



GLEN OAKS MANOR
TOWNHOUSE
ASSOCIATION

WELCOME TO GLEN OAKS MANOR

Welcome to Glen Oaks Manor Townhouse Association. As an owner of a townhome within this complex, you are a member of the Association. The Board of Directors, in conjunction with the property management company, has prepared this manual for your use in understanding certain important aspects of the Association's operation.

Townhome living is a unique style of homeownership, blending many benefits of single-family ownership with many benefits of the apartment life-style. If you are new to townhome living, you may have many questions about your responsibilities as a member of Glen Oaks Manor Townhouse Association. You may not know how to deal with certain situations you may encounter. It is our desire to address these subjects so that we can maintain a pleasant attractive townhome environment.

This manual will inform you of the specific rules and regulations which govern the Association and the procedures that must be followed when any change, modification or alteration to the buildings and grounds is considered. Each homeowner's thoughtfulness, cooperation and participation is an essential ingredient to making our community an enjoyable place to live.

All residents should acquaint themselves with the declarations and By-Laws, as these Rules and Regulations follow from them. The Association reserves the right to add to, delete from or modify these Rules and Regulations as it deems necessary with proper notification to homeowners/ residents.

This handbook has been provided for the convenience of the Glen Oaks Manor Townhouse Association residents. *Every effort has been made to ensure it accurately reflects the By-Laws and Articles of the Glen Oaks Manor Townhouse Association. However, if an interpretation is required, the Articles and By-Laws prevail.*

Please keep this handbook accessible for easy reference. If you sell your townhouse, please pass this handbook along to the new owner.



GENERAL INFORMATION

Glen Oaks Manor was built by Glen Rehbein Excavating, Inc. / Northland Construction, Inc. in 1984. Glen Oaks Manor Townhouse Association, Inc. is a nonprofit corporation chartered by the State of Minnesota to provide for maintenance, preservation and architectural control of the community of 130 townhomes. Membership is automatic with the purchase of a townhome.

The affairs of the Association are administered by a Board of five (5) Directors elected from the general membership at their annual Meeting, who have the responsibility to take appropriate action to uphold the common interest of the community. The Board of Directors is obligated to run the Association according to its registered legal documents: Articles of Incorporation, Declaration of Covenants Conditions and Restrictions and the By-Laws.

MANAGEMENT COMPANY

The Board of Directors, through the documents, has the right to employ a management company to conduct the day-to-day operations of the Association such as payment of bills, securing bids from contractors, overseeing contractors, collection of Association fees, preparation of financial statements, handling of maintenance problems, etc. The property manager attends the monthly meetings along with the Annual meeting each year. At the time of this publication, the current management company and property manager is:

Keller Properties, Inc.
Carl F. Keller III
1895 East County Road E
White Bear Lake, MN 55110
Phone: 651-777-0120
Fax: 651-704-0685
E-mail: kellerprop@aol.com
Website: kellerpropertiesinc.com

EMERGENCY ANSWERING SERVICE

The management company maintains a 24-hour answering service for the Association. This service is provided for emergencies only. An emergency is defined as any condition on the common grounds or building exteriors for which the Association is responsible that endangers life, limb or property. *All non-emergency questions, problems or suggestions should be directed to the property manager during regular business hours.*

Emergency Answering Service
651-229-3469

BOARD MEETINGS

Meetings of the Board of Directors are held on the second Wednesday of the month (except for Holidays) at the Circle Pines City Hall. All residents are welcome to attend the regularly scheduled monthly Board Meetings. The time of the meeting is available by telephoning the management company. A homeowner who wishes to have a matter put on the agenda should notify the property manager prior to the meeting so it can be placed on the agenda. Time is set aside at each meeting to hear homeowner comments. However, once the business meeting begins only Board members are allowed to vote.

ANNUAL MEMBERSHIP MEETING

The annual corporate membership meeting of the Glen Oaks Manor Townhouse Association is held on any day in the second or third week of May at the hour of seven o'clock. The exact day of the Annual Meeting will be based on availability of meeting sites. At this meeting, directors' positions are filled from the general membership, expenses and upcoming budget is reviewed, major projects and upcoming issues are discussed. Written notice specifying the place, day and hour of the meeting will be sent by mail to all Association members at least five and no more than thirty days prior to the meeting. Homeowners' are strongly encouraged to attend the Annual Membership Meeting.

