

# *The Belknap Condominiums*

## Rules and Regulations



### WELCOME


Welcome to *The Belknap*! We love living here and believe you will, too! These regulations are designed so that The Belknap remains a great place to live. All owners, residents, renters, and guests must abide by these regulations to ensure a harmonious community.

### ABOUT THE BELKNAP

- **Brief History** – The Belknap condominiums occupy land which originally was part of the campus of Belknap School, one of the Jefferson County Public Schools. Built in 1916, the school was named for William R. Belknap, developer of the surrounding neighborhood. Its architect, J. Earl Henry, was known for his use of classical and mythical symbolism, as well as his ingenuous eclectic designs. The school closed in 1978. It was added to the National Register of Historic Places in 1982 and designated as a local landmark by the Louisville Metro Landmarks Commission in 2001.

Built to resemble the school architecture, The Belknap condominiums building was completed in 2006, consisting of 22 units on three floors, four with exterior patios and eight with small Juliet balconies, with common gathering areas on each floor.

- **The Belknap Association** – Belknap condominiums owners are members of The Belknap, Inc, referred to as the “Council,” (or informally, as the Association) governed by a Board of Directors elected by the Council at an annual meeting. Additional meetings are held as needed.
- **The Master Deed with amendments, Articles of Incorporation, and Bylaws** – These documents give the Board of Directors the authority to administer the affairs of The Belknap and to adopt and amend the **Rules and Regulations** regarding the operation and use of the property. Belknap residents comply with all **Condominium Documents** to maintain security, safety, and good neighborliness in our building. Fines may be imposed for non-compliance. In any discrepancy between the Master Deed as amended and these Rules and Regulations, the Master Deed has control. Refer to all **Condominium Documents** for further information.
- **Condominium Documents** – The Master Deed, Articles of Incorporation, Bylaws, and Rules and Regulations are collectively known as the Condominium Documents.

- **Shared expenses** – Your association dues cover expenses of The Belknap Association such as management fees, reserves for future maintenance and repairs, attorney fees, water service, hot water heaters, insurance, internet service, and trash and recycling removal, as well as basic common area expenses such as property maintenance, heating and cooling, snow removal, mowing and landscape services, cleaning, pest control, elevator maintenance, painting, and more. 

## 2021-2022 BOARD OF DIRECTORS

Alane Goldstein, President  
[alanegoldstein@att.net](mailto:alanegoldstein@att.net)  
 502-432-3553  
 #201

Jeff Conner, Vice-President  
[conner@hanover.edu](mailto:conner@hanover.edu)  
 812-701-9094  
 #305

Alicia Bloos, Secretary  
[aliciabloos@gmail.com](mailto:aliciabloos@gmail.com)  
 502-496-0345  
 #207

## PREPARING TO MOVE IN

- **At closing on your new Belknap condo** – You should receive building, unit, and mailbox keys from the seller. If your realtor has not obtained copies of all Condominium Documents for you, ask for those documents, as well as the Directory of Owners and Residents, from the property management company (see below).
- **Association Dues** – When you become an owner, please contact the property management company to arrange for dues payment at 502-410-4190. You may pay by check or set up an automatic withdrawal (ACH) from your checking account.

Evans Property Management, LLC  
 445 Baxter Ave., Ste. #200  
 Louisville, KY 40204



You may email Donna Skaggs ([donna@evans-property.com](mailto:donna@evans-property.com))  
 or Chad Evans ([chad@evans-property.com](mailto:chad@evans-property.com)).

**Accounts not paid** by the 10<sup>th</sup> of the month can be assessed 8% interest, added to the next month's bill. Fees may be added for returned checks. Liens may be placed on properties with accounts in arrears.

- **Contact and directory information** – Provide management with your phone number and email, as well as those of anyone else who will occupy the unit. If you reside elsewhere for part of the year, provide any contact info needed to reach you there.
- **Unit locks/keys** – Unit door locks and keys are the responsibility of the unit owner. Please **provide a copy of your key** to management for emergencies; if you do not, and someone must enter a unit in an emergency, you are responsible for repairs.





