



Traverse Bay RV Park Condominium Association

Dear New Co-Owner,

Congratulations on your recent purchase in Traverse Bay RV Park and welcome to the Traverse Bay RV Park Condominium Association. During the season, we look forward to meeting you, whether it be walking through the park, at the pool, pickleball courts or a social activity.

Traverse Bay RV Park Condominium Association is governed by a three-person Board of Directors, two of the directors are appointed via elections by co-owners and the third is appointed by Traverse Bay RV Park Investments, LLC, (“Investments”), the Successor Developer. The Board is responsible for maintaining members’ compliance with the Articles of Incorporation, Condominium Bylaws, Association Bylaws, as well as the daily functions and financial responsibilities of the Association.

Kunio Ouellette is the Operations Manager for the Association. Kunio oversees the daily operation of the park, manages the concerns of the co-owners and vendors, and works to keep the grounds of the park beautiful. The Association has an obligation to maintain the quality of our park. There are specific provisions regarding what can and cannot be done on your lot. Visit the Op Manager page on the website, complete the fillable form and submit, for pre-approval of all projects

We want everyone to know your name and Kunio is your go-to person for name badges. The Association covers the purchase of your first badge(s), so make sure to provide your call-by name(s). Contact information for Kunio is, email, opsmanager@tbrvownersassociation.com or phone (231) 944-4429.

Our Social Director, DJ Varon, organizes many social activities throughout the season. The calendar, and opportunities to sign up/volunteer for events, can be found on our website.

We encourage you to visit our website, <http://www.tbrvownersassociation.com> , password: owners! (all lower case with an !). Our HOA website gives you access to owner’s documents – including Condominium Documents, Association Rules and Regulations, the community calendar, payment options, and a communications channel to the Board of Directors, Operations Manager and Social Director. Be sure to select Co-Owners Login, on the Menu Bar, for detailed descriptions of each page in the site. The website provides answers to most questions co-owners have. MailChimp email is the official communication channel between the Board and the residents.

Nikki Sweet is the onsite General Manager appointed by Traverse Bay RV Park Investments, LLC, and can be reached at email, manager@traversebayrv.com or phone (231) 938-5800, regarding questions on Usage/Repair Fees and Electric Billings. Nikki also manages the lot rental program for the developer and co-owners.



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M. Shapiro Management Company LLC, is the property management company “Investments” has contracted to oversee management and maintenance of the clubhouses, pool, hot tub, fitness center, pickleball courts, etc.

Information on many of your questions are included in this New Co-Owner Packet. These documents are only provided as summary information and do not replace the official Condominium Documents that are in the website.

Again, welcome to Traverse Bay RV Park, “Our Little Slice of Heaven”! We look forward to you enjoying the community as much as we do and encourage you to participate in the activities.

Sincerely,

Board of Directors
Traverse Bay RV Park Condominium Association

Board of Directors:

Ken Straub, President
Email: President@tbrvownersassociation.com
Phone: (517) 416-5111

Austin Shapiro, Vice-President
Email: VP@tbrvownersassociation.com
Phone: (248) 865-0066

Ed Knott, Secretary-Treasurer
Email: Sec-Treas@tbrvownersassociation.com
Phone: (513) 594-8120



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CO-OWNER WEBSITE INSTRUCTIONS

The Traverse Bay RV Park Condominium Association website is a one stop source for all the information/questions you may have as a new co-owner. Using your Google Chrome web browser, copy and paste <https://tbrvownersassociation.com> into your address bar. The password to access the site is: *owners!* (all lower case, with the exclamation point).

This site offers a multitude of services to the co-owners. Features include a convenient, user friendly, tool to view condominium documents, BOD meeting minutes, financial reports, a events calendar and gallery. You can electronically interact with the Board, Operations Manager and Social Director, submit changes to your personal information, complete fillable forms for lot improvements, rental and guests, sign up to attend or volunteer for social events and email the Board of Directors.

At this time, there is no Online Payment option in the site. High merchant processing service fees, as well as bank fees that must be covered by the HOA or directly by the co-owner were the determining factors in this decision.

Below is a quick overview of your site, with a few quick tips of how to navigate through it.

Home Page: This is your entry into the website. Take a moment to scroll down to the bottom of the page. You will find photos that display the true beauty of, “Our Little Slice of Heaven”. Then, look to the top of the page, to find the Menu Bar. Once you’ve selected the page you’d like to view, you will be prompted to enter the password. We recommend you start with the Co-Owners Login.