COMMITTEES

Community participation is necessary and encouraged. Owners are encouraged to join a committee as their time and interest allow; *your help is needed and appreciated.*

NEWSLETTER

The Association publishes a newsletter as material is submitted or as items of interest to homeowners' becomes available. Any homeowner may submit written items to the Board of Directors / Management Company for consideration.

MAINTENANCE

The Association is responsible for exterior maintenance of the buildings, walks, private yard areas (except plantings provided by owner) and private common driveways as stated in the primary documents. Inside repairs and maintenance is the responsibility of the homeowner. The Association contracts for grounds maintenance service which includes care of the lawn and snow removal. Damage caused by the maintenance contractors and / or their employees is the responsibility of the contractor. These damages should be reported immediately to the property management company. Damage caused by vandalism should be reported immediately to the City of Circle Pines Police Department. Damage caused by residents or their guests will be the responsibility of the homeowners.

ASSOCIATION ASSESSMENTS

All homeowners are assessed equally in accordance with the provisions of the Declaration of Covenants, Conditions and Restrictions and the By-Laws. The monthly Association fee covers the annual operating expenses of the Association and provides for a reserve for replacement budget for repair and / or replacement of capital items. Copies of the budget are available at the Annual Meeting.

Your monthly Association fee includes exterior insurance coverage, administrative expenses, lawn care, snow removal and outside maintenance. As the owner, you are responsible for your water, sewer, electricity, telephone, cable and interior / contents insurance coverage.

The monthly Association fee may be paid through automatic withdrawal or paid by check payable to Glen Oaks Manor and mailed to the management company. The management company provides coupons and labels for remitting monthly Association fee payments. *All payments are due on the 1st of every month.*

LATE FEE POLICY

Monthly Association fees are due by the 1st of every month and will be considered delinquent if not paid by the 15th of the month. Should the 15th fall on a holiday or non working day, payment must be received by the next working day. No grace period will be granted.

A service charge of \$15.00 will be charged for each month that an Association fee is delinquent.

Payments made to an account will be applied to the oldest charges first and may include:

1. Previously applied late charges, if any.
2. Fines and other charges, if any.
3. Past due monthly Association fees, if any.
4. Current monthly Association fees.

Notification by regular mail of any delinquency in account status will be made by the management company, together with notification of applied late penalties and other charges, after the 15th of the month. Further legal action to collect delinquent fees may be initiated at the direction of the Board of Directors if the dues remain unpaid for sixty (60) days after the due date. All reasonable and proper expenses relative to that legal action will be the obligation of the delinquent townhouse owner.

In the event that any townhouse owner sells or vacates his / her property, he / she is still responsible for payment of any past due installments of assessments until he / she gives written notice of change of title to the Board of Directors or the Property Management agent of record.

Rules and Regulations
and
Enforcement

GLEN OAKS MANOR TOWNHOUSE ASSOCIATION

RULES AND REGULATIONS / ENFORCEMENT

Any regulations not being observed by a homeowner must be addressed to the Management Company and/or the Board of Directors. The homeowner will be provided notification of the violation in the manner described herein. These Rules and Regulations will be amended if changes to City/County Ordinances, Minnesota Statutes or Federal Regulations mandate such changes.

1. Attachments to Buildings:

- A. Alterations—No changes, alterations or improvements to any exterior surface of any living unit will be considered for approval unless written request is first submitted to the Management Company on the Architectural and Maintenance Form.

Enforcement—Restoration and/or removal at owner's expense.

- B. Antennas—Broadcast television, HBO, Satellite or any other type of antennas are permitted with prior approval (see A—Alterations)

Enforcement—Restoration and/or removal at owner's expense.

- C. House Numbers—Only those provided by the Association are allowed.

Enforcement—Restoration and/or removal at owner's expense.

- D. Exterior Surfaces—Artificial turf or carpet is not permitted on any exterior surfaces.

Enforcement—Restoration and/or removal at owner's expense.

- E. Gutters and rain diffusers are not permitted without the recommendation of the Architectural Control Committee and the approval of the Board of Directors.

Enforcement—Immediate removal by owner or at owner's expense.

- F. Attachments—Permanent attachments are not permitted without the recommendation of the Architectural Control Committee and written approval of the Board of Directors.

Enforcement—Immediate removal by owner or at owner's expense.

2. Use of Decks—Patios—Grills—Yards

- A. Decks/patios/seasonal—Items permitted on the deck are usual items of outdoor furniture, umbrellas, etc. Items not permitted are firewood, clothesline, discarded furniture, newspapers, magazines, hazardous materials or trash. Hot tubs are not allowed on decks, patios or outside the building.

