Glenn Haven Condominium Association

HOUSE RULES

Effective Date: 12/10/15

**It is the responsibility of each owner and resident to be familiar with the Declarations, Bylaws and House Rules** (collectively the “governing documents”) of the Glenn Haven Condominium Association. The Board of Directors has the authority to adopt and enforce such additional rules as it may deem necessary or advisable; to amend same and to impose reasonable fines, penalties or legal action upon owners for violations. **Owners are responsible for actions of their guests and occupants**, and all leases must condition tenancy upon compliance with the governing documents.

Maintenance

1. All owners shall keep their Units and Limited Common Elements clean, repaired and maintained in good order and condition.
2. No additions or modifications to the Common Elements or exterior of buildings (including all doors) are permitted without written approval of the Executive Board.
3. **ACCEPTABLE DECK ENCLOSURES: Wood Slats:** Wood slats may be installed in addition to the existing wood slats, or as a replacement to the existing wood slats, if they are installed parallel to the existing slats extending from the bottom of the deck to the top of the railing (equal to existing slats.) The slats should be approximately 2" X 2". Other wood slats or modifications, plastic, and wire mesh are not acceptable. Please seek Board approval prior to any alterations to this design. Any deck enclosures or other common are modifications, must be approved by the Board, in writing, prior.
4. Exterior Doors/Front doors to common area, or front doors to units, should not be defaced in any way. Affixing signs of any kind to a door is not acceptable, i.e., unit numbers, name, etc.
5. Structural alterations and wiring modifications by unlicensed individuals are not permitted. Owners are encouraged to use licensed, bonded and insured contractors for repairs performed within their units. If improper work results in damage to another unit or to the common areas, owners will then have recourse against the contractor.
6. All dryer vents and stove/microwave vents have lint or other filters, which will remain installed and prevent lint, ect. from accumulating in the vent duct. All such filters and screens will at all times be used and kept in clean, good order and repair by the unit owner. Vent installations must be approved by the Board prior to installation.
7. **Wood piles/Wood Storage**: shall be allowed on the common area decks. if a homeowner should chose to store their wood outside, the wood shall be neatly stacked and shall not touch the common area walls. If the homeowner wishes to cover the wood to protect from snow, the covering will be permitted from October 1 through April 30, otherwise coverings are not permitted.
8. **Back Yard Wood Storage**: Wood shall be neatly stacked in straight rows and shall not occupy more than 24 square feet of common area and shall not exceed the following perimeters: 4 feet high, four feet deep and 8 feet long for a maximum of 24 square feet and two inches away from the exterior wall.

Use Restrictions

1. Units are restricted to single family residential usage. Professional and administrative occupations may only be carried on within units as long as the activity is not externally evident.
2. No unlawful use or use which increases the Association’s rate of insurance shall be made of any part of the project. No firearms may be used on the property.
3. The exteriors of the Units are not to be used for storage except as expressly permitted by these rules.
4. The use of exterior decks is limited only to normal recreational uses. With the exception of patio furniture and decorative plants (both during summer months only), nothing shall be placed on or hung from the decks which are visible from streets, common elements, or other units.

1. Barbecues and open flame cooking devices shall not be used on the decks or within 10’ of combustible building surfaces.
2. Explosives or illegal products may not be kept on the premises.
3. No noxious or offensive activities (including, but not limited to, the repair of automobiles) shall be carried on within the project.

Pets

1. With the exception of fish, a maximum of two (2) of each type of domestic pets (birds, cats and dogs) per unit are permitted at Glenn Haven.
2. Pets may not be raised or bred for commercial purposes.
3. Pets may not cause a nuisance to others. Any pet outside of a unit(including cats), must be attended and restrained at all times (Animals may not be tied out on common elements or left on limited common element decks—front or rear—under any circumstances). The Municipal Animal Control Regulations are in effect in the project and will be strictly enforced.
4. Feces shall be immediately picked up and disposed of in a sanitary fashion, to avoid creating health hazards.
5. Residents shall file a complaint with the Municipality and forward a copy to the Association if there is any injury to a person as a result of a domestic pet or other animal.
6. Any cost resulting from damage or injury caused by a pet may be assessed against the owner’s unit.
7. Owners may be fined or be requested to remove their pets for failure to observe the above animal control rules.

