

Walden Woods Community Handbook

March 2021



This Walden Woods Community Handbook provides the most current information regarding community policies and practices. Please disregard earlier versions of the Handbook and any email or advice previously received that conflicts with the topics included in this version. Note that Master Deed and Bylaws supersede in the case of discrepancy.

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The Walden Woods Board of Directors

The Walden Woods Condominium Association is governed by a five-member Board of Directors. Four members of the Board are Co-owners, who serve two-year terms. The fifth position is held by the Developer. The Board members are elected by the Co-owners at the annual meeting.

Resident questions, comments, and suggestions of interest to all members should be communicated to the management company, who will communicate with the Board as needed. This process enables the voice of the residents to be heard. The current board members' names and contact information can be obtained on the resident section of the Walden Woods website <https://waldenwoodscondos.org/>.

An Annual Meeting of the Walden Woods Condominium Association is held in the spring of each year.

Election Procedures for Members of the Walden Woods Board of Directors

1. Notice of openings on the Association Board of Directors will be emailed or postal mailed to all Co-owner households by February 15 of each year and will include a Candidate Information Form.
2. By March 15, Co-owners who wish to be on the ballot must return the Candidate Information Form by email or postal mail to the management company. Nominations will be closed March 15.
3. Any resident Co-owner may place his/her name in nomination to become a member of the Walden Woods Board of Directors. Only one Co-owner from a household may hold office at any given time.
4. By April 1, ballots with these nominees and their candidate information will be emailed to all Co-owner households. Households without email will receive their Candidate Information by postal mail.
5. Only one vote per Co-owner household is allowed per the Master Deed.
6. By May 1, Co-owners need to submit their ballots by email or postal mail to the management company. Voting will cease on this date.
7. The ballots will be counted by the management company, and the new Directors will be announced as the last order of business at the end of the Annual Meeting.
8. The new Board of Directors will hold its first meeting following the close of the Annual Meeting to elect its officers and address Association business.

Walden Woods has seven committees led by residents to help with the work of the Board of Directors. These include Finance, Infrastructure, Landscape, Resident, Security, Social and Website. Residents are invited to attend committee meetings and Board meetings. Although voting is only for the members of each committee, there is a public forum time provided at each meeting for input from residents. Upcoming committee meetings are posted on the website in the "Neighborhood News" section. Meeting minutes can be found in the "Association Documents" section.

Management Contact Information

After you have closed on your condo, your main contact is the management company. For all non-emergency situations, the preferred method of contact is email or the Walden Woods Community website: <https://waldenwoodscondos.org/>

There are two links on the "Residents Menu", which is on the right-hand of the Residents Main page:

- For general contact, use the "Contact Gardner Management" link. **Do not use this link for service requests.**
- For service requests, use the "Request for Service" link.

To contact Gardner by mail, phone or email use the information below:

Gardner Management

5770 Venture Park

Kalamazoo, MI 49009

Phone: 269-323-7774 (24 hours per day, 365 days of the year)

Email: info@gardnermi.com

Note: If you experience an emergency on the weekend or during non-business hours you will hear a recorded message giving the phone number for Gardner's answering service. Call the answering service and your call will be handled accordingly.

Common and Limited Common Elements

It is strongly recommended that each Co-owner be familiar with the Master Deed and Bylaws of Walden Woods Condominiums, including sections relating to the Common and Limited Common Elements. Both documents are found on the Walden Woods website. The Bylaws are Exhibit A (pages 27-59) of the Master Deed.

Appendix A of this handbook contains a chart to help Co-owners understand the responsibilities of the Association and the responsibilities of the Co-owners.

Every condominium Association is different and the Master Deed outlines the responsibilities of our Association and that of the Co-owners. The stereotype that everything "inside" is a Co-owner responsibility and everything "outside" is an Association responsibility can be misleading. The Master Deed is a large document, and you should be familiar with its entirety to some extent. We recommend reading the entire document but you may find, Article 4: Common Elements, pages 8-14, particularly helpful. **Except for the coach lights on the garage and their bulbs**, which the Association maintains, Co-owners are the responsible for all exterior light fixtures and bulb replacement. If you prefer not to change your own bulbs, may contact the management company for assistance at your own expense.

Clubhouse Use Regulations and Reservations

The Clubhouse, with its pool, is an asset to our Community. As with any facility, regulations are necessary to assure order and equal access. Currently, there is no fee for use of the Clubhouse, including the Lounge, Patio, Classroom and Fitness Room. The Pool and Fitness Room cannot be reserved and are always available for resident use.

