

SPRING GREEN TOWNHOME
ASSOCIATION, INC.



Managed by
P.J. MORGAN
REAL ESTATE

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April 2010

OWNER'S QUICK
REFERENCE GUIDE
POLICIES & PROCEDURES

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Cathy Leavitt-397-7775



NOTES



ASSOCIATION MANAGEMENT OVERVIEW



When it comes to common interest communities, every owner is impacted to some degree by the performance of the community association, specifically by the assessments and budgets at adequate levels to fund immediate and long-range needs.

P. J. Morgan Real Estate works best for the community when a Partnership of Purpose and Effort exists among its members, the board, the officers and the management otherwise known as a “Team Effort.” Frustration on the part of all team players can arise when questions are not addressed or answered properly regarding unsatisfactory service by vendors. They can also grow when issues are not reported in a timely and reasonable fashion.

Any questions, comments or suggestions should be made to P. J. Morgan Real Estate, 402-397-7775.



WHAT DOES MANAGEMENT HANDLE?

- ⌘ All actions as directed by the Board of Directors.
- ⌘ Regularly scheduled inspections of the common areas.
- ⌘ Supervision of all contractors and employees of the Association.
- ⌘ Attendance at Board and membership meetings.
- ⌘ Preparations of all correspondence, documents, etc.
- ⌘ General administration of the affairs of the Association.
- ⌘ Fiscal administration.
- ⌘ Collection of annual and special assessment fees.
- ⌘ Review and processing of all invoices pre-approved by the Board.
- ⌘ Disbursement of funds from the operating account.
- ⌘ Coordination of annual budget for approval by the Board of Directors.
- ⌘ Liaison with Board.
- ⌘ Update Owners Quick Reference Guide when needed.

ASSOCIATION MANAGEMENT TYPICALLY INVOLVE EIGHT AREAS OF RESPONSIBILITY:

1. Common area services
2. Communication and correspondence
3. Finances
4. General administration of the affairs of the community association
5. Taxes
6. Assistance on policy matters
7. Architectural control

Preserving the quality of the living environment and
enhancing property values.



Recommended Watering of Landscaping

- ⌘ Individual homeowners shall be responsible for watering their lawns and up to 15' of abutting common areas, as needed. Homeowners shall not water their lawns on the scheduled day for mowing.
- ⌘ Do not water on scheduled mowing days. Friday is the scheduled mowing day, weather permitting. The lawn service would prefer not to water lawns on Thursday or Friday.
- ⌘ Watering goal is 1" per week, divided into 3 to 4 watering, approximately 10 to 15 min per zone to be completed by 6am.
- ⌘ Rainsensors are recommended
- ⌘ Every fall, homeowners should disconnect all hoses from outside spigots and drain sprinkler systems to prevent freezing.
- ⌘ No planning in common area is permitted unless board initiated and directed.
- ⌘ Flower pots on decks and patios do not require Board approval.
- ⌘ Common area plantings, to include trees, shrubs and flowers are the responsibility of the homeowners association to maintain and improve if deemed necessary.

Tree Maintenance

- ⌘ Homeowners are responsible for tree care on their owner lots, to include painting, removal, trimming and disease prevention.



Snow Removal

- ⌘ No homeowner shall use salt or salt products to melt snow or ice on the sidewalks, parking areas or drives. Sand is the recommended
- ⌘ Every fall, all homeowners should disconnect all hoses from the outside spigots and sprinklers to avoid freezing pipes.

Landscaping

- ⌘ Common Area trees will be maintained by the homeowners association.
- ⌘ Lawns, mowing, fertilization and disease prevention will be done by the homeowners association.
- ⌘ Shrub trimming will be done by the homeowners association, unless homeowner notifies Board otherwise
- ⌘ No planting in the common area of flowers, shrubbery or trees are permitted without the prior written approval of the Board of Directors. The Board then assumes ownership of the same and the Board shall maintain, trim or remove. Flowers in containers on patios or decks do not require Board approval.
- ⌘ Any additional landscaping work that a home owner desires - sod, planting, trim, etc., can be contracted with Spring Green services at an hourly rate to be paid by the homeowner.



YOUR PRESENT BOARD OF DIRECTORS

Contact Property Manager for more information.

WHAT ARE THE RESPONSIBILITIES OF THE BOARD OF DIRECTORS?

- ⌘ Administration of the affairs of the Association.
- ⌘ Manage, operate, maintain, repair and replace the common areas, facilities and contract for such actions.
- ⌘ Determine what should constitute common expense.
- ⌘ Establish ordinary and necessary reserves for the maintenance and operation of the property.
- ⌘ Levy and collect annual assessments and special assessments.
- ⌘ Adopt and implement rule and regulations governing the operation of permitted uses of the property.
- ⌘ Suspend the voting rights and right to use the common areas by an owner for any period during which any assessment remains unpaid.

To understand why team management is so important consider the many issues the managers must address either directly or through volunteers, employees or contractors. They must turn Board policy and program decisions into operating realities.

Good Management cannot guarantee a better association by itself. Given the above responsibilities, our firm can assist in the health and stability of your community for many years. Involvement by all team players is expressly encouraged.



