



HANDBOOK

(Rules & Regulations)

MEADOWS EAST CONDOMINIUM ASSOCIATION

1768 Stonegate Dr. Hudsonville, MI 49426

(April, 2023)

MEADOWS EAST CONDOMINIUM ASSOCIATION

This document is not intended to be a comprehensive description of the Association's By-Laws. Co-owners and prospective Co-owners are encouraged to consult the By-Laws directly to resolve any question that may arise. Current Co-owners, who may not have been provided a copy of the By-Laws by a seller, or any other interested party, may purchase a copy of the By-Laws from the Association Secretary for \$25.00.

In addition there are Rules & Regulations adopted by the Board over the years.

Questions pertaining to the information contained in this brochure may be directed to any Board Member.

Board Members (2023):

President – Ed Tamminga
Vice President – Dave Pullen
Treasurer – Ron Swartzel
Secretary – Lori Bolhuis

Lisa Doornbos - Windows
Tom Oliver – Decks & Posts
Brent Hayes – Concrete, sealing
and sidewalks

Co-Supervisors – Bill Jansen & Dave Pullen

Website: www.meadows-east.com

You will need a user name and password to access the site.

The user name is your street name, the password is meca.

Your street name is the street name only, should be like any of the below.

Mansfield ... MANSFIELD ... mansfield

The Password is case sensitive, lower case only - **meca**

ASSOCIATION FEES

Association fees are due by the first (1st) of each month. Co-owners are encouraged to make a direct payment of MECA monthly dues by an ACH Debit to either a checking or savings account. An Authorization Agreement for Direct Payment form is available from the Association Treasurer. All new Co-owners are required to use this Auto-Pay method.

All payments to MECA must be paid by check, money order, cashier's check or ACH debits to the Co-owners checking or savings account. Cash payments will not be accepted.

A late fee of \$25.00 will be assessed to Co-owners whose monthly fee is not paid by the tenth (10th) of the month. (*December '99*)

Expenses covered by the Association fees are:

- Cable TV (Basic)
- Utilities for Common areas
- Water & Sewer
- Grounds maintenance
- Snow plowing
- Pond maintenance
- Exterior/building maintenance
- Trash pickup
- Reserve funding
- Legal fees
- Misc. repairs and expenses (not inside units)
- Insurance (Structural & liability on all buildings and common elements).

BOARD OF DIRECTORS, ASSOCIATION MEETINGS

Meadows East Condominium Association is governed by a Board of Directors composed of not less than five (5) or more than nine (9) persons. Board members serve two-year terms. The terms are staggered so that the terms of a portion of the directors will expire each year. A director shall hold office until his/her successor is elected, or until his/her resignation or removal, or until he/she ceases to be a Co-owner. A director may serve consecutive terms without limit.

Board meetings are held on the third Monday of the months of April through November at the homes of the Board members.

Elections are held in September at the annual Co-owners meeting. All Co-owners are encouraged to attend the annual meeting in September. Co-owners are also encouraged to attend announced Board meetings and participate in ad hoc committees. The dates and times of all open Board meetings are published in a newsletter mailed to all Co-owners.

Amendments to the By-laws may be proposed by the Board of Directors or by petition to the Board signed by one-third (1/3) or more of the members of the Association. (Condominium By-laws, Article X, Section 1)

The Board of Directors has authority to make reasonable rules and regulations governing the maintenance and use of the Condominium. (Condominium By-laws, Article IV, Section 2)

Co-owners desiring to make a general motion at the annual meeting must attend a board meeting in order to present their ideas, suggestions, or motion so that it can be placed on the agenda for the annual meeting. No other motions from the floor will be accepted. (*Board addendum April, '03*)

Co-owners are allotted one vote per unit.

Abbreviated MECA Restrictions - Condominium By-Laws, Article VII

1. No unit shall be used for other than **single family residence** purposes.
2. No Co-owner shall make **alterations to the unit** exterior or structural modifications to the interior or the exterior of the unit, or make any changes to the common elements, limited or general, without express written approval of the Association Board. Items included, but not all-inclusive are: exterior painting or the erection of antennas, lights, aerials, awnings, doors, shutters, or other exterior attachments or modifications.
3. No **immoral, improper, unlawful, or offensive activity** may take place in the unit or any common elements, limited or general. Nothing shall be done that can be or become an annoyance or a nuisance to other Co-owners, nor shall any unreasonably noisy activity be carried on in any unit or on the common elements.
4. **Neither the limited nor the general common elements shall be used to store** supplies, materials, personal property, trash, or refuse of any kind, except as provided in duly adopted Association rules and regulations.

