

## **FAQs for Burlington Bay Condominiums**

### **Is there an HOA?**

- Yes, there is an Association of which all unit owners are members.

### **Are HOA documents available for review?**

- Yes – after approval.
- Additional Documents available for review:
  - Rental Management Agreements - Whole, Fractional, 5 Bedroom

### **What are Association dues?**

- Current Association dues are \$645/month for a 2 bedroom, \$795/month for a 3 bedroom unit, and \$1,018/month for a 5 bedroom unit. See Appendix for additional information.

### **Can condos that are owned by third parties be added to a rental pool?**

- Yes. Units can be placed into a rental pool and rented out through Superior Shores Resorts' management company with a 50/50 split of revenues (after the 3% credit card fee and after any OTA fees, if applicable). There is no cleaning fee for bookings that are made through the rental pool.

### **Can Whole/Fractional owned condos be rented through services outside of the rental pool?**

- Yes. When an owner purchases a whole unit, they have the opportunity to opt in or out of the rental pool. The declarations have recently been changed to allow self-rentals (or through third party reservation services such as AirBnB, VRBO, etc.) for those who opt out of the rental pool.

### **Can wholly owned units opt out of management and be managed by a third party?**

- Wholly owned units fall under property management. There are no additional costs and no need for third party management.

### **How are fractional units' time intervals decided?**

- Fractional intervals are on a set schedule depending on the interval owned. Fractional units are available in 1/8 intervals, and are scheduled for one week at a time (Friday afternoon check-in - Friday morning check-out), every 8 weeks.
  - For Example - In 2023 - Interval 1 is scheduled for the following weeks:

- February 17 - February 24
  - April 14 - April 21
  - June 9 - June 16
  - August 4 - August 11
  - September 29 - October 6
  - November 24 - December 1
- A full schedule is available upon request
  - Note: with the number of weeks in a year and 8 intervals, intervals will vary between 6 and 7 weeks a year.

**Can units with separate entrances/keys be rented individually?**

- Yes, unit owners have the option to use part of the unit while still renting out other parts ("keys") of the unit at the same time, if desired, to maximize rental income, while also enjoying the unit for themselves. Our rental system is set up to give our owners the option of renting the entire unit or just single rooms of the unit at all times.

**Is there a quality standard for the Rental Program?**

- Yes. The Association/management will establish and implement a standard of decor, design, maintenance, repair, and operation for the Rental Program for participating units.

**Who decides rental rates?**

- Resort Management determines rental rates for units in the Rental Program.

**Who pays for marketing of rental units in the Rental Program?**

- Resort Management

**Who is responsible for furnishings and housewares?**

- For units in the Rental Program, the unit owner is responsible for the cost of replacing any furnishings and/or housewares, and management is responsible for the replacement and billing to the owner of items as needed.

**Are there any housekeeping services?**

- For units in the Rental Program, yes, the unit will be cleaned during and at the end of rental periods and at the end of periods of Unit Owner Occupancy. Daily cleaning service for resort guests requesting the same service is available.

**What housekeeping services are provided?**

- The cleaning fee covers laundered towels & linens. The amenity fee covers hand soaps, shampoo, and other sundries.

### **Are there any other fees?**

- Monthly fees (for whole unit):
  - Reserve maintenance - \$100
  - Special Assessment - \$178 - \$267
  - Cable - \$28
  - Phone/internet - \$44
  - Utilities - \$370 in Summer, \$600 in Winter
  - Pool Fee - \$100
  - Administrative Fee - \$100 for interval ownership

### **What is the Special Assessment for?**

- This is an assessment to build up the reserve maintenance account. This account was depleted to pay for shoreline restorations.

### **What are the Heating and AC sources?**

- Units are all PTAC except for Building 4 Executive Units which are forced air.

### **Who covers maintenance on the decks?**

- Due to the way the decks are constructed, they are an association item. They are technically freestanding structures.

### **Are there any limitations on how much time I can spend in my unit?**

- **Only if the Unit is in the Rental Program. If that is the case, then** 30 days is the maximum amount of time one can spend in their unit during high occupancy periods before owners are asked to pay a usage fee equal to 40% of the rack rate for each night in excess of 30 days. Use is unlimited for non-peak periods.

### **When are high occupancy periods for 2023?**

*January: No peak dates*

*February: No peak dates*

*March: No peak dates*

*April: No peak dates*

*May: Friday-Sunday of Memorial Day Weekend*

*June: June 16-30*

*July: July 1-31*

*August: August 1-31*

*September: September 1-3 & September 11-30*

*October: October 1- 22*

*November: No peak dates*

*December: No peak dates*

**Are there any pet restrictions?**

- All unit owners are allowed pets, however only units in Building 5 may be in the rental pool if the owner has a pet(s)
- Yes, no more than 2 pets should be in any unit at any time
- Pets should be kept on leash at all times when in common areas

**Do I need to purchase insurance?**

- There is a master policy that covers damage to any structures and common areas, however unit owners will be responsible for their personal property and personal liability insurance for their unit.

**Do I need to pay property taxes?**

- You will need to pay property taxes for your individual unit. Association dues cover common area real estate taxes.

**Do I need to attend Association meetings?**

- No, unit owners are not required to attend. Votes may be cast in person, by proxy, or may be mailed in.

**Is the Association involved in any pending litigation?**

- No.

**What are my maintenance and repair responsibilities?**

- Unit owners are responsible for maintenance and repairs within their own unit. The HOA will cover these costs for all common areas.

**Monthly fees at Burlington Bay (Appendix A)**

	<b>Association</b>	<b>Reserve Maintenance</b>	<b>Special Assessment</b>	<b>Cable</b>	<b>Phone / Internet</b>	<b>Utilities (examples are 2022 amounts)</b>	<b>Pool Fee</b>	<b>Admin Fee (for fractional ownership)</b>
<b>2 Bed</b>	\$645	\$100	\$178	\$28	\$44	\$260 in Summer \$425 in Winter	\$100	\$100
<b>3 Bed</b>	\$795	\$100	\$213	\$28	\$44	\$300 in Summer, \$500 in Winter	\$100	\$100
<b>5 Bed</b>	\$1,018	\$100	\$267	\$28	\$44	\$370 in Summer, \$600 in Winter	\$100	\$100

For fractional ownership, all of these fees are divisible by ¼ or ⅓ depending on the fraction you own

**What do Association fees cover?**

- Property maintenance, management, wages
- Lawn and landscape maintenance
- General repairs and maintenance
- Housekeeping wages and supplies
- Pool maintenance and supplies
- Real estate taxes (for common areas)
- Snow removal
- Trash removal
- Accounting fees
- Elevator Service
- Common area insurance
- Legal, professional, licensing fees
- Parking lot maintenance
- Window washing