Leasing of Units

1. Prior to renting a unit owner must request permission in writing to rent their unit. This is to ensure that rental occupancy rates stay within FHA and AHFC occupancy requirements.
2. A unit owner who rents, leases or otherwise permits another party to occupy his unit shall provide the new occupant’s name, mailing address, and home and work telephone number. **Copies of the House Rules must be provided to all renters/occupants--this is the responsibility of the unit owner**. Leases must require compliance with the Declaration, Bylaws and House Rules as a condition of occupancy. The **attached Tenant Registration and Lease Addendum forms must be signed and sent to the management company within ten (10) days of rental occupancy or signing of a rental agreement**, whichever is earlier.
3. Each unit owner should be aware that they are responsible for the actions of their renters/occupants. Unit owners will be notified of violations and will be expected to ensure compliance of occupants and guests. Fines, if necessary, will be levied against the unit owner, rather than the tenant.
4. Each unit owner must have a current confidential "means of contact" form on file with the management company. Information is held in strict confidence, but is necessary in the event of an emergency involving your unit. Information must be updated each year at the time of the Annual Meeting.

Vehicles and Parking

1. Inoperable or junk vehicles shall not be parked or left anywhere in the common area, driveways, assigned parking spaces, or adjacent streets. Vehicles with expired tags, flat tires, broken glass, or missing parts are considered inoperable.
2. Vehicles shall not be repaired or have oil changed while on the project, regardless of location. Any oil leaks shall be promptly corrected, and the owner may be charged any cleaning cost associated with removing oil stains from the parking areas.
3. Snow machines, jet skis, etc. on a registered trailer and motorcycles are allowed, if stored in the unit owner’s designated parking space, however, no expired tags will be allowed for no longer than 5 consecutive days
4. Each unit owner shall be liable to the Association for any damages to the common elements, including lawns and trees, or any equipment thereon which may be sustained by reason of the negligence of said unit owner or of their guests, invitee or tenants.
5. Parking areas should be cleared of all vehicles for snow removal.
6. Homeowner’s personal vehicle repairs must be completed within seven (7) days or the vehicle will be subject to towing, at owner’s expense.
7. The only vehicles allowed on the property include passenger automobiles and up to 1-ton trucks or vans. No boats, travel trailers, trailers, including snow machine or jet ski trailers or RV’s. Temporary parking of recreational vehicles, not to exceed 30 days in 1-year period, is allowed with written approval, however the property management service must be notified.

Lawns and Common Elements

1. Common entry areas are to be kept clean and clutter free. Common entries may not be used to store bikes, toys, furniture, or any other personal items.
2. Common entry doors are to be closed and locked at all times. Doors should not be propped open and locks should not be tampered with.
3. Bikes are not to be ridden on the lawns, nor shall any toys or items be left on the lawn areas except when in actual use under proper supervision.
4. Littering or obstructing of the common elements is strictly prohibited, including **Cigarette Butts**.
5. Lids on dumpsters are to remain closed when not in use so as to limit the litter spread by birds and other animals.
6. Foot traffic shall be confined to the sidewalks wherever possible to prevent wear patterns in the lawn. Under no circumstances shall foot traffic be permitted on the sloped lawn areas, which are especially susceptible to erosion and damage.
7. Outside installations, such as antennas, including but not limited to TV antennas, satellite dish antennas, basketball hoops, air conditioners, ect. are prohibited unless approved in writing by the Board. If a homeowner installs an antenna, a design must be submitted to the Board (or it's representative, Management) for approval. It is the homeowners responsibility to manage/monitor the installation of cable for utilities (including cable, television, and phone) and to ensure that the cable is installed along the border of a wall/roofing and that the cable is buried a minimum of 6" deep. It is not acceptable to have cable strung across the lawn or a window or horizontally across the building(s) that is not following a border. Satellite dish antennas can be professionally installed per specs provided by Management. Please contact Management with any questions.

