



# Lancashire Place Homeowners' Guidebook

Fourth Edition

**This guidebook is intended as a helpful resource  
exclusively for the use of residents of Lancashire Place.**

**In all instances, the Lancashire Place Master Deed and By-Laws  
on file with the Jefferson County Clerk's Office (as amended)  
remain the official records and  
take precedence over any other documents.**

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## History of Lancashire Place

The land now occupied by Lancashire Place was for many years the site of the Highlands Women's Club. After the club closed in the 1990's, the site was eventually purchased by Legacy Homes Development Corporation. Designed by architect and developer Mark Isaacs, Lancashire Place broke ground in 2004. The 2001 building with 22 units was completed first and the first residents moved in in 2006. The 2000 building with 16 units was completed in 2008.

On July 1, 2009, Legacy turned over management of Lancashire Place to its homeowners who elected the first board of directors in May of 2009.

## General Information about Condominium Living

### Introduction to Condo Living

#### **What is a condo?**

The term "condo" or condominium describes a form of property ownership. When you buy a condo, you are the sole owner of your individual unit. You hold title to your unit in fee simple, just like the owner of a single family home but you don't just have neighbors, you have co-investors. As a condo owner, you have a shared ownership interest in property known as the "Common Areas." This includes property used by all owners. Condos also include "Limited Common Areas." These areas are used exclusively by one or more owners, but not by all owners.

#### **What are the advantages of condo living?**

Condo living gives residents a more carefree lifestyle. The condo association takes care of time-consuming chores like mowing the lawn, landscaping, snow removal, roof repair, shared plumbing and electrical problems, capital improvements, etc. A representative board of owners sets standards to preserve the beauty and harmony of the community and makes management decisions for the association. This gives the condo owner more time to relax and enjoy life.

#### **What are the disadvantages of condo living?**

Condo owners live with many decisions made by others. If the decorating committee updates the lobby and you don't like the decor, you must learn to live with it. You may not always agree with the expenditures approved by the Board. You may have noisy neighbors. You must abide by the common rules of the Association and you must get board approval for some changes.

Another common complaint: monthly maintenance fees. In reality, all homes require regular maintenance and capital expenses. Homeowners hire lawn services, roof repair men, plumbers, exterminators, heating and cooling contractors, etc. Sometimes they need to resurface the driveway, remove a

dead tree, or replace the roof. When you move into a condo, the council manages many of the maintenance tasks and major systems for you. Your monthly maintenance fee covers your share of these expenses.

### **What is a Council of Co-owners**

The members of the Council are the condo unit owners. The members elect a representative Board of Directors to oversee the management and make decisions for the operation of the condo.

### **What does the Board of Directors do?**

The Board of Directors sets policies, adopts rules, establishes the annual operating budget and the condo fees, hires and supervises the property manager, approves service contracts, resolves problems, appoints committees, reviews topical issues, and numerous other tasks. The Board may form committees to assist in the operation of the building. Committees commonly include: budget and finance, building systems, capital improvements, security, grounds and landscaping, communications, social, decorating, etc.

### **What are "condo docs"?**

"Condo docs", or condominium documents, are the legal documents that govern the operation of a condo. They include: the Master Deed, the By-Laws, and the House Rules. By purchasing your unit you agreed to abide by the governing documents, including rules adopted by the Board.

### **What is the Master Deed?**

The Master Deed, sometimes called "the Declaration," establishes and describes the condo. It includes the legal description of the property, the boundaries of each unit and its percentage of ownership in the project, common elements, plat maps and other required legal information. It may contain some things required of owners, such as amounts and type of insurance, etc. You received a copy of the Master Deed at the time of your home closing.

### **What are the By-Laws?**

The By-Laws define how the condo operates. They describe the powers and duties of the Board of Directors, election procedures, management responsibilities, insurance requirements, financial policies, etc. You received a copy of the By-Laws at the time of your home closing.

### **What are the House Rules?**

The House Rules are established by the board and cover topics like parking regulations, trash handling, move-in and move-out procedures, restrictions, guests, how to make service requests, etc. The House Rules are distributed to homeowners as they are established by the Board.

### **What Do You Own?**

You have individual title to the unit you own “from the paint in” including the interior walls, floors, doors, windows, ceilings, electric service, plumbing, fixtures and appliances inside your unit. This inner space is your responsibility to maintain. You also own your unit's heat pump/air conditioner located outside the building. Maintenance of this is also your responsibility. You are also a co-owner of all the Common Areas and Limited Common Areas.

### **What are Common Areas?**

The Common Areas include the property available for use by all homeowners including the land, the main and perimeter walls, foundations, roofs, hallways and stairs, trash areas, elevators, utility rooms, driveways, sprinkler system, landscaping, water mains, and any shared spaces like lobbies, the Community Room, exercise rooms, and guest suites. The Common Areas are managed and maintained for the benefit of all unit owners by the Council of Homeowners through its Board.