Note that you must have a signed waiver on file to use the Clubhouse and pool. The waiver can be obtained from the management company.

The key fob for entry to the Clubhouse is available to new residents from the Chair of the Resident Orientation Committee (or their representative) after a tour of the facilities. Call the management company for the name and contact information of the current Chair to make an appointment for the tour.

The following regulations concern the use of the Clubhouse Lounge:

- The Clubhouse is for the personal use of the current residents and their invited guests only. It is not intended to be used by outside groups, clubs, or organizations. Note that we have an agreement with OLLI (Western's Osher Lifelong Learning Institute) for use of the Classroom. All condo owners share, through their Association fees, in replacement/upkeep of the Clubhouse, its equipment and supplies.
- Any Resident reserving the Clubhouse must be present at the event and is responsible for the condition of the facilities (inside and out) after the event.
- **Reservations** for the Lounge, Patio and the Classroom must be made in advance by emailing or using the "Contact Gardner Management" link on the website. You may also call if necessary. To be eligible to make a reservation, an individual must have closed on their condo and have a Clubhouse orientation as noted above.
- Residents should make reservations for the duration of the event, plus set-up and clean-up the same day. This may allow more than one group access during a day.
- Please cancel any reservation that is no longer needed as soon as possible to so the facilities become availability to other residents.

- When reserving the Lounge, please keep in mind that your reservation is for the Lounge and its adjacent Patio only (if requested) and does not include the fenced-in pool area or the fitness room; both of these areas must always be open for use by Residents.
- While the legal limit for the Lounge is 70, it can comfortably accommodate 50-60 seated people. Visitors should be reminded not to park cars along the entrance and exit boulevard and especially not on grassy areas where they may damage lawns and sprinkler heads.
- **Multiple Reservations:** For Residents or Resident Groups requesting ongoing weekly, bi-weekly, or monthly Clubhouse day/time slot reservation, the following applies to Monday-Friday reservations. These types of reservations are not allowed on weekends:
 - The Clubhouse should be used as much as possible, with access for all residents and not to be monopolized by any individual or group.
 - Resident Groups may request same day/time slots. Please be sure to check with the management company to determine if any other resident has reserved that time slot. Then, a Resident Group may reserve any of the time slots not already reserved. Ongoing reservations by these groups may be scheduled for two years at a time and renewed each year.
 - If a Resident Group is making a same day/time slot reservation, it must be done using the group name, such as "Java Jam," and not under a resident name. One member of that group must be identified to the management company as responsible for the condition of the Clubhouse and making scheduling arrangements.
- Reservations may be made up to twelve months prior to the date on which a Resident wants to use the Lounge or the Classroom.
- If more than one Resident wants to schedule an event on a major holiday (New Year's Day, July 4th, Thanksgiving, Christmas, etc.) more than 6 months in advance, a drawing will determine the resident eligible to hold the event. All events scheduled less than six months in advance are on a first-come basis.
- Please use table coverings, if needed, to protect the tables. The host must provide them if desired.
- The directions for using the fireplace are on the hearth.
- If a resident becomes aware that someone is not following the rules, they should contact the management company and appropriate action will be taken.

Security

Security for the Clubhouse is provided by EPS Security. Security for the condominiums is the responsibility of individual Co-owners.

Note that it is the responsibility of the last person to leave the Clubhouse to arm the security system. **Do not assume that you are the last to leave.** Please check the pool area, locker rooms, fitness room, and so on before arming the system. The instructions are posted at the exit doors.

IMPORTANT: Do not prop open the locker room doors when you are using the pool.

Clubhouse Checklist and Guidelines

Important: If you arrive and find the clubhouse improperly cleaned (per the checklist below) contact Gardner Management after your event to report the issue. During business hours call (269) 323-7774. After hours please use email: info@gardnermi.com.

Clubhouse Cleanup Checklist – Use **BEFORE** Leaving Your Event

- Wipe down all tables, chairs, counters and bar areas.
- Return furniture and other items to their original location.
- Vacuum and sweep floors, mop if necessary.
- Refill toilet paper, paper towel and soap as needed.
- Empty garbage from kitchen and restrooms, and replace containers with new liners.
- Inform Gardner Management of any supplies that are running low.
- Clean the grill if used.
- Sweep patio if used.
- Clean out the refrigerator and take your items home with you.
- Launder kitchen towels at home, if necessary, and return to the clubhouse.
- Remove ALL Trash and recyclables from the building.
- Return thermostats to regular level: 75 A/C, 68 Heat.
- Turn out all lights including the bathrooms, Fitness Room, and Classroom (except those on the entryway credenza).
- Lock all exit doors. Double check the exterior doors. Instructions are in the entryway credenza.
- Secure the clubhouse and activate the alarm before exiting.

