

Cannon Place North Co-owner Handbook

2022



WELCOME TO CANNON PLACE NORTH

If you are new to the community, we would like to welcome you. If you have been here awhile, we are glad you continue to call this Association home. If you are renting a unit, we hope that your stay with us will be enjoyable. As a Condominium Association, we are striving to provide a safe, economical community that we can all be proud of.

PURPOSE OF HANDBOOK

The purpose of this handbook is to provide a handy guide, written in simple language that can help all quickly understand the rights and responsibilities of the Co-owners of the Cannon Place North Condominium Association (hereafter referred to as the Association). These rights and responsibilities are defined in legal language in the Master Deed and Bylaws of Cannon Place North. This handbook does not replace those documents.

CONTACT

Grandmark Property Management
330 East Beltline Ave NE
Suite 300
Grand Rapids MI 49506

Phone: 616-365-5033
email: kali@grandmark.management

Maintenance Request

Do you need some maintenance for your condo? Do you have an issue that you would like to share?

Please complete the Maintenance Request form found in the Appfolio Portfolio, under tab: Maintenance.

Maintenance Chart

Not sure who is responsible to fix an issue? The answer is found on the Maintenance Responsibility Checklist. This checklist can be found in the Appfolio Portfolio, under tab: Shared Documents

Personal Portfolio - Appfolio

Website: grandmark.appfolio.com

Need assistance setting up your portal:
Contact Sandy or Sarah at Grandmark
(616) 365-5033

DEFINITIONS

CONDOMINIUM.

The word "condominium" means a privately owned individual unit within a community of other units and surrounded by common areas.

THE ASSOCIATION (Article I, pg. 1)

Cannon Place North Condominium Association is not part of the property we bought when we became Co-owners. It is a separately incorporated Association set up to manage and maintain the property we own together. A separate set of rules called Association Bylaws govern the way it is to function.

CO-OWNER

Co-owner means a person or party who owns a Condominium unit plus a share of the common elements/grounds. Co-owners are members in the Association.

COMMON ELEMENTS (Article VI - C, pg. 10)

"Common elements" refers to the area(s) that we as Co-owners own together and have available on a shared basis. It is important to grasp the concept of what we own and use together.

- It includes areas outside our units such as the land, trees and shrubs, as well as certain structural components.

LIMITED COMMON ELEMENTS (Article VI - D.2, pg. 10)

Some things are clearly owned and used by just one Co-owner. These are called "limited common elements". They are "common elements" in that they are part of what we own together, but they are "limited" in that their use is limited to only one owner. Reference the Maintenance Responsibility Checklist, found in your personal online portal: Appfolio Portfolio under tab: Shared Documents, for a listing of responsibility.

ASSOCIATION OF CO-OWNERS



BOARD OF DIRECTORS

(Article XI, pg. 18)

A Board of Directors, elected by the Association, is entrusted to manage and administer the business and property oversee the condominium in the manner set forth in the Association Bylaws and Condominium Bylaws. Terms for Board members are one year, and are elected each year at the Annual Meeting of the Association.

ANNUAL ASSOCIATION MEETINGS

(Article IX - C, pg. 16)

Cannon Place North Condo Association holds an Annual Meeting each year, at such time and place as will be determined by the Board of Directors.

Grandmark and the Board prepare the Annual Meeting packet which is sent out to all Co-owners in the parameters set forth in the governing documents. At the Annual Meeting, we discuss the financial health of the Association, elect new Board Members and review the previous years maintenance. We encourage all Co-owners to attend so that everyone is up to date with Association business.

BOARD MEETINGS

(Article IX, pg. 16)

The Board of Directors meets regularly to conduct business. A copy of the minutes can be found in your personal Appfolio portfolio - tab: Shared Documents - Minutes.

If a Co-owner would like to discuss a private matter with the Board in person, you may do so by reaching out to Grandmark and requesting a meeting in writing. Special meetings of the members can be requested as well and the process to request a special meeting can be found: Article IX-D, pg. 16)

VOTING (Article VIII - E, pg. 15)

Each unit will be entitled to one vote.