The cost of Common Area maintenance is paid by all homeowners through the monthly condo fees and/or special assessments. **Any proposed changes, modifications, additions or subtractions from Common Areas or Limited Common Areas must be presented to the Board for approval in advance using the Architectural Review Change Process and Form (see Appendix). An example would be window or door replacement or modification to a deck, terrace or patio.**

Although Common Areas are maintained and insured by the Board representing all the homeowners, the cost to repair damage to Common Areas that can be attributed to acts of individual homeowners or their guests or contractors will be billed to the homeowner.

### **What are Limited Common Areas?**

Some areas are external to a unit but limited to one unit owner or shared with only a few other owners. These are Limited Common Areas. These areas are covered by the governing document provisions. Examples include shared ductwork, plumbing, electrical wires, bearing walls, parking garage spaces, terraces and storage areas.

## **Roles and Responsibilities**

### **What is the Role of the Board?**

The Board sets policies, adopts rules, establishes the annual operating budget and the condo fees, hires and supervises the property manager, approves service contracts, resolves problems, appoints committees, reviews topical issues, and numerous other tasks. The Board is responsible for enforcing provisions of the governing documents and for protecting property values where possible. Homeowners are welcome to attend regular board meetings.

### **Elections and Terms**

Board members are elected at an annual meeting and generally hold one year terms starting June 1. Board members may serve no more than two consecutive terms. After one year off the board, one then becomes eligible for another two terms on the Board. (as amended bylaws 2022)

### **How to Get an Idea Before the Board**

A resident who would like to present an item for board discussion should send their idea in writing to the President of the Board of Directors and work with him/her to schedule time on a board meeting agenda.

### **What is the Role of the Property Management Firm?**

The Board contracts with a property management firm to handle day-to-day management of the property. This contract is regularly reviewed by the Board and may change over time. The property management firm typically handles things like scheduling regular maintenance, troubleshooting problems that might arise, communicating issues or problems with individual homeowners, governing document compliance violations, emergency responses, collecting condo fees, and accounting and check writing.

The property management firm should always be the first stop for a homeowner with an issue. Even if the property management firm refers the call or problem to another contact, they will be tracking issues on behalf of the whole community.

### **What is Your Role as a Homeowner?**

Condo living is different from both apartment living and from single family homeownership. While you have handed off responsibility for "home maintenance" to a board and property management firm like in an apartment, you are still an owner of all of the exterior and common areas of the property like a single family homeowner. So, for example, if the heat is turned up very high in a shared hallway resulting in higher electrical bills or a spill in the elevator requires a cleaning service call, those bills are being paid from your condo fees. If you or your guests cause damage to a Common Area, you are responsible for the cost of cleaning and/or repair.



### **Your Voting Rights**

Every unit has one vote weighted by the percentage of square footage owned. Homeowners vote on board members/officers and changes to the Master Deed and By-Laws. Only homeowners may vote; residents who are not owners may not vote.

### **Meetings of the Council of Homeowners**

The Board is required to hold at least one annual homeowners' meeting to elect a board and may schedule other meetings as important issues arise.

## **Financial Issues**

### **What are Condo Fees?**

Each unit owner is assessed a monthly condo fee based on square footage owned. These fees are collected by the property management firm and are used for the upkeep of the common property and payment of common expenses. Some common expenses are electric usage, water, legal, audit, insurance, property maintenance, and capital improvements. A portion of the condo fees collected is set aside for reserves for future major expenses, like roof replacement.

### **How Are Condo Fees Set?**

Prior to each fiscal year, the Association budget is developed taking into account expense items from the past year, any anticipated inflationary factors and needed maintenance items. The Board of Directors sets condo fees and approves the final budget. A copy of the budget is distributed to all homeowners. Condo fees are due on the first of each month. Past due payments incur a penalty. The By-Laws provide for enforcement of unpaid dues or special assessments through the placing of liens on the individual units of those owners who fail to pay as agreed.

### **What are Special Assessments?**

The Board of Directors may determine that an unusual expense cannot be met using regular cash flow or reserves and may assess a special fee for all homeowners.

## **Insurance Issues**

Your Homeowner's Association maintains insurance on the exterior and Common Area property. It is the responsibility of each homeowner to insure his/her interior and personal belongings and insure for personal liability.

## Information About Living at Lancashire Place

### **Unique Features of Lancashire Place**

Lancashire Place is small in number of units (38) compared to other condominium properties but it is rich in beauty and amenities. Located on a quiet cul-de-sac in the Highlands, its two buildings (2000 and 2001) combine contemporary open space floor plans with a beautiful exterior that is a comfortable fit for the established Highlands neighborhood.

### **First Stop for All Property Management Issues**

Like most condominium associations, Lancashire Place contracts with a property management firm to handle day-to-day, preventative and emergency property issues related to the exterior of the building and the common areas.