Garage doors shall be kept closed at all times except as may be reasonably necessary to gain access to and from the garage.

5. **Sidewalks, yards, landscaped areas, driveways, roads, parking areas, and common areas in general** shall not be obstructed in any way, nor used for any purpose other than for which they are reasonably and obviously intended. No parking shall be allowed in private drives. Parking is allowed in driveway adjacent to unit, but for a period of not more than twenty-four (24) hours.
6. The **use** by anyone, **of any firearms**, air rifles, pellet guns, BB guns, bows and arrows, or other similar dangerous weapons, projectiles, and devices is **prohibited** anywhere on the Condominium premises.
7. No **signs or other advertising** devices shall be displayed which are visible from the exterior of a unit or on the common elements, including "For Sale" and "For Rent" signs, without written permission from the Association.
8. All draperies and curtains as viewed from the exterior shall be of a **white or off-white color**.

9. Pets are not allowed. If a Co-owner owns a pet at the time of purchase of a unit, however, the pet will be allowed subject to the conditions listed later in this brochure.

10. No RVs, house trailers, commercial vehicles, boat trailers, boats, campers, camping vehicles or trailers, snowmobiles and/or trailers, or vehicles other than automobiles or light trucks may be **parked or stored** upon the premises of the Condominium at any time, except while loading or unloading said equipment, which shall not exceed twenty-four (24) hours.

*Motor homes, fifth wheel, and travel trailers are permitted in the Association for up to forty-eight (48) hours one (1) time before Memorial Day and one (1) time after Labor Day to prepare for the upcoming season and to winterize their vehicles at the end of the season. The rest of the year they are permitted to have their motor homes, fifth wheels, and travel trailers parked in the Association for a period not to exceed twenty-four (24) hours. For the safety of our co-owners, motor homes, fifth wheels, and travel trailers must put reflective cones at the front and back of their vehicles if they are parked in the road or any part of their vehicle is over hanging the road, so they may be seen during the day or night.**

11. Reasonable regulations consistent with the Act, the Master Deed, and these By-laws, concerning the use of the common elements may be made and amended from time to time by any Board of Directors of the Association.

12. No Co-owner shall perform any **landscaping** or plant any trees or shrubs or place any ornamental materials upon the common elements without the express written approval of the Board of Directors.

*Owners are responsible to maintain any and all plantings done by the owner, including weeding and fertilizing.**

13. No co-owner (owner) shall cultivate and/or raise any plants within the condo unit which will require higher than normal heat and humidity. *A persistent high heat and humidity environment within the unit will result in damage to internal and external elements.**

* Italics are added decisions by the Board (August '20).

FRONT OF UNITS

In order to keep the areas of MECA visible to the public as neat, uncluttered, and uniform as outlined in the Bylaws, and in order to maintain the Condominium project in a manner consistent with the highest standards of a beautiful, serene, private, residential community for the benefit of the Co-owners and all persons interested in the Condominium, the following regulations must be kept:

1. Small (seasonal) decorative flags are permitted in the fronts of the units, as well as a U.S./American flag of reasonable size. Other flags or bannears may be flown or placed at the back of the unit.
2. "For Sale" signs are not permitted. "For Sale" signs are also not allowed at the entrance to Meadows East; they may be placed in the condo windows.
3. No bird-feeders. Bird-feeders may be placed at the back of the unit. Co-owners are responsible to keep the area free of weeds and spilled seeds.
Co-owners are to "weed" their own bird feeder areas or the work crew will do it for \$10. If an area needs weeding the resident will be informed, and if not done within a few days, the work crew will do it.
4. One Shepherd staffs hung with living flowers is the only type allowed. Birdhouses, wind chimes, folk art are permitted in the back of the unit.
5. Wreaths will be allowed on the door only. Please use non-invasive hanging devices. The exterior of the condo is the property of the Association. Nothing can be hung on the exterior of the condo that penetrates or damages the exterior of the condo or the door.
6. One concrete or molded statuary per unit is permitted in the front. Flower pots are permitted, but not to exceed eight pots. Pots without flowers must be removed November through March. Artificial flowers are *not* permitted.
7. Front entryways: one bench or chair and one table are permitted. Walkways and door entries must be kept clear to handle emergency situations, and plantings cannot cover the addresses of the condo.

(Adopted Nov '18; adapted Nov. '22 and May '23)

Requests for voluntary change of trees and shrubs: The maintenance crew will remove old trees and shrubs at no cost if the co-owners are willing to replace, plant, and maintain the trees or shrubs. Labor costs to co-owners who desire a voluntary change of shrubs near their units and wish the Association to remove and replace them will be \$20.00 for shrubs, \$45.00 for trees, and \$15.00 for plants, plus the cost of the product. (This pertains to voluntary change, not to dying or dead shrubs, replacement of which is the Association's responsibility.)