Enforcement—Letter and \$25.00 fine; hazardous material—\$500.00 fine.

Owner will be contacted and requested to remove immediately or it will be removed at homeowner's expense.

- B. Grills—Gas grills are the only type of grills permitted on wooden or composite decks. Charcoal grills may be used on concrete or asphalt surfaces only, provided the grill is placed within a safe distance from the unit and the charcoal is disposed of properly.

Enforcement—Violates City Ordinance, will be reported to Police for resolution.

- C. Firewood—Storage of firewood is not permitted outside of the homeowners dwelling.

Enforcement—Owner will be contacted and requested to remove immediately or it will be removed at homeowner's expense.

- D. Recreational fires including but not limited to fire pits, fire bowls, chimneas, etc. are not permitted anywhere throughout the Association. Mobile cooking devices such as manufactured hibachis, charcoal grills, wood smokers and propane gas or natural gas devices are not defined as recreational fires.

Enforcement - Letter; removal at owner's expense.

3. Landscaping—Gardens

- A. Shrubs—Plantings of any shrubs is not allowed without the recommendation of the Architectural Control Committee and written approval of the Board of Directors.

Enforcement—Letter; removal.

- B. Trees—The planting of trees by homeowners is not allowed without the recommendation of the Architectural Control Committee and written approval of the Board of Directors.

Enforcement—Letter; removal.

- C. Gardens—Vegetable gardens are not permitted. Container gardening is allowed within reason.

Enforcement—Letter; immediate removal.

4. Lawn Furniture and Ornaments

- A. Lawn furniture—Furniture, including picnic tables, is not permitted on the lawns when not in use.

Enforcement—Letter; removal at owner's expense.

- B. Ornaments—Ornaments such as birdbaths, fountains, statues, etc. are not permitted on the lawns.

Enforcement—After 2 letters; \$25.00 fine.

5. Painting—New Construction

- A. No painting and staining of the exterior of buildings shall be done by the homeowners, with the exception of (B).

Enforcement—Corrected at owner's expense.

- B. All new construction including but not limited to flower boxes, benches, etc. must conform to existing colors and paint types used by the Association standards.

Enforcement—Corrected at owner's expense and/or removal.

- C. All new construction of DECKS must be of composite material and must conform to the existing colors used by the Association standards. Permission and prior approval from the ACC is necessary before construction begins.

Enforcement—Corrected at owner's expense and/or removal.

6. Watering

- A. Homeowner's are responsible for the watering of their own yard and are requested to water trees and shrubs in common areas adjoining their yards.

Enforcement—Letter, if further failure of homeowner to comply, the Association shall have the right to draw water from exterior hose taps of the living units.

7. Garbage Cans

- A. Garbage cans and recycle bins must be kept in homeowner's garage at all times except on the day of trash removal. Garbage cans and recycle bins must be placed on the street in a manner that DOES NOT block access to the mailboxes or paper receptacles. It is REQUIRED that all garbage cans and recycle bins be marked with the appropriate house number.

Enforcement—Letter, then fine of \$25.00

8. Realtor Signs

- A. Quantity—One (1) sign per living unit.

Enforcement—Extra signs will be removed by Association.

- B. Size—Sign to be of metal rod type.

Enforcement—Sign will be removed by Association.

- C. Removal—Sign must be removed within five (5) days following closing. Any damage created by realtor signs must be repaired by homeowner.

Enforcement—Sign will be removed by Association.

- D. Location—Signs are permitted on the homeowner's property only. Signs are not permitted in front of the newspaper receptacles, mailboxes or in the driveways.

Enforcement—Signs will be removed by Association.

9. Unapproved Activities

- A. Motor vehicle repairs, overhaul activities, automobile painting, etc. are not permitted on yards or in the driveway.

Enforcement—Repair of damages at owner's expense and \$100.00 fine.

- B. Welding and dust or debris producing activities such as metal and wood fabrication are not permitted on yards or driveways.

Enforcement—Repair of damages at owner's expense and \$100.00 fine.

10. Weatherproofing

- A. Polyethylene material is not permitted on the exterior surface of screens, windows, door or porches.

Enforcement—Removal of material

11. Exterior Lighting / Seasonal Lighting

- A. Seasonal lighting is permitted. All seasonal lighting must be removed within thirty (30) days after the conclusion of the holiday. Any other type of exterior lighting is not permitted.

Enforcement—Letter, removal at owner's expense.

