

The Executive Board:  
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# The Quail Run II Condominium

## Association Newsletter

### Property Management Newsletter

February 10, 2025

Information from Board Meeting on February 4, 2025

#### Notice of Additional Assessment & Property Management Updates

**Additional Assessment** – As the Board provided notice of in December 2024, in order to fund the many necessary replacements throughout the community, an Additional Assessment is required. The Board has approved an Additional Assessment of \$100,000 to be paid in 2025.

Please see the provided spreadsheet detailing the amount of the Assessment due from each Unit. On the reserve side is a spreadsheet detailing the specific work that is anticipated to be completed this year with the Assessment funds. As projects are scheduled, notice will be provided to Co-Owners by email, plotted on the website calendar, and posted on Facebook.

All payments will be due by March 10, 2025. The Board will however allow Co-Owners to pay their Assessment over a 6-month period of time if needed. The spreadsheet details the monthly payment that would be due starting March 1<sup>st</sup>, 2025 through August 1<sup>st</sup>, 2025. If you would like to sign up for the payment plan, please contact our office so we can note that on your account.

If you are using our online payment system in Propertyware, you can set up auto payments for your Assessment or if it is easier for you, please email our office with authorization and we will get those auto payments set up for you!

**Outstanding Maintenance** – As the new management company, we are reviewing all records that were provided from Parkview Hills and the Board during the transition. In the Spring, it is our plan to complete a full property inspection to finalize an Exterior Repair List and work to complete the necessary repairs, with the Board's approval, to improve the maintenance standard for the community.

If you have an outstanding work order that has not yet been addressed, please contact our office so we are able to ensure those issues are prioritized as we work to develop a plan of action once the weather improves.

Work orders can be emailed directly to Danni Rubel, Maintenance Coordinator, at [kzooworkorders@bhhsmi.com](mailto:kzooworkorders@bhhsmi.com) or submitted through the Propertyware portal.

#### New ways to stay connected!

The new website is LIVE! Please visit: [www.quailrun2.com](http://www.quailrun2.com) to get all important community information, condominium documents, rules and regulations, insurance information, minutes, budgets, needed forms, a calendar of events, etc.

Please like us on Facebook at:

<https://www.facebook.com/QuailRunII/>

You can email the collective Association Board and management company at:

[www.quailrun2condoassociation@gmail.com](mailto:www.quailrun2condoassociation@gmail.com)

#### Master Deed and Bylaw Amendment

As the Quail Run II Association is now over 40 years old, the Board felt it was time to consider a thorough review of the current condominium documents to confirm if any amendments are necessary to 1. keep the Association relevant to the current standard of condominium living and processes and 2. confirm the Association documents are clear, complete and are realistic to the financial limitations of the Association.

This year, the Board made the difficult decision to pursue an Additional Assessment as a necessary action to help fund the needed replacements of common elements like roofs and siding. The reality is that the assessment is significantly insufficient to address all of the needs of the Association. The annual budget barely covers the fixed expenses for the community which provides a challenge with maintaining the property as needed. With the continual requirement for regular building repairs and maintenance, extensive landscaping and grounds care, along with the need to continue to fund the reserve account to complete other necessary capital improvements the Board has to consider what other options are available to reduce the Association's overhead and expenses.

It is important to remember that the Association is not a business that makes money to cover the Association's expenses, it is a savings account, funded entirely by Co-Owners, for all Co-Owner members to share in the expense of maintaining the common property as a group. With only 42 Units to share the ample expense of the continual maintenance of 22 buildings, your cost per Unit will continue to increase if the Association continues to cover the cost of all limited common elements as currently required by the Master Deed.

As a 40+-year-old property that ages more and more each year, the cost to maintain the necessary general and limited common elements that are consistent and similar throughout the community like roofs, asphalt, concrete, siding, trees, irrigation and landscaping, is an immense amount of money, which continues to inflate to higher levels than when the property was originally developed and the condominium documents were written. The Board has to consider what the overall cost to maintain those items is in terms of affordability. While considering an increase in dues may help in the short term, the price tag to maintain all of the necessary features is too great for the Association to afford even with a fee increase and additional assessments.

The Board cannot recommend to Co-Owners that they take over the responsibility for those general common features but they can amend the condominium documents as to the responsibility of the features that are only appurtenant to each specific unit. While those features may be like or similar in design, they are not in common space or of common use. The limited common elements are what the Board has considered amending to help save the Association the cost of maintenance, repair and replacement over time in an effort to keep the community fees at a competitive market level.

The Board is currently working on a full re-write of the Association's condominium documents in order to bring them current and address the needs of the Association as detailed above. In order to finalize this process, the Board wants to ensure that Co-Owners are included in this process in order to ensure a successful Amendment.