Co-owners who request rejuvenation of shrubs and plants at the front of units must have a "design" for Board approval prior to it being done.

UNIT DECKS

MAINTENANCE

DECKS ARE THE RESPONSIBILITY OF THE OWNERS

Decks will be inspected each year. A list will then be generated of decks to be stained, painted, and or repaired for the coming year.

For information on stain, color, and possible painters, as well as procedure to “do it yourself,” contact Tom Oliver (616-808-6760)

MODIFICATION

Any external modifications to a unit (for example, addition of or modification to a deck) must have Board approval. Co-owner must present plan, materials being used, and name of licensed contractor to the Board.

Some co-owners have been or are considering replacing their decks with composite material. If you are considering this, please contact Board member Tom Oliver for additional information as to approved materials and suppliers.

DECK AWNINGS

No exterior awning, sunroof, canopy or shutter of any type is permitted without Board approval. (Cf. Condominium By-laws, Article VII, Section 1. (b).

All such requests must be presented to the Board of Directors, including a written description and a diagram of proposed changes, a picture or brochure of the product and a sample of the fabric. Color: Nutmeg Tweed (or its equivalent). The vendor would be the choice of the Co-owner.

Awnings may only be attached to the external wall of the unit, and must be retractable. Awnings must be retracted when not in use, that is, when no one is on the deck; and must always be retracted during the night.

Even after approval, the Co-owner shall be responsible for all costs including repair or replacement of any siding (or any other common elements) that may be damaged.

It should be noted that approval of any project does not preclude subsequent adoption of more restrictive or more liberal standard where deemed necessary to maintain or improve overall architectural standards and harmony within the Association.

Any project, exterior modification, or other act in violation of these standards is subject to citation by the Board and may require corrective action to bring the violation into immediate or future compliance with these standards.

USE OF DECKS

Grills may not be stored on decks nor operated on or under decks, or within ten (10) feet of the building. Insurance costs prohibit this.

WINDOWS and DOORS

Condominium By-laws list “windows and doors” in unit perimeter walls as a “General Common Element” [Condominium By-laws, Article V, A. (6)] and therefore the cost of repair and replacement is that of the Association [Article V, C. (3)].

“Rules and Regulations” relating to such windows and doors are as follows:

1. All replacement of outside windows and doors must be approved by the Board. Because outside windows and doors are the property of the Association, the unit’s owner is not permitted to contact a vendor and/or make arrangements for replacement independent of the Board. (See Handbook’s section MATRIX OF ITEMS AND RESPONSIBILITIES for additional information regarding Association and Owner responsibilities.)
2. The staining and/or painting of new windows and doors is the responsibility of the Co-owner.
3. Internal maintenance of all windows and doors is the responsibility of the co-owner (owner). Windows are to be periodically opened and debris cleaned out. Unfinished or weathered areas must be primed (stained) and painted (sealed). Windows are to be locked – sealed – when closed. During extended periods when the co-owner (owner) is not in residence, appropriate heating, low humidity levels and window covering adjustments must be made and/or maintained to ensure that there is no long-term damage done to common elements. If appropriate care and maintenance is not consistently performed, the Association cannot be responsible for the replacement of windows and doors and the co-owner (owner) is wholly responsible for any repairs and/or replacement of the damaged item(s). (‘22)
4. A storm (screen) door is essential for the protection of main doors at the front and on the deck of a unit. The cost of this door is the responsibility of the Co-owner.
5. Any required replacement of slider screen door (or screens), storm door or screens, or window screens is the responsibility of the owner.

PETS

Pets are not allowed. If a Co-owner owns a pet at the time of purchase of a unit (one pet, not acquired just prior to the purchase of the unit), the pet will be allowed, subject to the following restrictions:

1. Any animal must have such care and restraint so as not to be obnoxious or offensive on account of noise, odor, or unsanitary conditions.
2. No dog may be outside a residence at any time unless accompanied by an attendant who must have the dog firmly held by collar and leash.
3. No cat may run at large or in any yard, only in the Co-owner's unit.
4. No savage or dangerous animal may be kept in any Co-owner's unit.
5. Co-owners will have full responsibility for any damage to persons or property caused by his or her pet.
6. The owner is required to pick up and properly dispose of the waste his or her animal deposits on any property.
7. No dog that barks and can be heard on any frequent or continuing basis may be kept.

