



January 19, 2018

Dear Co-owner,

We are pleased to welcome The Hills of Waterford. Your Board of Directors has contracted KC Property Service, LLC (KCPS) to assist in the management of your Association. Kimberly Mosey will be your Community Manager. Primary contacts on a day to day basis are Assistant Community Managers Patti McKee and Debbie Juncaj.

KCPS offers full-service Property Management services which include the following:

- Collect and process monthly Association Dues and provide monthly financial reports to the Board of Directors regarding the status of all Co-owner accounts.
- Develop and recommend to the Board of Directors, goals and objectives for the Association designed to improve quality and efficiency of organizational functions.
- Implement and enforce the Articles, Bylaws of the Association, the policies, rules, regulations and guidelines established by the Board of Directors.
- Perform regular site inspections and issue compliance violations to Co-owners as necessary.
- Oversee and approve expenditure of Association funds within the budget constraints and written authority limits set by the Board of Directors.
- Manage the fiscal affairs, including the preparation of operating, capital and reserve budgets of the Association in concert with the Board of Directors' policies.
- Enforce all contracts, permits and privileges entered into or granted by the Board of Directors and act as the primary representative of the Association with respect to vendors, agents and officials.
- Supervise, generally and through others, the maintenance of the Association's property including buildings, common grounds and others.
- Prepare monthly and annual management reports for the Board of Directors and attend quarterly, annual and special meetings as requested.
- Analyze and solve problems while interacting with special committees and vendors, recommend solutions to governing bodies.

We are confident that the Board of Directors and the Association as a whole will benefit from these support systems.

We also have the ability to send out community-wide email notifications to ensure immediate delivery of time-sensitive information such as, schedule changes for contract work or instructions for vehicle parking during a snow emergency, etc. To be sure that you receive these important updates please fill out the enclosed Co-owner Information Form with your current contact information, including your email address, if applicable. The information obtained from these forms will enable us to maintain

updated and accurate records of your household. If you are renting your home it is imperative that you include your lessee information and a copy of your most recent lease agreement.

Please also find the enclosed Designated Voter Representative Form, which needs to be completed and returned to the KCPS office.

**Your Association Dues are to be paid on the 1<sup>st</sup> of each quarter. If payment is not received by the 15th of the month you will be charged a \$10 late fee and a \$5 processing fee. Late fees will continue to accumulate each month that your payment is past due at a rate of \$10.00 per month, as well as the \$5.00 processing fee.**

When paying your association dues, please make all checks payable to: The Hills of Waterford. **Do not make checks out to KC Property Service.** Unless paying online, payments should be mailed to:

The Hills of Waterford  
C/O KC Property Service  
26711 Woodward Ave #310  
Huntington Woods, MI 48070

If you would like payment coupons please contact our office or check the appropriate box on the “co-owner information form” before returning it to our office. To make payments online, please follow the instructions that are enclosed. If you prefer to have your dues deducted from your account each month, simply fill out the ACH form, attach a voided check and mail the form back to our office. Your dues will be deducted on the 5<sup>th</sup> of each quarter.

If you have any questions or concerns, please feel free to contact our office at 248-586-9700 Monday-Friday from 9 am to 5 pm or email me directly at [k.mosey@kcpropertyservice.com](mailto:k.mosey@kcpropertyservice.com)

Kind Regards,

Kimberly Mosey  
Senior Community Manager  
KC Property Service, LLC.  
Fifth Street Condominium Association

Assistant Community Managers  
Patti McKee – [p.cadman@kcpropertyservice.com](mailto:p.cadman@kcpropertyservice.com)  
Debbie Juncaj – [d.juncaj@kcpropertyservice.com](mailto:d.juncaj@kcpropertyservice.com)

**ACH Enrollment Form**

**THE HILLS OF WATERFORD**

To enroll in the automated deduction of your monthly The Hills of Waterford fee (ACH) from your bank account, please complete the form below.

**Customer Authorization Agreement for Pre-Authorized Payments**

I (we) hereby authorize **The Hills of Waterford** to initiate debit entries to my (our) checking account indicated below and the depository (bank) named below to debit the same such account. The amount of the deduction shall be the amount of The Hills of Waterford monthly fee.

**Depository Information (Bank)**

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER PHONE #'S: (HOME) \_\_\_\_\_ (CELL): \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BANK ROUTING # (9 digits) \_\_\_\_\_ BANK ACCT # \_\_\_\_\_

AMOUNT OF QUARTERLY DEDUCTION \$ \_\_\_\_\_

ACCOUNT TYPE:

(CIRCLE ONE) CHECKING SAVINGS START MONTH: \_\_\_\_\_

**Terms and Conditions**

Preauthorized charges to your account will be processed, when due, for the amount of your regular assessment payment. Payments so collected will be deposited to the checking account of The Hills of Waterford.

There may be changes to the assessment amounts and/or due dates in accordance with the ASSOCIATION'S governing documents and applicable statutes including notification requirements of the ACH (Automated Clearing House) rules.