Co-Owners Login: As stated above, make this your first stop in the website. Enter the password to access a brief description of the information in each website page, as well as a hyperlink to take you directly to the page of your choice.

Co-Owner Services: Click on the dropdown arrow to update your personal information, view important documents, access USPS Mailings to Co-owners, sign-up for TBRV Meet Your Neighbor and read helpful information about the park.

Operations Manager: Contact the operations manager or complete/submit the fillable forms located on this page. Click on the “Notices” button to view the MailChimp communications sent during the season.

Activities: Click on the dropdown arrow to view the TBRV events calendar, sign-up to attend or volunteer for upcoming social events, click on the “Notices” button to view the MailChimp communications DJ has sent during the season or get all the latest information on Court Activities.



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Emergency: Critical information in what to do in the event of an emergency is found on this page.

Payment: Find information on submitting your HOA dues payment and the Developer's maintenance charge. For your convenience, our webpage includes a link to the developer's online payment site.

Contact: The page to easily contact the Board of Directors, Operations Manager or Social Director. You will also find all MailChimp notes the board sends throughout the year.

Gallery: Pictures of our beautiful resort and the wonderful owners. Note: Due to the timing of when the website development began, we were limited on the photos for the Gallery and the Home page. We're looking forward to adding many more photos to the site during the 2023 season.

The Board encourages you to spend some time getting familiar with the website. Questions should be directed to Ken or Ed.

Please note that MailChimp will continue to be our primary communication tool.



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ASSOCIATION AND USAGE/REPAIR FEES

1. 2023 Association Fees Breakdown: (Fee amounts will be updated annually)

\$750.00 due April 1, 2023 (grace period through April 30, 2023)

\$750.00 August 1, 2023

\$1,500.00 total amount due for 2023

Please note that you can pay the entire amount of \$1,500 or you may pay in two installments.

Includes: Cable TV; Wi-Fi, Daily Trash Pick-up (7 days per week), Lawn Mowing/Fertilization, Water/Sewer Hookups, Common area lighting and fountains, Common area mowing/fertilization, Entrance flowers and landscaping, Common Area Liability Insurance, Organized Social Events and Activities

Invoices are mailed via USPS to the address on record by L.E. Williams & Co., CPA's.
Payments should be mailed to:

Traverse Bay RV Park Condo Association
996 Garfield Woods Dr. STE A
Traverse City, MI 49686

Feel free to call or e-mail with questions:

L.E. Williams & Co., CPA's

231-922-8610 or email: jim@lewilliamscpa.com

Please indicate your lot number.

2. 2023 Resort Owner Usage/Repair Fees

\$203.50 Quarterly (\$814.00 Annually)

Includes: Usage and Repair/Maintenance of all Developer Owned Amenities/Properties

Visit, <https://www.traversebayrv.com> , Online Payment, to pay Usage/Repair Fees and Electric Charges.

Payment may be remitted to:

Traverse Bay RV Park Investments, LLC
C/O M Shapiro Management Co.
31550 Northwestern Hwy, Suite 220
Farmington, MI 48334



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2023 APPROVED VENDOR LIST – CO-OWNER

HARDSCAPES (Pavers, etc)

1. Landscape Perfection – Pavers / Irrigation – Terry Skaggs: 989-350-8459
2. Concrete Artisans – James: 231-944-2919 or 231-263-0090
3. Herrick & Sons – Concrete: 231-570-1002 or 231-878-8936

MONTHLY MAINTENANCE

1. Landscape Perfection - Terry Skaggs: 989-350-8459
2. Barker Creek Nursery & Landscaping: 231-267-5972
3. Lawn N Order – Ben Quast: 231-564-1515
4. Richard's Lawn Service - Richard Clark: 830-377-4989

COACH/RV/PAD WASHING

1. Superior Coach Wash – Eric Mann: 407-516-8088
2. Germ General – RV Power Washing, Pads/Coach House, Hand Wax: 231-268-4277

TREE SERVICE

1. Arbor Barber LLC – Tree Specialist: 720-660-7770
2. Parshall Tree Service: 231-409-1295
3. Tree Doctor – Daniel Schillinger: 231-947-8921
4. Schmuckal Transplanting Service, LLC: 231-263-4200
5. Leonardos Tree Service: 231-252-1115
6. Grand Traverse Nursery Sales Inc: 231-943-4060

