

**HANDBOOK FOR
WEXFORD VILLA ASSOCIATION**

INCLUDING

SUMMARY OF GUIDELINES,

RULES AND REGULATIONS

August 2020

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Board Of Directors

Joan Tolley, President	803.0800	jmtolley1@gmail.com
Cris Anderson, Vice President	291.0946	cwwanderso@comcast.net
Lawn Maintenance & Snow Plowing		
Dean Webster, Vice President	698.1256	Dew51943@aol.com
House Painting		
Nancy Moyer, Treasurer	581.2896	nlm49316@gmail.com
Tom Moyer, Treasurer/Finance	443.9885	tdmassoc@gmail.com
Susan Shamali, Secretary	318.1360	sshamali001@gmail.com
Mo Shamali, Director	291.4529	mshamali83@gmail.com
Rick Cole, CSPOA Liaison	633.3213	rico.cole@att.net

Areas of Responsibility for the Board

President

1. Provide oversight for Association operations
2. Preside over all meetings of directors and members
3. Prepare the agenda for all meetings
4. Approve and authorize all expenditures of Association Funds
5. Create special committees to address specific concerns (i.e. road resurface, traffic, etc., and appoint committee and board members).

Vice President: Lawn Maintenance/Snowplow Service

1. Preside over and prepare agenda for meetings in the absence of the President
2. Provide oversight of lawn maintenance/snowplow service issues and contracts.
3. Provide oversight of lawn irrigation system maintenance contracts and issues.
4. Obtain competitive bids and select suppliers at contract renewal time for Board approval.
5. Coordinate the completion of, and arrange for, a service provider for the annual “Backflow Prevention Report” to Gaines Township Utility Authority for Landoshire and Misty Morning Courts.

Vice President: Painting

1. Preside over and prepare agenda for meetings in the absence of the President.
2. Maintain painting schedule and notify owners of annual painting schedule.
3. Provide oversight for painting contract and resolve issues.
4. Provide paint chips to home owners.
5. Obtain competitive bids and select suppliers at contract renewal time for Board approval.

Vice President: Trash Removal

1. Preside over and prepare agenda for meetings in the absence of the President.
2. Provide oversight of trash removal service and issues
3. Obtain competitive bids should new service be required.
4. Provide trash/recycle information to residents on a yearly basis (i.e., number of bids available, recycle rules, recycle bins).

Secretary

1. Prepare minutes of quarterly Board meetings and annual meeting. Distribute minutes to all members via email or hard copy as required.
2. Prepare meeting notices, announcements or bulletins as required and distribute to all members via email or hard copy as required.
3. Revise, update and distribute WVA Handbook on a yearly basis.
4. Revise, update and distribute WVA Directory as needed throughout the year.

