

LYNN TERRACE ASSOCIATION

HANDBOOK

**A CONDENSED VERSION OF BY-LAWS
AND POLICIES**

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LYNN TERRACE ASSOCIATION HANDBOOK INTRODUCTION

As owners in the Lynn Terrace Association, we live in a condominium structure where the grounds and the property are subject to restrictions established by the By-laws and policies set by Board of Directors.

The following section describes the **responsibilities of the Co-owners and renters**. A general list of responsibilities are laid out in Appendix A, Lynn Terrace Association Maintenance Responsibilities List. (Last page of the handbook.) Association By-law, rules and regulations apply to renters in the same way that they apply to the Co-owners. Co-owners have the responsibility of informing persons to whom they rent their unit(s) of the associations By-laws. Refer to:
LEASING/RENTAL.

In compiling this information the Lynn Terrace Association wishes to simplify content in the Condominium Documents and current policies. We hope this will be a useful tool for all who reside at Lynn Terrace. **This Handbook is only a guide. In the event of any conflict between this Handbook and the Condominium Documents, policies or regulations adopted by the Board of Directors, those documents, policies and regulations control the rights and obligations of Co-Owners and the Condominium Association.**

Respectfully,

Lynn Terrace Association Board of Directors.

ACCESS/ADDRESS

The association shall have access to each unit from time to time, during reasonable working hours, upon notice to the Co-owner thereof, as may be necessary for maintenance, repairs or replacement of any of the common elements. **The Association shall also have access to each unit at all times without notice as may be necessary to make emergency repairs to prevent damage to common elements or to another dwelling unit. It is the responsibility of each Co-owner to provide to the association means of access during any period of absence. Co-owners are encouraged to give a key to a neighbor or family in case emergency access is needed.**

All Co-owners must provide Association with current mailing address and phone number where they can be reached.

ALTERATIONS AND IMPROVEMENTS

Co- owners cannot make alterations in exterior appearances, structural modifications, or changes in any of the common elements, limited or general without the express written approval of the Board of Directors. This includes exterior painting, the erection of antennas, lights, aerials, awnings, doors, shutters, concrete, windows or other exterior attachments or modifications.

Co-owners or occupants may not damage or make modification or attachments to the common element walls between units that in any way impair sound conditioning provisions. The Board of Directors may approve only such modifications as do not impair the soundness, safety, utility or appearance of the condominiums.

Request for modifications or attachments should be in writing and delivered to the Board of Directors for Consideration.

ANNUAL MEETING

Annual Meetings is held **second Tuesday in November**, as amended 2003.

ASSESSMENTS

Co-Owners are required to pay monthly association fees on time. Association fees are due the first of each month. A late charge of \$25.00 will be imposed if the monthly fee is not received within 7 days or more of the due date. Owners are encouraged to read Article II of the By-laws for a full understanding of the assessment provisions.

1. Notice of delinquency and late charge will be assessed.
2. After 30 days Demand letter from Lynn Terrace legal representative. Co-owner will be responsible for legal fees.
3. Further legal action will occur at owners expense.

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BALCONIES, DECKS, PATIOS AND PORCHES

Balconies, decks and patio porches (slabs) are considered limited common elements. The use is limited to the unit owner, and the cost of repairs and replacement is the responsibility of the owner, as noted in the master deed. Repairs and replacement are to be of the same measurements and materials as the original construction unless otherwise approved by the Board of Directors before work is started.

BOARD OF DIRECTORS

The Lynn Terrace Condominium Association is governed by its owners as represented by an elected Board of Directors. The Board consists of a President, Vice President, Secretary, Treasurer and an alternative position. See article XIV of the By-laws for specific responsibilities. The officers of the association are elected annually by the Board of Directors at the organizational meeting of each new board, usually held immediately after the annual meeting.

BUDGET

The associations (through the Board of Directors) is required to establish an annual budget in advance of each fiscal year. The budget will project all expenses for the forthcoming year. Ten (10) percent of the annual budget is set aside for reserve funds. The reserve funds are used in future maintenance, repairs and replacement of common projects. Copies of the annual budget will be provided to each Co-owner.

From time to time it may be necessary to impose a **Special Assessment** to cover unforeseen projects. How special assessments are imposed is covered in Article II, Section 2, (b) of the Condominium By-laws.

Board members serve without compensation and simply have a desire to see that Lynn Terrace remains a comfortable community in which to live. Board Meetings are held monthly and are open to all owners and are an excellent time to hear of relevant concerns and plans. Approved Minutes of these meetings will be posted in each building. Meeting dates and times will be posted on the bulletin boards before the meeting.

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COMMON ELEMENTS

General common elements are described in Article IV of the Master deed and consists of land, electrical transmission system (excluding unit power from the meter to each unit), exterior lighting sources, gas distribution system, water meters, sewer system, construction, basement areas, basement floors, entry ways, laundry areas and other general common elements.

