Walton Pond Condominium Association Member Handbook
Effective Date: 03/01/2026

Walton Pond Condominium Association

Rules & Regulations

Adopted as a supplement to the Condominium Bylaws

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1. Insurance Coverage

- **Co-owner Responsibility:** Each resident is responsible for obtaining insurance for personal property, personal liability within the Unit or Limited Common Elements, and alternative living expenses.
- **Association Role:** The Association has no responsibility for obtaining personal insurance coverage for residents.
- **Claims Process:** Claims must be submitted to the individual's insurance company before the Association's policy.
- **Coverage Limits:** Association coverage applies only to amounts exceeding the Association's deductible.
- **Repair Shortages:** If insurance proceeds do not cover total repair costs, any shortage (including the deductible) will be charged to the Co-owner's account.

2. Unit Maintenance & Water Intrusion

- **Temperature Control:** Thermostats must be set to "on" at a minimum of **60°F** whenever the outside temperature is forecasted to be **32°F or below**.
- **Extended Absence:** Residents away during freezing weather must shut off water, drain pipes, and winterize the unit.
- **Annual Inspections:** Residents must inspect all water lines (ice makers, washers, toilets, etc.) annually.
- **Compliance:** A notice of inspection completion must be submitted to the Board by **October 1st** each year.
- **Water Closets:** Access requires **48 hours' notice**. Requests for meter reads incur a maintenance fee, currently estimated at **$120**.

3. Vehicles and Parking

- **Vehicle Limit:** No more than **two vehicles** per household are permitted on the premises without written Board approval.
- **Garage Use:** One vehicle must be parked inside the garage. A second may be parked directly in front of the garage door or in an available space. A spring inspection by the board will confirm that the garage is not used to store flammable materials.
- **Safety Prohibitions:** Double parking behind garages is strictly prohibited as it restricts emergency access.
- **Commercial Vehicles:** Pick-up trucks and vans used for personal transport must not have commercial ladder racks, toolboxes, signage, or more than two axles.
- **Storage:** Any vehicle stored outside the garage must be operational with current registration.

4. Common Area Amenities (Pool & Fitness Center)

- **Supervision:** Children under **16 years of age** must be accompanied by a legal guardian in the pool and fitness areas.
- **Guests:** Fitness Center guests are limited to **1 per household**. Pool guests are limited to **3 per Co-owner/Resident**.
- **Prohibited Items:** Glass, pets, and parties are prohibited in the pool area.
- **Commercial Use:** Running a business or bringing guests for commercial purposes in common areas is strictly prohibited.

5. Animals and Pets

- **Pet Limits:** Maximum of **two cats and one dog** per unit.
- **Restraint:** Pets must be leashed and attended by a responsible person at all times on Common Elements.
- **Waste Management:** Co-owners are responsible for the **immediate** collection and disposal of all animal fecal matter.
- **Restrictions:** Pets may not be left unattended on patios or balconies, and litter boxes are prohibited in these areas.

6. Landscaping & Aesthetics

- **Modifications:** No landscaping, trees, or shrubs may be planted on Common Elements without written Board approval.
- **Flowers:** Planting annual flowers in existing beds is permitted if it does not interfere with current landscaping.
- **Window Coverings:** All outward-facing window coverings must be **neutral (white or off-white)** and in good repair.
- **Garbage:** Trash must be in containers with lids and stored in the garage. Containers may be placed outside after **6:00 pm** the night before pickup.

7. Collection Policy & Rule Enforcement

- **Late Fees:** Installments in default for **10 or more days** incur a monthly late fee.
- **Delinquency:** Accounts **3 months** past due are subject to a lien; **6 months** may result in foreclosure.
- **Violation Fines:**
    - **First Violation:** Warning (No fine).
    - **Second Violation:** $50 fine.
    - **Third Violation:** $75 fine.
    - **Subsequent Violations:** $100 fine per month until corrected.
- **Appeals:** Co-owners have the right to appear before the Board or submit a written response to defend an alleged violation.

Walton Pond: Responsibility Quick-Reference

A = Association Responsibility | C = Co-Owner/Resident Responsibility

1. Exterior & Structural

The Association generally handles the "shell" of the buildings and the grounds to ensure community-wide uniformity and safety.