Treasurer

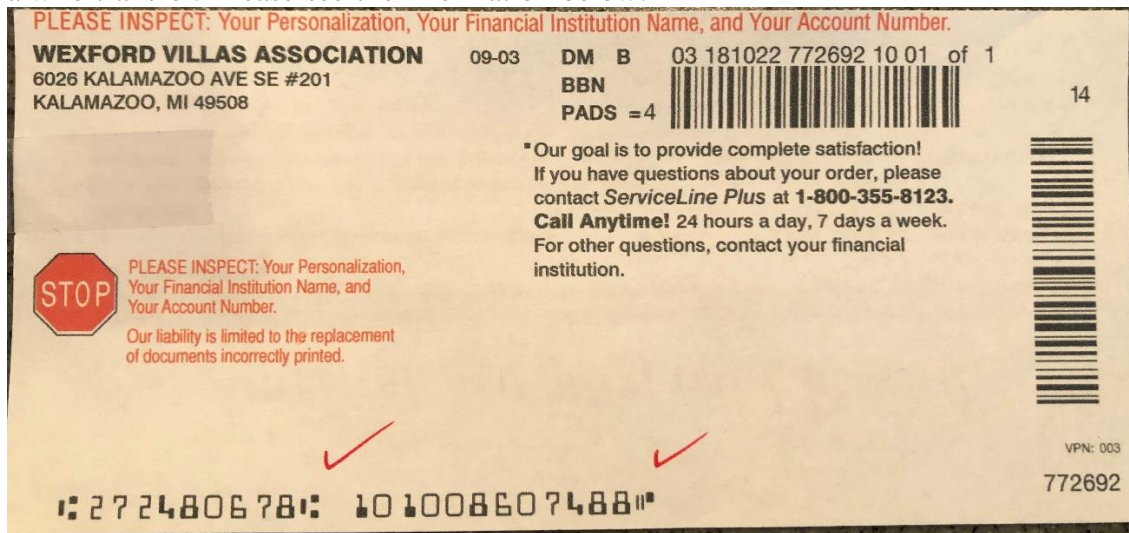
1. Prepare monthly financial reports (profit and loss, balance sheet) to the Board of Directors.
2. Maintain appropriate logs, ledger sheets, etc., for the recording of monthly membership dues and other accounts receivable.
3. Apply late fees to member dues not received on time. Notify members of delinquent account status.
4. Prepare annual budget and present to membership at annual meeting
5. Maintain checking and saving accounts with authorized association banking authorities.
6. Pay monthly bills to contractors and other authorized Accounts Payable.
7. Prepare annual federal and state income tax forms and mail them to government agencies.
8. Prepare annual state non-profit corporation forms and send with fees to State of Michigan.
9. Prepare and execute liens on properties that are delinquent with WVA Association fees/dues.
10. Arrange for annual independent audit of WVA financial status.

USE OF ELECTONICS

Beginning January 1, 2020, WVA will be fully electronic. The Board determined that using electronic processing of payments, distribution of minutes, etc., we will be contributing to the “Green” initiative processing of information.

What does this mean for you?

1. WVA dues need to be processed as a bill pay thru your respective bank/credit union or it will need to be a wire transfer. Please see the information below.



Please contact Treasurer Nancy Moyer with any questions you may have.

2. All correspondence, minutes, member directories, handbook revisions, etc., will be sent via email.

WVA homeowners who are currently on the mailing list will be grandfathered in.

INTRODUCTION

As a result of purchasing a unit in the Wexford Villa community, we have all agreed to accept, and are legally bound by, the Master Deed, the By-Laws of our Corporation and the Crystal Springs Declaration of Residential Use Restrictions. This handbook is intended to help you more readily understand the simple guidelines for our community living.

Please note that this handbook is a summary of the rules and regulations of the Crystal Springs Property Owners Association. Please refer to the legal documents noted above for specific verbiage. These can be located at crystalspringsinfo.com.

It should be clear that it is the responsibility of each Co-owner, to acquaint each household member, or renter/tenant resident, 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. These meetings are held around the first Thursday in October and all Co-owners are urged to attend.

BOARD OF DIRECTORS

Your representatives, the Board of Directors, are elected annually. The term of office is two (2) years. There are four to six (4-6) Board members with two to four (2-4) elected each year to a two (2) year term.

The Board meets quarterly during the year. A Board quorum will determine the month of meeting. There are no closed meetings and all Co-owners are invited to attend. At 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 Wexford is 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 the first of each month.** Any payment postmarked after the *tenth* of each month will be considered delinquent, and as such becomes a violation of our bylaws. (See enforcement rules below.)

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.

ENFORCEMENT OF RULES AND REGULATIONS -- IMPOSITION OF MONETARY FINES

Your volunteer Board members are not a police force. They do not patrol the neighborhood looking for violations. However, if violations are brought to the Board's attention, certain actions may be taken. If a member of the Wexford Villas Association is in violation of any provision of the Master Deed, the Bylaws, the Crystal Springs Declaration of Residential Use Restrictions, or any duly adopted rules or regulation of the Association, the Board of Directors is authorized to impose a fine or fines as provided in Section 17.4 of the Bylaws

For purposes of determining the number of violations of a particular member, the calendar year shall be used to determine the number of violations so that the appropriate fine can be levied. As provided in the Bylaws, no fine is imposed for the first violation, \$25 may be imposed for the second violation, \$50 may be assessed for the third violation and \$100 may be assessed for the fourth violation and each additional violation.