**For the quickest response to ANY issue affecting the exterior building and the common areas, contact Evans Property Management first at (502) 410-4190.**

Donna Skaggs is our assigned Property Manager. Donna is accessible through the office number or by e-mail at [donna@evans-property.com](mailto:donna@evans-property.com). During non-business hours, you can call the above number and your call will be answered.

## **Major Systems Information**

### **Elevator Systems**

Elevators in both buildings are equipped with safety equipment to allow an individual trapped in a stopped elevator to call for help. The “HELP” button is located below the floor buttons and is surrounded by a metal guard. The guard is to prevent accidental activation of the help response.

When the “HELP” button is pushed, an emergency operator will answer. They will try to contact the elevator via the speaker inside the elevator. If there is no response, they will immediately send the fire department to investigate.

If you are in the elevator and you, your groceries, or your grandchildren accidentally push the “HELP” button, **please remain in the elevator long enough to respond with “OK” to the emergency operator.** This will prevent false alarm runs to Lancashire Place.

If you are stuck in a stopped elevator, push the **“HELP”** button and give your information to the emergency operator when they answer.

If you are moving in or out of your home or moving large pieces of furniture using the elevator, contact Donna at Evans Property Management and they will hang padded cloths to protect the elevator walls. You will need to give 48 hours notice.

If you need the elevator door to remain open for a short time, use the **“Hold”** button. **Do not hold the door open with your hand.** If the door is held open but the hold button is not pushed, after a short period of time, the elevator will go “offline” and require a technician to reset it.

The elevators will stop when a fire alarm is sounding. Use the stairwells to immediately exit the building.

### **Fire Security Systems**

Both Lancashire Place buildings are protected with fire security sprinkler systems and hard-wired smoke detectors. The sprinkler system is activated by heat and requires no maintenance by the homeowner other than ensuring that no items touch, bump, or hang on the sprinkler heads inside your unit. Breaking of a sprinkler head will cause flooding. If a fire is detected by the fire security system, a loud alarm will sound. All residents should immediately exit the building using the stairwells.

If the fire security sprinkler system is deactivated for any reason including regular maintenance, all residents will be notified immediately and re-notified when the system is activated again. Continual protection by the sprinkler system is a high priority for all residents.

The smoke detectors are activated by heat and smoke. Although they are all hard-wired, they do contain batteries to ensure that they will still sound an alert even if the overall power is off. Individual unit detectors are the responsibility of the homeowner to maintain. A good rule of thumb is to replace your unit smoke detector batteries once a year. Even hard wired smoke detectors do not live forever. They should be replaced every ten years. There is a date on the underside of your smoke detector. If that date is more than ten years old you should make arrangements to change it.

If you experience a fire in your unit, immediately exit the building via the stairwell. Close, but do not lock, your unit door to contain smoke and flames. Pull the fire alarm handle in the hallway as you exit and call 911 after you are safely out outside. There is no need to pull more than one alarm. If the alarm is already sounding, don't pull another alarm. Doing so will register multiple fire locations to the fire safety system. This can result in false information for the fire department trying to determine the location of the fire.

If you hear a fire alarm sound in your building, do not wait to see what might be happening. Use the stairwells to immediately exit the building. Gather in the Lancashire Place driveway so the fire department can confirm that no one is still inside the building needing rescue. If you are not able to navigate the stairs under normal circumstances it would be wise to inform your immediate neighbors as well as the board of the Council of Co-owners so that they might assist you or notify the emergency responders. Your safety is our major concern/

### **Security Systems and Codes**

Lancashire Place has numerous kinds of security systems in place. The first is the intercom system connecting each unit to its lobby. This allows residents to confirm who a visitor is before releasing the door security latch. You should not open the door for anyone you do not know personally.

In addition to the security intercom, all doors allowing access to the secured parking areas and the non-lobby areas of each building are protected with security keypad access. The codes for these are available from Evans Property Management and are changed periodically.

Since these codes give access to all of the residence areas, do not share these codes with any non-residents. If you forget the codes or experience any problems with the doors, contact Evans Property Management.

These security features are helpful but not guaranteed. All residents should continue to lock their own doors to protect themselves and their property.

Note: The doors to the parking areas are sometimes affected by extreme weather changes. For example, during extreme cold snaps, the doors may not completely latch. Please pull the door firmly to close it.

An additional level of security is provided by closed circuit security cameras in the lobbies and the garages. As you enter the building be sure to smile. You are on "candid camera".

## **Emergencies**

### **When the Power Goes Out**

If the building loses electrical power, hallway and stairwell emergency lights will illuminate and remain on for 90 minutes. Since some of the hallways and stairwells have no windows, if the power remains off longer than 90 minutes, they will be completely dark even during the day. Keep a flashlight handy in your unit for this emergency.

### **How to Open the Parking Gates When the Power is Out**

The parking gates have hand cranks that can be used without power.

1. Open panel (lift up) in middle of Gate Operator (the square box which houses the motor).
2. Remove crank from holder.
3. Insert crank into hole in right side of Gate Operator.
4. Turn crank to open gate.
5. Return crank to its holder.