Cleaning supplies, paper products and trash bags are in the storage room. A snow shovel and salt are also available for your use.

If clean-up is not done according to the list, you will be billed for the cleaning

If you choose, you may hire our cleaning company, Tessa Cleaning Services (269) 267- 8661 to clean up after your activity.

Remember, these are your neighbors coming in after you. Please leave the Clubhouse clean and ready to use.

In case of an emergency, such as heat or AC not working, power loss or water leak, immediately contact Gardner Management (269) 323-7774. If the call is after hours, you will be directed to call Gardner’s answering service for 24/7 response.

Clubhouse Audio/Visual

Wi-Fi

Wi-Fi is available at the Clubhouse. The password is WWClubHouse.

Important: These network connections are not administered or controlled by the Association and use a shared password. Wi-Fi connections are never fully secure. It is recommended that Co-owners not use the Clubhouse Wi-Fi for financial or other sensitive communications.

Lounge

Cable TV and music is available. TV is operated by the wall control. Do not touch controls on main TV, including power, or equipment in cabinet. Please follow instructions provided in the Clubhouse.

You want to be sure that you know how to work the equipment before your event. If you are having trouble getting it to work properly, report the issue to the management company.

Wi-Fi is available in the building allowing you to stream music from applications via an internet connection if you choose to bring your own speaker.

Fitness Room

Cable TV is provided for your pleasure. If you are having trouble with the signal, please report the issue to the management company. Please do not adjust the cables or try to fix the equipment yourself.

Pool Use

The Walden Woods pool opens on Memorial Day weekend and closes the Monday after Labor Day. All of us should be able to enjoy using our Walden Woods pool and be assured of our safety and security as we swim and sun with our families and friends. Please familiarize yourself with the rules below for using our pool to ensure that you know the proper procedures. These rules are posted at the pool as well.

- Swim at your own risk
- No diving
- No lifeguard is on duty
- No running
- Pool Capacity: 100 persons
- Shower before entering
- Children and guests must be accompanied by an adult resident
- No food preparation on the pool deck
- No food or drinks in the water
- Do not enter the pool after the consumption of alcohol
- No pets in or around the pool and clubhouse areas, including in the grassy area and patio
- No glass in the pool or on the pool deck
- No diapers in the pool
- No street clothes or cutoffs in the pool
- No smoking in or around the pool and clubhouse areas, including in the grassy area and patio

Snow Removal

- The Association provides snow removal from roadways, driveways and the sidewalk to your front door. Also included, is snow removal from the Clubhouse parking lot and the front sidewalks. A bucket of ice melt and shovel are located in the clubhouse should they be needed for an event.
- Snow removal will only start after receiving two inches or more of snow. Snow removal will typically only start after the snow has stopped accumulating to ensure a more thorough removal. Blowing or drifting snow that accumulates will not trigger a snow removal event unless specifically requested and approved by the management company or Board.
- Snow removal will take place no more than once in a 24-hour period without management company or Board approval. In a blizzard type of event where snow accumulation is 6" or more, it will take substantially more time for snow removal which may occur up to 24 hours after the event.
- Because there is limited space to store snow, the Community sidewalks typically become storage areas with multiple snow events.
- Salt/ice melt/sand will be applied only to the roads on an as needed basis focusing on intersections, steeper slopes and potential problematic areas. This service must be approved by the Board or the management company. Co-owners should apply concrete-safe ice melt to their drives and walks only as needed or contract with an outside service to do so.
- **The snow removal vendor will bypass drives with parked vehicles. Snow removal will not be done and the Co-owner assumes the obligation to clear the snow.**
- **Do not allow your guests to park in the guest parking areas during a snow event. Snow removal will not be done and the Co-owner responsible for the guest assumes the obligation to clear the snow.**
- If you believe that your driveway has been missed, or you are not satisfied with the snow removal service, please contact the management company as soon as possible.