The Association fees and dues are due and payable on the first of each month. Any payment received/postmarked after the 10th day of the month will be considered a violation and fines may be assessed as set forth herein. If, in a calendar year, a member fails to timely pay the monthly Association Dues, the Board of Directors will impose a \$25 fine for the second violation, \$50 for the third violation and \$100 for each additional violation.

For example, assume that in a new calendar year, a member failed to pay dues in January and is late in paying the Association Dues in February, March and April. The Board of Directors can, after giving notice of the January violation, assess a \$25 fine for the February violation (2nd violation), a \$50 fine for the March violation (3rd violation) and a \$100 fine for the April violation (4th violation).

Prior to the imposition of fines, a letter is sent to the homeowner pointing out the violation and request for action within one week. If this is ignored, a reminder is sent and the Board may take stronger measures including property lien, suspension of services, the use of an attorney, court proceedings. Fees incurred in the

collection process will be added to the balance due. Note: An administrative fee of \$50 each will be incurred by the property owner for both filing and releasing a lien. This is in addition to the County filing fee.

COMMON ELEMENTS

Those structures and improvements that are located within the boundaries of a condominium unit are 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

Your Association Monthly Dues provide for a number of seasonal services that are contracted for by your Board of Directors. Following are the services provided: (Please see page 11 for "Supplier Contact" information. See page 12, "Maintenance Agreements," for complete job specifications on the following services).

- Lawn Care and Snow Removal Service
- Lawn Irrigation Service
- Villa Exterior Painting Service
- Trash Removal/Curbside Recycling
- Road Repair and Resurface: Our private roads are inspected annually for any surface faults. A reserve fund is maintained for making required repairs and/or replacement.
- Insurance: General liability is provided on the common areas within the Association. (See Insurance page 9)

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 above, "Association Responsibilities").

PAINTING

The Association is responsible for painting the Villa exteriors with one coat every five years. This includes repainting the garage door and service doors that open to the outside of the house. All other painting

requirements, for example trim in a different color than the siding color, deck cleaning and replacing cracked or damaged siding is the responsibility of, and is to be paid for by, the owner.

The installation of vinyl siding is an option Co-Owners may wish to investigate in lieu of painting. Owners in the past have installed vinyl siding when extensive repairs to their wood paneling was required. The cost of vinyl siding is the owner's responsibility. However, a portion of association dues paid by the owner may be refundable and future dues are lowered due to the elimination of painting every five years. Certain restrictions apply, see "Standards" below.

VINYL SIDING COMPATIBILITY STANDARDS

Wexford Villa Co-Owners contemplating the addition of vinyl siding to their villas are required to conform to the following basic job specifications.

1. Vinyl siding product must have a minimum thickness rating of .044", or above.
2. Color selection must match (or closely match) one of the approved colors on the Wexford Villas Paint Color Chart.
3. Approval of a detailed job description on contractor's quotation/specification form is required by the Wexford Board of Directors prior to contracting for a siding project. (Use "Request for Board Approval" form on page 18 to accompany contractor's forms.
4. In addition to thickness and color, contractor's quotation/specification form must include the following items if being included in the construction project.
 - Siding – Clapboard Design or Board and Batten Design
 - Soffit – Design, thickness and color
 - Shingle Shakes – Style, location of use and color
 - Trimworks – Style and color
5. A visual of the project should be provided if possible.

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 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 which 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."

Invisible pet fences are allowed. It is the homeowner's responsibility to mark fence locations for lawn maintenance. WVA is not responsible for any damage.

GARAGE DOORS

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

PARKING

Parking within our 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. Every effort should first be made by the property owner to insure all vehicles, personal and those of guests, are parked in his driveway. A property owner, however, is permitted to have one guest car parked overnight in the street without the approval of the Association. If an owner's parking needs require that more than one guest car needs to be parked overnight, approval must be obtained in advance from The Board of Directors.

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:

- The dish cannot exceed 22" in diameter.
- Color of dish must be compatible with the residence and adjoining houses.
- Location of dish on the residence cannot be obtrusive to the neighbors.

