



641 Michigan Ave., Frankfort MI 49635  
Tel 231-352-7217 Fax 231-352-7288 E-Mail [admin@michiganshores.net](mailto:admin@michiganshores.net) website  
[www.michiganshores.coop](http://www.michiganshores.coop)

# **Michigan Shores Cooperative Information Packet**

**Updated January 2025**



**Welcome to Michigan Shores Cooperative**  
Your New Home Awaits in a Scenic Lake Michigan Community

We are excited that you are considering **Michigan Shores Cooperative** for your next home. Established in 1991, our community is designed for active, independent adults aged 55 and older who are looking for a peaceful, maintenance-free lifestyle.

**A Beautiful, Tranquil Location** - Nestled on a majestic ridge overlooking Lake Michigan and surrounded by 19 acres of beautiful, wooded grounds, Michigan Shores offers you the opportunity to experience the natural beauty of Lake Michigan living.

**Housing Options to Fit Your Needs** - Choose from a variety of spacious one- and two-bedroom apartments, ranging from 676 sq. ft. to 1488 sq. ft. Each home is designed with your comfort and independence in mind.

**Key Features & Amenities:**

- **Inclusive Monthly Fees:** Simplified billing with all-inclusive monthly caring fees
- **Abundant Common Areas:** Relax and socialize in welcoming shared spaces
- **Secure Entrances:** Enjoy peace of mind with secure access points and attached garages
- **Maintenance-Free Living:** Forget about the hassle of home maintenance – we take care of it for you

**A Community for You** - At Michigan Shores, we are a **self-governed cooperative**, which means you have a voice in how the community operates. Take part in planning activities and enjoy the camaraderie that comes with being part of a close-knit group of neighbors.

**Pursue Your Passions** - With a maintenance-free lifestyle, you'll have the freedom to explore your hobbies, travel, or simply relax. Michigan Shores is more than just a place to live – it's a place to thrive.

**Ready to Join Us?** We would love to have you as a neighbor. Contact us today to learn more or schedule a tour:

**Phone:** 231-352-7217 or **Email:** [admin@michiganshores.net](mailto:admin@michiganshores.net)

***We look forward to welcoming you to the Michigan Shores family!***

## Plan Your Future: Living Options for Boomers



For the past 70+ years, baby boomers have been redefining life passages. As teens, parents, and professionals, these men and women pushed boundaries, challenged status quo, and reached for all the stars.

No surprise, that as boomers reach retirement age, they are looking for distinctive lifestyles and living. Some of the major findings include:

- About six in 10 plans to move out of their current house
- More than two-thirds who plan to move are willing to update or renovate their next home to fit their specific needs and wants.
- The most important factor in their next home is low maintenance features.

So, where will boomers, who are now between the ages of 57 and 75, be moving?

Since one of the key benefits of living in an independent living community, is its amenities and variety of activities, moving when you are younger and healthier allows you to fully appreciate all the benefits of retirement, for a longer period. Other benefits include opportunities to make new friends with people of all ages abound in communities, preventing isolation and loneliness.

We all know that moving and making major life changes can get more difficult with age, so adapting to a new place is likely to be easier when you are younger.

### **Michigan Shores Cooperative**

54-unit retirement Community for active, independent adults 55 +.  
on beautiful Lake Michigan in Frankfort, Michigan

[www.michiganshores.coop](http://www.michiganshores.coop)

Call (231) 352-7217, E-Mail: [admin@michiganshores.net](mailto:admin@michiganshores.net)

## **Michigan Shores Cooperative**

*Independent Retirement Community in Frankfort, Michigan*

### **Affordable Housing for Adults 55 and Older**

Michigan Shores Cooperative offers an affordable and flexible housing alternative for individuals aged fifty-five and older. Our cooperative model blends the best aspects of both renting and owning, providing a unique opportunity for community-focused, independent living.

### **What is Cooperative Housing?**

Michigan Shores is a **housing cooperative**, meaning that all property within the development is owned by the cooperative corporation, not individual homeowners. As a member, you co-own the property and participate in the decision-making process through an elected board of directors. This cooperative structure allows for affordable living, with costs shared among members, while providing a level of control over the community environment.

The cooperative's operations are governed by its articles of incorporation and bylaws, which outline the responsibilities of both the corporation and the members. These include the maintenance and management of the property, financing, and the allocation of expenses. As a cooperative member, you are effectively your own landlord, providing a stable and cost-effective living environment.

### **How Cooperative Ownership Works**

Each member of Michigan Shores purchases shares in the cooperative, contributing equity toward the property. The cooperative assumes responsibility for the mortgage, taxes, and other financial obligations. Monthly charges are allocated to cover these expenses, including the mortgage, real estate taxes, building insurance, heating, utilities, public areas, and employee services.

