

The Lake of Woodbridge Condominium Association

Property Management Newsletter

April 15, 2026

Information from Board Meeting on March 24, 2026

2026 Annual Meeting and Annual Financial Review Waiver

The Annual Meeting will be held on **Monday, May 4, 2026, at 6 pm**. Co-Owners are invited to **Berkshire Hathaway, 6312 Stadium Drive, Kalamazoo, MI 49009**. We will also email a Zoom link for Co-Owners to use as well if you are not able to attend the meeting in person.

Included with this newsletter are:

- The Annual Meeting Notice & Agenda
- Annual Meeting Minutes April 21, 2025
- The Board Election Ballot
- 2026 Approved Budget
- 2026 Reserve Budget
- New Resident Manual
- All new Association forms: Responsibility List, Modification Request Form, Intent To Sell, Intent to Lease, Pet Registration, Vacant Unit, Third Vehicle, Waiver of Liability, Contractor List, Energy Efficient Enhancement Policy
- Insurance Flyer for Co-Owners

The Board has approved to add the waiver of the annual financial review to the ballot. In accordance with the State Condominium Act 59 of 1978, a vote will be taken to determine if a 2025 financial review will be conducted or not. No quorum is needed; the motion will pass with majority approval from the co-owners that are present or participate by ballot. This action is required to be taken each year.

A financial review costs \$2,000 and the primary action completed by the certified accountant is a confirmation that the bank account reconciles with the financial balance sheet. The Board completes this action as well on a monthly basis and feels this is not necessary considering the level of reconciliation and transparency of the financials.

You will have until **Friday, May 1, 2026**, to return your election ballot. You can return your ballot by mail, email or drop it in the drop box on site at the end of Moors Pointe Way off Woodbridge Lane.

Important Information

Community Drop Box – The new community drop box has been installed on the post in the island of the cul-de-sac at the dead end of Moors Pointe Way off Woodbridge Lane. You are welcome to put your fees (not cash), forms or other Association communications in the drop box. We will be checking the drop box on a weekly basis.



Insurance – The Association will be transitioning to a new Insurance provider (Maris Brown – Farm Bureau) as of May 1, 2026. The Board made this decision after a thorough review of the policy which provided an increased amount of coverage and an annual savings of approximately \$42,000 from the current provider. Maris Brown has provided an informational flyer (attached) for Co-Owners to reference as it is important to ensure you are appropriately insured as well through your personal policies.

Spring Walk Around – We will be completing a walk around of the entire property this coming May 2026. While on site, you will see us taking photos for reference and to note areas that may need attention for the Board's review. We plan to be on site at least one full day, but it may take us a few days so you may see us periodically while we work to develop a complete property review for the Board and a long-range Reserve Plan for the community.

Ways to stay connected!

Please LIKE us on Facebook!

This is a great way to stay connected!

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

Please visit the new Association website:

www.thelakesatwoodbridge.com to get all important community information i.e., rules and regulations, insurance, minutes, budgets, needed forms, a calendar of events, etc.

Resident Manual and New Forms

The Board has approved the provided Resident Manual, adopted March 24, 2026, which combines all the original resolutions and policies that were previously available on the website and includes a variety of updated or new Association forms 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:

Resident Manual - The Resident Manual has been created to include important community information in accordance with the Bylaws along with additional forms needed to provide a structured and organized process for facilitating Co-Owner requests and records. Please note, there are a few changes pertaining to the Late Fee and Collection Policy. The late fee will now be \$25 monthly after the 10th, and the collection timeframes have been shortened.

Responsibility List - We have updated the Responsibility list which details the responsibilities of each Co-Owner and the Association as it is currently. There were no material changes to the responsibility of Limited Common Elements, only clarification on elements not previously listed. In addition, it is important to note that salt will no longer be provided by the Association to Co-Owners in the future to maintain their front steps. Co-Owners will be required to ensure they are using salt that is either Calcium Chloride or Magnesium Chloride based to ensure no damage to the concrete.

Modification Requests - Any Co-Owner who has a modification that they want to make to the exterior of their unit, including landscaping, should complete the Modification Request Form and submit the form to our office for the Board's review. The form details the specific information that will be required to provide along with the request. You will still be required to complete an ACC Application for the Moors of Portage as well.

Intent To Sell: If any Co-Owner plans to list their 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. Additionally, on October 27, 2025, the Buy-In Fee was increased to 1% of the sale price of any unit. This fee is typically paid by the incoming Buyer and allocated to the reserve account.

Intent To Lease: If you would like to rent your condo, please use the Intent to Lease form which details the requirements to do so. No tenants will be approved unless the process is followed as written.

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. **Current Co-Owners are NOT required to register current pets.** The current pet rules apply to pets of guests or non-Owner residents.

Vacant Unit – If you plan to leave your unit for an extended period or relocate and leave your unit vacant, please complete this form and return it to our office. The form references the responsibilities of Co-Owners while their unit is vacant to ensure there are no concerns pertaining to the property.

Third Vehicle Request – Co-Owners are allowed to have up to 2 vehicles, however sometimes a Third Vehicle is needed on a temporary basis. If you have a need for a third vehicle, please complete the form and return it to our office for Board approval. If you have a need to park one of your current vehicles in guest parking for a short-term period, please simply email our office to submit your request for Board approval.

Waiver of Liability – Any person who volunteers to do any form of Association activity must sign and return a Waiver of Liability prior to performing any service on behalf of the Association.

Energy Efficiency Enhancements Policy – In compliance with legislation that was passed in 2024, the Board has formally approved an Energy Enhancement Policy, as required by law. Please note that under the governing documents for our community, a majority of the exterior of the building structures are designated as common element space. As such, no energy enhancements may be made to those areas by individual co-owners. However, adoption of this policy remains mandatory under the legislation, regardless of the community's structural imitations.

Vendor Contact List – We've added a list of local service vendors, most who are familiar with the Association, to assist Co-Owners with home projects or repairs at their expense.



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