Driveway Care and Sealing

Winter weather can be very hard on concrete surfaces, especially driveways. Residents should be aware that salt-based de-icers, non-salt chemical de-icers, and road salt left on driveways from cars or trucks, may cause "spalling" or pitting of the driveway concrete surface. Our condo driveways are categorized as a "Limited Common Element," according to the Master Deed, and the maintenance and/or repair is the responsibility of the Co-owner. To help prevent damage to your driveway's concrete surface, it is recommended that, after snowplowing, the remaining snow or ice is removed as often as possible.

It is strongly recommended that a concrete sealer be applied to your driveway to keep ice and salt from damaging it. **H&C Matte Clear Water-Based Natural Look Concrete Sealer**, which can be purchased at Menards, is the approved brand and has been used throughout the community with good results.

Landscape Maintenance

- Routine lawn care includes weekly mowing and irrigation of all common area lawns and blowing grass clippings from hard surfaces.
- Bark mulch is spread in garden beds in one-half of the Community annually. To help prevent disease evergreen trees are not mulched. Co-owners who wish to install their own mulch must use the same type and color as originally installed (hardwood in natural brown color). Special care should be taken to not mulch within 2" of the bottom of the siding.
- Edging of lawns will be scheduled during the mowing season. By contract, each area of the Community will be edged once per month.
- Lawns will be treated six times per season. The early spring treatment includes a pre-emergence crabgrass prevention and fertilizer. The spring treatment is a broadleaf weed control. The early summer treatment includes crabgrass prevention and fertilizer. Late summer is fertilization only. Then, there are two fall treatments; broadleaf weed control followed by a second fall fertilization.

- Shrubs in the garden beds and common areas will be trimmed twice in a season to maintain uniform growth throughout the Community.
- A spring clean-up will include removal of dead plant materials and garden bed preparation. A fall clean-up begins in October and includes pulling annual plantings, cutting-back perennial plantings, and removal of leaves as needed. A final fall clean-up in mid-late November will primarily focus on leaf removal and cutting of ornamental grasses (weather dependent).
- Our landscape service provides periodic seasonal weed control of driveways, sidewalks, and curbs with manual chemical spraying. Residents may contract with an outside landscape service for additional weed control or landscape services if desired.
- Additional landscaping in garden beds or in common areas installed by a Co-owner must be maintained by that Co-owner. **If you are planning to make modifications to your landscape bed, check with the Landscape Committee Chair to determine if ARC approval is required.**
- Irrigation has been installed to maintain the lawn areas and provides some water to the landscape beds adjacent to the units. The irrigation systems generally operate from May through October (weather dependent). The systems in Phases I-III are supplied by wells located within Walden Woods and are substantially less expensive to operate as compared to using municipal water. The system in Walden-West is connected to Kalamazoo Municipal Water. Both areas include two rain sensors that reduce the irrigation cycles during wet periods. In peak summer season, the irrigation system typically runs once per day, unless there has been significant rain. In the spring and fall, watering is less frequent, based on the weather. The system is maintained by the landscape service who adjusts the watering zones and times as needed. Note that during the development of Phase 4 and 5, the system is installed and maintained by the developer's irrigation contractor.
- Natural areas that are scattered throughout the Community, are undeveloped common spaces. They are an integral part of Walden Woods Association property and add to the intended aesthetic. The cutting or adding of plantings in any natural area must be approved by the Architectural Review Committee (ARC).

Exterior Enhancements and Landscaping Guidelines

As a general rule, modifications to the outside of your unit or planting beds require ARC (Architectural Review Committee) approval. The required form can be downloaded from the website or you can obtain one from the management company.

As authorized in the Condominium Bylaws to maintain the aesthetics of the Community, the Board of Directors has adopted the following guidelines to govern the common elements.

- Per the Master deed – “Lawn Ornaments are strictly prohibited, including but not limited to gazing balls, pink flamingos, gargoyles, pinwheel, statues, and flags other than the flag of the United States of America.” To further define lawn ornaments, prohibited items also include metal art, peace poles, bird baths, bird feeders and the like.
- Alterations or additions, in general, to the exterior of the condominium (unit) are not allowed without ARC approval. However, certain alterations that involve landscaping that allow a Co-owner some opportunity and flexibility to personalize or enhance the exterior appearance of their Unit have been approved by the Board of Directors. Any such alteration must comply with the following:
 - No items can be placed in the lawn or in a similar location where interference with normal lawn or landscape maintenance would occur.
 - Co-owners may elect to have up to two (2) garden ornaments of which all shall be a natural color and blend with the surroundings. These items cannot exceed 12” in height and must be in the planting beds. They are not allowed on the porch, steps or lawn. Please reach out to the management company if you are unsure if your items meet the requirements.