[Condominium By-Laws, Article VII, Section (i)]

Therapy Pets: Federal law, superseding Condominium By-Laws allows pets for therapeutic reasons and excludes them from pet ownership rules.

Anyone having or obtaining such a pet must register such a pet with the Board, meeting with the Board to discuss the medical and/or emotional reasons for having such a pet. Authentic documentation will be required from a physician, psychiatrist, social worker or mental health professional before approval.

Such a pet may not pose a threat to the health or safety of others. If the particular animal requested by the individual has a history or gives evidence of dangerous behavior, the Board does not have to accept the animal. Further, possession of this pet must conform to the regulations and restrictions of our Condominium By-Laws, Article VII, Section (i).

INSURANCE

ASSOCIATION INSURANCE

The Association insurance provides coverage for the common elements to include interior walls within the units and the pipes, wires, conduits and ducts contained therein. Each Co-owner is responsible for repair, reconstruction, and maintenance of the interior of the unit, walls, appliances, furnace, light fixtures, water fixtures, etc. The Association is responsible for the reconstruction, repair, and maintenance of common elements and incidental damage to a unit caused by a common element.

Refer to the By-laws for detailed description of insurance and common elements.

CO-OWNER INSURANCE RESPONSIBILITY

Co-owners are responsible for insurance for the interior of their unit and contents.

PROPERTY TAX

Property taxes are paid by the individual Co-owner on their unit

MISCELLANEOUS

PARKING/ALLOWED VEHICLES

See page 6; Number 10.

Cars may not be parked on the street overnight.

POND, Use of

Kayaks, paddle boats, etc. are not permitted on the pond. (May, '08, April, '11)

SATELLITE DISH

No satellite dish may be installed without the permission of the Board. (June, '00)

TRASH REMOVAL

All trash is to be bagged and bags tied even if put in containers so that none blows around on a windy pick-up day. Newspapers can be brought to Nu-Wool on Port Sheldon just a little west of the railroad tracks. Also, trash should not be put out the night before pick up because animals get into it. Pick-up day is Thursday; on holiday weeks trash pick-up is one day later.

FEES AND FINES

FEES

Replacement or additional copies of the By-laws will cost \$25.

A late fee of \$25 will be charged to members who do not pay their monthly Association fee by the 10th of the month.

FINES

Co-owners who violate a By-law will be sent a warning letter, and if not corrected (by a Board-established deadline), a \$50 fine per incident will be assessed to the owner.

Anyone who parks a Motor Home or any type of trailer beyond the 24 hour period will be fined \$25 per day for every day or part thereof over the 24 hour period.

Anyone who fails to comply with the "no cars on the street overnight" policy will be fined \$25 per car per night.

LIENS

Whenever a lien is placed on a property, the legal costs incurred by that action will be charged to the property owner.

SALE OR LEASING OF UNITS

SALE OF UNIT

Co-owners who intend to sell their unit must give written notice of such intention to the Board of Directors, together with the name and address of the intended purchaser, the terms and conditions of the proposed transaction and such other information concerning the intended sale as the Board may reasonably require. (By-Laws, Article VIII, Section 2.b).

Co-owners who sell must complete and provide the Association with "Notice of Sale & First Right of Refusal" document. Document is included in the "Resale" packet listed below.

Co-owners who sell their units must receive from the Association a "Buyers and Sellers Information Packet" outlining Buyer, Seller, and Board responsibilities.

BUY-IN FEE

A person purchasing a condominium unit in the Meadows East Condominium project shall pay a one-time buy-in fee of \$600. The buy-in fee shall be paid at the closing of the purchase and sale of the condominium unit. If, for any reason, the buy-in fee is not paid at the closing the purchaser shall pay the buy-in fee to the Association immediately after the closing. The co-owner selling a unit shall notify the co-owner's Realtor, the purchaser of the condominium unit and the agent closing the purchase and sale of the condominium unit of the buy-in fee. If the Association provides information to the lender, the Association shall note the buy-in fee in the information provided to the lender. The Association may record a notice of the buy-in fee with the Ottawa County register of deeds. (Nov, 2019)

LEASE OF UNIT

The By-laws require that leases be approved by the Board of Directors at least ten (10) days prior to presenting a lease form to a potential tenant. A copy of the lease and compliance with Condominium Documents is required for Board approval. [Short term leasing (less than one year) is prohibited without the approval of the Board of Directors]. Co-owner's tenants must comply with all of the terms and conditions of the Condominium Documents.