- **Mailboxes/keys** – You should receive your mailbox key from the previous owner. If the key has been lost, contact management for information on purchasing a new key. Please keep your mailbox closed and locked, and do not leave mail in common areas.
- **Entry security system** – **To gain access to the building** through the secure exterior front door (parking lot side) **and to allow visitors or delivery services to call you from the door directory** there, contact property management to set up your entry code and connect your phone number(s) to the door directory. Once that has occurred, visitors may select your name from the directory, prompting a call to your phone. After you answer, if you wish to allow that person access to the building, press 9 on your phone to unlock the door briefly. **Never admit into the building someone you do not know.**
- **Utilities, Insurance** – You will need to arrange for your own gas and electric service; water and sewer service is included in your association fees. AC units are on the roof, accessed through the third-floor trash room located next to unit #302. Water shut-off valves are located in the hallway ceilings outside each unit. Of course, you are responsible for property taxes and insurance for your condo and furnishings.
- **Internet** – The Association provides a very basic internet service to each unit for no additional charge (at low cost to the Association) which may not be adequate for all uses. Highspeed internet may also be purchased from Spectrum or AT&T if a more robust connection is needed; to allow cable/internet installer access to hook-up area, contact property management. If your unit needs to be connected to the Association-provided internet service, contact property management. Note: Of the several receptacles that may be in your unit, only one or two may connect to the internet.

## MOVING DAY



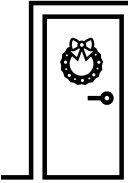




- **To keep the building secure during your move – and at ALL times – never prop open exterior doors unless someone stays there to provide security!**
- **Unloading furnishings** – You may temporarily park a moving truck in the driveway near the main entrance doors on the parking lot side of the building, being careful not to park on the brick sidewalk or curbing, to block passage through the driveway by other cars or emergency vehicles, or to cause damage to the building or landscaping. Do not leave the vehicle there overnight or for more than a few hours.
- **Moving furniture to upper-floor units** – When using the elevators to move objects, install the wall-protection blankets for the elevator which are stored in the first-floor utility room, located between units 102 and 104.



## BUILDING AND GROUNDS



- **Security** – Building security depends on careful residents. Never prop open any exterior door unless you stay to keep watch; and do not admit unknown people. Report to property management any suspicious activity observed on the property.
- **Parking** – Each condo has one numbered reserved parking space. Do not infringe on others' spaces. Additional cars should be parked on the street. 
- **Common areas** – Please enjoy gathering in common areas with neighbors or guests, but be considerate about not disturbing other residents and refrain from moving or damaging furnishings. **Personal property should not be left in these areas.** For non-maintenance issues in common areas, contact the management company. You may also contact any Belknap Association Board member.
- **Reporting common area maintenance issues** – Evans Property Management handles maintenance of the building and grounds. Please report any issues of which you become aware. There are two ways to communicate maintenance items:
  - 1) Email Donna Skaggs ([donna@evans-property.com](mailto:donna@evans-property.com)) or Chad Evans ([chad@evans-property.com](mailto:chad@evans-property.com)).
  - 2) Call the management office 24 hours a day, 7 days a week at 502-410-4190.
- **Trash & recycling dumpsters and trash rooms** – We have two outside dumpsters, one for trash and one labeled for recycling, and a trash room on each floor, between units 102 & 104, between 202 & 204, and by 302. Please take trash in tied trash bags to the dumpster or in tied, odor-containing or scented bags to cans in the trash rooms; trash with unpleasant smells that cannot be contained in a tied bag **MUST** be taken to the outside dumpster. Do not place unbagged items in the trash room cans. Deposit **recycling** in the recycling dumpster, not in trash rooms. Please break down boxes and try not to monopolize the dumpster. **Do not store personal items in the trash rooms.** 
- **Hallways** – Door decorations such as wreaths are allowed on the unit door as well as a welcome mat by the entrance door to each condo, as long as they don't block passage through the hallway. For fire safety and the safety of handicapped residents, **no other personal items should occupy the hallway.** 
- **Storage rooms** – The two locked storage rooms are at the resident's liability and are first-come, first-served. **Please limit items and remove unneeded contents.**
- **Dryer vent cleaning** – For safe and efficient drying, and to prevent fires, regularly clean out the lint trap on your dryer vent inside your unit.

