



# NEW OWNER PACKET:

Must be completed by Office: Place a check in each of the circles as you complete the **FULL** list when Co-owner comes in to transfer ownership of lots.

- Welcome them to the Association
- Explain that this is an Association and is governed by By-Laws. We are a "NOT FOR PROFIT" Organization. We operate on a State Campground license. We are regulated by the State, County and Township. The Association Fee is invoiced on the first of April for the new fiscal year. The Dues are to be in the office May 1<sup>st</sup> of each year. On the 2<sup>nd</sup> of May a late charge of \$50.00 will be applied. The repossession process will start on June 1<sup>st</sup> if any Association balances remain unpaid.

### Get a copy for the business office-----

- Copy of Deed or Land Contract (Stamped from Shiawassee County)
- Copy of Trailer Title (Verify that the Trailer is not older than 15 years old, if they are bringing it into the park) \_\_\_\_ Initial
- Copy of Trailer's Registration for their permanent plate if they have one
- Copy of Golf Cart Proof of Insurance
- Copy of dog license and current shot records
- Must Fill out guest list card while in office, they can update later. Give the guest card to guards and keep a copy on file.

### Explain each of the documents as you give them the papers in the packet----

- Ask if they are interested in Renting a Mailbox (fill out form if desired and collect fee)
- Give them two stickers for their vehicles and two co-owner cards filled out
- Give a printed copy of the Rules and Regulations
- Give them a blank Lot improvement form
- Give them a blank Complaint Form (inform them that they can email the board directly: email address listed on complaint form)
- Inform them that the Leisure Lake Bylaws are under the documents section of PayHOA.
- Collect the \$100 New/Updated Deed Transfer File Fee (Give them a receipt) \_\_\_\_ Initial
- Have the New Co-Owner sign the form acknowledging they have received the Rules and Regulations Book, and contents of owner's packet and they have accepted the terms of buying into the Leisure Lake Condominium Association Campground.
- Place the signed acceptance form into the New Owners file.

Office Personnel Signature and date \_\_\_\_\_

New owner's name and lot # \_\_\_\_\_

## Leisure Lake Condominium List of Fees

### Assessment, Banking and Transfer File Fees – Due immediately upon Invoicing

- \$50 past due payment Fee (Association Dues/Assessments and Township RV Taxes)
- \$50 Bounced Check Fee for each occurrence
- \$50 Lock-on Fee (utilities locked out) for each occurrence
- \$50 Lock-off Fee (utilities back on) for each occurrence
- \$100 New/Updated Co-owner Deed Transfer File Fee

### Service Fees – Due immediately upon Invoicing

- \$75 Excessive Grass Cutting Fee
- \$50 Excessive Dumping Fee
- \$250 Dumpster Contamination Fee
- \$100 Hazardous Ground Contamination Fee
- \$100 Environmental Emergency Pump out Fee

### Off-Season Fees – Due in advance when entering the Camp

- **\$20 Daily Camp Usage Fee:** During the off-season (November 1 to April 30) the camp usage fee is \$20 a day for anyone that is in the camp anytime between 5 p.m. and 8 a.m. There is no daily fee if you arrive after 8 a.m. and leave before 5 p.m. **EXCEPTION:** There is no fee for Caretakers entering the camp to check on unit regardless of time.
  - Pontoon Boat Program Winter Program for 2022 – Due at the time of scheduling
- \$80 fee if scheduled for removal before October 1<sup>st</sup>.  
\$100 fee if scheduled for removal between October 2<sup>nd</sup> and October 14<sup>th</sup>  
\$120 fee if scheduled for removal between October 15<sup>th</sup> and October 21<sup>st</sup>.  
\$140 fee if scheduled for removal between October 22<sup>nd</sup> and October 31<sup>st</sup>.
- Schedule removal of the boat from the lake-end of season, parking lot storage, schedule boat back in the lake from May to June 15  
Schedule Dates: Thursdays, Saturdays, or Sundays (9:30 a.m. to 2 p.m. every 15-minute increments)

### Co-Owner's Parking Lot Storage Fees – Pivable at the time coming into the Camp

- Dates available for storage: Memorial Day through Labor Day. **NO OFF-SEASON STORAGE.**  
Security will issue a sticker that will be displayed on the unit, which includes: Name, Lot#, Phone#, and Paid Dates.  
Acceptable vehicles: boats, cars, utility trailers, RV's. **NO CAMPING OR OCCUPANCY IS PERMITTED IN THE LOT.**  
Vehicles & trailers will be towed if exceed paid times.  
• Co-owner's rates: \$2 per day per parking space

