

ami Association Management, Inc.

47200 Van Dyke ■ Shelby Township, MI 48317 ■ (800) 821-8800 ■ (586) 739-6006 fax

WELCOME TO STONEHENGE

Dear New Renter,

By way of introduction, Association Management, Inc. is the managing agent for the STONEHENGE CONDOMINIUM ASSOCIATION. We welcome you to your new home and are here to serve you should the need arise. As you become settled, you may have questions regarding the care and maintenance of the community. We recommend first that each resident reads and understands the governing documents for the Association. You should have received these documents, known as the Master Deed and Bylaws at your closing. These documents contain most all information necessary to define responsibilities, guidelines and procedures pertaining to all aspects of your home and the surrounding community. Enclosed you will find a copy of the Rules & Regulations. Please take time to review these, as they are most helpful in understanding the condominium concept of living you now enjoy.

Questions you may have regarding the maintenance of the common areas, maintenance to the exterior of your unit, or inquiries regarding your account status should be directed to the STONEHENGE Office at 248.477.8862 (Monday thru Friday 9:00 am to 1:00pm) and, after 1:00 pm, AMI at 800-821-8800. The phone line for AMI is also monitored after hours by a "live" answering service to handle emergency or off-hours calls. Work order request forms are available on-line at our website: www.amicondos.com. Please note: Prior to completing a request for service, refer to the enclosed responsibilities list to determine if your request is for an item that is defined by your governing documents as Association responsibility.

Enclosed you will find payment envelopes for your use in making your monthly assessment payments to the Association. Payments are due on the 1st of each month following the closing. Payments postmarked after the 15th will be assessed a service fee of \$10.00. AMI offers the option of having your monthly assessment payments automatically deducted directly from your bank account; an enrollment form authorizing this ACH payment program is enclosed.

Also included with this mailing are copies of documents for your use relating to service requests relevant to your community. You will also find a Co-Owner Information form that will provide the Association with necessary information to identify secondary contacts for your unit in the event of an emergency. Please complete these forms and return them to AMI at your earliest convenience.

Association Management has been involved in the management of successful multi-family communities for over 35 years. I believe you will find our office personnel courteous and responsive to any questions you may have concerning the management of STONEHENGE CONDOMINIUMS. If you would like more information about our company, or if we can be of any assistance to you with regard to your Association, please do not hesitate to call as we are looking forward to making your community living experience at STONEHENGE enjoyable and rewarding.

Sincerely,

**BOARD OF DIRECTORS
STONEHENGE CONDOMINIUM ASSOCIATION**

P.S. Please place your trash at the curb after 5:00 PM on Wednesday for pick up on Thursday mornings.