By pooling resources, cooperative members benefit from shared costs, offering a hedge against inflation and making cooperative living an attractive option. Additionally, members are eligible for income tax deductions related to their share of real estate taxes and mortgage interest paid by the cooperative, with Form 1098 provided annually.

### **Eligibility and Membership**

To qualify for residency at Michigan Shores, individuals must be 55 years or older at the time of occupancy. Additionally, the monthly care charge should not exceed approximately 25% of the applicant's annual income. Proof of income may be required, typically through a recent tax return.

Upon becoming a member, a certificate of membership is issued, and an occupancy agreement grants exclusive rights to a specific apartment. The cooperative's bylaws and policies govern the resale of shares should a member choose to leave, with equity returned to the member or their estate.

## **Housing Design & Features**

Michigan Shores Cooperative offers well-designed one- and two-bedroom apartments tailored to the needs of our residents. Key features include:

- **Individually controlled heating and air conditioning**
- **Fully equipped kitchens** with refrigerator, disposal, electric range, and range hood. Microwaves, if present, are left by previous residents.
- **Dishwashers** provided by the cooperative
- **Energy-efficient windows** and **R40 ceiling insulation** for comfort and efficiency
- **Soundproofing and fire protection**
- **Spacious closets and ample storage**
- **Ceramic tile in kitchens and bathrooms**, carpeting throughout
- **Basic cable TV** included
- **Barrier-free design** with 32-inch-wide doors and lever-style handles on doors and faucets for ease of access
- **Well-lit spaces** throughout the units

Members are welcome to redecorate their apartments at their own expense, with board approval required for any major construction or renovations.

## **Services and Monthly Charges**

Your monthly care charge covers most living expenses, including the mortgage, taxes, insurance, utilities, heating, and communal area maintenance. The only additional costs are for electricity, personal internet service, and telephone (landline services are optional, with many residents choosing mobile phone plans instead).

## **Independent Living with Future Flexibility**

Michigan Shores Cooperative is designed to accommodate the current and future needs of its residents, if they can live independently. Should a resident require additional care in the future, options such as private in-home care or assisted living can be arranged.

We are committed to fostering a supportive and friendly community. As a cooperative, we strive to be a good neighbor and advocate for each of our members, providing a safe and welcoming environment for independent living.

*Smaller home. Bigger life!*

# MICHIGAN SHORES

55+ COMMUNITY



SMALLER  
HOME  
BIGGER  
LIFE!



641 MICHIGAN AVE, FRANKFORT, MICHIGAN 49635 -- A MEMBER-OWNED HOUSING COOPERATIVE



## CO-OP LIVING!

The seeds for Michigan Shores Cooperative—located in Frankfort, Michigan—were planted in 1987 when area resident Teller Mook envisioned affordable, independent senior housing in Benzie County. With Munson Health Care and the Community Retirement Housing Association, Inc. of Frankfort as partners, work began. In 1991, memberships became available to residents 55 and better.

*Michigan Shores is situated on a majestic ridge overlooking Lake Michigan. Tucked within 19 beautiful wooded acres, it offers spacious, secure apartments supporting an active lifestyle.*

As an owner-member, you'll enjoy a turnkey residence, lively community, and time to enjoy walking trails, beautiful gardens and wildlife just outside your window. Strolls on the property showcase expansive Lake Michigan views. You're close to the bustling community of Frankfort, regional hiking and biking trails; Crystal Mountain Resort; world-class golf courses; and large and small bodies of water for kayaking, stand-up paddleboarding, sailboating, power boating or watching waves lap at the shore.

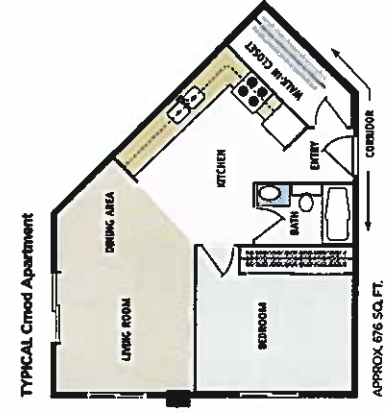
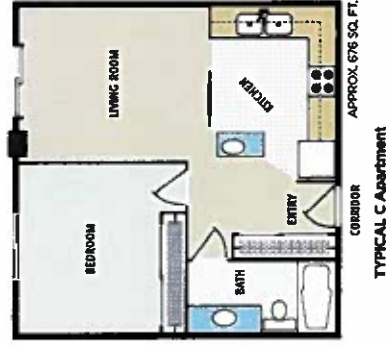
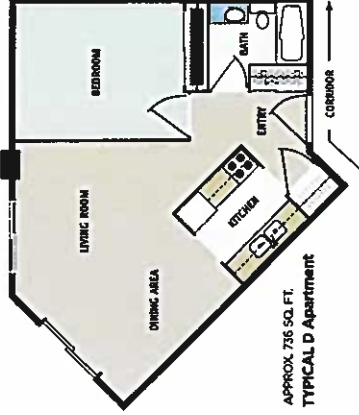
## Unique Apartments

There are 54 one- and two-bedroom apartments, which vary in size from 676 to 1,488 square feet. Members have the option to remodel and redecorate to reflect their taste and lifestyles. Members also receive an indoor storage space and, if needed, a garage space.