LIMITED COMMON ELEMENTS

Limited common elements are covered in Article IV Section 2 of the master deed. Some examples: a parking space (one for each unit), balcony and patio porches, unit windows, screens, doors, unit electric meters, basement storage area, water lines, drain lines and electrical wiring lines that go to each Co-owners unit.

DAMAGE

Each owners is responsible for maintaining his condominium and any limited common element for which he or she is responsible. Owners are also responsible for any damage cost to the association resulting from negligent damage to or misuse of any of the common elements.

FINES

Pursuant to Article VIII of the Condominium By-laws. Fines may be levied by the association after proper notice and hearing. A violation of any of the provisions of the Lynn Terrace Condominium Association documents by an Co-owner can be grounds for monetary fines. The Board of Directors may not assess fines unless the Co-owners has received proper notice and hearing as per the following outline.

PROPER NOTICE: Proper notice is accomplished by sending a letter by first class mail, postage paid, or personally delivered to the offending Co-owner or his representative, at his or her address with a proper return address. The offending Co-owner shall have an opportunity to appear before the association and offer evidence in defense of the alleged violation. The appearance before the Association shall be at its next scheduled meeting, But in no event shall the Co-owner have less than ten (10) days from date of notice.

Failure to respond to the notice of violation constitutes default.

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HEARING AND DECISION

The Board of Directors makes itself available to the Co-owners who received the violation notice. The Board hears the Co-owners defense and determines if the Co-owner is responsible for the violation and assesses the fine (if found guilty). The Board decision is final and the levied fine is as follows:

- (a) First Violation = No fine is levied
- (b) Second Violation = Twenty Five Dollars (\$25.00) fine.
- (c) Third Violation = Fifty Dollars (\$50.00) fine.
- (d) Fourth Violation and Subsequent violations. One Hundred Dollars (\$100.00) fine.

The fine levied is due and payable together with the regular condo assessment on the first of the next following month.

GARBAGE PICKUP/RECYCLING

Trash cans and recycling containers are located in the parking lot areas. Building 606 has one can located in the southeast corner of the parking area. A second large trash can is in between building 616 and 626. To prevent spillage during dumping by the trucks please keep the side sliding doors closed after use. The trash cans are to be used for dumping of garbage and small items only. Beds, windows, doors, large boxes, etc. are to be removed from the premises by the unit Co-owner or renter.

HOLIDAY DECORATIONS

Co-owners may do some limited Holiday decorating to some Common Elements. Co-owners need to let the board know of their intention in writing. An approval from the Board is needed in order to decorate any Common Elements (trees, outside doors etc...).

Decorations and lighting on Limited Common Elements, (balconies, decks, patios, porches) can be decorated without Board's approval.

INSURANCE

The Association Maintains insurance on the structure of each building. Each Co-owner is required to carry his or her own condominium/home owner policy. Each Co-owner is responsible for the reconstruction, repair and maintenance of the interior of their unit including floor and wall coverings, windows, appliances and personal belongings. Damage covered by roof leaks to the ceiling or walls is the responsibility of the association.

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LANDSCAPING

The association is responsible for maintaining the grounds including, but not limited to, mowing, weeding, raking and improvements. Owners are not allowed to make changes or modifications to this common element without written approval by the Board.

LEASING AND RENTAL

Co-owners desiring to rent or lease a condominium Unit shall disclose that fact in writing to the Association at least ten (10) days prior to presenting a lease form to a lessee, and at the same time, shall supply the Association with a copy of the exact lease form for its review for its compliance with the Condominium Documents. The terms of the lease must be at least one year unless specifically approved in writing by the Board. For details See Article VI, Section 2, A and B of the By-laws.

MAINTENANCE RESPONSIBILITIES (See Appendix A)

The attached appendix A list covers most of the maintenance responsibilities but is not exclusive. If you are unsure of whether or not a service or repair is covered through the Association please contact a board member for clarification. Co-owners are not authorized to incur cost and seek reimbursement for items normally covered by the association without first receiving direction to do so.

MAINTENANCE, REPAIRS, REPLACEMENT OF GENERAL COMMON ELEMENTS

The Association will bear the cost of maintenance, repair and replacement of general common elements as provided in Article V of the Condominium By-law as well as in Article IV of the master deed.

The Board of Directors decides on appropriate courses of action to be followed by the Association in matters relating to repairs and or replacement of general common elements.

NOISE AND ACTIVITIES

Lynn Terrace Association adopted 10 p.m. to 8 a.m. courteous quiet time. Activities such as remodeling, vacuuming, laundry, dishwasher, noisy exercise, loud music and television etc.

The same procedures will be followed as stated in the **HEARING AND DECISION** section page 4.

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OUTDOOR GRILLS

Only gas or electric grills are permitted. Charcoal grills are not permitted.

PARKING AND VEHICLES

Each condominium unit (owner) is assigned one parking space. Spaces are numbered to coincide with each unit. There is additional parking available just off of Westnedge Ave by building 606. No inoperable vehicles may be parked or stored in any parking area at any time.