### **Elevator Emergency Call Buttons**

Elevators in both buildings are equipped with safety equipment to allow an individual stuck in a stopped elevator to call for help. The "HELP" button is located below the floor buttons and is surrounded by a metal guard. The guard is to prevent accidental activation of the help response. See "Elevator Systems" (pg.11) for more information about elevator emergencies.

### **Emergency Repairs**

Contact Evans Property Management, (502) 410-4190 directly for any emergency repairs related to the building exterior or common areas.

## **Other General Information**

### **Community Room**

The 2001 building has a first-floor Community Room. Every owner has been given one key which unlocks the common areas including the Community Room. You should not make copies of this key or loan it to non-residents. This key opens the first floor doors in both buildings that lead to the garage

and landscaped areas. For security reasons, please make sure that this key is kept in a safe place. Report any lost or stolen keys to Evans.

The appropriate uses of the Community Room are: meetings, dinners, family gatherings, card games, social gatherings for the Homeowners' Association and other social functions. The room is intended for the use of residents. Reservations are required to use the room. A signup sheet is in the kitchen.

The resident reserving the room is responsible for cleaning the room after an event, including the kitchen, carpet and bathrooms. All spills must be cleaned and the area left in good condition for use by the next resident. The Community Room as well as all common areas is a no-smoking area.

No personal items may be left in the Community Room, closets, kitchen or bathroom and no furniture, lamps, folding tables or chairs may be removed from the Community Room for personal use at any time.

### **Exercise Rooms**

Both buildings have first-floor exercise rooms containing fitness equipment owned by the Council of Co-owners.

The appropriate use of the exercise rooms is for personal exercise. The exercise rooms are for the use of residents of Lancashire Place. Use of the equipment and exercise room is at your own risk.

The resident using the room and equipment is responsible for wiping down the equipment after use. The room must be left in good condition for use by the next resident. Residents should turn off all equipment, lights, fans and TV and lock the door when leaving the exercise room. The exercise rooms are no-smoking areas.

No personal items should be left in the exercise rooms and no exercise equipment should be removed from the exercise rooms for personal use at any time. Residents should report any equipment service needs to Evans Property Management (502) 410-4190.

### **Guest Rooms**

Both buildings have a guest suite outfitted like a hotel room for short term overnight accommodations for guests of homeowners. The guest suites are for use of residents of Lancashire Place.

The resident renting the room is responsible for cleaning the room and returning it to rent-ready condition. This includes washing and replacing bed linens, washing, folding and storing towels in the storage cabinet, and cleaning the entire room including the bathroom. The guest suites should be

reserved in advance through Evans, (502) 410-4190 There is a \$50 per night fee for use of a guest suite. The guest suites are no-smoking areas.

No personal items should be left in the guest suites and no furniture or linens should be removed from the guest suites for personal use at any time. Residents should turn off lights, fans, heaters and TV when leaving the room.

### **Parking Areas**

Both buildings have secured parking for residents. Since we have limited guest parking, all residents are encouraged to park in their secured spaces (especially during holidays) so guest parking is available for all. The area around your parking space must be maintained in a neat and orderly condition to avoid providing a home for birds or rodents. The garage areas will be cleaned periodically. Any special storage needs or storage construction must be approved by the Board.

Residents should avoid parking on the pavers in front of the building. There are pipes just below the surface.

### **Storage Spaces**

There are a limited number of secure, climate-controlled storage spaces in the 2000 building. Purchasers receive a deed to their storage unit. The storage spaces must be maintained neatly and no hazardous materials may be stored.

### **Trash Management and Recycling**

Trash and recycling bins are available for both buildings and trash/recycling pickup is handled by Metro Government. Monday is trash pickup day; Every other Thursday is recycling pickup day. (+/- twice a month).

Orange or Blue Lid bins are for recycling material only. Items eligible for recycling include:

- Plastic bottles
- Cardboard (boxes should be broken down to lie flat)
- Newspapers
- Magazines.                   **Break Down All Boxes**
- Catalogs
- Glass Bottles

Also:

Large Styrofoam Packing Blocks (free of tape and labels) may be accepted by Foam Fabricators, 950 Progress Blvd., New Albany, IN 47150, (812) 948-1696.

All other regular trash items must be placed in the black trash bins. Large items (furniture, bedding, etc.) will not be picked up by regular trash pickup and should not be left in the trash bin area. Lancashire Place does get pickup on Metro Government special large trash days or “junk pickup” . Your board will announce the dates week in advance and will indicate where items should be left.

### **Grounds Keeping**

Part of your condo fees goes toward landscaping and maintenance of the grounds of Lancashire Place. This includes mowing, mulching, planting, weeding, erosion control, fall leaf removal and snow removal. Nothing may be planted or placed in any landscaped area without prior written approval of the Board.

Gutter cleaning is also a regular event for any homeowner in the Highlands. Gutters that are not cleaned regularly may back up during rain and cause water damage to individual units. Residents can help avoid this by not sweeping terrace debris into the gutters. Residents will sometimes be asked to give Evans staff access to terraces for the purpose of gutter cleaning.

