

COMMUNITY INFORMATION

The Quail Run II Condominium Association began development in 1981. The Association consists of 42 total condominium units consisting of 20 duplex unites and 2 single family units.

Association and Management Company Contact Information

If you have any questions, concerns or comments, please contact the management company directly as they facilitate all Board approved and necessary operations on behalf of the Association:

Berkshire Hathaway Property Management Company (BHHS) 6312 Stadium Drive Kalamazoo, MI 49009

Hours of operations: Hours: Monday - Friday 9AM - 5PM

Property Managers:

Lindsay Flynn – (269) 615-0723 or **lindsayflynn@bhhsmi.com**Diane Bornhorst – (269) 488-0161 or **dianebornhorst@gmail.com**Danni Rubel, Maintenance Coordinator – (269) 488-0137 or kzooworkorders@bhhsmi.com

You can email the Association Board collectively at: quailrun2condoassociation@gmail.com

All-important forms, minutes, budgets and community information are available on the Association website at: **www.quailrun2.com**

Please "Like" us on Facebook as a way to get community updates: https://www.facebook.com/QuailRunII/

The Board uses email and Facebook communications primarily to keep Owners informed of Association plans and projects. The website will have all information readily available along with a community calendar detailing all scheduled projects and events. Additionally, the Board will send out surveys from time to time to collect Owner feedback on Association projects or plans.

If you have a work order you can submit it through your online owner portal on Propertyware or you can contact Berkshire Hathaway by email or phone. Non-urgent work orders are collected and assigned when we have multiple orders for the contractor to handle at one time. This provides a more fiscally conscious approach to handling service. Work orders are completed only with Board approval, in order of priority and pending available funds.

If you have an after-hours emergency work order, please text or call Berkshire Hathaway at 269-488-0137. If you are experiencing a fire, call 911, then emergency maintenance.

Last Approved: 2/7/2025 1



All Association requested work is evaluated and assigned a priority level. Once the work is completed, it is recorded and billed to the Association or the Co-owner. Some work orders may be marked as cancelled for various reasons (such as those combined into an Association wide order for multiple units or being added to the Board's long-term priority list). Checking for progress on submitted work orders or ones marked cancelled should be done only by calling or emailing BHHS to inquire on its status. Additional work orders for the same item will NOT speed up the process or provide you information on its status.

Residents will be notified if it is ever necessary for management to enter a Unit for emergency purposes. If it is impossible or impractical to contact the resident prior to entrance, management will advise the resident that an entrance was made and the nature of the emergency as soon as possible.

Board of Directors, Meetings and Minutes

The Quail Run II Condominium Association is governed by its Co-Owners as represented by an elected Board of Directors made up of 5 volunteer members. Terms are staggered every 2 years. As the Board members are volunteers, please respect their time and contact Berkshire Hathaway for all concerns. The Annual Meeting takes place in November each year and Co-Owners are notified once the meeting is scheduled. Board elections will take place at this meeting and a ballot will be sent to all Co-Owners prior to the meeting.

The Board welcomes Owner feedback! The Board conducts a closed meeting every month on the last Monday. If you would like to address the Board or have a topic you would like added to the agenda at a Board Meeting, please submit a request in advance to Berkshire Hathaway. The Board may not hear Owners who do not make an advance request. The agenda is set in advance and out of respect for the Board and their time, the Board would appreciate your understanding.

Board meeting minutes are available on the Association website and will be emailed to Co-Owners once they are approved by the Board. Owners are also welcome to request the minutes be mailed to them by contacting Berkshire Hathaway.

Association Budget, Financials and Assessments

All Quail Run II Co-Owners will pay monthly dues in the amount equal to their percentage of value as detailed in the Master Deed determined by the Annual Budget. Payments can be made through your Propertyware Portal online via ACH or you can mail a check to or drop a check in the drop box in the main entrance of the BHHS office at:

Berkshire Hathaway, 6312 Stadium Drive, Kalamazoo, MI 49009

2

Last Approved: 2/7/2025



Monthly dues should be mailed to the management company by the 1st of each month. If your dues are not received by the 10th of each month you will be charged a \$35 late fee.

