**Quick Reference Guide**

**GO TO www.hideawayvalleycondominiumassociation.com**

*For most current updates!*

**Hideaway Valley Condo Association Rules & By-Laws**

**Office HVCA Administrative Manager** “Angie” 231 526 7067

**Alarm Emergency** 231 330 8031

**All Actual Emergencies**, ambulance, fire, or for police assistance **first call** **#911**

**Email** HVCAManager@outlook.com Questions or Applications

**Annual Meeting** – last Saturday in September – past year notes on website – board directors is a non-paid position.

**Alarm System** – SimpliSafe with smoke, temperature monitors, and water warning in all units.

* Base units located in some units are not to be unplugged – co-owner penalty to move or unplug remotes or base unit.
* After hours false alarms will incur a $150 fee.

**Birds** – birdfeed is not to be used within 20 feet of buildings, due to the damage to buildings by some birds.

**Clubhouse** – is available for use by owners, contact HVCA manager, large delivery packages are kept inside the door.

**Decks** – co-owners are responsible for maintaining the vertical surfaces meaning the decking and railing top. Use of matching stain color on all exteriorly visible surfaces see the 10th Amendment. The floor decking can be any color desired. Nothing may be hung over the sides of decks, such as towels or laundry.

**Doors & Windows** – the responsibility of co-owners as specified in the 10th Amendment to the By-Laws of 2/12/2019.

* The exception being the front door and side door into the garage.

**Garage Doors** – are the responsibility of the HVCA. Garage door openers are the co-owners responsibility.

**Grills** – cannot be anywhere kept on wood decks.

* Grills are only to be used a minimum of 10 feet from any of our buildings.

**HVCA Administrative Manager** – periodically need access to units for inspections, maintenance, and during emergencies. Most often, whenever possible, these visits only occur with prior notice. At the office, all entries are recorded.

**Improvements** – owners may do any cosmetic work they choose. Structural alterations, repairs from the walls inward (like drywall, wiring, plumbing, walls, any holes through exterior walls, or deck structure) must first gain approval by the board. ***See the Application Request Form***. Permits obtained/completed, copied with HVCA Administrative Manager.

* Sketch up your ideas and include a written description of the work to be done and by who. (examples available)
* Construction work is only allowed Monday-Friday 8 AM-6 PM and on Saturday and Sunday 10 AM-6 PM.

**Lint Vents and Drains** – co-owners must clean out lint and debris yearly, call HVCA Manager if you are not able to do this.

**Lost Key Service** – key must be in office. The first time during regular business hrs Mon-Friday 9 AM-5 PM is free.

* Weekends, holidays, or additional calls will incur a $250 fee, billed to the co-owner of the unit.
* Renters contact your rental manager or unit owner, not the HVCA manager if locked out.

**Noise** – must be contained after 10 PM. Please be courteous to your neighbors.

**Parking** – limit of 2 cars outside of garage per unit and only in approved locations. For plowing, vehicles must be moved.

* Additions vehicles can park in the office lot or barn lot with approval.

**Pets** – use of **LEASH** is always mandatory; Owners must clean up after pets. Excessive barking is to be controlled.

**Pool** **& Tennis**– rules, dates, and hours of operation will be posted. Facilities are for owners and registered guests only.

**Power Outages** – info at [www.consumersenergry.com](http://www.consumersenergry.com)/OutageCenter – Natural Gas call DTE and alert HVCA Emergency #.

**RV/Mobile Homes/Trailers** – can only be parked at barn lot with approval.

**Sidewalks** – must be cleared of snow within five days when greater than 12 inches or entrances are blocked.

**Snowmobiles** – may not be operated anywhere on HVCA property and can only be stored at the barn lot with approval.

**Trash** – dumpsters are for bagged or boxed household waste only. Dumpster **lids must close** after depositing trash.

* Plastic, cardboard, metal, appliances recycling is only 1.5 miles at Emmet County Transfer Station.
* New Beginnings, Habitat Store, and Goodwill are all close and gratefully accept donations.

**Water Supply** – is to be shut off if your unit is vacant for more than five consecutive days.