### Guests of Co-Owners Parking Lot Storage Fees – Pivable at the time coming into the Camp

- Dates available for storage: Memorial Day through Labor Day. **NO OFF-SEASON STORAGE.**  
Security will issue a sticker that will be displayed on the unit, which includes the Name, Lot#, Phone#, and Paid Dates.  
Acceptable vehicles: boats, cars, utility trailers, RV's. **NO CAMPING OR OCCUPANCY IS PERMITTED IN THE LOT.**  
Vehicles & trailers will be towed if exceed paid times. Co-owners are responsible for any violations or unpaid fees.  
• Guests of Co-owner rates: \$3 per day per parking space

### New Owner's Late Registration – Due immediately upon Invoicing

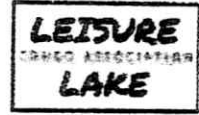
New owners must notify Leisure Lake Condominium Homeowners Association within five (5) business days of purchasing a property at Leisure Lake. New owners must complete the required new owner documents at the Office and provide copies of: (1) the signed deed or land contract and trailer title (if applicable).

Once the new owners have received a copy of the recorded deed back from Shiawassee County and the new title and trailer registration from the Secretary of State (if applicable), the new owners are required to provide copies to the Office. New owners must provide required documents before being given (1) camp access vehicle stickers, (2) logons to PAYHOA and Facebook Residents of Leisure Lake, and (3) co-owner voting rights to the Leisure Lake Condominium HOA.

**NOTE: ALL POTENTIAL PURCHASERS SHOULD CONTACT THE OFFICE BEFORE PURCHASING PROPERTY AT LEISURE LAKE CONDOMINIUM ASSOCIATION TO VERIFY IF THERE ARE ANY OUTSTANDING DUES, FEES, OR PENALTY FEES ASSESSED ON THE PROPERTY. NEW OWNERS WILL NOT BE GIVEN PARK ACCESS UNTIL ALL OUTSTANDING INVOICES ARE PAID IN FULL.**

Failure of new owners to contact the Office at Leisure Lake Condominium Association regarding the purchase (deed/land contract) of their new property within five (5) business days results in a new-owner, late registration fee that will be invoiced to the property.

- \$250 New Owner Late Registration Fee



## New Co-Owner Acknowledgement and Acceptance Form

I, \_\_\_\_\_, the new co-owner (s) of lot # \_\_\_\_\_ have been given my "New Co-Owner Packet".

This packet consists of literature and forms that will be read and completed for registration at the Leisure Lake Condo Association Office. I understand that this paperwork will need to be updated annually. I know that each Co-Owner is to be familiar with the Association's Bylaws. It is also my responsibility to stay current with the Rules and Regulations. I understand that the Rules and Regulations can and will be updated from time to time. I received the most recent copy today. Co-Owners will be notified when updated Rules and Regulation Books are available. Rules and Regulations, Bylaws, and all other forms are obtainable on either the Leisure Lake website or the PayHOA website. ([www.leisurelakemi.org](http://www.leisurelakemi.org))([www.payhoa.com](http://www.payhoa.com))

I know that the Association's Bylaws govern Leisure Lake Condominium Association Campground. The Rules and Regulations are based on the Bylaws, the State Campground License, and Shiawassee County's and Vernon Township's regulations and requirements.

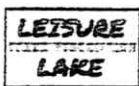
I know that Leisure Lakes Association is a "Non-Profit" Organization. Each year a budget is established, and Board approves by the end of March. The Board of Directors will determine the Annual Assessment fee amount from the approved budget. I am aware that the Assessment amount will be invoiced and out the first week of April. I am aware that the invoice is available to view and pay through your PayHOA account. The assessment is due by May 1<sup>st</sup> of each year. A \$50 late fee will be assessed to your account starting May 2<sup>nd</sup> if not paid in full.

I understand that the Leisure Lake Condominium Association "Business" is conducted and governed by a Board of Directors. The Board is made up of a group of 7 Directors. Each elected Director holds a 2-year term. The Board of Directors is voted in by members of the Association. The Election and the Annual Board Meeting are held on the third Friday in April. The Directors rotate terms, with three seats open on odd years and four seats open on even years. The Board of Directors may hire and give direction to an Office Manager, Maintenance Supervisor, and Security Supervisor. The Office Manager is to assist in overseeing the daily operations of the Office/PayHOA. The Maintenance Supervisor oversees the functionality of Leisure Lake's grounds and assets. The Security Supervisor will help protect and enforce the rules for everyone and everything within Leisure Lake's property and assist in scheduling pump-outs, pontoon boats, parking lot storage, and payments.