QUORUM (Article VII - E, pg. 16)

51% of the Co-owners (either in person or by Proxy) qualified to vote will constitute a quorum for holding a meeting of the members.

ASSOCIATION DUES

The monthly Association dues are based on the current and future needs of the Association.

Dues are due the first (1st) of each month. If a fee remains unpaid, a late fee of \$20.00 will be assessed for each month it remains unpaid, with an additional 7% annual fee.

BUDGET (Article II - B.1, pg. 1)

The Board of Directors will establish an annual budget in advance for each fiscal year and such budget will project the expenses for the upcoming year which may be required for the proper operations, management and maintenance of the Association including contributions to the Reserve Fund.

RESTRICTIONS

(Article VI, pg. 10)



PETS (Article VI - D.8, pg. 12)

No animals shall be kept in the Condominium or permitted on the Condominium property without prior written consent of the Association.

- **Guidelines:**
 - **No more than two household pets.**
 - **Pets permitted by the Association shall be kept under care and restraint by the Co-owner.**
 - **Issues of noise, odor, unsanitary conditions, or obnoxious behavior may result in the expulsion of the pet from the property.**
 - **Pets must be attended at all times, and may not roam free.**
 - **Owners must collect and dispose of pet feces, immediately.**
 - **Any damage, either common or limited common elements, is the responsibility of the pet owner for repair.**
 - **All pets must not be left outside unattended at anytime.**
- **Cannon Township rules state when a dog leaves your property it must be on a leash.**

OCCUPANCY

RESIDENTIAL USE

Units are to be used strictly and only for residential purposes with single family occupancy. (Article VI - B.1, pg. 10)

SPECIFIC PROHIBITIONS

No portion of a Unit may be rented and no transient tenants may be accommodated. (Article VI - D.1. pg. 10)

RIGHT TO LEASE

A Co-owner may lease their Unit for residential use single family occupancy, provided the written disclosure of such lease is submitted to the Association. (see Article VI - E.2.a, pg. 13)



Vehicles

(Article VI - D.9-11, pg. 12)

- No more than one vehicle kept outside a closed garage, parked in the driveway.
- No commercial vehicles or trucks parked in or about the property
- No maintenance or repair performed on vehicle except within your garage
- No parking on or along the private drive, nor on the grass area.

ADDITIONAL THINGS TO KNOW



Planting

A Co-owner may plant annual and perennial flowers in the Limited Common bark areas along the garage, as long as they are properly maintained at all times and do not interfere with outdoor maintenance. Potted planters are permissible in all limited common areas including the area between the garage doors.

Lawn and Garden Decorations

Adornments such as gazing balls, figurines, or gnomes must remain in the flower bed (area between sidewalk and garage) leading to your front door.

Flags

(Article VI - D.5, pg 11)

No signs, flags, banners or advertising devices shall be displayed which are visible from the exterior of any Unit or upon the common elements, including "for sale" signs, without written permission from the Association."

Outdoor Furniture

(Article VI - D.6, pg 11)

Chairs, benches, and tables are permissible on a co-owner's limited common element (excluding the sidewalk and all bark areas). Outdoor furniture must be properly maintained. Furniture must not interfere with outdoor maintenance (such as snow removal, deck cleaning and/or painting).



Holiday Decorations

Christmas decorations must be removed by January 10, of the following calendar year.

Signage

(Article VI - D.5, pg 11)

Signs and other advertising devices which are visible from the exterior of a unit or in the common and limited common locations (including "For Sale" signs) are not allowed, unless prior written permission from the Association has been granted.

