

**MEAD\OWS EAST  
CONDOMINIUM ASSOCIATION**

**BUYERS AND SELLERS  
INFORMATION  
PACKAGE**

Records Form

Meadows East Condominium Association  
Hudsonville, MI 49426

Owner's Name \_\_\_\_\_  
Unit Address \_\_\_\_\_  
Home phone \_\_\_\_\_  
Cell phone \_\_\_\_\_

Michigan Condominium Law requires the following (R559.507)

Rule 507. The bylaws shall provide that a co-owner who mortgages his or her unit shall notify the association of co-owners of the name and address of the mortgagee and that the association of co-owners shall maintain such information in a book entitled, "Mortgages of Units". The association of co-owners may notify the mortgagees of unpaid assessments due from the co-owner of such unit. The association of co-owners shall furnish an individual mortgagee with complete information on all insurance carried by the association of co-owners.

If your unit is mortgaged, please fill in the following (do not include the amount of the mortgage)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address and phone number of a Contact Person in case of an emergency in your unit.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

phone: \_\_\_\_\_

Does this person have access to a key of your unit?      YES      NO      (circle one)

If not, who does have access to a key?

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Would you be willing to receive your copy of the Association Newsletter (as well as other communications from the board) via Email?      YES      NO (circle one)

Email address \_\_\_\_\_

Please place this Record Form in the Drop Box To be delivered to:  
**Board Secretary or Board President**

Meadows East Condominium Association

## RESALE CERTIFICATE

Meadows East Condominium Association  
1768 Stonegate Drive  
Hudsonville, MI 49426

Unit address: \_\_\_\_\_

Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_

This resale certificate has been prepared on behalf of the Association by the undersigned. The information furnished is based on the books and records of the Association and the actual knowledge of the preparer. Neither the Association nor the preparer guarantees the accuracy of this information, and neither assumes any obligation to supplement or update it.

Fee for this and the attached documents: \$50.00 if By-laws are transferred with the unit, the fee is \$25.00.

A buyer is liable for any unpaid assessment or fee against the unit.

Construction of the Condominium is complete and not subject to additional phases. There are 121 units in the Condominium of which none are owned by the Developer. Transfer of the control of the Association was made in 1999. \_\_\_\_\_ Units are principal residence of the owners, \_\_\_\_\_ are rented, and \_\_\_\_\_ are vacant.

The Board of Directors for the Association has the first right of refusal for sales of units within the Condominium. Waiver document (with notice of sale) is attached.

As of this date, the regular monthly assessment for this unit is \$ 300.<sup>00</sup>. It is due on the first (1<sup>st</sup>) day of each month and considered late after the tenth (10<sup>th</sup>) of the month after which a \$25.00 penalty is applied. Payment must be made by Automatic Direct Debit (ACH). Document attached.

Past due and unpaid special assessments against the unit total \_\_\_\_\_ for \_\_\_\_\_

The Board is not aware of any alterations or improvements to this unit that may violate any provision of the By-Laws or rules and regulations of the Association.

~~There are no special assessments or other fees at this time and none authorized or anticipated in the foreseeable future.~~ Buy In Fee \$ 600.<sup>00</sup>

Reserve for capital expenditures by the Association are \$ Set aside for Sprinkling System

The current operating budget is attached.

There is no known claim, judgment or suit against the Association.

The insurance agent for the Association's master policy (document attached) is:

Name: Scott Bates - Farmers Ins

Address: 3181 PRARIE ST SW STE 101

Phone: 616-531-3441 Grandville, MI 49418

The association does not provide insurance coverage for such things as household furnishings, cabinets, appliances, fixtures, etc.

The Board has not received notice from a governmental authority concerning violations of health or building codes with respect to the unit, the limited common elements assigned to the unit, or any other portion of the condominium project.

Remarks

Attachments:

Notice of sale & first right of refusal document  
Copy of Condominium By-Laws  
Condominium Rules & Regulations (Welcome to MECA document)  
Automatic Direct Debit (ACH) document  
Operating Budget  
Insurance Summary

This document was prepared on this 1st Day of FEBRUARY, 20 23

BY Ron Swartzel

Position on the Board TREASURER

Date \_\_\_\_\_

Meadows East Condominium Association  
1778 Stonegate Dr  
Hudsonville, MI 49426

To the Board of Directors;

We have an offer to purchase our Meadows East Condominium, at address,  
\_\_\_\_\_, Hudsonville, MI 49426.