TRASH CONTAINERS

All containers shall be inside garages or otherwise within a fully enclosed area at all times and will not be permitted to remain elsewhere.

SIGNS

No signs 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 not exceeding five (5) square feet in size may be displayed without approval. One political sign, conforming to the above size restrictions, may be displayed up to three weeks prior to an election and must be removed by the end of election day.

USE OF UNIT/LEASING

All Units in Wexford shall be used exclusively for single-family residence purposes. Co-owners 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 Wexford By-Laws, Wexford Master Deed and

CSPOA Residential Use Restrictions. All lease agreements must be at least one (1) year unless specifically approved in advance in writing by the Association's Board of Directors.

OWNERSHIP CHANGE

A Co-owner who is about to sell must provide the Unit buyer with a copy of the Association Master Deed, By-Laws and Crystal Springs Declaration of Use Restrictions. Copies of these are available from the Association if the Owner cannot locate their original. The Co-owner is also required to advise the Board 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.

The Association also carries a Fidelity Bond on the President and Treasurer.

MAIL BOXES

The Association is not responsible for painting the mailbox and/or the supporting post, as well as not being responsible for painting the post that supports the light fixture. When mailbox replacement is required, it is the responsibility of the Co-owner to do so. The "standard" mailbox for Crystal Springs is a black box that sits on top of a black post. If a new mail box/post is required or repair service required, contact Huyser Property Management at 616-656-0197.

POST LIGHTS

When lamp replacement is required, it is the responsibility of the Co-owner to do so.

Co-owners: Your post lights must be in constant working order because these lights are the streetlights for our security.

IMPROVEMENTS OR MODIFICATIONS

The unique architectural character of Wexford 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 "Request for Board Approval" form on page 18), along with detailed sketches to the Board at least thirty days before your planned change. Changes made without approval may result in the Association ordering restoration to an "as built" condition with appropriate charges assessed to 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 Wexford, the Board has the authority, when necessary, to insist Co-owner actions be taken to care for any deteriorating condition.

All nursery items located within the common areas are the responsibility of the Association.

GARAGE SALES

Garage sales are not allowed unless the Wexford Villa Board and the majority of co-owners approve. There is a concern that damage to property and sprinkling systems could occur due to the narrowness of our streets and limited parking space. However, the Board of Directors does allow only during the Crystal Springs POA Annual Garage Sale event. Wexford Co-Owners interested in participating must co-ordinate with the CSPOA event.

SUMMARY

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

MAINTENANCE SERVICE CONTRACTORS

Following are the Maintenance Service Contractors for Wexford Villas. If you have questions or concerns regarding any of the services they provide, feel free to contact them direct. Please let the Board know if you are not satisfied with their response or if you are pleased with their service.

Landscape Maintenance/Snow Removal

Supplier: J&F Lawn Service
2222 Stowe Valley Dr. SE
Kentwood, MI 49508

Contact: Jack Zylstra
Email: jzylstra123@gmail.com
Phone: 616-245-7115

Lawn Irrigation Services

Supplier: Lawn-Scape Contractors
6947 60th St. SE
Grand Rapids, MI 49512

Contact: Emory Stauffer
Phone: 616-698-7110
Email:

Painting Service

Supplier: Premier Home Painting
631 Hall St. SW
Grand Rapids MI 49503

Contact: Antonio Vazquez
Phone: 616-558-3563
Email: avaz267@gmail.com

Trash Removal/Recycling

Supplier: Arrowaste
1296 Chicago Dr.
Jenison, MI
Mail:
PO Box 828, Jenison, MI 49429

Contact information: contactus@arrowast.com
Phone: (616) 748-1958
Hours: Mon – Fri: 8:00A – 5:00P

Service Alert Sign Up: www.Arrowaste.com to receive emails regarding pickup delays due to weather, etc.

MAINTENANCE AGREEMENTS

Following are the job specifications we send to suppliers when we solicit bids for our maintenance requirements. Co-Owners are encouraged to familiarize themselves with these specifications so they know what is included in the services provided. If you believe something should be changed to improve these specifications, please contact the Board member responsible.