Item	Maintain	Repair	Replace
Roofs, Gutters & Downspouts	**A**	**A**	**A**
Siding & Exterior Trim	**A**	**A**	**A**
Foundations & Common Walls	**A**	**A**	**A**
Driveways & Sidewalks	**A**	**A**	**A**
Fences (Perimeter)	**A**	**A**	**A**
Landscaping (Common Areas)	**A**	**A**	**A**
Garage Door (Exterior Paint)	**A**	**A**	**A**
Garage Door (Hardware/Mechanism)	**C**	**C**	**C**

2. Windows & Doors

While the Association may paint the exterior frames of doors to match the community, the mechanical function and glass are typically the resident's responsibility.

Item	Maintain	Repair	Replace
Windows (Glass & Frames)	**C**	**C**	**C**
Window Screens	**C**	**C**	**C**
Entry Doors (Locks & Hardware)	**C**	**C**	**C**
Storm Doors	**C**	**C**	**C**

3. Unit Interior & Systems

Homeowners are responsible for nearly everything "from the drywall in," including appliances and fixtures.

Item	Maintain	Repair	Replace
Appliances (Oven, Washer, etc.)	**C**	**C**	**C**
HVAC (Furnace & A/C)	**C**	**C**	**C**
Water Heater	**C**	**C**	**C**
Plumbing Fixtures (Faucets/Toilets)	**C**	**C**	**C**

Electrical Fixtures/Outlets	**C**	**C**	**C**
Drywall, Paint, & Flooring	**C**	**C**	**C**

4. Utilities (Lines & Pipes)

Responsibility is generally determined by the "Point of Connection."

- **Plumbing/Sewer:** The Association is responsible for main lines. The Co-owner is responsible for lines **after the connection** to the specific appliance or fixture.
- **Gas Lines:** The Association maintains lines up to the meter/main shutoff; lines leading specifically to the furnace or individual appliances are often Co-owner responsibilities.
- **Electrical:** The Association maintains the primary feed; the Co-owner is responsible for everything from the breaker panel inward.

Important Notes on "Limited Common Elements"

Items like **patios, balconies, and porches** are considered "Limited Common Elements." While the Association may handle major structural repairs, the Co-owner is responsible for keeping them clean, free of snow/ice, and in a tidy condition (no storage of trash, indoor furniture, or excessive items).

Walton Pond Condominium Association

Action by Written Informed Consent of the Board of Directors

EFFECTIVE DATE: 03/01/2026

I. Authority and Recitals

WHEREAS, the Board of Directors ("Board") of **Walton Pond Condominium Association** is a Michigan non-profit corporation empowered to manage the affairs of the Association pursuant to its Master Deed and Bylaws; and

WHEREAS, the Board has determined it is in the best interest of the Association to take the following action: **Walton Pond Condominium Association Member Handbook**

II. Resolution

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby authorizes and directs the following:

1. That this **Walton Pond Condominium Association Member Handbook** shall officially supersede, replace, and repeal any and all prior rules, regulations, fine schedules, collection policies, and maintenance guidelines previously adopted by the Board of Directors or the Association.
2. **BE IT FURTHER RESOLVED**, that in the event of any conflict between the terms of this consolidated document and any previously dated policy or resolution regarding these matters, the terms of this document, dated **March 1st, 2026** , shall prevail and be deemed the official policy of the Association.

III. Director Consent

By signing below, the undersigned members of the Board of Directors hereby certify that the foregoing resolutions were duly adopted and that the Board has full power and authority to bind the Association. This action is taken in accordance with the Michigan Nonprofit Corporation Act.

oscar godinez — 2026-02-06

Oscar Godinez, Board President — Date

Rana Lotfi — 2026-02-09

Rana Lotfi, Board Vice President — Date

Thomas Kruk — 2026-02-06

Thomas Kruk, Board Treasurer — Date

Audit trail

Details

FILE NAME	Untitled document (1) - 2/6/26, 1:21 PM.pdf
STATUS	Signed
STATUS TIMESTAMP	2026/02/09 16:47:21 UTC

Activity

SENT	heather@bokanigroup.com **sent** a signature request to: • Thomas Kruk (tekruk@icloud.com) • oscar godinez (oscargdnz07@gmail.com) • Rana Lotfi (damaskart3@gmail.com)	2026/02/06 18:24:16 UTC
SIGNED	**Signed** by Thomas Kruk (tekruk@icloud.com)	2026/02/06 21:23:44 UTC
SIGNED	**Signed** by Rana Lotfi (damaskart3@gmail.com)	2026/02/09 16:47:21 UTC
SIGNED	**Signed** by oscar godinez (oscargdnz07@gmail.com)	2026/02/06 18:59:32 UTC
COMPLETED	This document has been signed by all signers and is **complete**	2026/02/09 16:47:21 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.