

Bay Meadows Cottages Association Maintenance Responsibilities

ITEM	BMCA	CO-OWNER	COMMENTS
EXTERIOR PERIMETER			
Roof, chimney, vent pipes	X		
Interior stains from roof leaks		X	
Satellite dishes		X	"Co-owner Initiated Modification" Dishes must be removed when no longer used.
Vinyl siding	X		Cottage exterior is power washed every 5 years. The original siding is no longer available. Replacement siding is quite close but not exact.
Cedar shakes	X		Cedar shakes are re-stained every 5 years. In cases of significant deterioration, cedar shakes may be replaced with a vinyl equivalent.
Wood trim, soffits, fascia boards, etc.	X		Power washed, repaired, and re-painted every 5 years
Exterior accent color changes		X	When a condo is re-painted, co-owners have the option to choose a different standard color for the accent panels: light blue, dark blue, light green, dark green, yellow, and brick red. There will be an additional charge to the co-owner for color changes.
Vent covers	X		
Dryer vent cleaning		X	
Decks (original wood construction)	X		
Decks (Trex, alternative coatings, vinyl railing, etc.)		X	"Co-owner Initiated Modification"
Cement patios		X	"Co-owner Initiated Modification"
Screen rooms		X	"Co-owner Initiated Modification"
Hot tubs		X	"Co-owner Initiated Modification"
Front porch deck (original wood construction)	X		Power washed, re-stained every 5 years. BMCA will replace bad porch boards. For visual consistency, remaining boards can be replaced at the co-owner's expense.
Front porch deck (Trex, alternative coatings, hand rails etc.)		X	"Co-owner Initiated Modification"
Rain gutters / down spouts		X	"Co-owner Initiated Modification" including yearly cleaning
Flower boxes	Repair or replace	New	"Co-owner Initiated Modification"
Air conditioner unit, pad, piping, electrical		X	Window air conditioners are not allowed.
Foundation walls - structural issues	X		
Foundation walls - significant cosmetic cracks	Exterior	Interior	
Brick retaining walls	X		
Exterior spigots		X	"Co-owner Initiated Modification"
Outside light fixtures	X		
Porch and deck lights - bulb replacement		X	LED bulb, 2700K soft white, 60 watt equivalent
2 Security lights - bulb replacement	X		BMCA has standardized bulbs for the security lights.
2 Security lights - photo sensors	X		
Garage door	50%	50%	Due to normal wear and tear. Must receive prior approval for any repair/replacement work.
Garage door opener, springs & tracks		X	
Garage door - sides and top trim/seal repair	X		
Garage door - bottom weatherstripping repair		X	
Building structural members (framing)	X		
Wheelchair ramps		X	"Co-owner Initiated Modification". Must be removed when no longer used.
Water supply piping Gas supply piping Electrical wiring Sanitary drain and vent piping Telephone, cable TV, internet cables	Exterior	Interior	Up to the point of passage through unit perimeter walls

Bay Meadows Cottages Association Maintenance Responsibilities

ITEM	BMCA	CO-OWNER	COMMENTS
INTERIOR			
Drywall		X	
Wall coverings (paint & wall paper)		X	
Interior trim		X	
Flooring		X	
Windows and Doors (primary) - repair/replacement due to fogging, glass cracks, rotting, inoperability. (Includes cost to purchase and install units.)	50%	50%	Due to normal wear and tear. Must receive prior approval for any repair/replacement work. Note: BMCA is responsible for exterior painting, co-owner is responsible for interior painting.
Storm doors/screen		X	"Co-owner Initiated Modification"
Screens		X	
Window/door shades		X	Exterior window shades or awnings are not allowed.
Fireplaces		X	
Attic insulation		X	
Appliances		X	
Furnace, air conditioner, hot water heater, dehumidifier		X	
Smoke/Carbon monoxide detectors		X	
PESTS			
Spring and fall spraying of lower section of exterior foundations for ants, spiders, and termites (not guaranteed). Additional treatments, interior or exterior, for insects are the responsibility of the co-owner.	X		Co-owner is required to maintain 4" to 6" of exposed concrete foundation wall around the perimeter of their cottage.
Bees, wasps, hornets	Exterior	Interior	
Chipmunk, squirrel, woodpecker damage	Exterior	Interior	
Muskrats, moles, voles	X		
LANDSCAPING			
Lawns - mowing, fertilizer, weed control, repair from plows	X		
Spring and fall clean up	X		
Sprinkler system	X		To prevent sprinkler damage please park on the street and not on lawns.
Tree and shrub trimming or removal	X		
Pond maintenance (Algae/weed treatment, aerators)	X		
Cottage garden (5 foot - 9 foot) landscape border around the circumference of the cottage unit		X	
Mulch and stone/metal edging		X	Standard is dark brown mulch or #2 washed stones with metal edging.
Yard/garden clippings		X	Association provides designated areas for drop off and disposal.
ROADS DRIVEWAYS			
Roads, sidewalks, parking areas	X		
Individual driveways	X		
Snow removal - streets, driveways, sidewalks, front porches	X		
UTILITY BILLS			
Gas - (Semco)		X	Semco Emergency number: 888-427-1427
Electric - (BPW)		X	BPW Emergency number: 616-355-1500
Water - (BPW)		X	BPW contracts with Holland Charter Twp. Emergency number: 616-395-0289
Sewer - (Holland Township)		X	Holland Charter Twp. Emergency number: 616-395-0289
Phone/internet/cable/satellite (multiple)		X	
Trash/recycling (Arrow Waste)	X		
RECREATION AREA			
Access to pool and pickleball courts	X		See rules on the BCMA web site.
Club house rental		X	See rate and contact information on BMCA web site.
Notes:			
To request help with a cottage building issue please use the "Maintenance Request Form" on the association web site.			
"Co-owner Initiated Modifications": All modifications to the exterior or significant structural changes to the interior of the cottage unit that are different from the original design must be approved by the BMCA board. The initial cost and future maintenance costs of these changes are the responsibility of the co-owner.			
Any damage to the exterior of the cottage caused by a co-owner is the responsibility of the co-owner.			