

Bell Harbor Homeowners Association
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DATE: October 2011

MEMO TO: Property Owners

FROM: Marcia Grabinski, Bell Harbor Homeowners Association Manager

RE: 2011 Services

Enclosed you will find two (2) forms which need your immediate attention. These forms must be returned to the Bell Harbor Homeowners Association office no later than November 1, 2011. They are printed on both sides of the paper. If you do not require dockage, place an X on the Dockage Form.

The first form is entitled **Property Owner Information for 2012**. Please fill out the information for your home and your Bell Harbor property. This information is kept on file in the office and is used for communication and billing purposes, as well as to prepare the Bell Harbor Homeowners Association Directory. It also requests information concerning an Emergency Contact person when we are unable to contact you. Please complete all requested information.

The Board of Directors has set fees for 2012 as explained in the enclosed 2012 Budget & Fees document.

The second form is entitled **Dockage Application & Agreement**. This is your formal application for dockage space for the 2012 season. **Please note that only deed holders within the Bell Harbor Homeowners Association will be granted a slip on our docks, per IDNR rules. Slips cannot be sublet to parties who are not property owners.** Doing so would void our permit and cause us to revert to less than 50 slips per IDNR Administrative Rules. Please fill out one form for all slip requested and return it by November 1, 2011. Persons not filling out an application *and* returning it will not receive a slip for the 2011 season. You will be advised by April 2012 of your dockage assignment. You will receive a billing invoice for your dockage in December 2011. This invoice will be due March 31, 2012. ***Please do not send payment with your application! All fees for 2012 and previous years must be paid in full to be considered for dockage.***

Please put your name on all hoists and trailers. It is suggested that you use peel and press letters, as they do not fade or chip off. Please place your name on a vertical post of your hoist facing the dock and the lake. Mark your trailers so that your name is easily visible also. As last year, your trailers will need to taken to Bob's Marine Service for storage.

If you have questions please feel free to contact me at the office at 641-357-2085, by E-mail at bellharb@netins.net. Thank you for your prompt attention to the above matters.