Noise/Nuisance

1. All residents are entitled to peace and quiet within their homes at all times. Radios, musical instruments, stereos, televisions, and similar entertainment devices shall be used in a reasonable manner with volume such that the noise may not be heard in adjoining units.
2. Residents may not cause a nuisance to others. This includes, but is not limited to, noise and noise-producing activities.
3. Vehicles may not be revved within the project, and drivers shall use extreme care to minimize noise. Radios within vehicles shall be kept at a volume where sound cannot be heard outside of the vehicle while within the project.
4. Vacuum cleaners, washing machines, clothes dryers and appliances, as well as outdoor noise from parking lots, doorsteps, and the lawn, making similar levels of noise shall not be used between the hours of 9:00 p.m. and 6:00 a.m. as the noise levels extend to other units.
5. Trash shall be placed directly into the provided dumpsters. Trash is NOT to be stored on decks, or in common entry ways, or left outdoors for any amount of time.
6. Homeowners should not park near the dumpster on garbage pick-up day. If your vehicle prevents garbage pick-up you will be assessed a fine. It is the homeowner’s responsibility to manage their guest vehicles and to know what day is garbage pick-up day.

Miscellaneous

1. In the case of a bona fide emergency, the Board of Directors or association manager can authorize entry to a unit when the unit or any part of the project is threatened, regardless of whether the unit owner or occupant is present. Emergencies include but are not limited to broken pipes, fire, roof leaks, etc.
2. Advertisements, posters or signs/flyers may not be displayed except with written approval of the Board of Directors of the Association, provided, however that the restriction shall not apply to any single sign of a reasonable size placed in the window (not fastened to the building exterior) which states the unit is for sale or rent.
3. Windows shall be kept tidy to ensure a uniform exterior appearance of the building. Aluminum foil, blankets, sheets or other unsightly window coverings visible from the exterior are prohibited.
4. Owners must timely provide telephone numbers, e-mail addresses, and emergency contact information to the association, updating same within ten (10) days of any change.
5. All holiday decorations shall be removed within 15 days following the holiday. White lights are permitted 25 October through 31 March.
6. Passive recreational facilities, open space and within the common areas are limited to the use of Unit Owners, their tenants and invited guests. All facilities are used at the risk and responsibility of the user, and the user shall hold the Association and property management service harmless from damage or claims by virtue of such use.
7. Recreational equipment, such as swing sets, wading pools etc. shall not be set up on common area property due to possible claims on liability.
8. Parents will direct and control the activities of their children in order to require them to conform to the regulations. Parents will be responsible for violations or damage caused by their children whether the parents are present or not.

Fine Schedule/Procedure

Payment of monthly dues, fines and assessments are due the first of the month. If not received by the **25th** of the same month, a $10.00 late fee will be charged. If dues, fines and assessments become more than **30** days in arrears, a demand letter will be sent. If the account becomes **60** days late, the account will be turned over for collections and credit reporting agency notified or such other legal action as is necessary to collect the debt.

The above rules, in addition to provisions of the declaration and bylaws, will be enforced with minimum fines of $25.00 per violation. At the discretion of the association manager or board of directors, minor “first offenses” may result in a warning before imposition of fines. Violations which are deemed to be “serious” may warrant larger fines, up to any amount deemed “reasonable” for purposes of Alaska Statute 34.08.320(a)(11). Ongoing, recurring or intentional violations will result in progressively severe fines which will be levied at the discretion of the board.

In addition to fines which may be levied, the board may institute legal proceedings or correct violations (i.e. repairs, restoration, vehicle towing, etc.), charging all associated costs back to the offending owner as additional assessments. If the association must retain legal counsel to enforce House Rules, Declaration or Bylaw provisions, legal costs may be assessed against the owner as additional fines.

Notice of Hearing shall be provided in accordance with the declaration prior to fines being levied, and no fine shall become final until the hearing occurs (or the deadline to request a hearing passes) and Notice of Decision is provided in the same manner as Notice of Hearing. Fines will be levied to ensure compliance with association rules and regulations, rather than to raise revenue.