

The Lakes of Woodbridge Condominium Association Resolutions

Storm Doors

Miscellaneous policy (January 21, 1988)

The installation of storm doors must be approved by the Association. Storm doors must be the kind authorized by the Association.

Lake Activity

Miscellaneous policy (January 21, 1988)

Due to the danger of damaging the plastic liner or bottom of the lakes, swimming, fishing, boating and other similar activities are not permitted on the lakes. The Association assumes no responsibility for any damage to the lakes, and their repair will be at the co-owner's expense.

Aerators

Miscellaneous policy (July 15, 2004)

When the repairs to an aerator would be over 50 percent of the cost of a new one, it shall be replaced, not repaired.

Renters and Communication

Miscellaneous policy (August 22, 2001)

Renters are to receive all communications (i.e. mailings)

Bird Feeders

Board Action (June 25, 2002)

Each co-owner is allowed no more than two bird feeders or one feeder and one bird bath.

Co-owners attending Board meeting

Board Policy (August 25, 2006)

If a co-owner has a specific matter to bring before the Board, they will be invited to attend the first part of the meeting. A specific amount of time will be allotted to them.

Parking

Board Resolution (February 23, 2007): All resident vehicles must be parked in their garage or driveway and may not be parked on the street or in a guest parking area.

Holiday Decorations

Board Resolution (March 23, 2007): The rules for holiday decorations are:

- No decorations will be allowed that in any way damages a common element including but not limited to siding, wood post or frames, windows and roofs.
- Decorations may not be installed in such a way that any person must be on the roof for any reason.
- Decorations may not be installed on the roof shingles.
- Decorations must be removed within a reasonable time (10 days) after the holiday. (2/26/16)
- Decorations must not impair snow removal or lawn maintenance.
- Decorations cannot be placed on common area landscaping, and must not impair snow removal or lawn maintenance. (2/26/16)

Resolution (March 13, 2008)

The Board of Directors passed the following resolution regarding the death of a sitting Board Member. A check in the amount of \$100.00 would be sent from the Board to the charity named by the family in memory of the deceased Board member. If no specific charity is named, the Board will choose a charity and donate in memory of the deceased Board member. Future donations will only be made if the Board member is currently serving on the Board at the time of their death.

Policy for shoveling and salting steps
Board Policy (March 13, 2008)

The upkeep and repair of the steps at the manor homes on Tartan Cr. and Blackmar Cr. are the responsibility of the co-owners. The Board of Directors has put the following policy in place regarding removal of snow and ice from the steps. When the snow is deep enough to require plowing and shoveling, the steps will be shoveled and/or salted. If additional salting is required, this will be the responsibility of the co-owner. If salt is needed, co-owners may contact the management office at 269-329-0366 or email at: smowry@633group.com, put a container outside their door and if salt is available, it will be delivered to them.

Non Compliance of restrictions

Board resolution (June, 2012): Due to many residents' complaints and direct violations of many of the master deed restrictions, by-laws and association rules, the Board has found it necessary to pass this resolution.

Resolved: The process for action for residents failing to comply with master deed restrictions, by-laws and association rules will follow this procedure:

- Residents will be informed in writing that they are in violation of a master deed restriction, by-law or association rule and direct to comply within ten days.
- If the violation is not corrected or continues after the ten day time frame, the resident will be required to meet with the Board to review the violation and the consequences.
- If the violation is still not corrected or continues – then a fine of \$250 will be issued.
- If the violation is still not corrected after the fine – an additional fine may be incurred.
- Failure to pay the violation fine within a 90 day time frame will result in a lien placed on the owner's condominium with all legal fees incurred to place and release the lien also being charged to the owner.

Some common violations of master deed restrictions, by-laws and association rules are:

- Failing to care for the deck or patio as required.
- Pet negligence: weight, number and failure to leash and pick up after.
- Parking: parking in guest spaces, parking on the lawn and not parking in garage.
- Damage to the unit's siding or roof.
- Changing or damaging exteriors or common elements.
- Garbage or trash issues.

Power washing patios - Power washing & staining decks:

Board Resolution: (March, 2010)

Patios and Decks are the responsibility of the co-owner.

Decks need to be power washed and sealed at least every two years. During the spring walk around, decks needing power washed and stained will be noted. The co-owner will be sent a letter as a first notice with a date for completion. If not done, a second notice letter will be sent with a completion date. If co-owner fails to complete the power washing and staining they will be assessed a \$200 fine.

