

Community Handbook



ROLLING MEADOWS OF JAMESTOWN HOMEOWNERS ASSOCIATION

Serving Rolling Meadows Estates
In Jamestown, Michigan

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(inside cover when printed double-sided)

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Welcome to Rolling Meadows Estates of Jamestown!

Did you know the lot and house you purchased in Rolling Meadows isn't the only property you own in this neighborhood? All of the homeowners in the neighborhood are joint owners of the entrances and open spaces in the Rolling Meadows development. The deed to your house confers those rights to you as part of the purchase of the lot your house sits on.

The Rolling Meadows Homeowners Association is mandated by Jamestown Township as the legal means of administering that jointly-owned property. The Township charges the HOA with the task of enforcing the Declaration of Covenants, which are the rules of what we are and are not allowed to do on our property, as assigned by the Township when the neighborhood was established in 2003. We are required to follow all laws, ordinances, and rules with our jointly owned property.

The HOA is a registered non-profit organization with the State of Michigan, and is a 501(c)(4) tax-exempt **non-charitable** organization (**not** 501(c)(3)) with the IRS. Since your dues are utilized to maintain property you are a part-owner of, your dues are not tax deductible because you cannot donate money to yourself.

Covenants and Bylaws

As part of your paperwork in the purchase of your property, you should have received a packet containing all of the legalese surrounding the relationship between your home ownership and the Rolling Meadows Homeowners Association (HOA). This packet includes the HOA Bylaws and Covenants, which govern your obligations as an HOA member.

There are currently four sets of Covenants for Rolling Meadows; One each for Phases 1-3 collectively, Phase 4, Phase 5, and Phase 6. Please refer to the appropriate phase's Covenants for your address. If you did not receive them when you purchased the home, or can no longer find them, they are also available for download or reference on the HOA website (see "[Communication](#)" on page 7). If you aren't sure which phase your home is located in, see the map on the last page. If you are in Phases 1-3, be aware there are currently two amendments to the covenant, so reference those also.

Just as we are required to follow and abide by all State of Michigan and Ottawa County laws, rules, and regulations, we are also required to follow and abide by all Jamestown Township Ordinances, which can be found at <http://twp.jamestown.mi.us/government/ordinances/>.

Your Association Manager

The day-to-day business operations of the HOA, including collecting dues, coordinating maintenance of the common areas, addressing concerns, and handling any bylaws or covenant enforcement issues are managed by Waveland Property Management. If you have questions or need to report problems, please contact our Association Manager at Waveland. The contact info for our Association Manager can be found on the contact list page near the end of this booklet.

If you sell your home, make sure your realtor or title agent contacts our Association Manager to coordinate any fees due or paperwork changes related to the new owner joining the HOA.

Annual Meeting

Our Homeowners Association has an annual meeting every year. The primary purpose of the meeting is to elect the Board of Directors for the Association, but often we will review the budget and conduct any other business that needs to go before the entire membership.

Some decisions are made by the entire association, but many are decided by the HOA Board on behalf of the association. This is why all of the homeowners get to vote to elect a board who will represent them when making decisions for the HOA.

We must have at least half of the homeowners present, either in person or via proxy, in order to conduct any business, so your participation in this meeting is important! This meeting is your chance to exercise your vote in any decisions that will affect the entire community.

Each lot/parcel is entitled to one vote. The date and location of the meeting is announced in early winter by a letter mailed to the homeowner address on file with the county (where your property tax bill gets mailed), or delivered by hand to the house on your lot. We will also email it if we have your email address on file.

Annual Dues

The amount for the annual dues is set by the Board of Directors in late fall and will be billed in November, with a due date of January 1st. If you care about how much your HOA dues cost, this is a good reason to attend the annual meeting and vote, so you can ensure someone representing your interests is on the board.

We are required by law, in order to remain tax-free, to only assess enough dues to cover our actual expenses and not make a profit. As such, the amount of dues set each year should reflect the actual operating costs of the HOA.

Trash Collection Services

Besides managing the property, the HOA can also take advantage of its size to do group purchases of things like trash service. Basic trash pickup service is provided by Republic Services. This service is managed and paid for by the Rolling Meadows HOA. The provided trash collection service includes weekly pickup of one 96 gallon trash barrel per residence.

Trash pickup day is currently on Thursday mornings. Trash trucks come through the neighborhood VERY EARLY, so it is best to put your barrel at the end of your driveway on Wednesday evenings. Do not put any barrels in the roadway.