- B. Security lighting – Many people are using walkway lights as well as clear / white lights as decorative, security and safety lighting around the building. Because of the lack of color, they are not considered holiday lights, their use is approved for everyday use and they can remain up all year but must have the recommendation of the Architectural Control Committee and written approval of the Board of Directors prior to installation.

Enforcement—Letter, removal at owner's expense.

12. Natural Areas

- A. The natural areas must be left intact unadulterated form.

Enforcement—Letter

13. Recreational Equipment

- A. Storage of recreational items outside the homeowner's dwelling is not permitted. This includes boats, motorcycles, snowmobiles, toys, trailers, ATV's, dirt bikes, bikes, hammocks or any other recreational toys or equipment. Portable basketball hoops must be stored inside when not in use.

Enforcement—Letter posted on living unit, followed by immediate removal by Association.

14. Parking

- A. Parking: Absolutely NO PARKING in snow removal areas (turnabout areas) or common driveways, day or night, winter or summer.

Enforcement—Letter posted on living unit, towing of vehicles at owners expense.

- B. Vehicles must not be parked blocking other vehicles. Parked vehicles must not unreasonably restrict or impede a homeowner's / occupant's use of their garage or driveway without their consent. Parking in front of garages is restricted to the length of one passenger vehicle.

Enforcement—Letter posted on living unit, towing of vehicles at owners expense.

C. Guest Area Parking:

There are four areas designated as guest parking. These are East of unit 98, North of unit 105, South of unit 106 and East of unit 114. These areas will also be used for homeowner's overflow parking, providing they meet the following criteria:

- a. The homeowner has vehicles parked in their garage and common driveway.
- b. Those vehicles parked in guest parking are moved on a regular basis.
- c. The vehicle license numbers are registered with the Management Company.

Enforcement—Letter posted on living unit, towed at owner's expense.

- D. Abandoned Vehicles—Parking of unlicensed or disabled vehicles is not permitted on Glen Oaks Manor property at any time.

Enforcement—Letter posted on living unit, towed at owner's expense.

- E. Lawns—Parking of any vehicle on lawns is not permitted.

Enforcement—Letter posted on living unit, towed at owner's expense.

F. **ADDITIONAL RESTRICTION PER ARTICLE IX SECTION 3:**

No boat, trailer, camper, motorhome or other recreational vehicle shall be parked or stored anywhere in Glen Oaks Manor Townhouse Association outside of a garage for more than 72 hours.

Enforcement—Letter posted on living unit, towed immediately at owner's expense.

CITY PARKING LAWS ARE IN SHORT:

City streets maximum 24 hour without moving, 2" or more snowfall – no parking for 72 hours or until snow is removed. There is not a grace period, you could be ticketed and towed. Contact the City of Circle Pines for current parking regulations

15. Pets

- A. Owners are required to clean up their pet's droppings on both the common areas and the homeowner's property.
- B. Any area that is feces littered will not be mowed on the scheduled day. It will be cleaned up at the direction of the property manager without prior notification of the homeowner. All costs incurred will be the responsibility of the owner.
- C. If additional contractor time is required as a result of the delay, the cost incurred will be the responsibility of the homeowner

Enforcement – Violation of City of Circle Pines Ordinance, violators will be referred to Appropriate City officials for enforcement.

16. Political Signs

- A. Political signs are not permitted on any Glen Oaks Manor Community properties.

Enforcement—Letter, immediate removal at homeowner's expense.

17. Negligence of Owners:

- A. No homeowner shall allow him/herself or any family member, guest or invitee to engage in any activity that results in damage to the exterior of his/her living unit or the common property.
- B. Homeowners shall be responsible for cleaning up of spilled or dripping automotive fluids on concrete and asphalt surfaces maintained by the Association.

Enforcement – Failure to make such repairs in a timely manner will result in the Association making these repairs with the cost being assessed to the homeowner.

18. Nuisances

- A. No noxious or offensive activities shall be carried on upon any lot or common property area, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood.

Enforcement—Homeowners should first try and resolve these matters between themselves.

If an acceptable resolution cannot be reached and violation(s) is against City of Circle Pines Ordinance, contact appropriate city Officials.

In all other cases a written complaint must be sent to the Management Company to be presented to the Board of Directors for resolution.

Management Company

Keller Properties, Inc.
1895 East County Road E
White Bear Lake, MN 55110

Phone: 651-777-0120
Fax: 651-704-0685
E-mail: kellerprop@aol.com

Website: Kellerpropertiesinc.com

Property Manager

Carl F. Keller III

Account Manager

Cindy LaPalme

After-Hours Emergency Number
651-229-3469