**By signing this form, I am accepting the terms and conditions as a Leisure Lake Condominium Association Co-Owner. I am responsible for taking all the information and reading it to understand the concept and the process of how this organization functions.**

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

Lot#: \_\_\_\_\_



ANNUAL DEEDED CO-OWNER YEAR: \_\_\_\_\_  
INFORMATION PACKET

Leisure Lake Management and Board of Directors  
WELCOME YOU TO ANOTHER SEASON AT  
LEISURE LAKE CONDOMINIUM ASSOCIATION CAMPGROUND

PLEASE CONFORM TO THESE STANDARDS TO AVOID  
VIOLATION FINES

THANK YOU FOR YOUR COOPERATION.

I, \_\_\_\_\_, LOT # \_\_\_\_\_

Please print the "REGISTERED DEEDED CO-OWNERS(S) NAME"

1. I have received two (2) car stickers for Co-Owners only.
  - a. All other guests and relatives must obtain a daily pass available at security, for entry into the park. The sticker must remain on the windshield of the "Co-Owner(s)" vehicle while on premises. "Visitor" passes must remain visible on the rearview mirror while on the premises.
  - b. Replacement stickers are available for purchase for a \$25 fee.
  - c. Only 2 Stickered Co-Owner vehicles allowed to park within Leisure Lake all the time.
2. All other forms, including, the Annual Co-Owner Record update form, Annual Guest List, Guest Rules, Regulations Booklet, and a copy of Leisure Lake's Bylaws, are available on PayHOA. These forms are also available by request.
3. I understand it is my responsibility to notify the office within 7 days of selling the property. I will also provide the office with the purchaser's information and a copy of the sales agreement.

By signing this, I, and all other registered deeded "Co-Owners," take full responsibility to read and abide by the Rules and Regulations of the Leisure Lake Condominium Association Campground. I am aware, that by violating any of these rules, I may encounter enforcement of the offense and violation fines. The Co-Owner also cannot hold Leisure Lake Condominium Association liable for personal injury or damage to the co-owner and their guests.

Ref: "Enforcement of Rules," pgs. 15 and 16 of the Rules and Regulations Book

Signature of Co-Owner(s):

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

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

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



# NEW CO-OWNER RECORDS

YEAR \_\_\_\_\_

Lot # \_\_\_\_\_ Name/s of Co-Owner/s on Title: \_\_\_\_\_

Names of Household Members: \_\_\_\_\_

Home Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**The following information is required:**

\*\*Email Address: \_\_\_\_\_

\*\*Home/Mobile Number that can receive Text Messages: \_\_\_\_\_

\*\*Emergency Contact Name: \_\_\_\_\_ Home/Mobile Number: \_\_\_\_\_

\*\*Copy of Deed/Land Contract with Stamp from Shiawassee County Register of Deeds

\*\*Copy of RV/Park Model Title  (Full 8.5 x11 sheet from SOS)

\*\*Copy of RV/Park Model Registration  (Pocket size sheet from SOS)

**IF NO RV/PARK MODEL REGISTRATION IS GIVEN. THE CO-OWNER WILL BE BILLED AN ANNUAL RV TAX OF \$38.**

\*\*Permanent Plate for RV/Park Model  Yes Plate # \_\_\_\_\_  No (\$38 fee due Dec 1<sup>st</sup> each year)

Do you have a mailbox here?  Yes, Mailbox # \_\_\_\_\_  No, would you like one? \_\_\_\_\_

Do you have a watercraft? Pontoon Rowboat Paddle Board Canoe Other \_\_\_\_\_

\*\*Do you plan on storing with Leisure Lake?  Yes, Pontoon/Vehicle/Trailer  No

\*\*All watercraft must have a correct visible lot number.

Do you have a Golf Cart?  Yes, Electric or Gas Color \_\_\_\_\_  No

\*\*All golf carts must have a visible number marked on them.