Some holidays will cause a delay of pickup by a day. Republic's holiday schedule can be found at <https://www.republicservices.com/schedule>.

If you have any large items that need to be picked up, such as a mattress or furniture, Republic Services charges a "bulk pick up" fee, which is not covered in your basic service. For bulk pick up service needs, please contact Republic Services, in advance, to make direct payment and pickup arrangements. If you fail to pay fees in advance, you will be billed by the HOA to recoup those charges.

If you are interested in recycling or yard waste pickup service, please contact Republic Services to set up an account as those services are not managed or paid by the HOA. There are some local drop off options available in the community. Some services are free, such as Paper Gator.

Republic Services imposes a delivery fee for every trash barrel they deliver. All new homes that have never had trash service will need a new trash barrel. When you move in, please contact the Association Manager so they can order you a barrel. If the new barrel fee was not paid for in your closing costs, please make payment arrangements when you order a barrel. If you are purchasing a previously-owned home, you should already have a trash barrel at your residence, left by the previous owner.

If you sell your home, you must leave your trash barrel for the buyer, or you will be billed for replacing the barrel. Recycle and/or yard waste barrels should be returned to Republic when you move out, unless arrangements have been made with both Republic and the buyer to transfer them to the buyer. If you move away and take any of the barrels with you, Republic will charge you \$130 to replace each barrel.

If you have any issues with trash service from Republic Services, please contact the Association Manager. For issues with recycling or yard waste, contact Republic Services directly.

Communication

It can cost the HOA between \$90 and \$150 to send a single printed mailing to all of the homeowners. As such, much of the official communication from the HOA will be sent by email. Please ensure the Association Manager has an appropriate email address for the delivery of such notices to you.

The official website for the Association can be found at:

<https://rollingmeadowshoa.wordpress.com/>

The News page on the website has a signup to get email notifications when new news is posted on the website. The website also contains copies of all of the legal documents related to the HOA such as covenants and bylaws, as well as financial information, a much larger copy of the map than what's in this booklet, and other documents relevant to the association. You can always find an updated version of this booklet there as well.

Rolling Meadows HOA of Jamestown has a Facebook group:

<https://www.facebook.com/groups/RollingMeadowsJamestown/>

The Facebook group is not an official presence of the Association and you are under no obligation to join it. It is a convenient place to communicate with others in the neighborhood. You must live in the Rolling Meadows neighborhood to be accepted and remain in the group.

Community Activities

In previous years, the HOA has hosted community parties during the summer, but it was always dependent on whether there were volunteers to coordinate it in a given year. This is a good opportunity to get to meet your neighbors in a more informal setting than the annual meeting. If you are interested in hosting an event, or helping with it, the annual meeting is a good time to speak up so it can get worked into the budget. The Facebook group is also a good place to bring it up if it wasn't discussed at the meeting.

Each spring, some of the residents attempt to have a community-wide garage sale. This is not an HOA regulated event and is informally organized. Shared planning for creating and posting signs in the community and advertising on garage sale websites helps bring in more traffic. It usually gets organized via the Facebook group.

Park Areas / Open Spaces / Drainage Easements

The HOA community owns several parcels, including the neighborhood entrance spaces. Some areas are maintained / groomed by the association and some are used for wildlife habitat / wild growth / drainage. Everyone is required to follow all laws, ordinances, and rules while using HOA property.

If your property is adjacent to an HOA owned property and you choose to mow or fertilize beyond your property lines, you do so with the understanding the HOA property remains owned and deeded to the RMHOA community, and that will not change.

One of the HOA community parcels is designated as an open park area available for residents to use for recreational activities. It is located between Jaclyn Drive, Friesian Drive, and Waler Drive. There are access easements to reach the park area (shown on the map) located off Friesian Drive and Jesslee Drive. Please be mindful of your neighbors' property when using park spaces. Only enter from the designated access paths, or from your own property (if you live adjacent to it). Please be kind while using the community property; treat it well and do not damage it.

Jamestown can be windy and it is not uncommon for trash to get loose and blow around. If you see trash in any community area or the entrances, please feel free to remove and dispose of it.