Late Fees :

Board Resolution: (October 23, 2015)

This policy is intended to ensure the timely collection of co-owners dues. Prompt payment of co-owner dues is necessary to adequately fund the maintenance of our community. This resolution will also include late fees for special assessments.

- A late fee of \$10 is assessed when a co-owner's account has an outstanding balance as of the 10th of the month. A late notice is sent by First Class US Postal Mail on the 11th unless it falls on a weekend; then the notice is sent on Monday.
- A late fee of \$50 is assessed when a co-owner's account as of the 10th of the month has had an outstanding balance for the previous 60 days. A late notice is sent by First Class US Postal Mail on the 11th unless it falls on a weekend; then the notice is sent on Monday.
- A lien shall be recorded if the co-owner's account as of the 10th of the month has an outstanding balance for the previous 90 days. The co-owner is liable for all lien fees and costs incurred by the association. A late notice is sent by Certified US Postal Mail on the 11th unless it falls on a weekend; then the notice is sent on Monday.
- At the board of directors' discretion; if the co-owner's account as of the 10th of the month has an outstanding balance for the previous 180 days, garnishment of the co-owner's wages and/or foreclosure may be pursued. The co-owner is liable for all fees and costs incurred by the association.

Building Element Replacement Policy:

Board Resolution: (September 28, 2017)

Over the years a variety of unit upgrades and modifications beyond the original builder's specifications have been made by either current or previous co-owners. It is the policy of the Lakes of Woodbridge Home Owners Association to make all repairs and replacements at the original standard builder's specifications. Should a unit co-owner wish to return the repair or replacement to the upgraded or modified level, the difference in cost between standard specification and upgraded quality will be paid by the unit co-owner.

Security System Sign Policy:

Board Resolution: (September 28, 2017)

No signs are permitted in the Lakes.

A window decal in my lower window and in the corner of the front door is allowed.

Decals on in the lower corner of bedroom windows are allowed in case of a fire.

Flooring Alteration Policy :

Board Resolution: (July 22, 2020)

This follows the master deed restrictions, Section 3, Page 24.

Security System Sign Policy: Board Resolution (August 24, 2021)

Amendment to Security System Sign Policy dated September 28, 2017

The Board approved Security Signs will be allowed. Signs must be approved by the Board, are a legitimate company and the resident is currently using their service. Signs are to be located in the landscape bed near the front entry. Sign to be no larger than 10" x 10".

Buy-In Fee Policy: Board Resolution (June 19, 2024)

The Board approved that when a current resident purchases another condominium within The Lakes community, they will only have to pay the difference of the buy-in fee. However, no credit will be given if it is less.

Window Screen Policy: Board Resolution (July 24, 2024)

The Board approved a Window Screen Policy; To keep uniformity of the exterior appearance, window screens are to be all in or all out.

Installation of Gutters, Front and Back Resolution (July 24, 2024) (Revised-September 23, 2024)

The majority of water issues infiltrating a unit is due to the lack of gutters. The Board is now requiring gutters to be installed on the front and back of units with basements.

The installation will include gutters, gutter screens, downspouts and a bubbler. This is a resident responsibility. The Association's preferred contractor will be required to do the work to make sure they are consistent. Residents will have 12 months to have them installed. Residents must notify our management agent, Sheila Mowry at 269-329-0366 or email at smowry@633group.com when the work is completed.

NOTE: Gutters will not be required on any covered porches.

NOTE: If there is sufficient space, the bubblers are to be placed 8-10' from the unit.

Gutter installation contact: Randy Ferris, 616-262-8196

Gutter installation contact; Dominic Lindsley, 269-419-3790

Bubbler installation contact: Steve May, 269-806-8262

Garage Modification Resolution (September 23, 2024)

Any modifications done in the garage, i.e. epoxy floor, painting drywall, etc., any maintenance or repair will not be the responsibility of the Homeowners Association.

New Owner Buy-In Fee Change (October 27, 2025)

The Lakes of Woodbridge Board has decided to update the new owner buy-in fee policy to be 1% of the sale price instead of four months of current monthly dues. This change will update our community to the current real estate market and the fees being charged throughout the City of Portage and other communities.