### Your Apartment Features

- Private balcony or patio
- Air conditioners in each living room
- Carpeted living room and bedrooms
- Ceramic tiled kitchens and bathrooms

- Refrigerator, dishwasher, garbage disposal, stove and exhaust fan
  - Window dressings and/or drapes. Ample closet space
  - Bathrooms with tub/shower, vanity and toilet, heater and exhaust fan
  - Some apartments have walk-in closets
- ### Building and Grounds
- Great room for dining and parties (with fire alarm system and sprinkler system)
  - Community kitchen and a meeting room
  - Variety of lounges with fireplaces
  - Overnight guest rooms at a nominal fee
  - Fitness center and hiking paths. Well-kept grounds and gardens. Pond with fountain
  - Laundry rooms on each floor. Storage rooms
  - Workshop and library
  - Emergency call system





- Central mail boxes, U.S. Mail boxes, daily delivery
- Indoor, attached garages with automatic doors
- Barrier-free access. Secure phone access entry
- Local shuttle service
- Elevator and public restrooms
- Community grill and patio
- Wi-Fi in the common areas
- Lighted circle parking for guests and visitors

**Activities**

- Pinochle—Bridge—Happy hour—Movie night
- Potlucks—Bonfires—Holidog cookouts
- Outdoor concerts—Talent shows—Writers group
- Friday lunch—Needlers group—Ladies tea

**Why Choose a Co-Op?**

The difference between co-op living and conventional home ownership or a condo/townhouse relates to ownership and upkeep

Michigan Shores co-op members—not a separate company—own and manage the building. Members meet in committees to handle maintenance, accounting, landscaping, investing, meals, decor, and events

Most importantly, cooperative living ensures that members feel a sense of belonging. When people pass in the hallway, they're likely to see each other not as nameless faces but as neighbors and co-members of the Michigan Shores team.

There is also a financial benefit to being part of Michigan Shores since co-op members do not own any real estate — only shares that entitle them to an apartment. That sets the cooperative apart from condominiums, where individuals own their unit.

Co-op shares appreciate one percent of the initial value, and selling a share is easy. There are no appraisals, inspections, excessive paperwork, or real estate commissions.

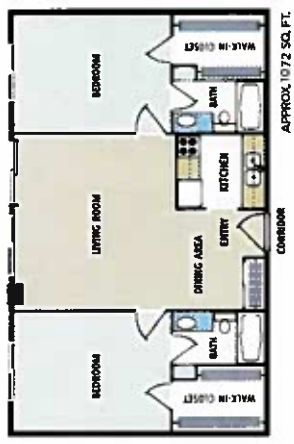
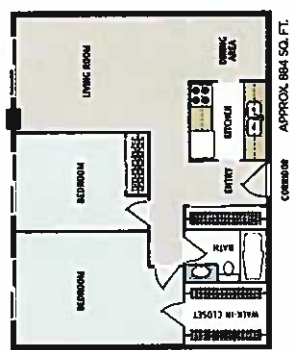
**Cooperative Benefits**

- Membership in an active, intelligent, socially aware and self-governed community of adults 55 and better
- Private apartments in a gorgeous lakeview setting while living close to town
- Maintenance-free lifestyle. Turnkey convenience for seasonal and year-round residents
- Opportunities for social activities and volunteer roles within the Cooperative
- Tax benefits of home ownership, without the complications
- Initial membership purchase more affordable than a standalone home and a monthly fee less expensive than any comparable housing options
- Opportunity to bring your pet

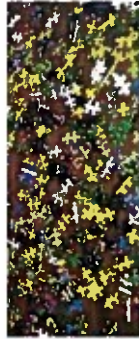
**Membership**

Membership at Michigan Shores begins with a one-time payment that purchases a share in the Cooperative. The price of the share varies based on the apartment and size

Members commit to a proportionate monthly fee to cover expenses related to co-op operation: apartment rent, real estate taxes and insurance, heat, basic expanded charter cable TV, garbage and recycling, snow plowing, gardening, and outdoor maintenance. The cost of the fee varies based on the apartment type and size and does not include: upgraded TV channels and personal internet, electricity, and telephone.







Photos by Carol W. Alesh for sharing many of her photos.

Cooperative members can become involved in governance and have first preference when apartments open within Michigan Shores.

### Cooperative Principles & Values

Michigan Shores operates using the same principles as adopted in 1995 by the International Cooperative Alliance ([www.ica.coop](http://www.ica.coop)) which defines a cooperative as an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly-owned and democratically controlled enterprise

#### VALUES

Cooperatives are based on values of self-help, individual responsibility, democracy, equality, equity and solidarity. Members believe in ethical values of honesty, openness, social responsibility and caring for others.

