



Willoway Condominium Association

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

Whom to Contact

- ◆ **CO-OWNERS** with an issue **INSIDE THE UNIT**—Contact a service provider of your choice as this is the responsibility of the Co-owner.
- ◆ **TENANTS** with issues **INSIDE THE UNIT**—Contact your landlord/the Co-owner.
- ◆ **CO-OWNERS** with an issue in a **COMMON AREA** (grounds, hallway, basement, hot water heater) - Contact AMI Management Company.
- ◆ **TENANTS** with an issue in a **COMMON AREA** (grounds, hallway, basement, hot water heater or an emergency threatening life, health or property) - Contact the Co-owner who should then contact AMI Management or contact AMI Management directly for common area issues.

Due to insurance liability, work order requests involving any work that may be charged back to the Co-owner can only be taken from a Co-owner.

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- ⇒ Questions or concerns can be addressed by **phone** by calling AMI at 596-739-6001. This phone line is available **24/7** and will be answered by AMI staff during regular business hours (Monday-Friday 9:00 am-5:00 pm) and by a “live” answering service for after-hours emergencies threatening life, health or property.
 - ⇒ Questions or concerns can also be addressed by **email** to our AMI Community Manager, Jim Dafoe, at jdafoe@amicondos.com.
 - ⇒ **Work order request forms** are available on the Willoway web site (willowaycondo.com) and on the AMI web site (amicondos.com). You can also submit an AMI work order through **workorders@amicondos.com**.

Willoway Condominium Association

Jim Dafoe, Community Manager, AMI Management

47200 Van Dyke Avenue

Shelby Township, MI 48317

586-739-6001

jdafoe@amicondos.com

workorders@amicondos.com

ami@amicondos.com

www.amicondos.com

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