

# **The Moors of Portage Association Duties & Objectives**

The Moors of Portage Master Association is the unifying bond between all residential plus commercial properties within Woodbridge Hills.

The Declaration of Protective Covenants and Restrictions is a recorded document attached to, and made part of, all legal title work for properties within Woodbridge Hills. All property owners within Woodbridge Hills are Members of The Moors of Portage Association.

Established in 1981, its main objectives and duties are outlined as follows:

## **I. Objectives**

- A. To repair, maintain and improve all common areas in Woodbridge Hills. Common areas being those parcels of property not owned by The Moors Golf Club, a condominium association, a single-family homeowner, or any other *private* entity.
- B. To preserve and enhance the values of all properties within Woodbridge Hills; via the construction, repair and maintenance of common amenities such as walkways and neighborhood entries.
- C. To co-ordinate the provision of on-site services that are common to all Woodbridge Hills residents.
- D. To set levels and collect assessments, both quarterly and special, from all Association Members, the proceeds of which are to be used for the purposes of the Association. Additionally, the Association may borrow money to further finance its objective.
- E. To contract with and employ a management firm to assist in operating all day-to-day functions of the Association.
- F. To make and enforce regulations governing the use of the common areas under the Association's jurisdiction.

## **II. Duties**

- A. The repair, maintenance and improvement of common areas will include:
  - 1. The mowing, trimming, snow shoveling, watering and fertilization of all common areas.
  - 2. The clean-up and repair of all storm damage in common areas.
  - 3. The planting of flowers in common areas and maintenance of all major neighborhood entries.

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4. The maintenance of all site and informational signs on common areas.
5. Supervision of all common areas for litter or unsightly situations.

## B. The construction and preservation of common amenities:

1. To construct and improve the natural landscape providing better views or screen conflicting uses.
2. Review the construction of common amenities such as walkways, bike paths or any other amenity as authorized by the Board of Directors.

## C. Co-ordination of on-site services:

1. Bid out and retain sufficient insurance to protect the Association from any liability which may arise via the use of common areas by residents and/or guests.

## D. Liaison with the City of Portage:

1. Monitor the level of City services regarding street/lighting repair, maintenance and clean up.

## E. Collecting Assessments:

1. Establish a yearly operating budget which finances the functions of the Association.
2. Collect and account for all quarterly assessments due.
3. Set up a reserve fund that may be used for the construction, maintenance, and repair of the Association's amenities.
4. Administer any special, one-time assessment needed to construct improvements approved by the Association.

## F. Employment of Management Firm:

1. Contract with a Management Company to run the daily affairs of the Association.
2. This Management Company is to:
  - a. Prepare monthly cash flow reports of the Association's finances.

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- b. Monitor and administrate Association problems and/or complaints.
- c. Pay all bills and invoices owed by the Association on a timely basis.
- d. Set up all labor schedules and employ the necessary personnel to fulfill the Association's obligations.

## G. Enforcement of Protective Covenants, Restrictions & Regulations:

- 1. Monitor and enforce all Association restrictions and regulations including:
  - a. On-site signs.
  - b. Property use.
  - c. Fencing guidelines.
  - d. Satellite dish guidelines.
  - e. Swing set/play structure guidelines
  - f. Property improvement guidelines (Additions, modifications, all exterior changes.)
  - g. Tree Removal and Replacement.
  - h. Payment of Association assessments.
- 2. Draft and adopt any new regulations which may become necessary to fulfill the purpose of the Association.

NOTE: Specific guidelines on Fencing, Pools, Swing Set/ Play Structures, Satellite Dish and Sign Usage apply only for residential single-family areas including The Meadows and Oak Shores.

In summary, the Master Association is in place to preserve, protect, and enhance all property values within the Woodbridge Hills Community. By effectively coordinating the Association's duties and having residents share in this responsibility through honoring protective covenants, guidelines and restrictions, this goal is being realized.

As of 2021, Woodbridge Hills is a 40-year-old community.

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