#### PRINCIPLES

**Voluntary and Open Membership**  
Cooperatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

#### Democratic Member Control

Cooperatives are democratic organizations controlled by their members, who actively participate in setting policies and making decisions. Those serving as elected representatives are accountable to the membership. In primary cooperatives, members have equal voting rights (one member, one vote) and cooperatives at other levels are organized in a democratic manner.

#### Member Economic Participation

Members contribute equitably to, and democratically control the cooperative's capital. Part of that capital is usually the common property of the cooperative. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing the cooperative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the cooperative, and supporting other membership-approved activities.

#### Autonomy and Independence

Cooperatives are autonomous, self-help organizations controlled by members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they employ terms to ensure democratic control by members and maintain their cooperative autonomy.

#### Education, Training and Information

Cooperatives provide education and training for members, elected representatives, managers, and employees so they can contribute effectively to the development of their cooperatives. They inform the public—particularly young people and opinion leaders—about the nature and benefits of cooperation.

#### Cooperation among Cooperatives

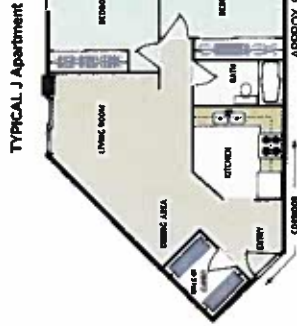
Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.

#### Concern for Community

While focusing on member needs, cooperatives work for the sustainable development of their communities through policies accepted by their members.



Slight variations in plans may exist within unit types



TYPICAL J - APARTMENT

APPROX. 904 SQ. FT.



TYPICAL H - APARTMENT

APPROX. 1488 SQ. FT.



TYPICAL I - APARTMENT

APPROX. 1359 SQ. FT.



TYPICAL E - APARTMENT

APPROX. 884 SQ. FT.



## Live a **BIGGER LIFE** in This Dynamic, Beautiful Place

Our region is a four-season playground for anyone who loves the great outdoors.

We are just minutes from the port city of Frankfort, a bustling resort community with plentiful shopping, excellent restaurants, and a wonderful hometown feel. Walk to downtown Frankfort in 15 minutes, bike it in ten, and drive there in just five!

By car, we are 30 minutes north of Manistee and the Blacker Airport and less than an hour south of the Sleeping Bear Dunes National Lakeshore—designated the most beautiful place in America by *Good Morning America*. We are 45 minutes southwest of Traverse City, the Cherry Capital Airport, Old Mission Peninsula, and Leelanau Peninsula Wine Trail.



### FOR MORE INFORMATION

Shirley Robert, Executive Director

231-352-7217 [shirley@michiganshores.net](mailto:shirley@michiganshores.net)

641 Michigan Ave, Frankfort, Michigan 49635

[WWW.MICHIGANSHORES.NET](http://WWW.MICHIGANSHORES.NET)

## UNIQUE APARTMENTS

There are **54 one- and two-bedroom apartments**, which vary in size from 676 to 1,488 square feet. Members have the option to remodel and redecorate to reflect their taste and lifestyles. Members also receive an indoor storage space and a garage parking space.

### YOUR APARTMENT FEATURES

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## PLAN A VISIT

For more information about Michigan Shores Cooperative, please visit our website at [www.michiganshores.net](http://www.michiganshores.net) and contact us to schedule a personal tour.

### FOR MORE INFORMATION:

Shirley A. Robert  
Corporate Manager  
231-352-7217  
[shirley@michiganshores.net](mailto:shirley@michiganshores.net)  
641 Michigan Avenue  
Frankfort, MI 49635



55+ Community. Smaller home. Bigger life!

Live a  
**BIGGER  
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in This Dynamic,  
Beautiful Place



Make time for the people and places  
you love with a move to Michigan Shores!



July 2019 Edition



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## CO-OP LIVING!

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You're close to the bustling community of Frankfort; regional hiking and biking trails; Crystal Mountain Resort; world-class golf courses; and large and small bodies of water for kayaking, stand-up paddle boarding, sailboating, power boating or watching waves lap at the shore.

### BUILDING AND GROUNDS

- Great room for dining and parties
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- Variety of lounges with fireplaces
- Overnight guest rooms at a nominal fee
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- Laundry rooms on each floor. Storage rooms



- Workshop and library
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### ACTIVITIES

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## WHY CHOOSE A CO-OP?

The difference between co-op living and conventional home ownership or a condo/townhouse relates to **ownership and upkeep**.

Michigan Shores co-op members—not a separate company—own and manage the building. Members meet in committees to handle maintenance, accounting, landscaping, investing, meals, decor, and events.