Lawn Maintenance/Snow Removal

Specifications:

WVA has 40 home sites along Misty Morning Drive, Misty Morning Court and Landoshire Court. There are also two cul-de-sac islands. A site/survey plan is available.

1) Spring Clean-up

- To be completed mid-April, weather permitting. All leaves, sticks and debris to be removed from under all plantings, out of beds and lawns and removed from all properties.

2) Bark/Mulch Application

- Spreading of good-quality, more finely ground natural bark mulch, distributed evenly in beds and around trees/bushes on all properties currently utilizing bark. To be completed in April, along with Spring Clean-up.
- Property owner must notify service provider prior to application, if color-enhanced bark is desired. Otherwise the same color as the previous year will be applied. A cost of \$14.00 per yard for color will be billed to the homeowner.

3) Lawn Mowing and Trimming

- All grass should be cut to a consistent 3-inch level, once per week, April through October. Two final cuts will be made in November with mowing decks lowered to 2-inches.
- Care should be taken so as to eliminate clippings being blown into residents' air conditioners, garages, cars, sidewalks, driveways, flowerbeds, or rock/bark mulch. Blow clippings into grass only!
- Clippings are to be removed from the sites. No clippings are to be left on common area after any work is performed. All areas will be either blown clean or swept clean.
- Homeowner yard refuse pickup is limited to 2 biodegradable bags. Non bag-able items, branches etc. are to be cut into three foot lengths and tied in bundles. No plastic items, including flower pots, are to be included. Materials must be placed curbside on mowing day by 10:00 am. Excessive amounts will be subject to charges, and will be picked up the next available day. Contact service provider for pickup.
- All lawn damage due to the equipment or operator error must be repaired the same day it happened. If large area is damaged, the entire area will be roped off, keeping all mowers and people away from damaged area to allow the seed to become established

4) Edging

- Edging will be done on curbs, driveways and sidewalks bi-weekly throughout the season.

5) Fertilization & Weed Control

- Pesticide program shall be performed by licensed, trained technician. All chemicals to be of high quality commercial grade.
- Four (4) applications of good quality fertilizer/weed control (approximate dates: May, July, September and October)

- First application to contain pre-emergent crabgrass control and time release nitrogen fertilizer.
- Fall application of chemical treatment will be done to control weeds for upcoming season.
- Weed control in planting beds and stone areas to be done every other week with a combination of chemical treatment and pulling by hand, as necessary.

6) Aeration

- Core aeration is to be completed once per year September/October.

7) Shrub & Tree Trimming

- All landscape plantings, shrub and tree trimming are to be completed by an experienced, trained, capable professional, two (2) times per year. In the Spring, when Spring growth/flowering is complete, around Memorial day. Fall pruning will be completed around Labor Day. Trimming of trees taller than ten (10) feet is available. Contact service provider for a cost estimate. All debris is to be hauled away.
- Specific pruning requests requires Homeowner on site and/or direct contact with the contractor.

8) Fall Clean-up

- To be completed by mid-November. All leaves and debris to be removed from under all plantings, out of beds and lawns and removed from all properties and islands.
- Fall clean-up will include trimming of all bushes, shrubs, grasses and perennials as necessary.

9) Snow Removal

- Guide stakes shall be placed along roadway and driveways as required to avoid lawn/plant damage. All fire hydrants will be marked and kept clear of snow piles or build-up.
- Snow removal of drives, sidewalks and private road to be done when accumulation is past 2-inches. During evening snowfall, plowing will be performed before 7 am. Daytime snowfall shall be plowed by 5 pm if accumulation exceeds 2 inches. Heavy snowfalls and large snow piles may require loader or bobcat services for removal of snow.
- All damage to residents' properties including sprinkler heads and mail boxes caused by snowplows must be responsibility of service provider. Repairs shall be performed at Spring cleanup unless immediate attention is required.
- Driveways will be plowed to within two feet of garage door (remaining two feet to be shoveled by hand). Sidewalks, including steps and porch, will be cleared to the front door.
- De-icing may be required on request of the WVA Board. Deicers must be landscape and concrete safe and must work at temperatures below freezing.

