estate/Moving Sale must submit in writing their request to the Board of Directors prior to the sale. Maximum number of days will be 2. As a courtesy, please let your neighbors know of the dates of your sale once approved by the Board of Directors.

Garage sales are not allowed

SUMMARY

In summary, it has been the ongoing efforts of this Board to define the contents of this Handbook for but one purpose - to guard and insure your rights as a member of the Crystal View Condominium Community.

The only ingredient of successful condominium living that cannot be mandated by the Master Deed or the By-Laws is your thoughtfulness for and your cooperation with your neighbors. Caring for our neighbors, coupled with respect for our rules and regulations will go far to guarantee our having one of the finest condominium developments in southwest Michigan.

**Crystal View Villa Association
Request for Board Approval**

Date _____
Submitted By _____
Address _____

I/We would like to make the following change(s) to our Villa:

If there will be an addition to your unit, please attach a detailed drawing.

The type of material used will be:

Board of Directors Signatures: _____

Approval Given On: _____