Most importantly, cooperative living ensures that **members feel a sense of belonging**. When people pass in the hallway, they're likely to see each other not as nameless faces but as neighbors and co-members of the Michigan Shores community.

There is also a **financial benefit** to being part of Michigan Shores since co-op members do not own any real estate — only shares that entitle them to occupy an apartment. That

sets the cooperative apart from condominiums, where individuals own their unit. Co-op shares appreciate one percent of the initial value, and selling a share is easy. There are no appraisals, inspections, excessive paperwork, or real estate commissions.

### COOPERATIVE BENEFITS

- Membership in an active, intelligent, socially aware and self-governed community of adults 55 and better
- Private apartments in a gorgeous lakeview setting while living close to town
- Maintenance-free lifestyle. Turnkey convenience for seasonal and year-round residents
- Opportunities for social activities and volunteer roles within the Cooperative
- Tax benefits of home ownership, without the complications
- Initial membership purchase more affordable than a stand-alone home and a monthly fee less expensive than any comparable housing options
- Opportunity to bring one pet

### MEMBERSHIP

Membership at Michigan Shores **begins with a one-time investment** that purchases a share in the Cooperative. The price of the share varies based on the apartment type and size. Members commit to a **proportionate monthly fee** to cover expenses related to co-op operation: apartment rent; real estate taxes and insurance; heat; basic-expanded cable TV; garbage and recycling; snow plowing, gardening, and outdoor maintenance. The cost of the fee varies based on the apartment type and size and does not include: upgraded TV channels and personal internet; electricity; and telephone. Cooperative members can become involved in governance and have first preference when apartments open within Michigan Shores.

**Established in 1991 with the mature resident in mind, memberships are available to those ages 55 and older.**

**Housing options include 54 one- and two-bedroom apartments varying in size from 676-1488 square feet.**

**Close to abundant hiking and biking trails, several golf courses and bodies of water that beckon you to come and play. There is something to do around every corner at Michigan Shores.**



**LIFESTYLE COMPARISON**

Combining the best of owning your home with the convenience, comfort and affordability of community living.

Compare your Cost of Living to **MICHIGAN SHORES COOPERATIVE**.

**YOUR HOME**

**COOPERATIVE LIVING**

<u>Expense</u>	<u>Monthly Cost</u>
Water/Sewer	_____
Telephone/Cable TV	_____
Property Insurance	_____
Personal Insurance	_____
Gas & Electric	_____
Mortgage	_____
Property Taxes	_____
Trash removal	_____
Home Repairs	_____
Property maintenance	_____
Lawn care/landscaping	_____
Snow Removal	_____
Internet/Wi-Fi	_____
Miscellaneous	_____
Total Monthly Cost	\$ _____

<u>Expense</u>	<u>Monthly Cost</u>
Monthly Carrying Fee	_____
Telephone/Cable TV	_____
Renters Insurance	_____
Personal Wi-Fi	_____
Electric	_____
Total Monthly Cost	\$ _____



*Our facility is a 54-unit retirement community for active, independent adults 55+ on the shores of beautiful Lake Michigan.*




**PLAN YOUR FUTURE WITH US!**  
 (231) 352-7217

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 5411 Michigan Ave. Frankfort, MI 49635

**Michigan Shores Cooperative**

*Member Share Cost September 19th, 2024 through September 18th, 2025*

Description	Type	Qty	Sq. Ft	2025		2024/2025		Annual		20%	
				Monthly	Share Cost	1% Increase	Capital Fee				
1 bed	B	5	799	1,039.13	\$ 38,096.05	\$ 517.03	\$ 7,619				
1 bed	C	8	676	968.33	\$ 33,141.75	\$ 432.65	\$ 6,628				
1 bed	Cm	2	676	968.33	\$ 33,141.75	\$ 432.65	\$ 6,628				
1 bed	D	2	736	967.19	\$ 33,881.25	\$ 448.63	\$ 6,776				
2 bed	E	2	884	1,245.81	\$ 44,535.50	\$ 615.30	\$ 8,907				
2 bed	Em	1	884	1,242.39	\$ 44,535.50	\$ 615.30	\$ 8,907				
2 bed	E'	8	968	1,246.95	\$ 44,535.50	\$ 615.30	\$ 8,907				
2 bed	G	8	1072	1,502.74	\$ 53,635.49	\$ 703.88	\$ 10,727				
2 bed	F	5	1110	1,503.88	\$ 53,635.49	\$ 703.88	\$ 10,727				
2 bed	H	6	1476	1,873.86	\$ 65,633.15	\$ 918.09	\$ 13,127				
2 bed	Hm	1	1359	1,872.71	\$ 65,633.15	\$ 918.09	\$ 13,127				
2 bed	H'	3	1488	1,950.36	\$ 67,042.95	\$ 958.37	\$ 13,409				
2 bed	J	3	904	1,250.38	\$ 42,883.41	\$ 568.08	\$ 8,577				

A share belongs to a member until the member or his/her estate offers to sell. The value at the time of the sale is based on the original cost, plus 1% of the value of the unit (established at the initial endorsement of the project mortgage) for each year of occupancy. The 1% limited-equity formula is under direct control of the Cooperative. The Share Cost is increased by the 1% limited equity every September 19th.