We reserve the right to make changes in the agreement at any time. We may cancel Preauthorized Electronic Assessment payments at any time without cause and you can terminate this agreement at any time by giving sufficient written notice or by closing the designated accounts.

**I (WE) HEREBY ACCEPT AND AGREE TO THE TERMS AND CONDITIONS NOTED ABOVE.**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

\_\_\_\_\_  
(authorized signature)

\_\_\_\_\_  
(authorized signature)

**Please attach a VOIDED check with this application. Do not attach a deposit ticket.**

Return completed form to: **The Hills of Waterford**  
KC Property Service, LLC  
26711 Woodward Avenue #310  
Huntington Woods, MI 48070

Office: (248) 586-9700  
Fax: (248) 586-9704  
E-Mail: mpeyerk.kcpropertieservice@yahoo.com

**THE HILLS OF WATERFORD  
OWNER INFORMATION FORM**

As a member of your Homeowners' Association, it is necessary that you provide the following information in order to properly update the Association records. Per the Master Deed and By-laws of The Hills of Waterford, it is a requirement that the Board of Directors maintain updated and accurate records. Therefore, please complete and supply as much information as possible. Thank you

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**CURRENT OWNER INFORMATION**

Owner(s) Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_ Unit # : \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Vehicle Information: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Vehicle Information: \_\_\_\_\_ License Plate #: \_\_\_\_\_

***Name(s) of person to contact in case of an emergency that has access to your home:***

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PROPER LEASE/RENT INFORMATION**

**Please note that if you are currently or considering leasing your unit, you should refer to the Master Deed and By-laws of your Association for the proper rent/lease procedure. Your tenant *must* be made aware of and abide by the rules and regulations of the community. Before the co-owner and tenant sign a lease, a copy must first be submitted to the Board of Directors via KC Property Service for approval and recording purposes.**

**If you are currently renting or leasing your unit, please submit a copy of the signed lease and complete the following information:**

**Owner Name/Address:** \_\_\_\_\_

Owner Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**Tenant Name(s):** \_\_\_\_\_

Tenant Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Lease Inception Date: \_\_\_\_\_ Term: \_\_\_\_\_

\*\*\* Has Tenant read and agreed to follow Association By-Laws? \_\_\_\_\_

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Thank you for taking the time to complete this mandatory form as set forth in your Governing Documents.

Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

# The Hills of Waterford

## DESIGNATION OF VOTING REPRESENTATION

The Condominium Bylaws requires that each Co-owner shall file written notice with the Association naming the person (who may be the Co-owner himself or herself) who shall vote at meetings of the Association and receive all notices and other communication from Association on behalf of each Co-owner.

I designate \_\_\_\_\_ of \_\_\_\_\_ as  
name address

the person entitled to vote and receive notices on behalf of Unit \_\_\_\_\_, located at \_\_\_\_\_, Waterford, Michigan, 48329.

List all co-owners of unit:

Name: \_\_\_\_\_, address: \_\_\_\_\_

Name: \_\_\_\_\_, address: \_\_\_\_\_

Name: \_\_\_\_\_, address: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Co-owner

**THE HILLS OF WATERFORD**  
**ALTERATION/MODIFICATION REQUEST**

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DATE \_\_\_\_\_ UNIT NO. \_\_\_\_\_  
Owner Name \_\_\_\_\_  
Owner Address \_\_\_\_\_  
Owner Home Phone \_\_\_\_\_

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**REQUESTED MODIFICATIONS**

- |                           |                                 |
|---------------------------|---------------------------------|
| *Exterior Appearance      | *Landscaping                    |
| *Structural Parts of Unit | *Common/Limited Common Elements |
| *Satellite                |                                 |
| *Other _____              |                                 |

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**EXPLANATION OF MODIFICATIONS**

Please note that you **MUST** submit a drawing for any modification which requires same such as a landscaping modification, etc. The drawing should be on a site plan and the scale should be 1/2" – one (1) foot. Please list sizes and materials to be used.

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This work will be performed by: \_\_\_\_\_  
(List address and phone if outside contractor is to be used.) \_\_\_\_\_

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**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

1. Actual construction will be performed by a licensed builder/contractor who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense and a copy of the permit will be submitted to KC Property Service.
2. I/we have read all applicable sections of the Bylaws and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that, should any legal, regulatory agency require at any time in the future, modifications to this variance, they will be done at my/our expense.
5. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
6. I/we further understand that responsibility for any damage to the plantings, lawn, trees and/or landscaping belongs to the homeowner.
7. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
8. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
9. All of the above information is truthful and accurate.

**NO WORK SHALL COMMENCE  
UNTIL WRITTEN APPROVAL IS RECEIVED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Signature of Homeowner

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**RETURN COMPLETED FORM TO:**

**THE HILLS OF WATERFORD  
c/o KC Property Service, LLC  
26711 Woodward Ave. #310  
Huntington Woods, MI 48070**

**Or**

**Email: [p.cadman@kcpropertyservice.com](mailto:p.cadman@kcpropertyservice.com)**

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_ Title: \_\_\_\_\_