COMMUNICATION WITH THE BOARD

Requests for maintenance may be made by communicating your concern by way of a Service Request / Board Communication Form available alongside the Association Drop Box located at the corner of Stonegate and Laramy Drives (on the backside of the “oval”). This form should be completed and placed in the Drop Box.

MECA Open Meeting Procedures:

Under the open meeting law, any MECA association member is allowed to speak at any board or association meeting by following these specific steps:

- Complete a form titled “Request To Address MECA Board.”
- Identify on the form the subject you would like to speak about.
- Submit form to the President, or in his/her absence to the Secretary, in order to have this item added to the meeting agenda.
- Include copies of all paperwork supporting your presentation for each board member to use for future reference.
- Because of time restraints, each speaker will be limited to 4 minutes to address the specific item being presented.
- Board members will then be allowed to ask any questions for clarification regarding the topic of discussion.
- Presenter will then be told topic will be looked into.
- Board will have a discussion on the topic at a later specified time (it may even be addressed later in the same meeting).
- Presenter will be notified of any decision made regarding this topic, or when they may expect a decision to be made if applicable.

A LISTING OF ITEMS & RESPONSIBILITIES		
Item:	Association	Owner
Air Conditioner		X
Animals and Pets		X
Appliances		X
Carpet		X
Concrete Floor of Foundation	X	
Cracks, Settlement in Foundation	X	
Exhaust Piping	Outside	Inside
Finished Drywall		X
Fireplace (repair and maintenance)		X
Fireplace (Chimney cleaning)		X
Furnace and Filters		X
Furnace Inspection		X
Furnace (water leaks around furnace)		X
Hot Water Heaters		X
Humidifier and Dehumidifier		X
Leaks through Exterior Wall	X	
(If due to negligence by Owner)		X
Mailboxes	X	
Roof Repair	X	
Interior stain resulting from roof leak		X
(Paint material supplied by Association)		
Siding	X	
Snow Removal – streets, drives	X	
Snow Removal – roofs, gutters	X	
TV Cable (beyond basic)		X
Satellite Dish (Board must approve before installation/removal)		X
Decks, Railings and Steps		
External Light Fixture		X
Repair and maintenance		X
Repainting/Restaining Posts, Rails and Steps		X
Snow Removal		X
Wood Protection: every 4 years (unless otherwise necessary)		X

	Association	Owner
Doors- Outside		
Broken Glass		X
Caulking	X	
Door Knobs and Locks		X
Door Frame	X	
Lockouts		X
Screen and Storm Doors		X
Sliding Glass Doors (replacement of original door)	X	
Surface Outside Painting	X	
Surface Inside Painting		X
Electrical		
All Electrical coming into the unit up to the Main Panel	X	
Light Bulbs		X
Circuit Breakers and Box		X
Doorbell		X
Interior Light Fixtures		X
Exterior Light Fixtures		X
Interior Outlets and Switches		X
Exterior Outlets	X	
Smoke and Fire Detectors		X
Garage		
Automatic Door Opener		X
Concrete Pad in front of garage door	X	
Door	OUTSIDE	INSIDE
Door Track, Rollers, and Springs		X
Door Painting	OUTSIDE	INSIDE
Weather Stripping	X	
Floor Surface		X
Inside Lights		X
Locks and Keys		X
Insects		
Infestation		X
Damage		X

Item	Association	Owner
Lawn and Grounds		
Lawns, trees, shrubs, other plantings (except owner plantings and/or request – owner responsibility)	X	
Growth from Bird Feeders		X
Patio Concrete	X	
Plumbing		
All Water Systems coming into the unit up to the Water Meter	X	
Drains	OUTSIDE	INSIDE
Faucets (inside and outside)		X
Plumbing Leaks	OUTSIDE	INSIDE
Shut-off Valves		X
Sump Pump**		X
Sewer Backup		
All Sewer Systems coming into the unit up to the Point of Entry	X	
Repair	OUTSIDE	INSIDE
Damage due to outside problem	X	
Damage due to inside problem		X
Porch Front/Exterior		
Concrete	X	
Sidewalk	X	
Windows		
Replacement of original windows (unless broken or uncared for by owner)	X	
Surface painting or staining		X
Walls		
Drywall cracks, nail pops, paint, etc.		X
Interior Perimeter		X
Exterior Perimeter	X	

** Sump pump repair, replacement or backup system is a building issue and must be shared by all Co-owners within the building.

The cost of maintaining, decorating, repairing and replacing all general elements shall be borne by the Association, unless the need for maintenance, repair or replacement is due to the act or neglect of an Owner, his/her agent, invitee, family member, pet for which the Owner is wholly responsible.