The fee for new members shall be 20% of the membership share SALES PRICE unless the sales price is less than the current listed member share cost above, then the fee is the greater of. The capital fee is due at the time of payment of the membership share by the purchaser of the unit. Transfer of a membership is complete upon full payment of the member share cost plus capital fee. New members as of June 18th, 2019 moving into a larger unit, are subject to pay the difference between their first 15% capital fee paid, and the new capital fee required for the larger unit. Members moving into a smaller unit do not get the difference refunded to them. This amendment is not retroactive and does not apply to members who purchased a membership before June 18, 2019. Amended June 18th, 2019 Amended January 23rd, 2024.

**A member can sell their membership for an elevated share cost, which would increase the 20% capital fee due.**



**RESERVATION AGREEMENT / WAIT LIST**  
**of**  
**MICHIGAN SHORES COOPERATIVE**  
**Frankfort, Michigan**

This Reservation Agreement ('Agreement') is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between MICHIGAN SHORES COOPERATIVE (the "Corporation"), a Michigan non-profit Corporation and \_\_\_\_\_ ('Applicant' or 'Reservation Holder').

WHEREAS, Reservation Holder desires to reserve a residence unit in Michigan Shores Cooperative ("Unit") and reside there in the future when the unit becomes available; and

NOW THEREFORE, Reservation Holder and the Corporation agree as follows:

1. Reservation Holder will have priority for selection of a Unit, based on the date of this Agreement and the chronological order in which similar agreements are entered with other reservation holders.
2. In consideration for the rights and privileges as outlined in this Agreement, Reservation Holder agrees to pay a Reservation Fee of Five Hundred Dollars \$500.00, receipt of which is acknowledged by the Corporation upon its signing of this Agreement. The Reservation Fee is a non-interest-bearing administrative fee associated with this Reservation Agreement and will be credited toward the total Subscription Price due upon approval of Reservation Holder's application for membership.
3. Reservation Holder may terminate the Agreement for any reason prior to occupancy of the Unit by giving written notice to the Corporation. Upon such termination, the Corporation will refund the Reservation Fee within approximately sixty (60) days of such notification of termination.

4. The Corporation may terminate this Agreement if Reservation Holder does not meet the membership criteria set by the Corporation. Upon such termination, the Corporation shall notify Reservation Holder and the Corporation shall refund Reservation Holder the full amount of the Reservation Fee within approximately sixty (60) days of such notification of termination.
5. If the Reservation Holder dies before occupying Michigan Shores, this Agreement shall be deemed cancelled and the Corporation shall refund to the Reservation Holder's legally authorized representative the full amount of the Reservation Fee within sixty (60) days of notification of death.
6. Reservation Holder is responsible for notifying the Corporation of any changes in address, telephone number and/or email.
7. Members are required to be able to maintain their own apartments and take care of themselves, or provide the necessary assistance required to do so. Michigan Shores is not an assisted living facility and does not provide care giving services of any kind.
8. Michigan Shores Cooperative does not discriminate against any person(s) because of race, color, sex, sexual orientation or identity, religion, familial status, national origin or other protected classification except age. Business is conducted in accordance with the Federal Fair Housing Law.
9. Applicants acknowledge that the Corporation's building and attachments have been designated as a smoke free living environment. Members and members of household may not smoke anywhere in the apartment unit, including balconies, decks, and patios; and in common areas of the building, including, but not limited to community rooms, community restrooms, lobby, reception area, hallways, laundry rooms, stairways, office, kitchen, mechanical room, exercise room, storage rooms, elevator, and garages; or adjoining grounds within 25 feet of the entry of any building, nor shall the Member permit any guests or visitors under control of the Member to do so.
10. It is highly recommended that applicants be able to fulfill the income eligibility requirement as determined by the Board of Directors and the Corporate Manager. The general guideline utilized is that the Corporation's monthly carrying charges should not exceed 25% of the Applicant's gross income; however, this is only a guideline, not a requirement. This will allow for any inflation of the monthly carrying charges which are subject to annual increases. Credit/background checks may be performed as part of the application process.



11. The Board of Directors has the right to not approve an application if it feels an Applicant does not meet the required eligibility. The Member Applicants must be at least 55 years old to sign this Reservation Agreement.

**PLEASE MAKE CHECKS PAYABLE TO: MICHIGAN SHORES  
ESCROW ACCOUNT**

Returned deposit checks for NSF will cancel your right to this reservation.

In Witness Whereof, Michigan Shores Cooperative and Reservation Holder have executed this Agreement, and the Five Hundred Dollars (\$500.00) Reservation Fee has been paid as of the day and year first above written.