- Co-owners may elect to have flower pots in the front of their Unit of which all pots shall be a natural color or white and blend with the surroundings. Hanging or flow planters are not allowed.
- Co-owners may elect to have planter boxes in the back of their Unit affixed to the railing. Planter boxes shall be black or white in color to blend with the railing.
- Co-owners may elect to have flower pots in the back of their Unit on the lower patio or upper deck. All pots shall be a natural color or white and blend with the surroundings.
- All flower pots and planter boxes shall be maintained by the respective Co-owner. All pots and planter boxes must be stored out of site from late fall to early spring.
- Co-owners may elect to have a maximum of two (2) chairs or one (1) bench, and one (1) small side table located on the front porch of their Unit. The selected items shall be a natural color and blend with the surroundings and shall be properly maintained by the respective Co-owner.
- Co-owners may elect to have furniture on the deck and lower patio in the back of their Unit. This furniture shall be kept to a minimum maintaining a clutter free appearance. In the off season, all patio furniture shall be properly stored and screened from view.
- A uniform color/size of hardwood natural color mulch will be applied to each condo's existing garden beds by every other year. If a Co-owner chooses to add mulch on their own, it must match the color and consistency of the existing mulch. Rocks or other materials are not allowed in these beds to replace the mulch.
- Seasonal plantings in keeping with the “look and feel” of the Community landscaping may be added to existing landscape beds surrounding individual units. All added plantings must be maintained by the respective Co-owner and are subject to removal if they do not comply with ARC or Community guidelines.
- No additional planting may take place in the common elements of the Community unless the ARC and/or Board of Directors has approved and authorized such planting.
- Co-owners may elect to display the American Flag outside the front of their Unit (not exceed 3' x 5' in size). American flags may be attached to your front door post, railing post or the side of the garage. Please reach out to the management company if you are unsure. Flag poles and all other flags, banners, or signage is prohibited, including small flags placed in the lawn or in planting beds.
- Satellite Dishes are allowed in the Community. Satellite dishes exceeding one (1) meter in diameter are prohibited. Dishes 18" or smaller are encouraged. Dishes must be installed in the rear or side unit garden beds only. Natural landscaping screening may be required to soften the negative appearance impact the dish may have on the Community.
- Retractable awnings are not allowed.

The Board of Directors, on behalf of the Walden Woods Condominium Association, reserves the right to request modification or removal of any item mentioned above should it be deemed inappropriate or inconsistent with the intent of the guidelines. Any modification or removal will be done at the Co-owners expense.

Pre-Approved Materials

The materials below have been pre-approved by the Walden Woods Developer, Architectural Review Committee and the Board of Directors. **Note that this does not negate the need to submit an ARC review form for planned enhancements.**

All Co-owners and future Co-owners accept all responsibility and costs associated with installation, maintenance, repair, replacement, warranty, insurance, etc. The Association assumes no responsibility for these items except that it reserves the right to remove these items if they are not maintained and will bill the current owner for any and all costs associated with removal. Keep in mind that when an Association asset is scheduled for replacement, the owner will be responsible for any additional costs to remove these items while repairing or replacing an Association item.

Decks

- Surface Treated 5/4 x 6 or Cedar 5/4 x 6 or Azek Brownstone.
- Deck posts and rim boards can be wrapped in white Azek or like material. Contact the management company for information on approved material.
- InsideOut in white can be installed on the underside of decks.
- Sealing of wood decks, rim boards and support posts with Cabot Australian Timber Oil with clear finish or clear wood sealer. Absolutely no paint or stains can be applied to the decks, support post or rim boards.
- Pergolas on the deck – the ARC must approve the design prior to installation. All materials must be white Azek.
- Screened in porches under decks – the ARC must approve the design prior to installation. All materials must be white.

Storm Doors

Provia Doors – Model 397 "Full View" (White) or Provia Model 399 "Self-Storing" (White)

Hand Railing at Front Porch

White Vinyl to match the existing railings and posts.

Gutter Covers

Evelyn's Leaf Solution Gutter Guards in Bronze.

Generators

All generators must be installed along the side of the condominium home within the landscaping bed away from the front corners of the condo and screened from view on all sides. The landscape bed may need to be adjusted in size to accommodate the generator and additional screening after installation may be required. ARC approval is required to modify the landscape bed.