The proposed purchaser(s) is/are:

Name: \_\_\_\_\_  
(please print)

Address \_\_\_\_\_

City \_\_\_\_\_ State & Zip: \_\_\_\_\_

We would appreciate the approval of the Association for this transfer.

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Seller

The Meadows East Condo Association Board, at its meeting on \_\_\_\_\_

Gives approval for the sale of \_\_\_\_\_

We also waive our right of first refusal regarding the sale of this condominium to the give-  
approved person(s)

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Member

All assessments due the association have been paid through \_\_\_\_\_

\_\_\_\_\_  
Treasure

The association monthly maintenance fee is \$ 300.00 , and is due on the 1<sup>st</sup> of the month.  
A late fee of \$25.00 is due with the payment if not paid by the 15<sup>th</sup> of the month.

**MEADOWS EAST CONDOMINIUM ASSOCIATION (MECA)  
BUYER INSTRUCTIONS**

**BUYER RESPONSIBILITIES:**

*Items buyer to receive from seller -*

**01. Copy of completed Resale Certificate.**

**02. Rules and Regulations for Buy-In Fee.**

(Information regarding the one-time buy-in fee required of all persons purchasing a condominium in the Meadows East Condominium Association.)

**03. Records Form.**\*

(Information required by the association from all new condo owners.)

**04. Acknowledgment of Notice of Master Deed, By-Laws and Handbook Form.**\*

(Information is provided in written form because of the importance to an owner. Each new owner must be aware of the provisions and rules associated with becoming a member of the condo association. The seller is to provide a copy of these documents to the buyer.)

**05. Coverage Summary of the association's master insurance policy.**

(The association's master insurance policy covers items listed in the Coverage Summary sheet that provides protection to association members. This policy is included in the association's budget and is paid for with member dues. Individual owners are strongly advised to maintain a unit owner's policy (HO-6) which covers your personal property, coverage for third party lawsuits as well as alternative living expenses due to a covered loss. (Talk with your insurance company/agent to establish this type of coverage.)

**06. Information regarding Meadows East Dues.**

- **General Information About MECA Automatic Dues Payment**  
(Answers questions regarding electronic monthly dues payments.)
- **Meadows East Condominium Association Authorization for Direct Payments Form\***  
(Form authorizes MECA to receive monthly dues payments automatically from one of your accounts in your bank or other financial institution.)

**07. Meadows East Condominium Association Agreement Checklist for Exterior Building Approval.**

(Document provides information regarding the process to obtain required approval from the Board if a condo owner proposes an alteration to existing external structure. All requests for exterior changes/additions must be approved by the Board prior to the start of a project.)

**08. Copy of a recent MECA financial report.**

**Notes:**

- \* Documents that must be returned to MECA Board immediately after moving into the condo.
- Place the completed forms and/or document into the Meadows East drop box OR return to the address listed on a specific form/document.  
(Association's drop box is located at the corner of Stonegate and Laramy Drives – on the backside of the "oval.")
- If you have questions regarding any of the forms or documents, please contact a Board member. (Current Board members' names are listed in your copy of the association's Handbook.)

**MEADOWS EAST CONDOMINIUM ASSOCIATION (MECA)  
OWNER / SELLER INSTRUCTIONS**

**SELLER RESPONSIBILITIES:**

*When you have a buyer -*

01. Review all documents provided in the *Welcome to Meadows East* packet.
02. Regarding the Resale Certificate document:
  - Write in unit's address, seller's name(s) and buyer's name(s) (top right of page 1).
03. Regarding To the Board of Directors document:
  - Write in all requested information up to the line that states: "The Meadows East Condo Association Board, at its meeting on \_\_\_\_\_"

*When you have a closure date -*

04. Place the completed Resale Certificate document and the To the Board of Directors document into the Meadows East drop box. (Association's drop box is located at the corner of Stonegate and Laramy Drives -- on the backside of the "oval.")
05. Provide buyer with all other pages in the *Welcome to Meadows East* packet.
06. Provide buyer with Notice of Master Deed, By-Laws, and Handbook.