Homeowner's Feedback

Service provider owner/manager must be available to attend one WVA Director's meeting, mid-season, for homeowner's feedback.

Lawn Irrigation Specifications

1) Spring Turn-On

- Service provider notifies homeowners in April, via flyer, of the week activation will start. (usually around the last week in April, weather permitting). Flyer describes homeowner responsibilities.
- **NOTE:** The service provider must be given access to the system controller. If there is a scheduling problem, or a specific appointment time is required, the homeowner must contact the service provider.

- Activates homeowners and the two island systems, tests each zone and sprinkler head for proper working order and coverage. Makes spray-head adjustments as required.
- If repairs are required, the service provider will contact the homeowner with an estimate of costs. Any damage caused by service provider's snowplows will be paid for by service provider. If repairs are required on the island systems, the supplier will contact the Vice President of the Wexford Villa Assoc.
- Monthly association dues cover system turn-on and turn-off service. Homeowners are responsible for any repair costs to their system.

2) **Fall Turn-Off**

- Supplier notifies homeowners in September/October of the week deactivation service will begin and homeowner's responsibilities.
- Blow out all system lines and zones for each homeowner and two islands to ensure protection for the systems throughout the winter months.
- **NOTE:** The service provider must be provided access to the system controller. If there a scheduling problem, homeowner must contact the service provider.

Homeowner's Feedback

Service provider owner/manager must be available to attend one WVA Director's meeting, mid-season, for homeowner's feedback.

Painting Service

There 36 villas in the Wexford Villa Association that require painting. Each villa is painted every 5 years, ranging from 5 to 9 villas per year.

Specifications:

- Pre-soak with safe, mild detergent that contains mold/mildew killing agents and pressure wash thoroughly paying special attention to prepare surface to be painted.
- Scrape all loose and peeling paint to ensure firm base for new paint.
- Caulk with White-Lightning caulk and fill all cracks and broken existing seams.
- Prime all surfaces that are bare, water or smoke damaged, with oil primer so new paint will bond properly.
- Notify home owner if siding panels have rot or damage and should be repaired/replaced.
- Paint all surfaces, siding, trim, fascia, door trim threshold and casing with Sherwin Williams Exterior Latex Super Paint.
- Paint garage door, front and service door with Sherwin Williams oil based Super Paint.
- Painting trim in a different color than the siding color, deck cleaning/staining and replacing cracked siding boards will be done at additional cost by homeowner directly to the painting contractors.
- The Wexford Villa Board of Directors reserves the right to select the brand of paint used (Sherwin Williams Super Paint will be used).

Homeowner's Feedback

Service provider owner/manager must be available to attend one WVA Director's meeting, mid-season, for homeowner's feedback.

Trash Removal/Recycling Service

Specifications

There are 40 villas in the association, located on Misty Morning Drive, Misty Morning Court and Landoshire Court.

Each Villa is furnished with a 64-gallon trash container. A 96-gallon trash container is available at no extra charge, if requested by the homeowner. The containers are picked up the same day on a weekly basis. If a holiday occurs during the week, pickup will be one day later.

Service provider will pick up large items such as furniture etc., when notified by homeowner. There may be a charge for this service which will be billed directly to the homeowner.

All homeowners are encouraged to recycle. A bin for this purpose is available on request. Pickup of recyclables is on a **bi-weekly** basis, the same day of the week as trash container pickup. Additional bins or a recycle “cart” is available, if necessary, on request at no extra charge.

As a result of the Arrowwaste buyout of Bob’s Disposal, Arrowwaste will no longer give WVA credit for homeowners who are gone for 30 days or more. Therefore, homeowners will no longer have to inform the secretary of their departure/return dates.

Homeowner’s Feedback

Service provider owner/manager must be available to attend one WVA Director’s meeting, mid-season, for homeowner’s feedback.