Nuisances (Article VI - D.3, pg 11)

No nuisances shall be permitted which are a source of annoyance to the residents or which interfere with the peaceful use of the property by the residents. Please respect your neighbors right to privacy and quiet enjoyment. (Article VI #3)

CANNON PLACE NORTH RULES / REGULATIONS / POLICIES

The Board of Directors may make reasonable rules, regulations and policies from time to time concerning the use of the Units and Common Elements. Such rules, regulations and policies will be furnished to all Co-owners, enforceable 30 days from the date on the notice. (By-law: Article VI - F, pg. 14)

Note: Following summarizes the current approved policies. A copy of each policy can be found in your personal Appfolio portfolio - tab: Shared Documents, Condominium Documents & Amendments:

- **Satellite Dish Policy, effective 3/2005**
 - A satellite dish is allowed. Satellite dishes are not to be placed on the roof. Submit a 'notification of satellite dish installation form' to the management company for board review and approval. This form can be found in your personal Appfolio portfolio - tab: Home.
- **Fine Policy, effective 6/1/2022**
 - The steps include:
 - First - written notice of violation with seven days to correct. If not corrected, a fine of \$25 will be assessed.
 - Second offense of same violation, fine of \$50 will be assessed and seven days to correct
 - Third offense of same violation, fine of \$100 will be assessed and seven days to correct
 - The complete written policy can be found in your personal Appfolio portfolio - tab: Shared Documents, Condominium Documents & Amendments.

Approved Standard Color Options

Front Door Standard Color Options:

- Sherwin Williams: SW7737 - Meadow Trail
- Sherwin Williams: SW6089 - Grounded
- Sherwin Williams: SW7577 - Blackberry
- Sherwin Williams: SW7065 - Gale Force
- Sherwin Williams: SW9185 - Marea Baja
- Benjamin Moore: D30-4 - Loralie

Upper Rear Deck Color Options

- Semi Transparent Cedar Tone Stain

Bark Color Option (between sidewalk and garage):

- Brown Mulch

Restriction (Article VI - D6, pg 11)

- All exterior drapes and window coverings shall be white or neutral in color.

ASSOCIATION MANAGEMENT

The Board of Directors may employ for the Association a professional management agency. (Article XI-E, pg. 20)

CPN has contracted with Grandmark Property Management to service the Board with such duties as collecting Association dues, paying bills, obtaining vendor quotes, Co-owner communication, etc.

ASSOCIATION COMMUNICATION

Newsletters: The Association publishes two newsletters yearly, Spring/Summer and Fall/Winter. These are mailed or emailed and also available in Appfolio Portfolio.

Board Minutes: The monthly board minutes are available in Appfolio Portfolio.

Email: From time to time, general information is communicated through emails. For example: if a vendor(s) will be on property for maintenance an email will advise the community.

Appfolio Portfolio Update: Co-owners will receive an email (primary sender will be Cannon Place North), with the subject: A document is ready for viewing. The content will contain a link to the new document(s) which were added.

PERSONAL PORTAL - APPFOLIO

Grandmark provides and maintains individual Co-owner online portal 'Appfolio'.

The Online Portal is an easy, fast, and secure way to pay dues and other charges online, view payment history and submit architectural reviews. In addition, there are several 'shared documents' including the legal Condominium Documents and Amendments, financial reports, board minutes, newsletters and more.

Website: grandmark.appfolio.com

ARCHITECTURAL REVIEWS / REQUESTS

Architectural reviews include but not limited to landscape changes, exterior building changes (i.e. slider door replacement), and changes that impact the general common elements. A Review Request Form must be completed for Board approval prior to any changes being made.

The form can be found and submitted through your personal online portal: Appfolio home page.

MAINTENANCE GUIDELINES / CHART

It can be confusing who is responsible for each maintenance, the Association or the Co-owner. A chart has been created to aid in determining responsibility.

The chart is set up with three sections:

- Item,
- Responsibility to repair - Association,
- Responsibility to repair - Co-Owner.

The complete chart can be found in your personal Appfolio portfolio - tab: Shared Documents.

This chart is subject to change / update.

All maintenance requests should be submitted through your personal online portal: Appfolio home page. You can upload pictures and track your request.