



Willoway Condominium Association

801 West Long Lake, Bloomfield, MI 48302—www.willowaycondo.com

Dear Realtor,

The Willoway Condominium Association Board of Directors would like to extend a welcome and help with any sales or purchases within our community. To that end, we have attached some documents for your review. This information can also be found on our web site—**www.willowaycondo.com**. We hope this information will answer any questions your clients may have about the Willoway community.

As you know, living in a condominium environment requires some basic rules to allow everyone to live peacefully in our shared community. In order to facilitate smooth transitions for new Co-owners, all Realtors should provide any potential buyers and sellers with **current copies of our Bylaws and Rules & Regulations**. Again, these documents are attached and can also be found on our website—www.willowaycondo.com. Please take the time to make sure your client is familiar with these documents BEFORE the closing on any purchase within Willoway Condominium Association. Willoway is currently over our Leasing cap, therefore, NO UNIT purchased within Willoway may be leased at this time.

Willoway Condominium Association is professionally managed by Association Management Company, Inc. (AMI) and Jim Dafoe, our AMI Community Manager. **If your client requires any insurance or lien documentation, please contact AMI at least 5 days prior to your closing date.**

Again, we look forward to helping your clients find or sell their home in the beautiful Willoway community.

Sincerely,

The Willoway Board of Directors and Jim Dafoe, AMI Community Manager

Willoway Condominium Association
Jim Dafoe, Community Manager, AMI Management

47200 Van Dyke Avenue
Shelby Township, MI 48317
586-739-6001

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Realtor Information

Dear Realtor,

On behalf of the Willoway Condominium Association (WCA) Board of Directors, we would like to share some important information with you to assist you and any potential clients looking to buy or sell in the Willoway Community. Please share this information with other realtors, especially anyone representing a potential buyer. For a copy of our current Bylaws and Rules & Regulations and other helpful information, please visit our website (willowaycondo.com). If you are a listing agent for a Unit in the Willoway Community, please contact AMI Management Company to let us know the Unit has been listed for sale. Here are a few things to keep in mind:

- ◆ **Lock box** for showings should only be placed on the back porch (parking lot side) of the building on the eyebolt to the right of the doorbell panel. Any lock box placed on the door or porch railing will be removed by the Association. Please remove the lock box within 7 days of closing.
- ◆ No **sale or rent signs** are allowed anywhere on the property or in the windows of the Unit.
- ◆ Please provide any potential buyer with **copies of the By-laws and Rules & Regulations** prior to accepting an offer. Again, these can be obtained on our website (www.willowaycondo.com) or thru AMI Management Company (ami@amicondos.com).
- ◆ Please make sure any potential buyer knows the Unit **CANNOT be leased** at this time. Willoway has a leasing cap and is currently at the maximum number of leased Units.
- ◆ A copy of the Association's insurance policy can be obtained by contacting the Crawford Insurance Group at 989-687-4548.
- ◆ Please provide the **buyer's name, address, phone number and email** to AMI Management upon closing or before. This will facilitate a smooth transition and ensure they receive HOA information in a timely manner even if the deed transfer notification is delayed.
- ◆ The WCA community is managed by **Jim Dafoe, Community Manager with Association Management, Inc. (AMI)**. You can reach him at jdafoe@amicondos.com or 586-739-6001. Please feel free to contact AMI Management and/or Jim Dafoe if you have any questions or need documents for closing (Please allow at least 5 business days to receive documents/information needed for closing).

As you know, Willoway and the surrounding Bloomfield Township community is a gem! You can't beat the location, the schools, the library and the public services we enjoy. We wish you and your client success in selling/buying within the Willoway Community.

Sincerely,

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