RV REPAIR SERVICES

1. Paul's Auto & RV: 231-263-7511 or 231-590-0836
2. Red Wrench – Mobile RV Service: 231-632-4150
3. Cody's Mobile RV Repair: 989-385-6930
4. Rick the RoVing Tech – RV Repair – Rick: 612-202-7623
5. RC Interior Mobile & RV Repair – Furniture, Flooring, Countertops & Showers: 231-206-0044

SPECIAL SERVICES

1. Johnson Oil & Propane: 231-839-4641 (Delivers every other Wednesday)
2. Aspen Enterprises – Paul Vittorelli, Electrician: 231-218-3645
3. Martell Electric, LLC aka Alpine Electric Corp: 231-947-3600
4. Muttley Makeovers – Pet Grooming On Site – Roberta: 231-342-2394
5. Kleen Tank – Jim & Debbie Tome: 815-508-3878
6. Hydronic Heating Specialist – Darin Hathaway: 574-612-4826
7. Fisher Framing and Roofing LLC – Darick Fisher: 231-499-4514
8. K&K Heating & Cooling: 231-264-8323

Note: Coach Houses/Extensions: See Nikki in the office.



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EMERGENCY INFORMATION

Medical/Fire Emergency Process:

In the event of a Medical Emergency, the following steps should be followed:

1. **Call 911** – The dispatchers have a map of the park, as well as geographical, geospatial ability. If calling from the event site, **leave your smart phone on** so the first responders can be guided directly to your site.
 - a. **Stay on the line and provide the dispatcher with the following information**
 - i. **Resort Address: 5555 M-72 East, Williamsburg, MI 49690**
 - ii. **Your Site Number:** _____
 - iii. **Your Street Name:** _____
2. **Call Kunio Ouellette (HOA Liaison) at (231) 944-4429** – Kunio will meet the first responders at the park entrance and escort them to the lot.
3. **Turn On Emergency Flashers** - RV and Vehicle.
4. **Call Out Your Door Requesting Help**

Automated External Defibrillator (AED):

There are four (4) AED devices located throughout the park. All AEDs will be stored in unlocked cabinets, with clear plexiglass doors and the AED symbol prominent on them. You should familiarize yourself with the locations ahead of an emergency.

Locations are:

- #1 **Main Clubhouse/Pool/Pickleball Courts - Off the sidewalk behind lots 62 and 63**
- #2 **South Loop – North end of Pond - Between lots 102 and 130**
- #3 **Middle Loop – On Golden Maple - Between lots 29 and 39**
- #4 **North Loop – Off the sidewalk between lots 190-191 and 166-167**

All AED devices are ready for use. It is important that you follow the directions on the device. Each cabinet has an audible alarm that sounds when the door is opened.

Have medical information and a medication list readily available for each occupant in your RV.

Pets should be secured in another area of your coach.

Reminder: Lot numbers on the pedestal must be visible from the road.



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Traverse Bay RV Resort Emergency Preparedness Plan Severe Weather

The following information has been provided by the Grand Traverse County Emergency Management (GTCEM) and is provided as a general guide in the event of imminent weather that may strike our Park.

GTCEM wants us to understand that what we call our summer homes/full time homes (Home), are not the “Robust Building” that GTCEM considers a home. So, by definition they are a dangerous place to seek your last point of refuge when weather threatens us. They are a recreational vehicle and will not hold up to a severe storm.

The three clubhouses, do not meet the definition of a “Robust Building”, but are slightly better than our Recreational Vehicles. They should be considered “The Last Point of Refuse” when an emergent weather system threatens the Park.

We are fortunate that Traverse Bay RV Park is not in a tornado area, but straight-line wind speeds in microbursts can reach up to 100 mph, or even higher; equivalent to an EF-1 tornado. This unexpected weather can happen at any time, and we cannot plan for those events.

GTCEM recommends the CodeRED Mobile Alert App to receive alerts for upcoming and fast-moving storms in our area. On your phone, download on iTunes or Google Play: **CodeRED Mobile Alert App** or text **GTCodeRED** to 99411 to receive a link to create your own alert account for our area.

Important: When you receive notice of severe weather, GTCEM highly recommends that you secure your RV and take your animals and loved ones, in the car, away from the path of the storm. Seek shelter at the closest Local Tornado Rated Location.