Homeowners are required to keep their pets away from the landscaped areas where they can cause damage to plants.

Snow removal will depend on weather conditions. In general, snow removal work will not be initiated until snow accumulation totals more than 2”.

### **Hallways and Lobbies**

The hallways and lobbies of both buildings are Common Areas of Lancashire Place. Personal items should not be stored in either. In accordance with fire safety codes, all hallways must be kept completely clear at all times. Nothing should be placed on the hallway floors. Use of hallway doormats placed at unit doorways can create a trip hazard, and since all hallways are fire exits, the fire department considers this a safety hazard. However, industrial mats are placed at building entries to help prevent slips. Temperatures are set to conserve energy and protect property.

### **Terraces/Patios/Decks**

In all cases, terraces, patios, and decks of Lancashire Place are considered Limited Common Areas. If you have a terrace covered with a rubberized membrane surface, please take care not to tear or damage it. This could result in water leaks below for which you would be responsible. Any changes or attachments to terraces, decks, or patios **must** be approved in advance by the Board of Directors. Nothing may be hung from the exterior brick of the building. No holes may be drilled in the brick or terrace walls.



- Sweep your terrace debris into a dustpan or bag, **not** the gutters.
- Don't grow mosquitoes on your terrace. Empty standing water from anything that catches and holds water. Even saucers under flower pots can give mosquitoes a place to breed. Report any stopped up gutters. Tightly cover any containers that store water.
- When cleaning your deck or terrace, use biodegradable cleaners to protect our pets and landscaping. **Do NOT** power wash your deck or terrace since it can damage the covering, seams, and caulk.

### **Access to Telephone, Cable Control Rooms and Roof Hatches**

Both the telephone and cable service to each building have master panels located securely in locked rooms. If you are planning installation or repair for either of these services, you can let the repairman in with the same key which opens the community room or exercise rooms. Please make sure the lights are out and the door locked when your repairman is finished.

If HVAC maintenance personnel need access to a roof hatch, **you must notify Evans at least 24 hours in advance so that they may supervise the process.**

### **Barbecue Grills**

Fire Code NFPA Article 10.11.7 prohibits the use of charcoal or gas grills within ten feet of a condominium building. In addition, the code prohibits the use of any type of gas or charcoal grill or smoker on terraces or inside garages or in any covered area. Electric grills may be used but must be UL-listed and used only with heavy-duty UL listed extension cords. Electric grills must not exceed 120v.

### **Pets**

Many Lancashire Place residents share their homes with a pet. Only one pet, a dog or cat, is allowed per unit. Pet owners must keep their pets on a leash while out of the unit and must clean up after their animals anywhere on the property. Pets may not access the landscaped beds. Pet owners should review the governing documents and House Rules which provide more detailed information and rules related to pets.

### **Helpful Tips for Carefree Condo Living**

Here is a grab bag of great tips that we've heard from our own residents and from Evans Property Management. If you have a tip, let us know and we'll add it to the next edition of this Guidebook.

- Know where the nearest fire alarm pull and emergency exit stairway are located from your unit. Be familiar with the location of alarm pulls and fire extinguishers located in other parts of the buildings.
- In an effort to minimize expensive plumbing repairs do not flush wipes, kitty litter, toilet bowl scrub pads, dental floss, or food items containing seeds and/or peelings, egg shells, in toilets. Use a strainer at the kitchen sink to help catch large items from going down the drain. Even cooking grease and coffee grounds can clog the best of pipes. When using the garbage disposal, always run cold water while it is in use to help flush the ground food down and out the drain.
- Check below before you spray off your deck. Your neighbor may be sunbathing.
- Break down any cardboard boxes before putting them in the recycle bins. Do not put the plastic bag holding your recycle in the bin. No plastic bags!
- Fill the garbage bins from outside in to help out the tippers. Be sure to close the lids tightly to keep out birds and rodents.
- Always turn off your outside water spigot for the winter and disconnect any hoses. This allows the pipes to drain. Frozen pipes may burst and damage your unit or your neighbor's unit, for which you would be responsible.
- Use only steel reinforced water hoses on washing machines to avoid flooding and costly repairs for which you would be responsible.
- Take care when transporting garbage to the trash bins. Please make sure there are no leaks in the container or bag used and double bag as needed to prevent spills and stains on the way to the carts. Clean up after yourself if you make the mess.
- Check the pan under your inside air conditioner unit in humid weather to make sure it doesn't overflow and that your air conditioning equipment is draining properly. Stopped up drain lines or overflow can cause a leak into the unit or area below.

### **Tips for Tornado Safety**

Tornado Watch

Tornados and severe thunderstorms are possible.

Tornado Warning                      Tornado detected; take shelter immediately. On higher floors, go to interior small rooms (community room) , hallways, or stairwells.

The storage area in the basement of 2000 building is the safest place in Tornado Warning situations.