- **Window and Door Maintenance and Repair** – Windows and doors are the unit owner’s responsibility, as is any damage to other units caused by improper maintenance. The patio/balcony doors are wood, so painting and exterior caulk for doors will be required occasionally. Check with the management company for the approved paint color. If repair or replacement is needed, property management has on file the names of possible resources recommended by other residents. The property manager cannot independently vouch for these companies.
- **Alterations to building and common areas** – Alterations to any common area (lobby, gathering areas, halls, stairways, outdoor areas, etc.) and unit exteriors (windows, unit entrance & exterior doors, balconies/patios, etc.) are not allowed without Board approval.
- **Window coverings** – To preserve the orderly look of the building, no changes may be made to window blinds or shutters provided in your unit. If they need replacement, seek similar items. You may add curtains, leaving blinds neatly in place underneath visible to the outside. Contact management with any questions. 
- **Construction/remodeling** – If you plan any major renovation in your unit, especially anything involving alterations to safety elements such as sprinklers and dryer vents, please provide the Board of Directors with your plan for their written approval before beginning work. You agree to use licensed plumbers and electricians. Any remodeling or construction should be limited to normal working hours (8:00 A.M to 5:00 P.M.) 
- **Noise** –During the “quiet time” between 10:00 p.m. and 8:00 a.m., there should be no noise that carries through the walls to other units or into the hallway. Residents must be considerate of others at all times and avoid unreasonably loud or continuous noise (e.g., television, loud music, continuous dog barking). Since walls are thin, we suggest using area rugs, removing shoes, and monitoring sources of noise as much as possible.
- **Smoking** – The Belknap is a smoke-free building. Smoking is NOT permitted in any common areas. Air purifiers and smokeless ashtrays are highly recommended if residents smoke in their units. Smoking outside is permitted as long as it is 10’ away from the building’s doors and windows. Exercise caution as there may be residents using oxygen. Smoking debris must never be left on the grounds or in common areas.
- **Signage** – No postings, flags, or signs are allowed on the building, in windows, in hallways, or on the property, other than one realtor sign (and “open house” sign on the day of the open house). Notices for our community may be posted on the bulletin board by the mailboxes.



- **Pets** – Dogs, cats, and birds are permitted. Pets must be leashed or caged when taken through common areas and the grounds. Residents have the right not to be disturbed by barking dogs, subjected to unwelcome contact, or menaced, jumped upon, sniffed, or licked by someone else’s pet. Residents must clean up after and are responsible for any damage caused by a pet. Owners may be asked to permanently remove from the property any pet which creates or causes a nuisance or unreasonable disturbance.
- **Grills** – Fire regulations prohibit the use or storage of charcoal or gas within 10’ of the building. Electric grills are permitted.
- **Unattended units** – If you leave your unit for an extended period, please arrange for someone to check your unit while you are away, checking drains, flushing toilets, etc., to prevent problems which could damage your unit or others due to running water, drain backups, etc. Please leave contact information with property management about how you can be reached in an emergency.
- **Neighborliness** – In any conflict between residents, you are encouraged to speak directly to the other resident in an attempt to resolve the situation amicably.



#### **IF YOU INTEND TO SELL YOUR CONDO** (Contact management for all forms)

- Contact management for documents needed and to submit an **INTENT TO SELL** form.
- When you have a buyer, please inform management of the change in ownership by filling out a **BUYER INFO** form, providing date of closing (and if known, move-in date of new owner), the name and contact information of the new owner, and their realtor information if applicable. This allows management to contact the buyer to answer questions, provide Condominium Documents, review moving procedures, arrange their entry code and for payment of Association fees, and add them to the Directory. This also allows the Board of Directors to prepare to welcome the new neighbor.
- Before you move out, please give management the date you will move out and your forwarding address and contact details, using the **FORWARDING ADDRESS** form, to make it possible to contact you after your departure if necessary and for you to receive notification of mail or packages which arrive after your departure.
- Please follow all guidelines about moving procedures when you move out.
- Please transfer to the buyer all unit, building, and mailbox keys.

## **IF YOU INTEND TO LEASE YOUR CONDO** (Contact management for all forms)

- As stated in the Condominium Documents, unit owners may lease their units, provided that 1) **written notice of INTENT TO LEASE** is presented to the Board of Directors or property management prior to the commencement of the term of any lease, AND the Board's written approval is given, and 2) a **copy of the fully executed lease** shall be provided to the Board of Directors immediately upon execution. This requirement helps guarantee adherence to the following stipulations: A) that **no more than 25% of the building units, or only six (6) units, may be rented at one time** and B) that **lease terms are for twelve months only**. **This applies also to renewals of leases.**

If you wish to lease your unit or renew a lease, and there are already six (6) units currently being rented, your request will be placed on a waiting list until the number of leased units falls below six. If the owner of another unit is on the waiting list when a current lesser wishes to renew a lease, the owner on the waiting list will have priority.

- Provide property management and the Board of Directors with the name and contact info of your renter, using the **RENTER INFO** form. If an agent handles your rental, please also provide that person's contact info, in case of emergencies or problems.
- Provide your renter with a copy of these **Rules and Regulations**, to which they must adhere. Fines may be imposed for failure to comply.

## **QUESTIONS ABOUT RULES AND REGULATIONS?**

Contact a member of the Board of Directors or consult the ***Condominium Documents***.

## **QUESTIONS FOR MANAGEMENT?**

Contact:

Evans Property Management, LLC  
445 Baxter Ave., Ste. #200  
Louisville, KY 40204  
502-410-4190

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([donna@evans-property.com](mailto:donna@evans-property.com))  
Chad Evans  
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**Thank you for helping keep our community safe and pleasant!**