Specifically Not Allowed

Retractable awnings are not allowed.

Parking Regulations

- Residents should keep garages clear and park their vehicles in them whenever possible. **One vehicle (car or light duty truck) may be parked in the driveway but must be used on a regular basis.** At no time may a vehicle be stored in a driveway. Vehicles parked in a driveway should be parked nearest the front door of the Co-owner unit.
- If a car is parked in the driveway during the winter months, the snow removal vendor will bypass the driveway and the Co-owner assumes the obligation to keep the driveway clear of snow.
- Do not allow your guests to park in the guest parking areas during a snow event. Snow removal will not be done and the Co-owner responsible for the guest assumes the obligation to clear the snow.
- Residents are encouraged to have their guest(s) park in the designated guest parking areas. Designated guest parking shall not be regularly used by residents. Clubhouse parking is reserved for Clubhouse events (including use of the Fitness Room, Classroom, Lounge, and pool).
- Vehicles may not be parked in the streets overnight. Parking within 15 feet of fire hydrants and mailboxes is prohibited.
- Commercial vehicles, trailers, campers, boats, heavy trucks, motor homes, mopeds, bikes, motorcycles, ATV's, ORV's, snowmobiles and similar vehicles may not be parked at Walden Woods unless parked inside garages and screened from view.

The Board of Directors, on behalf of the Walden Woods Condominium Association, reserves the right to remove any vehicle that they deem inappropriate or inconsistent with the intent of the guidelines. Removal will be done at the Co-owners expense.

Pets and Animals

According to Article VII of the Bylaws, Building and Use Restrictions, Section 5(n), Pets and Animals:

- No more than two domestic animals (dogs or cats) shall be kept or maintained in any unit as house pets. If two pets are kept, the combined weight of the two pets must not exceed 120 pounds.
- No animals whatsoever shall be used for breeding purposes or for commercial purposes. No animal may run at large on or about the Condominium Property at any time.
- All animals must always be restrained by their respective Co-owner on a leash or similar device while on the Condominium Property (including expansion areas). No animals shall be restrained outside of units in a permanent or temporary structure such as a kennel, fenced in area, ground or other type of unmanned leash lock system, including but not limited to electric type fencing.
- No pets shall be allowed in the Community Building or in the pool area. All animals must not be obnoxious or offensive to other Co-owners due to noise, odor or unsanitary conditions. The pet owner is responsible for immediately removing all pet waste from the Common Elements.
- Pet owners will have full responsibility for damage to persons or property caused by their pet(s). No animal that exhibits savage or dangerous behavior will be permitted on Condominium Property at any time.
- Any Co-owner who causes any animal to be brought or kept within Condominium Property shall indemnify and hold harmless the Association for any loss, damage or liability which the Association may sustain as the result of the presence of such animal, whether or not the Association has given its permission therefore.

The Association may, without liability to the Co-owner, remove or cause to be removed any animal from Condominium Property which it determines to be in violation of these restrictions.

Holiday Decorations and Lights

The holidays are a wonderful time to celebrate and add some decorations to your home. These guidelines allow for some Co-owner personalization; however, the intent is to maintain continuity throughout the Community. Please take note of the following:

- Co-owners may elect to light one (1) tree or wreath on the front porch or front door. The lights must be white.
- Co-owners may elect to light one (1) tree in the yard. The lights must be white.
- Co-owners may elect to have lights and garland in the back of their Unit affixed to the deck railing. The lights must be white.
- Lawn ornaments, including but not limited to inflatable figures, blinking, LED, or colored lights on the outside of condominiums are not allowed.
- Holiday decorations must be removed and all lighting turned off by January 15th.
- Tree lights must be removed by March 15th.

The Association reserves the right to remove decorations that do not conform to these guidelines. The cost for removal will be billed to the owner.

Resale Information for Sellers

According to State law, when a purchaser takes ownership, they are bound by the provisions of the Master Deed and Bylaws, so any resident who is involved in the selling of their condo should make sure to pass along the Master Deed and Condominium Bylaws. These documents are available on the website under "Association Documents," and publicly available at the Kalamazoo County Register of Deeds.

Important: The Seller must turn in the Clubhouse key fobs to the management company. Key fobs will be available to purchaser after a tour of the Clubhouse, which is provided by the Resident Committee Chair (or their representative).

Real Estate Signs

"For Sale" signs of any kind are not allowed.

Open House signs, of commercial quality only, are allowed on the day before the open house and must be removed upon conclusion of the open house.

