



**OAKBROOK CONDOMINIUM ASSOCIATION**  
..... a homeowners association

**Fall Reminders Notice 2017**

September 25, 2017

Dear Co-owner,

My name is Tony Major, and I am the new Community Association Manager for Oakbrook Condominium Association. Diana Valverde is your new Assistant Community Manager and will be helping myself and the board to properly manage the operation of your community.

I thought this would be a good opportunity to introduce myself and Diana, as well as relay some important information to the community as a whole, before winter approaches. With fall on the horizon, the time has come to start cleaning up flowerbeds and the grounds around your unit. The association will clean the gutters in November.

At the most recent board meeting we discussed a number of the items referenced below and we felt it was best to compile a notice to all co-owners and residents. Each section below is categorized for easy reference. For additional information we encourage you to visit the Oakbrook Condominium Association website, by going to <http://www.highlandergroup.net>, clicking **Communities** at the top and selecting **Oakbrook Condo. Assoc.** Please take the time to review the Handbook as that contains even more detail than this notice.

***This notice does not supersede the Governing Documents, Handbook or any Board approved Rules and Regulations. If a conflict between any of the documents stated above and this notice exists, those documents would prevail.***

**Causality**

In Community Management, we often hear the statement, "But the leak caused the damage to the drywall." While that statement is often true, that an Association owned common element failed and caused damage to a co-owner owned item like drywall, this clause below makes responsibility "free of cause." In the simplest terms, The Association fixes what it owns and Co-owners fix what they own, regardless of the cause of the damage.

Oakbrook Bylaws: Article IX Co-owner Maintenance, Reconstruction, Repair or Alteration: *Each co-owner is solely responsible for interior unit repairs, including the drywall or plaster, and decorating of the interior of the unit, regardless of whether damage or loss is caused by structural defect, damage to the common elements, deterioration or other condition of the unit or common elements or fire, theft or vandalism.*

**Basement Drywall & Flooring**

When a basement leak occurs, it is common to contact the association immediately and request action. While basement foundations are the responsibility of the Association, finished basements are not. Your Association was not constructed with finished basements and as such, the drywall and flooring is a co-owner responsibility, as it was installed by a co-owner at some point after the unit's construction. If you suspect a leak in your finished basement, step 1 is to remove the drywall, paneling or flooring from the affected area, then contact the association so that an expert can come to assess the situation and repair

the foundation if necessary. Once repaired, management always suggests a 2 to 3 month waiting period to ensure the issue has been fully resolved, before returning the wall/floor coverings. In the event of a recurrence of a leak, co-owners are still responsible for removing the wall/floor coverings, as there are no guarantees against leakage. If a contractor does provide a warranty for the work they perform, it will be attached to the foundation repair and not the wall or the floor coverings.

The association will take every measure possible to stop water from leaking into a basement. However, if you have made the decision to have a finished basement, with that comes the responsibility of repair and replacement of your wall/floor coverings.

### **Parking**

The parking policy is as follows: Vehicles must be parked in the garage/carport and your assigned personal space next to your garage/carport. For ranch units, the 2 car garage includes your two assigned spaces. Once those two spaces are **full**, additional vehicles may be parked in visitor parking spaces on a first come first serve basis. Visitor parking is not assigned and can be used by all. All vehicles must be parked straight, as to avoid taking up more than one space. At no time can a vehicle be parked in a fire lane.

Vehicles cannot be stored in visitor parking spaces, and must be driven regularly. Vehicles in violation of these rules and/or the rules in the Governing Documents and Handbook will be towed from the grounds and impounded at the vehicle owner's expense when retrieving the vehicle. Parking signs at each entrance indicate the current towing company and impound.

Commercial vehicles are not permitted on the association grounds. The only exception to this provision is during the course of business, if a vendor is visiting a unit to make a repair or drop off/pick up a package. Commercial vehicles will be towed if parked overnight and the same procedure regarding owner's expense as stated above will apply.