\*\* All Golf Carts must be insured \*\*Copy of Golf Cart Insurance

Do you have any Pet/s?  Yes, (List Type, Color) \_\_\_\_\_  No

\*\* All Pets need a copy of their up-to-date Shot Record and License on file.  Shot Record  License

Did you receive vehicle stickers from the seller?  Both  One  None

*Replacement annual stickers are available for purchase for a \$25 fee (only two vehicles with stickers per lot can be parked within Leisure Lake)*

**\*\*Signing below is the Co-Owners' acknowledgment and willingness to abide by Leisure Lake Condo Association Bylaws and the Rules and Regulations. Failure to do so could result in penalties and/or fines.**

Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Annual Stickers and Receipt given to Co-Owner- Date: \_\_\_\_\_ Office: \_\_\_\_\_

PayHOA Updated- Date: \_\_\_\_\_ Office: \_\_\_\_\_



# MAILBOX RENTAL AGREEMENT \_\_\_\_\_ SEASON

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

LOT #: \_\_\_\_\_ MAILBOX # \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME/MOBILE NUMBER: \_\_\_\_\_

PAID BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*The rental fee is \$20 dollars a year.

\*\*The Mailbox Rental Agreement must be signed on a yearly basis.

\*\*Renter may use the same mailbox and key if they choose to renew their agreement and pay yearly.

\*\*The renter will receive only one key for their Mailbox Rental.

\*\*The renter is responsible for their key at all times.

\*\*The renter is allowed to make additional copies of that key if needed at their own expense.

\*\*It is the renter's responsibility to surrender their key when either their rental is complete and they no longer are requiring said mailbox, or for non-payment, or if they sell their property within Leisure Lake Condo Association.

\*\*Failure to return key back to the office could result in a \$25 fine.

I, \_\_\_\_\_, by signing below, agree to the above rental terms and acknowledge any fines that could be charged to my account.

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

KEY ISSUED TO RENTER: \_\_\_\_\_ OFFICE INITIAL & DATE

RECEIPT GIVEN TO RENTER: \_\_\_\_\_ OFFICE INITIAL & DATE

KEY RETURNED TO OFFICE: \_\_\_\_\_ OFFICE INITIAL & DATE

LOT IMPROVEMENT FORM

Co-Owners Name : \_\_\_\_\_ Lot number \_\_\_\_\_

Phone/ Cell Phone # \_\_\_\_\_ Date of Request: \_\_\_\_\_

Description of Work to be performed: \_\_\_\_\_  
\_\_\_\_\_

List existing structures and sizes: \_\_\_\_\_  
\_\_\_\_\_

Diagram: Show Approximate Location of Existing Structure and proposed improvements.

\*\*\*Absolutely No Trees or Building Materials to be Disposed of in Leisure Lake Dumpsters!!

\*\*\*Any Deviation from or Alteration of the Diagram will result in Removal of Unapproved Structure at the Owner's Expense.  
All Improvements must be in the Allowed Perimeters of the lot or they will have to be removed at Owners Expense.

\*\*\*See By-Laws & Rule book for any rules and regulations regarding guidelines.

By signing below I, \_\_\_\_\_ understand and agree with the  
above statement.

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

If utilizing a contractor you must provide the following information.

Contractor: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Certificate of Insurance: \_\_\_\_\_ Finishing Date: \_\_\_\_\_

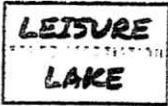
Approved                      Unapproved

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

Building permits are now required by Vernon twp. You must submit a copy of this lot improvement form with your permit application.

Good for 90 days from date of approval from Manager. You must apply for an extension after 90 days.

Extension Granted: \_\_\_\_\_ Date: \_\_\_\_\_



# CO-OWNER COMPLAINT FORM

INCIDENT DATE \_\_\_\_\_

**All complaint forms can be sent directly to the Board of Directors:**  
**info@leisurelake.com or 707.438.1000 or turned into Security at the Guard Shack.**

TIME OF INCIDENT \_\_\_\_\_ LOCATION OF INCIDENT \_\_\_\_\_

**INCIDENT DESCRIPTION:**

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SIGNATURE OF CO-OWNER FILING REPORT: \_\_\_\_\_

DATE \_\_\_\_\_ LOT # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

**BOARD RESPONSE:**

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SIGNATURE OF BOARD MEMBER: \_\_\_\_\_ DATE \_\_\_\_\_

**ACTION TAKEN:**

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SIGNATURE OF OFFICE: \_\_\_\_\_ DATE \_\_\_\_\_