



297 CLAY CONDOMINIUM OWNERS ASSOCIATION, INC.

297ClayCondos@comcast.net

297 W. Clay Avenue #500
Muskegon, MI 49440
231-722-4619 (messages only)

In order to facilitate a smooth, enjoyable transition into our Condominium, the Owners Association has developed the following Initial Orientation Process, Checklist, and Welcome Packet. The Initial Orientation Process should start even before you move into the building, but must begin no later than 24 hours after you receive the keys to the building.

Your landlord, as the co-owner of the unit you will be leasing, is responsible for initiating the process by sending an email to our Co-owner Liaison at the following address, indicating the date on which your lease takes effect: **Janet297Clay@aol.com**.

In response to that email, your landlord will receive, via email, a copy of the New Tenant Welcome Packet. Upon receiving the Packet, your landlord should:

- a. Send an email to Janet297Clay@aol.com requesting a date and time for your Initial New Tenant Orientation Meeting;
- b. Assist you in filling out the New Tenant Orientation Packet;
- c. Collect copies of the documents required by the Association as outlined in the Packet

****When you and your landlord come to the building for your Initial Orientation Meeting, be sure to bring your New Tenant Orientation Packet and copies of the documents needed for the Owners Association.**

Your landlord should provide you with a copy of the 297 Clay Condominium Handbook, which contains important information that all residents of our building need to know. You may also want to review the Governing Documents available on our website at www.297ClayCondominiums.com and list any questions you will want to ask at the meeting. Of particular interest will be our Rules regarding the Move-in Process.

Welcome to our community! We look forward to meeting you.

The Board of Directors
297 Clay Condominium Owners Association, Inc.
297 W. Clay Avenue #500
Muskegon, MI 49440

297 Condominium New Tenant Welcome Packet

Welcome to the 297 Condominium. As a new tenant within the Condominium, you will find there is certain information from the Owners Association that will be very helpful to you as you get settled. Also, the Condominium Bylaws require that the Owners Association maintain certain information regarding each tenant and each unit in the condominium.

This Welcome Packet is intended to provide you with the information most new residents have wanted, or needed, upon move-in. More complete information is contained in the various Governing Documents available on our website: www.297ClayCondominiums.com.

To the extent possible, this Informational Cover Sheet will be completed at the initial New Tenant Orientation meeting. **You should bring copies of all the indicated documents with you to that initial meeting.**

All personal or financial information provided to the Owners Association will be maintained confidential to the extent allowed by law.

ACCESS TO THE BUILDING

Each co-owner and resident over age of 18 is assigned a fob which will give them entry into the building, the swimming pool, and the basement storage room. If you did not receive the fob(s) assigned to you, you or your landlord will need to purchase replacements at a cost of \$25.00 each. If you are entitled to additional fobs, they will be provided free of charge. **Fobs distributed to you are assigned to (and should be used personally by) the following individuals:**

VEHICLES IN OUR PARKING LOT

Each Unit in our Condominium is assigned one parking space under the carport. You have been assigned to: **Parking Space # _____**

In addition to the vehicle under the carport, you are entitled to park one additional vehicle in the open spaces at the rear of the parking lot, if a space is available. These open spaces are available on a first come, first served basis and there is no guarantee that a space will consistently be available to you. The Owners Association must have a description (Make, Model, Year, and Plate Number) for each vehicle you will park in the Condominium parking lot.

Vehicle One: Make _____ Model _____ Year _____

Vehicle Two: Make _____ Model _____ Year _____

Each vehicle parking in our parking lot must have a permit. Residents are given a decal for each of their vehicles. Guests must use the Visitor Parking Pass if they intend to park overnight in our lot. If you did not receive these items from your landlord, you or your landlord will need to purchase replacements at a cost of \$5.00 each. The decals for your vehicles are: **Parking Decal(s) # _____**

HOW YOU MAY CONTACT THE OWNERS ASSOCIATION

After the initial New Tenant Orientation meeting, you will undoubtedly have other questions or need information about the Condominium. In order to properly respond to your questions, the Owners Association asks that you direct all inquiries first to your landlord, and only if your landlord cannot answer your question, then you (or your landlord) should contact our Co-owner Liaison by leaving a note in the drop box next to the elevator or by sending an email to **Janet297Clay@aol.com**.

HOW THE OWNERS ASSOCIATION WILL CONTACT YOU

The Owners Association sends most routine communications to residents via email. **To what email address(s) would you like these communications sent?**

The Owners Association may need to contact you by telephone. **Please provide all available phone numbers:**

Daytime _____

Evening _____

Other (cell) _____

ADMITTING YOUR GUESTS INTO THE BUILDING

Each resident over the age of 18 is entitled to a listing on the building directory. Each listing must include a phone number used by the directory system to contact a host so that your guest can be admitted remotely using your phone. **The following names and phone numbers will be added to the building system:**

THINGS YOU MUST PROVIDE TO THE OWNERS ASSOCIATION

The Bylaws of the Condominium limit the number of units which may be leased. Special provisions apply to leased units and additional information is required to be maintained by the Owners Association.

Please list all tenants over the age of 16 with their phone number(s):

The Bylaws also require that a copy of photo identification be provided for each tenant 16 years old and older.

Does the Owners Association have a copy of each resident's identification? _____

MOVE IN

In order to maintain the common areas and to minimize disruptions to other residents, moving into (or out of) the building must be scheduled with the Property Manager and must be done according to the Rule on Move-in and Move-out. **What is the date & time of your move-in?**

Date: _____ **From** _____ **AM/PM until** _____ **AM/PM**

The person you will have attending the building entrance during the move-in:

HOW OUR CONDOMINIUM IS MANAGED

The business affairs and the facilities of the 297 Clay Condominium are managed by a Board of Directors elected each year at the Annual Meeting of the Co-owners, and by a contracted Property Manager. The Board has also designated one of the directors to serve as the Co-owner Liaison. More information regarding the roles of our Property Manager and Co-Owner Liaison is available in the 297 Clay Condominium Handbook. You can reach the Co-owner Liaison by dropping a note in the drop box next to the elevator in the lobby or by sending an email to Janet297Clay@aol.com.

CONSUMERS ENERGY THIRD PARTY NOTIFICATION CARD

Each tenant is required to complete a Third Party Notification Card suitable to Consumers Energy so that the Owners Association will be notified in the event electricity service is to be shut-off to the unit. A copy of the Card will be available at your Initial Orientation Meeting. You will be asked to complete the Card and provide it to the Co-owner Liaison or the Property Manager as soon as you have your Consumers Account Number.