The following are prohibited uses of any HOA owned open spaces and easements:

- Placement of any object or decoration which cannot be easily removed. This includes, but is not limited to fences, sheds, gardens, fixed play structures, pools, cement pads, fire pits that cannot be picked up by a person and moved, sand pits, etc.
- Dumping of any form of waste. This includes, but is not limited to trash, tree branches, animal waste, grass clippings, landscaping waste, gardening waste, compost, broken fence panels or boards, fire pit waste, pallets, etc.
- Placing anything in the access easements which are designated to allow vehicle or foot traffic into the open space area.
- Planting trees or invasive plants. Please refer to the MSU Extension office or website for what is deemed invasive in Michigan.
- Destruction, misuse, or illegal activities of any kind.
- Allowing your dog or animal to deposit waste without immediately cleaning it.

Fences

Vinyl privacy fences are allowed, however, wood privacy fences are NOT allowed. Per the Covenants for Rolling Meadows Phases 1-3 Declaration of Covenants 6.3b. No fence of a galvanized or aluminum color shall be erected upon a parcel and only DECORATIVE type fences, including colored chain link fences, shall be allowed on the rear half of a parcel. Phase 4 Declaration of Restrictions 2 (E) v. Fencing. Wood fences and galvanized chain link fences (except black vinyl-coated chain link) are prohibited.

High Tension Power Line

There is a high tension power line running between Morgan Run and Orlov Drive. The property through which the line runs is owned by Consumers Energy and is considered private property. **Per Consumers Energy, trespassing on that property is prohibited** for your own safety. Residents are not allowed to dump on, or place anything within, the Consumers Energy property.

We have an access easement where Shetland Drive crosses the power line. Shetland Drive and the sidewalks alongside it are the only area you are permitted to cross the power line property.

Parking vehicles anywhere on Consumers Energy property, including along Shetland Drive, is dangerous and prohibited. Violators will be towed at the vehicle-owner's expense.

Construction Areas

As of this writing, Phases 4, 5, and 6 of Rolling Meadows Estates are still under construction. You may walk or drive on the paved streets, but the lots are considered private property, even if a house hasn't been built there yet. It is considered trespassing if you enter any of the properties under construction, just as it would be to enter the yard of anyone else's house. Entering a construction area is dangerous, especially in a partially built home. For your own safety and that of the builders, please stay clear and do not enter.

Things to do when you sell your house

In addition to the normal things you would do when moving, here are some items specific to the HOA to make sure you don't forget:

- Make sure your realtor and title agency are aware that your house is in an HOA. If you fail to disclose this, your buyer can sue you for the cost of their dues and potentially damages for misrepresenting the sale when they find out.
- If you were signed up for ACH/direct debit dues payments, make sure to contact Waveland and have them revoke your debit authorization so you don't accidentally pay your buyer's dues next year.
- Your trash bin is rented by the HOA, not by you. Do not return it to Republic. Please leave your trash bin for the buyer.
- If you had recycling or yard waste pickup, make arrangements with Republic to cancel your service when you move out, or by agreement with the buyer, transfer it to the buyer.

Questions?

If you have any questions about the neighborhood or the HOA, please feel free to contact the Association Manager at Waveland Property Management or any of the HOA Board Members.

Waveland has an online ticketing system which allows residents to file support tickets for anything related to the HOA you might need help with. A web link and directions for setting up an account can be found on the contact page.