**BOARD RESPONSIBILITIES:**

*When the Board receives the above documents back from the seller, the Board will:*

01. Complete the sections on the documents that require inclusion of Board information.
02. Return to the seller two copies of the completed Resale Certificate. The seller may keep one copy; the second copy is to be given to the buyer.
03. Return to the seller one copy of the completed To the Board of Directors document.

[If there is no Board meeting scheduled close to the resale request, approval for the sale will be completed by means of an electronic Board member approval process and the approval will then be formally entered into the minutes at the next Board meeting.]

## **General Information About MECA Automatic Dues Payment**

### **Do I have to have an account at Macatawa Bank?**

Your checking or savings account can be with any institution. Be sure to verify with your bank or credit union the correct account and routing information.

### **What if I want to cancel my electronic contribution?**

Notify the MECA Accountant or Treasurer in writing. Please allow ample time for us to cancel or modify your payments. It takes 10 business days in order for the cancellation to become effective.

### **What if I switch banks or get a different bank account?**

Notify the MECA Accountant or Treasurer in writing. They will send you a new enrollment form. Please allow ample time for us to modify your payments. It may take 10 business days in order for the change to become effective.

### **What if my account has insufficient funds?**

Your bank will return the item to us for NSF (just like with a check). We will not re-initiate that specific payment, but will debit your account for the next regular payment unless you notify us. You must forward a check for the item that was returned.

### **How will I know that my contribution was made?**

Your monthly bank statement will be your verification that payment was made.

### **Is this safe?**

Direct payment works the same way as direct deposit. This method is actually safer than writing a check, as it cannot be stolen, misdirected or lost. Your signed authorization allows us to debit only the amount you have agreed to. If you ever dispute an item, you may request that your financial institution return the item as unauthorized.

### **How does this all work?**

If you have direct deposit, then you are already familiar with electronic entries. Each month, we will send a file to our bank containing your account, amount to debit, and date to debit. The file will be processed through the Federal Reserve Bank and the individual debits forwarded to each individual's bank. Your checking or savings account will be charged on the first business day of each month for your contribution.

### **How do I enroll?**

You initiate this automatic payment by completing the **Authorization Agreement For Direct Payment** form and forwarding it to the MECA Accountant or Treasurer. Once we have received your form, we will initiate a pre-note to your account. This is a Zero Dollar transaction used to test the accuracy of the account information given. It will take up to 10 business days to become active. You will be notified in writing when the date of your debit payment will occur.

### **What happens if the monthly dues change?**

Whenever the MECA Board of Directors approves a new monthly rate for dues, the amount of your debit will automatically change to the new rate as of the effective date.



# Meadows East Condominium Association

## AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Account Holder Name: \_\_\_\_\_ Unit Address: \_\_\_\_\_

I (we) hereby authorize **Meadows East Condo Association** to initiate debit entries to my (our)  Checking Account /  Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Bank Name: \_\_\_\_\_

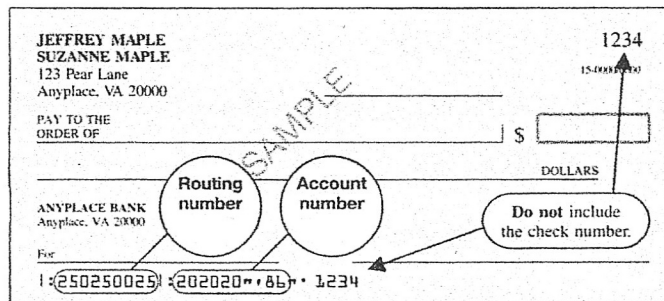
Routing Number (9 Digits): \_\_\_\_\_ Account Number: \_\_\_\_\_

This authorization is to remain in full force and effect until **Meadows East Condo Association** has received written notification from me (or either of us) of its termination in such time and in such manner as to afford **Meadows East Condo Association** and DEPOSITORY a reasonable opportunity to act on it.

Amount of Payment\*: ~~\$250.00~~ 300.00 Payment Date: 1<sup>st</sup> business day of the month  
\*The dollar amount may be subject to change based on review by the MECA Board

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please attach a VOIDED CHECK to this authorization if a checking account will be debited.*



Note. The routing and account numbers may be in different places on your check.