No campers, boats, trailers, snowmobiles or recreational vehicles are allowed to be parked or stored. Motorcycles used for general personal transportation are allowed in the private assigned spaces.

Visitors should be park in the overflow area just off of Westnedge Ave by building 606 or on Lynn Ave.

PET POLICY

No Co-owner may have more than one dog and two cats at any time without Board approval given in advance. Owners are responsible for their pets so as not to be obnoxious or offensive on account of noise, odor or unsanitary conditions. No animal is permitted to run loose upon common elements. Please review Article VI, Section 5.

Lynn Terrace Association has adopted a policy that allows **dog ownership only to residing Co-owners.**

SAFETY

For safety and Lynn Terrace Association Liability, residents and their guests are prohibited from roller skating, inline skating, roller-blading , skate boarding, sledding, and roof climbing on Lynn Terrace premises.

SIGNS/ADVERTISING

The By-laws forbid the use of any "For Sale", "For Lease", "For Rent" signs or advertising signs visible from windows or building exterior. Consult with the Board for placing Realtors signs. See Article VI, Sec. 8 of the By-laws.

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SOLICITATION

Door-to-door solicitation is prohibited in the complex and appropriate action will be taken to expel solicitors from the premises. Residents are requested to inform solicitors of this fact and alert the Board of such activity.

UTILITIES

The association covers city water, gas for boilers, water heaters, sewers and common area electricity.

WATER SOFTENER

Water softeners are common to each building and they are located in the basement of each building and are maintained by the association.

WINDOWS /DOORS

All portions of curtains, draperies or other window coverings visible from the street or another Unit shall be made of or lined with a material that is white, off-white or beige in color.

WINTER RULES

Outdoor hoses are not to be hooked up during winter months because of the damage resulting from ice back-up and pipe freezing. Hoses should be unhooked and stored prior to October 15th of each year.

Patio furniture should be removed and stored prior to November 1st, of each year.

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| LYNN TERRACE ASSOCIATION MAINTENANCE RESPONSIBILITY LIST | | | |
|--|--|-------|-------|
| ITEM | DETAILS-COMMENTS | ASSOC | OWNER |
| Air Conditioning | Includes interior and exterior components | | X |
| Appliances | Stoves, Refrigerator, Microwave ovens, dishwashers | | X |
| Cable | Interior wiring | | X |
| Ceiling Fans | Fixtures and wiring, excludes damage from leaks | | X |
| Common Hallways | Cleaning, Vacuuming, Mopping | X | |
| Stairs, Basements | Cleaning, Vacuuming, Mopping | X | |
| Decks, Patios, Slabs | Repairs, Replacements, Painting | | X |
| Balconies | Repairs, Replacements, Painting | | X |
| Exterior Doors in the | | X | |
| Common Areas | Repairs and Replacement | X | |
| Doors, Locks, Hardware | Interior to each unit | | X |
| Electrical | Interior-Each Unit | | X |
| Electrical Panel | Interior-Each Unit | | X |
| Electrical Exterior | Common Elements | X | |
| Exterior | Wood, Brick and Concrete | X | |
| Floors-Interior | Each Unit | | X |
| Gutters/Downspouts | Repairs and cleanout | X | |
| Insulation | Original Construction Level | X | |
| Insulation | Installed by owner-Unit | | X |
| Insurance for units | Required by Bylaws | | X |
| Insurance, Common area | As Required by Bylaws | | |
| Landscaping | non-owner planted items, except by Board approval | X | |
| Lighting, Exterior | walks, courtyard, parking area | X | |
| Lighting, Interior | Basement, hallways, walkways, | X | |
| Mail Boxes | Actual Units, excluding locks and keys | X | |
| Painting, Exterior | Including trim, doors, etc. | X | |
| Painting, Wallpapering etc | Interior of units | | X |
| Plumbing | Plumbing stacks, interior and exterior pipes etc | X | |
| Plumbing | Fixtures, Toilets, Sinks, Basins, Tubs, Showers etc | | X |
| Parking Lots | Striping, Repairs, etc | X | |
| Roofs | Completely | X | |
| Satellite Dish | Board Required Approval of Board | | X |
| Security System | Includes Wiring, interior components | X | |
| Security System | Door Bolts, locks, etc | | X |
| Snow Removal | Parking lots to door | X | |
| Structural | Rafters, Supports and Interior walls | X | |
| Telephone | From point of building entry | | X |
| Trees | Trim, removal and replacement | X | |
| Walls | Interior | | X |
| Walls | Exterior | X | |
| Water Softeners | Salt, repairs | X | |
| Water Spigots | Exterior | X | |
| Windows-Each Unit | Panes, Hardware, Screens/replace with Board approval | | X |
| Windows Common Area | Basement, Entrance Doors | X | |
| Yard Areas | Mowing, Fertilizing, weed, leaf removal | X | |