

ASPEN CONDOMINIUMS GUIDELINES 2013

This document is a helpful list of procedures and guidelines for homeowners and tenants to follow.

Parking

Each unit has its own assigned parking space which is marked with the same number as the unit. In the event that a unit has more than one vehicle, visitor parking should be utilized. If you find that your space is occupied by an unknown vehicle, please call Bam's towing at 341-5508 to have the vehicle removed. Bam's Towing will not be patrolling the area, they will only tow vehicles if a resident calls and says that there is a car parked in their assigned space. The number of visitor spaces is limited so please do not expect to have all visitors park on the property. Street parking is available on the north side of Miami Street should the lot be full. If your unit has an assigned space and a garage, please refrain from using visitor parking for your personal vehicle.

Pest Waste and Ground Debris

The Board of Directors is asking for the assistance of all home owners. The amount of pet waste has increased severely and this has become a major issue. Please be sure to pick up after your pet in a timely manner. Please respect your neighbors and help keep Aspen Condominiums grounds clean! Please note that tethering your dog for more than 15 minutes unattended is against the law in the city of Omaha and you could be subject to a fine. Please also refrain from disposing of the following items on the actual grounds: pet hair after grooming your dog, lint from either your washer or dryer and various food items. These items will not just blow away and make the property look dirty. We understand that you are probably doing this for the wild life in the area but let's keep our property clean. And if it is something you won't eat then it should be considered garbage and not be left out for the animals. This will also keep our pets from becoming ill if they consume something they shouldn't.

Dumpsters

The green dumpsters on our property are for household garbage only. Please do not put any tires, batteries, furniture or hazardous chemicals in the dumpster. Also, please be sure to keep the lids closed. The wind and animals in the area are constantly leaving debris all over the property.

Owner vs. HOA Responsibility

According to the covenants, it is the Association's responsibility to repair and replace the stairways for Aspen Condominiums and the Owner's responsibility to repair and replace the porches, upper level decks and garage doors. Limited common elements are the owner's responsibility and Common elements are the association's responsibility. According to the covenants section 6.2,

"Limited Common Elements of the Condominium consist of the following:

- a. The parking space (if any) assigned to a Dwelling Unit;
- b. The patio (if any) directly adjacent to, and assigned to each of Dwelling Units;
- c. The deck or balcony (if any) physically attached to a Dwelling Unit
- d. Any shutters, awnings, window boxes, doorsteps, stoops; all exterior doors (including garage doors) and windows; and all other fixtures and systems designed to serve a single Dwelling Unit but located outside the boundaries of the Dwelling Unit."

If you will be replacing your own porch, deck or garage door, please contact Hannah at hporto@pjmorgan.com, to ensure they will be replaced with the same features of Aspen Condominiums.

Bat Removal

If you have found a bat in your condo unit, you can call the Humane Society at 402-444-7800. The Humane Society will come out for pest removal if you have seen the bat or pest in the last 10 minutes. Otherwise, you can contact Hannah at PJ Morgan Real Estate at 402-609-4644 if it is during normal business hours. If you have an after-hours bat issue, you can contact Russ with Brown’s Pest Control at 402-714-4440. A bat removal expense will be paid for by the association as long as the invoice is from Brown’s Pest Control.

Plumbing/Sewage Back-up

For a plumbing back up or for a plumbing issue you feel that is connected to more than just your unit, we recommend contacting Roto-Rooter Plumbing at 402-592-2700 or Hannah during normal business hours. If the back-up was indeed a multi-dwelling back up involving the main line, the expense will be covered by the Homeowners Association as long as the invoice is from Roto Rooter.

Barbeque Grills

Please review the enclosed flyer for grilling safety guidelines

Late Fee and Collection Policy

The Aspen Condominium Homeowners Association is required under the neighborhood Bylaws and Declarations of Covenants to collect monthly assessments from each homeowner. These dues are collected uniformly. Dues are payable on the 1st of each month and delinquent after the 10th of each month. Subsequent statements will be provided to homeowners with an unpaid balance. There is an annual 16% late fee charge for accounts over 30 days past due. There is a \$30 returned check charge. In the unfortunate event that a homeowner becomes severely delinquent, it becomes necessary for the Association to enforce the collection of these assessments.

The Steps of Delinquency and Collections

The following uniform set of rules should be unemotionally applied.

Days Past Due	Actions
30 Days	The account is considered past due. Late fees are added to the account and a statement is sent to the homeowner.
60 Days	The account is considered past due. Late fees are added to the account and a statement is sent to the homeowner.
90 Days	The account is considered past due. A statement is sent to homeowner requesting full payment or a lien will be placed on the property.
120 Days	At this point a lien is filed and the homeowner is sent to collections. The amount of the lien should include dues, and lien fees, as agreed upon by the board. Currently the lien fees are \$100. The full amount of dues including late and lien fees are required to release the lien. Late fees will continue until the account is paid in full.

Preferred Vendors

- Towing: Bam’s Towing – 402-341-5508
- Plumbing: Roto Rooter – 402-592-2700
- Heating and Cooling: U.S. Mechanical Service, Inc—402-991-2899
- Anderson Comfort—402-312-5989
- Pest Control: Browns Pest Control – 402-714-4 440
- Stairway Contractor: Groundbuilders – 402-858-6123
- Garage Door Repair: Norm’s Door Service – 402-331-8920