Listen to radio or television for latest National Weather Service bulletins.

### **Tips from the Fire Department In Case of Fire at Lancashire Place**

#### Fire Within Your Unit:

1. Leave immediately.
2. Close the door behind you but do not lock the door.
3. Pull the fire alarm in the hallway. This will alert the other building occupants.
4. Ask someone to call or call the fire department after you leave the unit and you are safely outside.
5. Use the exit stairs, not the elevator. If for any reason you cannot use the stairs, stay in the emergency exit stairwell landing and the fire department will assist you out of the building.
6. Close all doors behind you as you leave.
7. Exit by your nearest emergency exit stairwell and proceed to the assembly point (Lancashire Place driveway entrance). Do not leave the assembly area until you have confirmed with firefighters that you are out of the building. If they cannot account for all residents, they will re-enter the building to look for you.
8. Wait for instructions from the fire department.
9. Do not go back inside the building for any reason until the fire department determines that it is safe.

#### Fire Not Within Your Unit:

1. Call the fire department at 911.
2. Feel the door. If it is hot or smoke is seeping in, do not open the door.
3. If you can exit safely and the alarm is not already ringing, pull the fire alarm in the hallway as you exit.
4. Use the emergency exit stairs, not the elevator. If for any reason you cannot use the stairs, stay in the emergency exit stairwell landing and the fire department will assist you out of the building.
5. Close all doors behind you as you leave.
6. Exit using the nearest emergency exit stairwell and proceed to the assembly point (Lancashire Place driveway entrance). Do not leave the assembly area until you have confirmed that firefighters know you are out of the building. If they cannot account for all residents, they will re-enter the building to look for you.
7. Wait for instructions from the fire department.

8. Do not go back inside the building for any reason until the fire department determines that it is safe.

#### Alternate Plan If You Cannot Leave Your Unit or the Building

1. If a door is hot or smoke is seeping in, cover the cracks and vents around the door with wet towels.
2. Go to a room with an outside window or go out onto a terrace, closing all the doors between you and the smoke or fire. Go to your terrace!
3. Open the window for air. Hang a sheet or blanket out to signal for help.
4. Do not panic or jump!
5. Remain calm and wait for rescue.

#### **Calendar Reminders**

By October 15	Turn off the outside water spigot; drain and store hoses
Once a year	Change the batteries in your unit smoke detectors
Once a year	Clear the area around your heat pump/air conditioner
Once a year	Clean your dryer vents to prevent fires
Once a year	Practice your fire evacuation plan



Requirements:

- Homeowners and/or contractors must obtain and pay for all required permits from the Metro Louisville and/or Jefferson County Health Department and/or the Jefferson County Department of Inspections, Permits and Licenses. Written approvals must be obtained from the Lancashire Place Homeowners' Association. If there is a sewer/drainage easement involved, the Metropolitan Sewer District must approve.
- Permission is granted to the Lancashire Place Board of Directors and its agents to enter the property, if necessary, to inspect site and/or work.
- Contractors must be minimally insured as follows: commercial liability of at least \$1,000,000; auto liability of at least \$300,000; workers' compensation at the statutory limit.

**HOLD HARMLESS:** Neither the Board of Directors of Lancashire Place nor any member thereof shall be liable for any damage, loss or prejudice suffered or claimed on account of (a) the approval or disapproval of any plans, drawings or specifications, whether or not defective, (b) the construction or performance of any work, whether or not pursuant to approved plans, drawings and specifications, (c) development of any property within Lancashire Place or (d) the submittal of the application, whether or not the facts therein are correct; provided, however, that with respect to the liability of a member, such member has acted in good faith on the basis of such information as may be possessed by him. The Board of Directors, or any member thereof, may, but is not required to, consult with or hear the views of any member with respect to any plans, drawings, specification, or any other proposal submitted to the Board.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Board of Directors decision is for **APPROVAL** **DENIAL** (circle one)

of the proposal **AS SUBMITTED.**

Any changes to the proposal will require further Board approval.

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**Signature of Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: The approved application is valid for (60) sixty days. If work is delayed 60 days or longer, or if plan is altered in any way, another application must be submitted for approval.

## GOVERNING DOCUMENTS OF LANCASHIRE PLACE

All owners are entitled to have the provisions of the governing documents (the Declaration, By-Laws, and Rules) enforced. If you have a complaint about violations, please contact **Evans** Property Management) who is responsible for investigating complaints and for handling compliance issues.

### PROCESS

- A written notice will be issued upon a first report of a violation. The property manager will work with the owner to investigate the complaint and obtain compliance.
- Second violations of the same rule will incur a fine of \$25 per occurrence or \$25 per month until the condition is brought into compliance, whichever is appropriate to the violation.
- Ongoing violations that are left unaddressed or are not remedied after 3 months will incur an escalating fine of \$50 per month; after 6 months, \$75 per month; after 9 months, \$100 per month and so forth until the condition is brought into compliance.