\_\_\_\_\_  
Reservation Holder

\_\_\_\_\_  
Reservation Holder

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City, State, Zip Code

( ) \_\_\_\_\_  
Telephone Number

**Michigan Shores Cooperative**

\_\_\_\_\_  
Cooperative Manager

\_\_\_\_\_  
Date



**FOR OFFICE USE ONLY**  
Sent Out By: \_\_\_\_\_

**APPLICATION**

**MICHIGAN SHORES COOPERATIVE**

Thank you for your interest in residing in Michigan Shores Cooperative. We look forward to processing your application. Please answer all questions on this application. Enter "None" or N/A for those questions which do not apply to you. **Applications will not be considered unless they are fully completed**

This application is for **one person**. A separate application must be completed if a second person will occupy the apartment. Speak to the Cooperative Manager at 231-352-7217 for waitlist status information. Do not hesitate to contact us with any questions about our application process, our Cooperative Manager is just a phone call away.

**APPLICANT INFORMATION**

NAME		
_____	_____	_____
Last Name	First Name	Middle Initial
CURRENT ADDRESS		TELEPHONE NUMBER AND AREA CODE
_____		(____) _____
Street Address	Apt. No.	E-mail: _____
_____	_____	_____
City	State	Zip Code

**HOUSEHOLD COMPOSITION**

1. Will anyone else live in the unit with you? If yes, please provide the following information and note that all adults must complete their own application:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other household member's full name	Relationship to you	
_____	_____	

	<input type="checkbox"/> Co-head/Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other adult <input type="checkbox"/> Foster adult/child <input type="checkbox"/> Live-in aide ( <i>Live-in aides must be approved before move in</i> ) <input type="checkbox"/> None of the above
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**HOUSING INFORMATION**

2. Michigan Shores Co-op has come to be a healthier and safer environment to live in by becoming 100% smoke free. Smoking is not allowed within the individual apartments, the common areas, and within 25 feet of the building. This includes Electronic Cigarettes. Do you acknowledge that you are aware of this smoke free policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Smoking marijuana falls under the smoke free rule. Smoking is not allowed within 25 feet of the building. Do you acknowledge that you are aware of this zero-tolerance smoking marijuana use policy, and agree that you, your guests, and service providers hired by you will abide by this policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you understand that failure to comply with the smoking and smoking marijuana policies may result in termination of tenancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The management and property staff do not provide, nor has the authority to provide, any personal care or personal supervision services. All care and supervision services must be provided by the resident or aides supervised by the resident or the resident's representative(s). Michigan Shores Cooperative does not provide assistance with personal activities or daily living. Are you able to meet all the obligations of tenancy with or without assistance from outside the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Legally, do you need permission of another person (i.e. court appointed guardian) to make leasing or financial decisions? Durable Power of Attorney? If yes, please provide her/his contact information:  Name: _____ Phone number: (____) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PETS & ASSISTANCE/COMPANION ANIMALS**

Please review the Pet Policy. The presence of any animal must be approved before the animal is allowed to be kept in the unit.

7. Do you plan to keep an animal in your apartment? Michigan Shores allows one pet per unit.		<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If yes, please provide the following information:		
<b>ANIMAL TYPE</b> <i>(dog, cat, turtle, etc.)</i>	<b>BREED</b> <i>(if applicable)</i>	<b>WEIGHT</b>

**PARKING**

9. This building offers one indoor parking space per member. Any additional vehicles will have to park outside the garage.	
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**APPLICANT SIGNATURE AND CERTIFICATION**

I understand the information in this application will be used to determine eligibility for a unit and that this information will be checked. I understand that any false information may make me ineligible for a unit.

I certify that all information given in this application and in the attachments: application's information and the citizenship declaration are true, complete and accurate. I understand that if any of this information is false, misleading or incomplete, management may decline my application or, if move-in has occurred, terminate my Lease Agreement.

I understand that it is a criminal offense, to make willful statement or misrepresentation.

During the application process, if your address and/or phone number is to change, it is your responsibility to provide us with the new address and/or phone number.

This facility is committed to serving all eligible and qualified individuals regardless of disability. If you need a reasonable accommodation to reside or continue to reside in this facility and have an equal opportunity to participate in the project, you should bring that fact to the management's attention. The management will try to work with you to reach an accommodation in keeping with the fundamental nature of the project and within the budgetary and administrative limits of the facility.

Notification of Non-Discrimination Based on Disability: Michigan Shores Cooperative does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## AUTHORIZATION TO RELEASE INFORMATION

I am applying for a Membership at Michigan Shores Cooperative. My signature below authorizes credit reporting agencies and/or landlord references and law enforcement agencies to release all pertinent information requested.