Co-owners who have been 3 months late with monthly Association dues will be charged a \$50.00 per month late fee, commencing the 3rd month and continuing until the delinquent co-owner(s) have no out-standing debts to the Association. If a co-owner is late three times within one year – the Association will require the remaining yearly dues be paid within thirty days of the third delinquency. Additionally, the Association or its agents may take delinquent co-owners to small claims court or institute liens to recover fines and/or fees owed if the balance is over 30 days past due.

NSF checks will be charged a \$35.00 fee.

Co-Owners are responsible for their own utilities with the exception of water, sewer and trash collection. Monthly fees support the operating budget for day-to-day operation and utilities, general and grounds maintenance, and capital improvement projects. Please see a more detailed list below:

- Snow removal of cul-de-sacs, drives, sidewalks, and front steps (once snow is over 2" Salting of drives, walks and steps is a Co-Owner responsibility Do not use Rock Salt on the walks or steps)
- Garbage (Every Friday) and Recycling (Every other Friday)
- Water and Sewer (Co-Owner conservation is required and excess use will be charged to any Building in excess)
- Lawn, Fertilization, Spring Cleanup, Fall Cleanup, Bush Trimming, Exterior Pest Control
- Management and Professional (Legal, Financial, etc.) Services
- Property and Liability Insurance for the General Common and Limited Common Elements the Association is responsible for
- Common area electricity the streetlights
- Routine maintenance of the General Common and Limited Common Elements the Association is responsible for. All work is completed based on priority and available funding.

The annual operating budget is approved each year in October and provided to Co-Owners at the Annual Meeting. The year-end financial summary and budget review will be provided to all Co-Owners at the Annual Meeting. Monthly financial spreadsheets are provided with the approved monthly minutes and are available on the Association website.

The Board will draft a 5-Year Capital Improvement Plan which will also be available on the Association website. Each year this plan is evaluated and adjusted based on the capital needs of the Association. This plan would be only for common element replacement and large capital improvements.

Last Approved: 2/7/2025



The Association Board does have the authority to levy additional assessments as needed to rectify an insufficient budget, to replace common elements, and emergency issues. In addition, the Board can issue assessments to make improvements to current common elements or add features to the community pending they do not exceed \$2,500 per year. Special assessments, over \$2,500 annually, require a 60 percent approval by Co-Owners. Notice of Assessment will be sent to all Co-Owners once approved by the Board detailing the reason for the Assessment and payment details.

Insurance Requirements

The Association is responsible for providing property damage and liability insurance in compliance with the Condominium Bylaws. Residents are responsible for the insurance of all personal property and improvements such as finished basements, etc. Each Co-Owner is required to carry a condominium/home co-owner policy. Remember to allow for current building cost increases or "improvements" added to your home by you and/or a previous Co-Owner.

Each Co-Owner shall be responsible for the reconstruction, repair, and maintenance of any Limited Common Element as detailed in the Master Deed as it pertains to their Unit which includes, but is not limited to, electrical, plumbing, venting, floor coverings, all windows types, wall coverings, window shades, draperies, interior perimeter walls, interior trim, furniture, light fixtures, and all appliances, whether free-standing or built in. Should a unit suffer damage from a roof leak, the Association will arrange repairs to the ceiling or walls damaged bringing them back to the original building <u>primed condition</u>, and the co-owner bears responsibility for damage to wallpaper, carpet, furniture, or necessary repainting.

All units must have working smoke detectors in compliance with fire codes. No immoral, improper, offensive, or unlawful use shall be made on the Condominium property or any part thereof, and nothing shall be done or kept in any Unit or on the Common Elements which will increase the rate of insurance for the Development without the prior written consent of the Board of Directors. No resident shall permit anything to be done or kept in his/her Unit or the Common Elements which will result in the cancellation of insurance on any Unit, or any part of the Common Elements, or which would be in violation of any law.

Emergency Contact and Unit Access

All Co-Owners are recommended to have an Emergency Contact on file with the Management Company. Additionally, a neighbor or nearby friend or relative should have a key to your unit to provide access in the event of an emergency when you are not home.