Repeated violations of the pet rules may result in the removal of the pet as provided in the governing documents. Vehicles in violation of parking rules may be towed off the property.

The House Rules adopted by the Board are in no way intended to conflict with other parts of the governing documents, the Master Deed and By-laws.

Failure to enforce any provision of the governing documents in no way constitutes an abrogation or waiver of any rule, by-law, or provision of the declaration.

# LANCASHIRE PLACE

## House Rules

Approved July 14, 2011 Effective August 1, 2011

### 1. General

- 1.1. Unit owners are responsible for the conduct of and damages caused by occupants of their unit or of their guests, their pet or their guest's pet, or their contractors (such as, but not limited to, movers, delivery service, etc.).
- 1.2. Changes to any unit, inside or out, which affect in any manner the structural integrity of the buildings, are prohibited.
- 1.3. Prior Board approval is required to replace unit windows or exterior doors even though it is the owner's financial responsibility. Any repair that changes the appearance of the door or window must have prior approval in writing from the Board.
- 1.4. Exterior-facing unit window treatments must be white.
- 1.5. Steel reinforced water and drain hoses must be used on washing machines.
- 1.6. The unit owner is responsible for cleaning their clothes dryer vents and vent ducts everywhere years.
- 1.7. Residents moving furniture or any large item that could cause damage to the elevator must request installation of the elevator pads from the property manager two days in advance.
- 1.8. Commercial business involving customer traffic may not be operated out of any unit, common area, or limited common area.
- 1.9. The Association does not keep a master key or copies of keys to unit entrance doors unless you have given a key to the board for emergency use only.. Please give a copy of your key to a friend who lives here. Please let all your neighbors, including the neighbor underneath you, know who has your key. That way, if there is ever an emergency involving your unit when you are not home, people can ask your friend who has the key to help solve the problem Owners are responsible for their own unit entrance door locks and keys.
- 1.10. Owners are responsible for the security of common area keys issued to them and must keep these keys in their own possession. We strongly prefer you not share that key.
- 1.11. Alterations of any kind to common areas or limited common areas must have prior written approval of the Board. All requests must be made using the Architectural Change and Review Form as defined by the Board.
- 1.12. Painting in common areas or limited common areas is prohibited without prior written permission of the Board.
- 1.13. Holes or punctures of any type may not be made to any common area wall or limited common area wall. This includes the brick and terrace walls and casings. Nothing may be hung from or on these walls without written consent of the Board.
- 1.14. Solicitation is not allowed in common areas or limited common areas. Persons other than those contracted by the Board may not sell merchandise



- or services in the common areas or limited common areas. Articles, tickets, subscription lists, petitions and/or advertisements of any kind may not be posted or displayed anywhere in common areas or limited common areas.
- 1.15. Yard sales are not allowed unless approved by the Board in advance.
  - 1.16. Smoking is not permitted in any common areas. This includes exercise rooms, guest suites, community room, hallways, elevators, lobbies, and stairwells. No smoking is allowed in the garages.
  - 1.17. **Unit owners or residents may not direct, supervise, or in any manner attempt to assert control over agents or contractors of the Association. This includes the conduct of any private business for the unit owner while the agent or contractor is performing work for the Association.**
  - 1.18. Ten days written notice to the property manager (Evans) is required prior to occupancy of a leased or subleased unit. The lease or sublease must be in writing and a copy of the lease or sublease provided to the Board. The property manager must be notified five days before the closing of a pending sale of a unit.

## **2.0 Exercise Rooms**

- 2.1 Exercise equipment must be cleaned after use.
- 2.2 Personal items of any kind may not be left or stored in the exercise rooms.
- 2.3 Items may not be removed from the exercise rooms.
- 2.4 Residents or their guests using the exercise rooms must be 18 years of age or older.
- 2.5 Rules posted by the Board in the exercise rooms must be followed by all users.

## **3.0 Parking Garage**

- 3.1 Residents are to use their designated parking spaces to leave spaces for guest parking, particularly during holiday seasons.
- 3.2 Parking spaces are for the use of residents and guests only.
- 3.3 Vehicles may not be stored in guest parking spaces.
- 3.4 Vehicles parked on the premises must be licensed, well maintained, and in driving condition. Violators are subject to towing of the vehicle.
- 3.5 The area in front of a unit's designated parking space may be used to store bicycles and grocery carts
- 3.6 The areas around any non-designated (guest) parking space must be kept completely clear. No storage of any kind, short or long term, is allowed.
- 3.7 Buses, mobile homes, motor homes, trailers, campers, recreational vehicles, or boats may not be parked on the premises.
- 3.8 Vehicles may not be left unattended in driveways or left unattended with the motor running in any covered parking space or driveway.
- 3.9 Baby Carriages and strollers may be parked in front of a secured parking space while needed.

## **4.0 Community Room**

- 4.1 Personal items may not be left or stored in the Community Room including in closets and cabinets.
- 4.2 Items may not be removed from the Community Room at any time.