Applicant's Name (please print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date of Birth \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_

All Social Security Numbers Used by Applicant \_\_\_\_\_

If you have no social security number, you claim you are exempt because:

- You are an ineligible non-citizen
- You were 55 as of \_\_\_\_\_

Date \_\_\_\_\_



**PLEASE RETURN THIS APPLICATION TO:**

**Michigan Shores Cooperative  
Attn: Cooperative Manager  
641 Michigan Avenue  
Frankfort, Michigan 49635**



Application-MIShores

When would you like to move in? \_\_\_\_\_

Can you pay the Member Share cost investment plus first month's Monthly carrying charge upon signing the paperwork? \_\_\_\_\_

Michigan Shores Cooperative members must be at least 55 years old, do you qualify? \_\_\_\_\_

Do you have pets? Michigan Shores allows one pet per unit. \_\_\_\_\_

Michigan Shores may require a background and credit check, you can see available units, but if you want to proceed with the purchase of the membership, you will need to pass a credit and/or background check, do you authorize Michigan Shores to proceed with the screening? Any cost for such, will be paid for by Michigan Shores. \_\_\_\_\_

Michigan Shores Cooperative is a smoke free building, do you smoke? \_\_\_\_\_ There is a strict no smoking within 25 feet of any entrance or exit door. Please see our No Smoking policy. This includes smoking marijuana. Do you agree to follow this policy?  
\_\_\_\_\_

How many residents will be occupying the unit permanently? \_\_\_\_\_ We have an occupancy policy that dictates how many residents can live in a type of unit. Each occupant must be independently approved for membership at Michigan Shores.

Michigan Shores Cooperative is an independent retirement community. There is no assistance provided for members. Can you live independently and perform the Activities of Daily Living? Feeding, Dressing, Bathing, Transferring, Toileting and Walking. \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Applicant Screening Policy**  
**Adopted: June 27, 2023**

Prospective members of the Michigan Shores Cooperative (MSC) must complete member application forms and undergo a qualifying process, which includes but is not limited to third-party credit, criminal, and eviction checks, plus current residence verifications. MSC pays all costs of investigation.

MSC will make reasonable efforts to obtain accurate information regarding prospective members. However, the 3rd party information provider(s) limits information accuracy. MSC IS NOT RESPONSIBLE FOR INACCURATE OR INCOMPLETE INFORMATION.

Prospective members agree to allow MSC to use discretion and judgment in securing a lease and enforcing the terms or conditions of said lease, and does not hold MSC responsible for making any rental payments or other costs and/or fees not paid by members.

MSC uses screening software to screen potential members. Their results are based on Credit Report with SSN Fraud and Vantage Score. The software doesn't provide a credit score, only a risk score. It uses Vantage Risk Score model, which is a 3 digit model from 300-850 that is very similar to a FICO score. It has been built by all 3 credit bureaus to determine credit worthiness in the multifamily space. It provides a better picture of credit and has more data and is more predictive.

All member candidates who do not meet these screening requirements shall be referred to MSC board of directors for review and final decision.

Prospective members agree to hold MSC harmless for any actions of the member. MSC is to retain applications and reports of all prospective members.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_  
Prospective member



## What Happens After You Join the Waitlist at Michigan Shores?

Thank you for joining our waitlist! Here's a step-by-step guide for purchasing a membership at Michigan Shores:

- **Step 1:** Receive an information packet (mailed or picked up).
- **Step 2:** Schedule and take a tour of the building.
- **Step 3:** Complete and return the following:
  - Reservation Agreement
  - Membership Application Forms
  - Screening Policy Form
  - \$500 waitlist deposit (payable to Michigan Shores Cooperative).
- **Step 4:** Begin receiving email notices regarding available memberships.
- **Step 5:** Respond within **10 days** of receiving an email if you're interested in pursuing an available apartment.
  - If you're not interested in the apartment, no response is needed.
  - Turning down an apartment does not affect your waitlist seniority.
- **Step 6:** After 10 days, those who expressed interest will be reviewed, and the apartment will be offered to the person highest on the waitlist.
  - The selected person has **2 days** to schedule an appointment at the Michigan Shores office.
- **Step 7:** At the office, sign all paperwork and submit full payment for the membership share plus the Capital Fee.
- **Step 8:** Schedule an in-person interview with the Interview Committee.
  - After the interview, the committee will make a recommendation to the Board of Directors.

- **Step 9:** The Board of Directors will approve or deny your membership application.
- **Step 10:** If approved, you are ready to move in!
  - You will receive:
    - Copies of your signed paperwork
    - A Welcome Hospitality Packet
    - A Mentor (to help you settle in)
    - Keys to your apartment
    - A membership certificate
    - One indoor garage parking space with opener
    - A storage room.

It's that simple!

If you have any questions or concerns, feel free to contact me at **231-352-7217** or email me at [shirley@michiganshores.net](mailto:shirley@michiganshores.net).

Sincerely,

**Shirley Robert**  
Cooperative Manager

Updated January 9, 2025