Complaints

If as a Co-owner in our Community, you feel others are not abiding by the Association rules, an anonymous formal complaint can be made by calling the management company. Please do not ask others to register a complaint on your behalf.

Assessment of Fines

The violation of any provisions of the Condominium Documents, adopted rules, or regulations by any Co-owner, occupant or guest, shall be grounds for the assessment of fines. The Co-owner shall be deemed responsible whether violations occur as a result of personal actions or the actions of family, guests, tenants or any other person admitted to the Condominium premises by such Co-owner.

Fines will be assessed in accordance with the provisions of Article II of the Bylaws. Upon violation and after default of the Co-owner or upon the decision of the Board, the following shall be levied:

1. First Violation – A warning will be issued. (No fine issued)
2. Second Violation – A fine, amount established by the Association depending on the violation, will be levied.
3. Third and Subsequent Violations – A fine, amount established by the Association depending on the violation, will be levied. Additional steps such as towing or legal action may also be taken.

Repair and Maintenance Services

The Association does not recommend vendors; however, your neighbors are always good sources of information for references. If you encounter a problem either inside or outside your Condominium, you should contact Gardner Management.

Appendix A

COMMON AND LIMITED-COMMON RESPONSIBILITIES GUIDELINES

Updated: 11/2/2020

Maintenance Item	Association Responsibility	Co-Owner Responsibility
1. Concrete and Asphalt	Repair and replacement of all streets and curbing including road-side sidewalks. [1b and 1n] Repair and replacement of visitor parking areas. [1t]	Maintenance, repair and replacement of driveways, sidewalk leading to front entrance, garage floors, rear patio and front porch. [2d, 3a(iii), 3b(vb)]
2. Exterior Electrical and Lighting	Common area exterior lighting fixtures, garage coach lights and garage coach lightbulbs. (Contrary to the Master Deed, the Association has assumed responsibility for the garage coach light bulbs.) All electrical supply up to the point of connection with outlets or fixtures within any Unit. [1c, 1o]	All other exterior lighting fixtures attached to an individual unit including coach lights on back of unit. Replacement of bulbs in exterior fixtures, excluding the garage coach light lightbulbs. [2d, 3a(i)] Any unique electrical supply specifically installed for exterior fixtures or appliances, including but not limited to, generator and hot tub (excluding those in common areas such as the pool or clubhouse.) [3a(iii)]
3. Interior Electrical and Lighting	Common area interior fixtures and appliances (e.g., clubhouse lighting.) All electrical supply up to the point of connection to interior fixtures or appliances. [1c]	Any unique electrical supply specifically installed for interior fixtures or appliances, including but not limited to, furnace, AC unit, thermostat, stove, refrigerator, water heater, sauna, and whirlpool tub (excluding those in common areas such as the clubhouse). [3a(iii)]
4. Telephone and Cable	All phone and cable supply up to the point of connection to a unit. [1d and 1i]	All phone and cable supply past the point of connection to the unit and within the unit. [2a]
5. Satellite Dishes		All maintenance, repair, and replacement of Co-owner installed equipment. [3a(iii)]
6. Natural Gas [Heating]	All gas supply up to the point of connection to outlets or fixtures within any unit. [1e]	Any unique gas supply specifically installed for fixtures or appliances, including but not limited, to generator, furnace, dryer, fireplace and water heater (excluding those