**If you are interested in serving on an Amendment Review Committee, please contact our office. Once we have established a committee, we will provide more information as to the next steps of this process.**

**In addition, it is the Board's intention to send out a survey in March to all Co-Owners in the coming months to gather Co-Owner feedback on this initiative and the goals the Board hopes to achieve through this process.**

Our goal is to finalize this Amendment initiative in the first half of the 2025. If the Amendment passes, this will allow us to better prioritize available funds and finalize a long-term Reserve Budget for the Association so all Co-Owners are able to better budget for necessary projects and receive a clear plan for the future of the community.

## Community Information

The Board has approved the provided Resident Manual which includes a variety of new Association forms and revised Rules and Regulations for all Owners to review and keep on file for their records. All forms are available on the Association website. Please see some of the important items of note:

1. **Community Information** – The purpose of this form is to provide current and incoming Co-Owners with the important information pertaining to the Association.
2. **Rules and Regulations** - The Board has left the Rules and Regulations, in terms of content, the same as they have always been. The specific requirements per the rules have not been changed. The Rules have been updated to include new important information along with notice of additional forms needed to provide a structured and organized process for maintaining Association requests and records.
3. **Modification Requests** - Any Co-Owner who has a modification that they want to make to the exterior or structural interior of their unit, including landscaping, should complete the Modification Request Form and submit the form to our office for the Board's review. Be aware the timeframe for review is 15-30 days.
4. **Intent To Sell**: If any Co-Owner plans to list your condo for sale, please complete the Intent to Sell form. The form details all requirements as part of the ownership transfer along with confirming the Buyer understands the requirements of the Association prior to closing.
5. **Intent To Lease** - If you would like to rent your condo, please use the Intent to Lease form which details the requirement to do so. No tenants will be approved unless this process is followed as written.
6. **Responsibility List** – This list is the same as was provided in October 2024, only reformatted and updated with new management information.
7. **Pet Registration Form** - All pets must be registered before they are allowed to be on the property. If you get a new pet, please complete the Pet Registration Form which details the requirements.
8. **Contractor List** – We work with many contractors for a variety of services. We have provided you with a list to help Co-Owners who are in need of personal service regarding their Unit.
9. **Vacant Unit Forms** – If you plan to leave your Unit vacant, there is a form that is helpful so the Association is aware and has all of the necessary contact information for the future. In addition, Co-Owners who rent their units or leave their Units vacant are still required to complete an Absentee Inspection of the property twice per year.
10. **Third Vehicle** – If you have a third vehicle and would like to get permission to have it on the property, please complete this form and return it to management.
11. **Estate Sale Agreement** – If you are in need of hosting an Estate Sale, this form details the rules. Once completed please return to management.
12. **Waiver of Liability** – No residents are permitted to perform physical repairs, including landscaping of any general or limited common element without the Board's written permission and not before signing a Waiver of Liability.



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## Community Reminders

The Board would like a reminder sent to address some important issues. Each Owner should do their best to follow the Rules in order to ensure a cohesive community.

**Recycling** - Please make sure to put only recycling in the recycling dumpsters. All boxes should be broken down. Nothing should be put around the dumpsters - no furniture, trash, unbroken down boxes, etc. Trash should not be left outside of any door or next to any receptacle. **See the provided flyer to confirm items appropriate for recycling.**

**Parking** - The parking policy allows for 2 vehicles per unit, one must be parked in the garage. Short-Term guest parking is allowed. All garage doors must remain closed when not in use. Drives that have cars will not be plowed.

**Snow Removal and Salting** - CD Lawn Maintenance will continue to be the snow removal provider for this season. They will plow each driveway and shovel each sidewalk when the accumulation has exceeded 2 inches.

As has been the practice for the past several years, Co-Owners are responsible for applying their own salt on their individual driveway and sidewalks. Please do not use Rock salt (sodium chloride). Here are a variety of salt options that are recommended:

- Magnesium chloride: Less damaging to concrete and lawns than rock salt. It's effective in temperatures down to 0° F.
- Potassium chloride: Works best in temps above 15 degrees F and isn't a skin irritant
- Calcium chloride: Causes minimum corrosion
- Propylene glycol-based products are generally safer for pets

**Please check for water leaks!** The Board asks each Co-Owner to check their plumbing fixtures to confirm there is no leaking or over usage of water. Remember, any over usage will be charged back to each building. Please do your part to check your toilets to make sure they are not running continually, make sure your faucets or exterior spigots are not dripping and be mindful not to leave water running when you are not using it. The Board appreciates your help! ☺

**Monthly Fees** - All payments are due on the 1<sup>st</sup> of each month and late after the 10<sup>th</sup> at which time a \$35 late fee will be due. If you still need help setting up your Owner portal, please contact our office.