Questions regarding Local Tornado Rated Locations in our area should be directed to Grand Traverse County Emergency Management, at (231) 995-6059.

****General Guide to Logical and Safe Steps to Take in the Event of Severe Weather****

Understanding Severe Thunderstorm/Tornado Alerts: There are three types of alerts used to identify severe weather conditions.

- **Advisory: Be Aware!** Issued when a hazardous weather event is occurring, imminent or likely. Alerts are for less serious conditions than warnings.



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- **Watch: Be Prepared!** Issued when conditions are favorable for the development of severe thunderstorms or tornados. You should keep an eye to the sky and listen to a local broadcast for updates on weather information. The watch is intended to give you time to prepare, and review safety rules.
 - ***Suggested Action: Be ready to act quickly if you suspect a severe thunderstorm or tornado is approaching. Prepare to take shelter in one of the Local Tornado Rated Locations, if necessary.***
- **Warning: Take Action!** Issued for thunderstorms and tornados. A weather event is imminent or occurring somewhere in the defined warning area. If the warning includes our neighborhood, take immediate action to protect your life.
 - ***Suggested Action: Do not stay in your RV. Take shelter in a substantial building. If time permits, the safest place to shelter is at a Local Tornado Rated Location. As a last possible option, go to the Main Clubhouse, enter the clubhouse using the basement door and move into an interior room or hallway. Enter the North and South clubhouses, line the interior hallways and sit on the floor in the bathrooms. Avoid all windows in the clubhouses. Pets can be caged and covered, but not placed where humans are staged. If outside, protect yourself from flying debris. Lie flat in a ditch or ravine and put your arms over your head.***

Note: No parking of cars or golfcarts allowed in front of the MCH. This drive must be kept open for Emergency Vehicles. The Developer holds no responsibility for injuries experienced during the weather event.

Additional Information:

Securing Your RV and Lot: Suggested precautions

- Pull in slide-outs
- Disconnect electric cords from pedestal, shut off, disconnect and put away water hoses
- Secure items on your lot (yard art, furniture, etc.)
- Take photograph of your RV and property for insurance purposes
- Grab your packed and easily accessible “To Go” Bag

“To Go” Bag: Suggested items

- Important Documents and Telephone Numbers, Health Documents, Phone Chargers, Medications (you and your animals), Toiletries, First Aid Kit, Change of Clothes, Closed Toe Shoes, RV Keys, Portable Pet Kennels, Pet Leashes, Food and Water for Pets



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QUICK REFERENCE GUIDE

- Pool & Spa Hours – Open 10 am till dusk through Labor Day
- Garbage Pickup – Place curbside by 10 am – All garbage must be bagged, tied and secured. Cardboard must be broken down.
- Propane delivery is available by contacting Johnson Oil and Propane (989) 732-2451
- No service or repairs allowed on RV unless using pre-approved vendors.
- All tow dollies, trailers, boats, etc. will be stored in the storage area. Storage tags are available in the office.
- Speed limit throughout the park is 15 mph.
- Fenced dog park is located adjacent to the pool where pets may be off leash.
- Dog waste stations are located next to the dog park and in the large common area on Forest View.
- All pet waste must be picked up immediately and disposed of properly.

MAIL AND PARCEL SERVICES AVAILABLE FOR CO-OWNERS

Please note there is no direct mail or package delivery at Traverse Bay RV Park Resort Front Desk. All co-owners requiring US Mail will need to reserve a P.O. Box at one of the two local Post Offices, Acme and Williamsburg.

The Acme Post Office is able to provide all parcel/package services at one convenient location and they are open 6 days a week. The Post Office also has General Delivery options for those who only need occasional services, but you will need to call the Acme Post Office directly for information regarding delivery address and possible rules and restrictions. To reserve a P.O. Box, call 231-938-1870, or stop into the post office at, 3585 Bunker Hill Rd, Acme, MI, 49610.

The Williamsburg Post Office may not provide the additional “Service Enhancement” for UPS and FedEx. To reserve a P.O. Box or obtain additional information on deliveries, call 231-267-5071 or stop into the post office at, 8344 Old State Hwy 72, Williamsburg, MI, 49690.

Visit www.usps.com for additional information and online forms.

UPS and Fedex deliveries should be delivered to your lot using the following address:

Your Name
Traverse Bay RV Resort – Lot ###
5555 M-72 East
Williamsburg, MI 49690