Rolling Meadows of Jamestown Homeowners Association

2022-2023 Board of Directors & Contact List

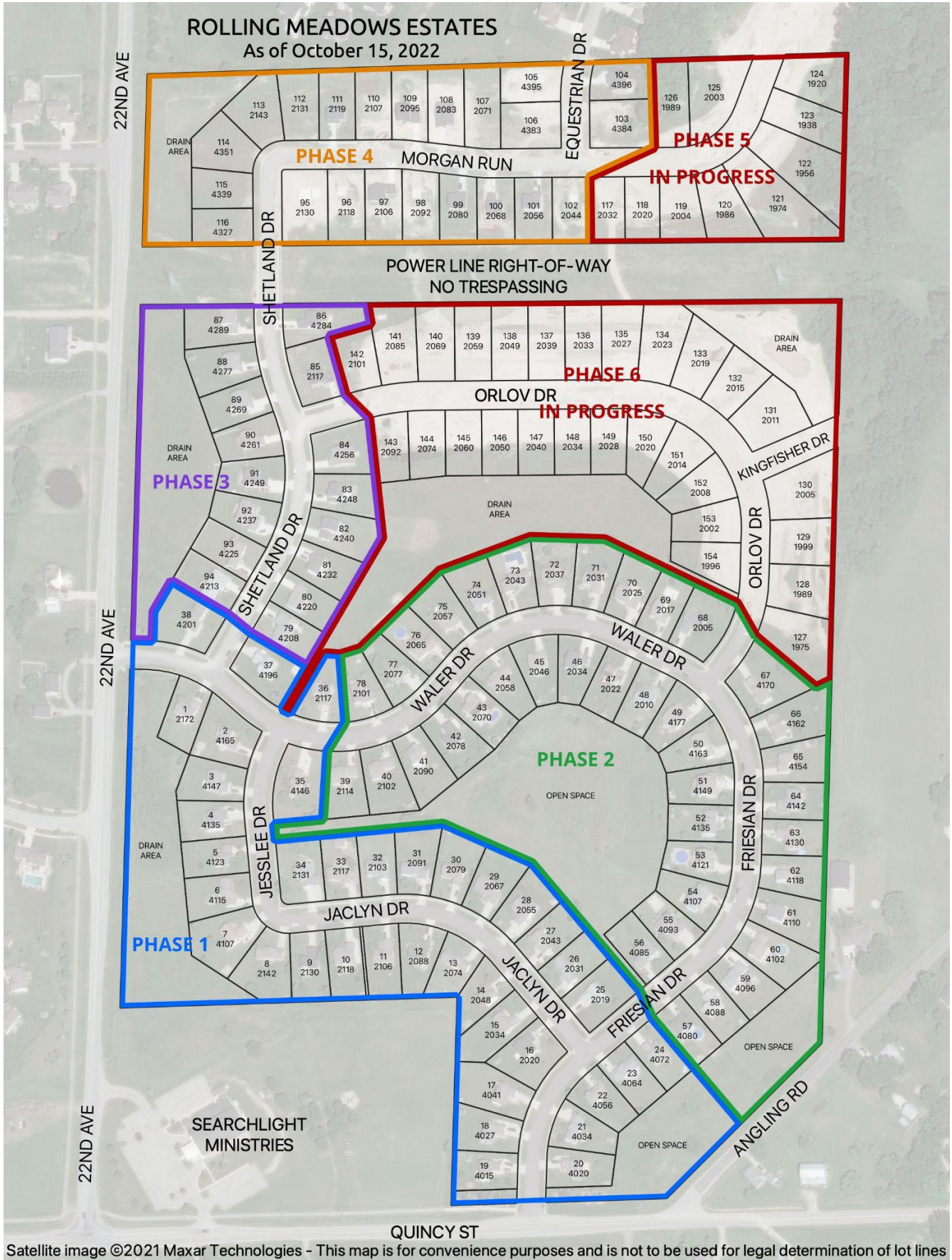
David Miller 2048 Jaclyn Drive Hudsonville, MI 49426 (616) 450-8823 dave@justdave.net President	Kellie Foco 4177 Friesian Drive Hudsonville, MI 49426 (989) 992-3137 k.foco@yahoo.com Treasurer	Heidi Sottovia 2083 Morgan Run Hudsonville, MI 49426 (269) 806-0289 heidi.sottovia@gmail.com Secretary
		All Emergencies 911
Brian Cooper 4072 Friesian Drive Hudsonville, MI 49426 (616) 896-7544 rmhoaboard1@gmail.com Member at Large	Claire Beach-Paver 4240 Shetland Drive Hudsonville, MI 49426 (616) 209-2358 clairelbeach@gmail.com Member at Large	Ottawa County Sheriff (616) 738-4000
		Jamestown Township (616) 896-8376
		Republic Waste Services (877) 698-7274
		Andy Stone (616) 512-9253 AndyS@wavelandpm.com Title/Dues Verification Covenant Enforcement Questions Association Manager

Updated 2022-MAR-22

Waveland has a ticket system where you can file support tickets for anything related to the HOA that you need help with: <https://wavelandpm.supportsystem.com/>
 You need to have an account before you can file a ticket. To create an account, click on "Sign In" in the top right corner. The login page has instructions for how to set up the account at the top. After reading through the instructions, click "Create an account" next to the login box at the bottom. "Unit Owners" is who actually owns the lot you live in, whether or not that's you. For Association, please enter "Rolling Meadows Jamestown".

The Rolling Meadows HOA website can be found at:
<https://rollingmeadowshoa.wordpress.com/>

Neighborhood Map



A larger and always up-to-date version of this map can be found at <https://tinyurl.com/map-rmhoa>