- 4.3 Users must clean the Community Room and bathrooms after use and leave the room ready for the next user. Residents using the kitchen must remove all trash to the trash disposal bins and remove any food or beverages from the refrigerator after their event. The refrigerator and appliances must be left in clean condition. Failure to clean the room will result in an \$80 cleaning fee, subject to change by the Board.
- 4.4 Owners using the Community Room must sign up on the usage calendar in the kitchen and availability is on a first come, first served basis. Only owners of Lancashire Place may sign to use the room.
- 4.5 Community Room users must abide by the rules posted by the Board.

## **5.0 Guest Suites**

- 5.1 Only owners may schedule use of the guest suites. Owners must contact the property manager to arrange room rental in advance of use.
- 5.2 Users must clean the room, including the bathroom, and leave it ready for the next rental. Linens must be laundered. Personal items may not be left or stored in the room and no items may be removed.
- 5.3 The rental fee for use of a guest suite is \$50 per night, and is subject to change by the Board.
- 5.4 Failure to clean up after using the guest suite will result in a \$100 cleaning fee for the homeowner renting the suite. This fee is subject to change by the Board.
- 5.5 Users of the guest suites must be 18 years or older unless accompanied by an adult.
- 5.6 Users of guest suites must abide by the rules posted by the Board.

## **6.0 Trash Removal**

- 6.1 Trash must be disposed of in accordance with Metro Louisville regulations. Trash bin lids and recycling bin lids must be tightly closed to prevent rodent infestation and other animals from access.
- 6.2 Junk items may not be placed around or near the regular trash bins. Junk items may only be discarded on designated days and only in designated drop-off areas.

## **7.0 Storage**

- 7.1 Hazardous or flammable materials may not be stored in storage areas, units, or in any common or limited common area, including the garages.

## **8.0 Hallways and Lobbies**

- 8.1 Personal items may not be stored or displayed on the walls or floors in any common area. Condo numbers should not be obscured by door decorations. Emergency responders need to see those numbers clearly.
- 8.2 Thermostats in hallways and stairwells are set to conserve energy and costs and may not be reset without permission of the board.
- 8.3 Storage of any item for any period of time, even briefly, is not permitted in the hallways. Hallways must be kept clear at all time.

## **9.0 Pets**

- 9.1 Pet owners may not allow their pets to access any of the landscaped beds or planted areas. Owners should remove their pet's feces immediately.
- 9.2 Pets may not enter or exit thru the lobbies.

- 9.3 Pets are not allowed in guest suites, community room, or exercise rooms.
- 9.4 Terraces or decks may not be used for pet waste.

## **10.0 Outdoors**

- 10.1 Any changes or attachments to terraces, decks, patios or pergolas must be approved in advance in writing by the Board of Directors. Nothing may be hung from the exterior brick of the building. No holes may be drilled in the brick or terrace walls. If approval is given, the resident must sign an agreement to take full responsibility for maintaining the change or attachment. The resident should understand the HOA can have the change or attachment removed should the resident not maintain it and let it fall into disrepair.
- 10.2 Unit "For Sale" signs may be placed only at the entrance to the complex on the south side of the drive. Signs are limited to one per agent or owner, and must be placed in a neat and orderly fashion.
- 10.3 Car washing is not permitted anywhere on the premises.
- 10.4 Personal items of any type may not be displayed or stored in any common areas, including the landscaping.
- 10.5 Vehicles entering or exiting the property or garages must not exceed 5 miles per hour.
- 10.6 Routine maintenance work on vehicles may not be performed on the property.
- 10.7 Use of common area water faucets or use of hoses in common areas requires written approval of the Board.
- 10.8 Unit HVAC compressors may not be replaced with one larger in physical size or of larger capacity without prior written approval by the Board.
- 10.9 The use or storage of power generators is not allowed anywhere on the premises.
- 10.10 No item of any type may be placed on top of **ANY** terrace walls.

## **11.1 Fees**

- 11.1 Maintenance fees 10 days past due will incur a \$10 per month late fee.
- 11.2 Maintenance fees 90 days past due will be turned over for collection. Any additional costs incurred for collection will be added to the fees due and payable to the Association.
- 11.3 Owners who request completion of a Condominium Seller's Certificate as required by State regulation will be charged a \$125 fee, subject to change by the Board. A \$100 non refundable move in/move out fee will be charged.
- 11.4 Any abuse of the established maintenance reporting process which results in additional costs to the Association will be grounds for reimbursement to the Association by the owner.
- 11.5 Maintenance fees will not be refunded in any circumstance. Proration of fees must be made at closing between the buyer and seller.
- 11.6 A \$10 fee will be charged for replacement of common area keys.

## **IMPORTANT NUMBERS**

**Emergencies**

**911**

**LG&E Power Outages**

**502-589-1444**

**After hours emergency maintenance**

**502-410-4190**

**Evans Property Management non emergency. [Donna@evans-property.com](mailto:Donna@evans-property.com)**

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