



Willoway Condominium Association

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

Living at Willoway

- ◆ Please make sure you have read and are familiar with the **current Bylaws and Rules & Regulations (2021)** of Willoway Condominium Association. If you need a copy, please visit our website (willowaycondo.com). If you have questions, please email AMI Management at ami@amicondos.com.
- ◆ Information regarding **HOA payment and work orders** for Co-owners can be found in the “Quick Link” section on the main page of ami@amicondos.com.
- ◆ Each Unit has **one carport parking spot** which is numbered according to the Township record, not the current Unit number. Resident vehicles must be registered with AMI Management. If you are unsure of your carport spot, please email AMI Management at ami@amicondos.com.
- ◆ Each Unit has an enclosed **storage unit** in the basement. We strongly recommend all items be kept off of the floor and in plastic bins. Nothing may be stored in the basement common area, hallways, porches or carports.
- ◆ **Bike racks** are provided in three locations around the WCA property. Bikes are not allowed to be stored outside in any other location. If you choose to store your bike in your Unit or your basement storage unit, please do not let the tires touch the carpeted areas or walls when moving your bike in and out.
- ◆ Locked USPS **mailboxes** are located at each driveway entrance and are labeled with your Unit number. Please make sure to include your Unit number as part of your address to ensure accurate delivery of your mail. If you did not receive keys from the previous owner, mailbox keys are obtained directly from the USPS. If you receive a parcel box key in your box, it means you have received a package. Simply insert the key into the corresponding parcel box along the bottom of the mailboxes to retrieve your package. The key will remain in the box after it closes.
- ◆ **Cable, satellite dishes and DirectTV** are required to meet specific wiring and installation guidelines. Please contact AMI Management **BEFORE** scheduling any cable or dish installation.
- ◆ **Dumpsters** are provided for trash. They are emptied on Wednesday and Friday by GFL. Please do not overload the dumpsters above the rim. Dumpster lid/doors **MUST** be closed at all times. If the dumpster nearest your building is full, please use another dumpster at Willoway. **Large items are NOT allowed in the dumpsters and boxes MUST be broken down.** Any trash NOT in the dumpster may result in a fine and/or removal fee which will be charged back to the Unit Co-owner.
- ◆ **Recycling** must be in **clear plastic bags** (no paper bags) or recycling bin and can be placed along Sunningdale at the building driveways after 6:00 pm on Tuesday evening for Wednesday pick up by GFL. Please note their holiday schedule can be found at GLFUSA.com and on our website community calendar.
- ◆ The WCA/Bloomfield Township **pet policy** is two (2) household pets (dogs or cats) per Unit. Pets must be registered with WCA/AMI. Reptiles, exotic animals and fish tanks are prohibited.
- ◆ **No smoking** is allowed in any Unit, basement storage unit, interior Common area, the pool enclosure or the gazebo. This includes cigarettes, cigars, pipes, e-cigarettes, vaping devices and hookah pipes.



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- ◆ The **pool** is generally open from Memorial Day thru Labor Day from 9:00 am-9:00 pm. Residents must have a pool key fob to enter the pool enclosure. If you need a replacement fob, please contact AMI Management. Pool rules are posted at the pool. There is no fee or limit to the number of guests, however, a Resident (with the WCA pool key fob), **must be present** with guests at all times. Unit Co-owner is responsible for the use of the pool key fob and the behavior of Tenants and guests.
- ◆ An approved **Modification Request Form** is required **before** beginning any modifications to a Unit involving plumbing, electrical, furnace/AC, windows, flooring, major kitchen and bath renovations and any exterior areas. The form can be found on our website (willowaycondo.com). Failure to obtain an APPROVED Modification Request prior to beginning work may result in removal/reversal of the work at the Co-owner's expense.
- ◆ **No Unit may be leased** without prior written approval from the Board of Directors.
- ◆ Each Unit Co-owner is responsible for carrying the proper/adequate **Homeowner's and/or Renter's Insurance** as described in the Amended and Restated Bylaws (Article IV, Section 1). If you need a copy of the WCA insurance policy, please contact the Crawford Insurance Group at 989-687-4548.
- ◆ **Furnace, air conditioner, washer, dryer and all interior appliances** are the responsibility of the Co-owner. **Hot water heaters** are maintained by the Association and should not be touched for any reason. If there is a problem with the hot water heater, please contact AMI directly.
- ◆ **Whom to call:** If you are a Co-owner and you have an issue inside your Unit walls or with an appliance that is your responsibility, you should call the service provider of your choice. Both Co-owners and Tenants should contact AMI directly if it is an emergency or involves a Common Area or common equipment such as a hot water heater. The number (586-739-6001) is answered 24 hours/day for emergencies. If you are a Tenant, you should contact your landlord for all issues other than those in a Common Area, hot water heater or an emergency.

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AMI Management Company

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