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Maintenance Item	Association Responsibility	Co-Owner Responsibility
		in common areas such as the clubhouse.) [3a(iii)]
7. Water and Sewer	All water and sewer supply to the point of connection to outlets or fixtures within any unit. Water or sewer supply in the wall or floor system that are not accessible by the Co-owner. [1f and 1g]	Any unique plumbing supply specifically installed for fixtures including, but not limited to, garbage disposal, sinks, shower stalls, tubs, faucets, water softener. Exterior water faucets (including any in garages). [3a(iii)]
8. Plumbing Drains	All slow and backed up plumbing drains assuming no Co-owner fault. [1f and 1g]	Plumbing drain problems caused by a Co-owner whether intentional or accidental. [3a(iv)]
9. Foundations, Support, Roof, Exterior walls	All repair and replacement. [1t, 3b(va)]	Repairs caused by Co-owner modification, neglect or damage. [3a(iv)]
10. Gutters, Downspouts, Downspout Extensions	Repair and replacement of all gutters, downspouts and downspout extensions. Cleaning when required to address a problem. [1t, 3b(va)]	Regular maintenance desired by Co-owner and cleaning required due to Co-owner negligence. [3a(iii)]
11. Common Area Maintenance and Landscaping	Entrance, Clubhouse and Pool area, Cul-de-sac Islands, and all common areas. [1j, 1k, 1l, 1p, 1q, 1s]	Owner modifications of garden bed area surrounding individual units and any additional ARC approved landscaping. [3a(iii)]
12. Irrigation System	All sprinkler controls, piping, heads and adjustment for lawn area as originally installed by the developer. [1r]	Co-owner requests to adjust sprinkler system to cover non-lawn areas and repair of any Co-owner modifications. [2d]
13. Garage Doors	Repair and replacement of door and panels, including springs, cables, rollers and tracks. [3v(a)]	Repair and replacement of electric opener and hardware. Any damage to door caused by owner neglect, invitees or owner's guests. [3v(d)]
14. Doorbells		Fixtures, buttons and button lights. [2d]
15. Door and Locks	Front entrance door and hardware. Limited to original specifications. [3a(i)]	Rear doors and hardware, interior doors and locks, including the door from the garage to the unit. Exterior storm doors and hardware approved by ARC. [2d, 3a(iii)]

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Maintenance Item	Association Responsibility	Co-Owner Responsibility
16. Sunrooms (when added to a unit as an original builder extension)	Support, roof, and exterior walls. [1f, 3b(va)]	Interior wall and floor covering, or other interior improvements. Repairs caused by Co-owner modification, neglect or damage. [3a(iv)]
17. Patios, Decks and Pergolas		All maintenance, repair and replacement. [2d, 3a(iii)]
18. Windows, Skylights, and Doors to Patios and Decks (sliding or hinged)		Maintain, repair and/or replace including glass and screen replacement. [3a(i) and 3a(iii)]
19. Exterior Staining, Painting and Caulking	All painted exterior surfaces excluding decks or other Co-owner additions. [1f]	Decks and other Co-owner modifications of limited common elements. [2d, 3a(iii)]
20. Mailboxes and Address Numbers	Mailboxes, posts and numbers as installed by the developer. (Contrary to the Master Deed, the Association has assumed responsibility for these elements.) [2b]	
21. Vents		Microwave, water heater, bath, dryer, etc. service, repair and replacement. [3a(iii)]
22. Vinyl Siding, Exterior Trim, Stone Facades and Gutters	Repair and replacement all vinyl siding, exterior trim, stone facades and gutters. Cleaning when required to address a problem. [1f, 3b(va)]	Regular maintenance desired by Co-owner and cleaning required due to Co-owner negligence. [3a(iii)]
23. Fireplace and Chimney	Chimney [1f]	Firebox, controls and vent. [3a(i), 3(iii)]
24. Signage	Common entry, street signs, etc. [1j and 1f]	

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Appendix B

The information below has been prepared to provide you with guidance in determining the amount of insurance coverage you personally should carry on your Walden Woods condominium. Please note that this memo should not be your sole source for insurance information. Your personal agent should review the referenced condominium documents and provide you with direction on the types and amounts of coverage appropriate for your situation.

- The Master Deed and By-Laws define the repair and insurance responsibilities of the Association versus the Co-Owner.
- “General Common” Elements are the responsibility of the Association. “Limited Common” Elements are the responsibility of the Co-Owner. Please refer to the Master Deed, Article 4, Sections 4.1, 4.2, 4.3, and the Bylaws, Article 4, Sections 4.1 & 4.3.
- For information on the dollar amount of coverage the Association is carrying on your unit please contact Tim Visser at Keyser Agency, (269) 381-3570 ext. 435 or tvisser@keyseragency.com.
- Once you know the amount of coverage the Association is carrying on your unit, you should consult with your personal homeowner insurance agent regarding the appropriate amount of coverage you should carry. Note that you should know the total cost of building or acquiring your unit in addition to the amount of coverage the Association is carrying.
- As noted in the bylaws, (Article IV, Section 1(a)), in addition to property coverage you should discuss with your agent coverage for, at a minimum, personal property, personal liability, (for occurrences within your unit or on the Limited Common Elements appurtenant to your unit), and alternative living expenses in the case of fire. These specific coverages are not provided for in the Associations policy.
- All “Personal Property” is to be covered by the Co-Owner.
- If you believe an insurance claim needs to be filed or a property loss needs to be repaired, contact both Gardner Management and your personal insurance agent.