SERVICE PROVIDERS SUGGESTED BY WEXFORD NEIGHBORS

Appliance Repair:	Accurate Repair Service – Grand Rapids, MI	455-1810
	Kevin’s Appliance Service Comstock Park, MI	784-5577
Basement Wall Leaks	Perma-Seal Holland, MI	738-9950
Carpentry	Ken Novak	813-7361 / 269-795-2651
Carpet Cleaning	Sterk Cleaning Center Byron Center, MI	878-1110 “when you want the best”
Ceramic Tile	Westra Tile (Jeff Westra) Caledonia, MI	460-2192 “good job and clean up”
Computer Repair	Kraftek, LLC (Greg Karp) Rockford, MI	874-7771
Electrical	Steffes Brothers Electric Byron Center, MI	878-5049
	VanSingel Electric Jenison, MI	669-9718
	Ken Gelder Hudsonville, MI	890-3508
Furnace/Air Condition Repair	Johnson Mechanical Caledonia, MI	247-7883
	Schafsma Heating & Cooling Grand Rapids, MI	458-7304
	Bel-Aire Heating & Air Cond. Grand Rapids, MI	452-9676 Reliable, good service
	Godwin Plumbing & Hardware Wyoming, MI	243-3131
	Kentwood Plumbing & Heating Kentwood, MI	949-3695
	Lamphear Service Company Wyoming, MI	538-9360
Garage Door Repair	Bouma Bros.	452-4704

	Wyoming, MI	Very good service, fair pricing
	Overhead Door	261-0300
	Wyoming, MI	Always received good, fast service
	West Michigan Door	454-0007
	Walker, MI	
Handyman	Wesley Johnson	477-4457
	Replace fixtures, faucets, doors	Painting, and odd jobs
Home Security	E-Secure Alarm LLC	631-4727
	Wayland, MI	Reliable
Painting	Hillis Bros. Painting (interior)	554-5140
	Kentwood, MI	Good job, touch up, courteous
	Quality Painting Services (Antonio Vazques)	558-3563
	Don Drenth	554-0917
	Caledonia, MI	
Plumbing	Action Plumbing	877-0455
	Wayland, MI	Recommended by many
	Godwin Plumbing	243-3131
	Wyoming, MI	
	McDonald Plumbing	698-6771
	Grand Rapids, MI	Big jobs
	Kentwood Plumbing	949-3695
	Kentwood, MI	Small jobs
Roofing	Suburban Exteriors LLC	717-3741 (Hieu Duong)
	Zeeland, MI	Excellent, fast work, great help with insurance claim
	Snyder Roofing	272-3109
	Grand Rapids, MI	Fast, complete clean up
	Fritz Stucki Roofing	538-6386
	Grand Rapids, MI	
Tree Experts	Spidey Tree Service	893-5958 - Isaac

	Caledonia, MI	Reasonable, efficient
	Bartlett Tree Service	245-9449
	Grand Rapids, MI	Brian McKenzie
	Good Earth Tree Care LLC	616-236-3246
	Grand Rapids, MI	Arborist
Windows/Power Washing	Crystal Clean Window Cleaning & Pressure Washing	953-5496
	Grand Rapids, MI	Brian Ellens

Looking for recommendations for electronic and computer recycle.

At the time of publication, all companies have been verified/updated.

Wexford Villa Association
Request for Board Approval

APPLICATION FOR APPROVAL FOR CONDO OUTSIDE CHANGES

Homeowner Information

Homeowner Name(s)	Enter Name(s)	Phone Number	Contact Number
Address	Enter Address	Unit #	Enter Unite #
Current Date	Enter Current Date	Enter Start Date	Enter Start Date

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

Action item	Proposed Start Date
Ex. Apply vinyl siding	Ex. September 20, 2020
Enter Change item 2	
Enter Change item 3	
Enter Change item 4	

Details regarding Villa/Condo changes, including attaching a detailed drawing of changes and the type of material to be used. This could include, but is not limited to, vinyl siding, driveway, exterior changes of any kind.

Action Item Detail

1. Apply vinyl siding. Per XYZ Company, the thickness of the vinyl will be the stated thickness in the WVA Handbook. The color will be blue, which matches or closely matches the approved colors on the WVA paint chart.

Change Details 2
Change Details 3
Change Details 4

Board of Directors Signatures

/s/
/s/
/s/
/s/
/s/
/s/
/s/

Approval given on _____