Auto repair such as body work, engine or transmission overhaul or repair is not allowed. Washing of personal vehicles is permitted only with a shut off type hose nozzle.

### **Storage of Items in Carports/Garages**

The garages and carports are not storage locations. These structures have the express purpose of housing automobiles. If you are using your garage or carport to store personal items, the Board requests that you clean those items out this fall. **This policy will be enforced with violation letters and fines, so please take action now to clear your carport/garage of these items.**

### **Roofs**

A contract is currently being finalized to replace the roofs on buildings 1, 2, 3, 4, 17, 18, 21, 22, 26, 27 and 29. Once approved and scheduled each building will be notified when the work is commencing. Please be advised that construction not only makes noise, but can vibrate the house. The Association will not be responsible to replace damaged items, so please take the following precautions to ensure your personal property is not damaged. Please take down any hanging items or breakables on the exterior walls. Examples are hanging photos, knick-knacks on shelves, etc. Please remove any items from your patio, courtyard or atrium that are fragile or easily damaged. The vendor will be cautious, but accidents do happen. Only a portion of the roofs will be done this fall, the remainder will be completed next spring.

### **Dogs**

We have received reports that some dog owners are walking their dogs without a leash. This is **expressly prohibited** by the Governing Documents. Even if your dog is very friendly, another resident or visitor to the association doesn't know that and may be frightened by the mere sight of an unleashed pet. Dogs

must also be attended by a person at all times, who is holding their leash. We kindly ask that pet droppings are picked up immediately, even in the winter months, to prevent a smelly spring at Oakbrook.

### **Modification Requests**

Recently, we have reviewed a couple of modification requests that were submitted after the work was complete. **All modification requests must be approved in writing prior to the work commencing.** If this process is not followed, the association will charge an inspection fee to the co-owner, which will be applied to the unit's account with the association. Please, take the time to request permission before making a change that is visible from the exterior of your unit or affects a common element.

### **Eradico**

The association has a contract with Eradico Pest Control. You can utilize this service by calling their office directly and providing them with the Oakbrook account number# 14460976. Eradico's number is 888-479-5900.

### **Trash Services**

GFL is the new trash company for Oakbrook. We got off to a rough start as they were not provided with all of the information from the former company, however we are working closely with them to properly remove your trash on Fridays. If your trash is not picked up properly or they miss your unit altogether, you can call them directly at **844-464-3587** and select option 2 for residential. If you provide them with the association's name, "Oakbrook Condominiums," your address and telephone number, the representative can input a work order to correct the issue. This is the fastest method of reporting a concern as it is the same action we at Highlander take when receiving a complaint.

### **Deer**

Feeding deer is a violation of the Rochester Hills city ordinance and in turn, the Oakbrook Condominium Governing Documents. Violation letters and fines will be assessed to any unit that leaves food outside for wild animals. The city ordinance reads: *Sec. 14-91. - Deer feeding prohibited. No person may place or permit placement on the ground or within five feet of the ground any fruit, berries, grain, vegetables, nuts, salt or other edible material or bait which may reasonably be expected to attract or feed deer unless such materials are covered or protected in a way to prevent deer from feeding on them. (Ord. No. 525, 1, 9-22-08).*

In conclusion, we would like to thank you for being part of the Oakbrook community and can assure you that we will be working diligently to maintain quality within your association. Both Diana Valverde ([dvalverde@highlandergroup.net](mailto:dvalverde@highlandergroup.net)) and myself are always available for questions or concerns.

A reminder that your monthly board meetings are held on the 2<sup>nd</sup> Thursday of each month at the Rochester Chamber of Commerce at 6:30pm: 71 Walnut Blvd #110 Rochester MI 48307. We encourage you to attend meetings when you have the time, as they are open to all co-owners.

Sincerely,



**Tony Major, CMCA, AMS**

Community Association Manager

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