DIRECTORY OF HOMEOWNERS

Contact Property Manager for more information.



Exterior, Roof, Fence, Etc.

- ⌀ Each homeowner shall keep their unit, deck or patio in a good state of preservation and cleanliness. The homeowner shall be obligated to maintain and keep in good order their own unit.
- ⌀ All garage doors shall be equipped with automatic door openers and must remain closed at all time except when cars are entering or exiting the garage space.
- ⌀ No building, fence, wall or other structure shall be erected or maintained upon the property without written approval from the Board of Directors.
- ⌀ Exterior painting is the financial responsibility of homeowner per covenants.
- ⌀ Repairs to the roofs, gutters, downspouts, private driveway and sidewalks, sprinkler systems, alarm systems, glass or screen surfaces, patios or garden areas within patio walls shall be maintained by each homeowner.
- ⌀ Nothing shall be done or kept in any unit or in the common area which will increase the rate of insurance on the project or the contents thereof greater than the rates applicable for residential use.

Pets

- ⌀ Household pets are subject to rules, regulations, restrictions and exclusions as determined by the Board of Directors. No owner shall possess more than one small pet and any such pet shall be on a leash if outside its owner's townhome or courtyard.
- ⌀ Homeowners are responsible for removing pet waste from their yards and any other yard used by the pet. A monetary penalty may be assessed if proper clean up is not performed. Homeowners or guests are responsible for controlling their pet's barking. No nuisance or disturbance by the pet is allowed.



HOMEOWNER RESTRICTIONS

Based on the Declaration of Covenants, Conditions & Restrictions.
Administered by the Board of Directors

Disturbances

- ⊕ Every unit shall be used and occupied as a residence and for no other purpose. No business activity may be conducted except as allowed by the City Municipal Code. No outside signs are permitted: ie – Clerical Services, Management Services, Financial Reporting.
- ⊕ No noxious or offensive trade or activity shall be carried upon the property or in any unit, nor shall anything be done thereon which may become an annoyance or nuisance to the neighborhood.
- ⊕ No homeowner or guest shall create or permit any disturbing noises or permit any activity within their unit which would interfere with the right, comforts or convenience of the neighbors. Noise will be subject to regulations and control by the Association so as not to infringe upon the tranquility of Spring Green. The Board of Directors shall be the sole authority on determining “appropriate” noise levels on an individual basis.

Parking

- ⊕ Parking will be subject to regulation and restriction by the Association. Owners’ vehicles must be parked within the garages. No camper, boat or owners’ family or guest vehicles may be parked outside more than seven (7) days in each calendar year. When parked, such camper or boat may not impede normal traffic flow or create a traffic hazard. The Association will have all improperly parked vehicles towed at the owner’s expense.



ARCHITECTURAL CONTROL

No building or structure may be altered, externally painted, resurfaced, commenced, erected or maintained upon the property without the written approval of the Board of Directors. Appearance and condition must be in harmony with the external design and location in relation to the surrounding structure and topography. Alterations made without written approval must be removed as directed by the Board of Directors.

TRASH SERVICE

Garbage will be collected every Tuesday. All trash and garbage must be placed inside trash cans. Anything left outside the trash cans will not be removed and is the responsibility of the homeowner who placed it there.

CONTRACTS WITH OUTSIDE SERVICE

The Management will contract with a vendor when there is a problem with common area facilities. Please communicate with Cathy Leavitt to ensure proper service can be provided.

RULES & REGULATIONS

Pursuant to the documents governing Spring Green Townhome Association, the Rules and Regulations are adopted by the Board of Directors and reviewed annually.

WINDOWS & GUTTERS

Spring Green employs a service that will clean the gutters and wash all external windows twice a year—in the Spring and in the Fall. During this time, the contractor will also, at your request, clean exterior skylights and replace exterior floodlights and spots. If you would like internal windows or skylights cleaned, you can arrange that separately with the contractor and be billed by the contractor for that service.



WHAT DOES THE ANNUAL ASSESSMENT FEE COVER?

- ⌘ Maintenance and repair of common grounds.
- ⌘ Lawn care - mowing, fertilizing, seeding.
- ⌘ Tree and shrub care, except for those located on individual patios or decks or outside Association areas.
- ⌘ Irrigation water supply and equipment for common areas.
- ⌘ Lighting of main drive.
- ⌘ Snow removal for sidewalks, driveways and main drive.
- ⌘ Cleaning of gutters and flushing of downspouts twice yearly.
- ⌘ Washing of all exterior windows twice yearly.
- ⌘ Legal and professional services.

Annual Assessment fees are due on the 1st of January and the 1st of July each year. Fees not received by the management company by the end of the respective month will be assessed interest at a rate of 18% per annum.

The Assessment fees payments should be made payable to Spring Green Townhomes and mailed to:

❖ P.J. MORGAN
 REAL ESTATE
 7801 Wakeley Plaza
 Omaha, NE 68114



ANNUAL

The Annual Meetings of the members of Spring Green Townhome Association are held at a date and time determined by the Board each year. The meeting is held for the purpose of electing a Board of Directors and for the transaction of any other business properly coming before the members. Notice of the Annual Meeting shall be given at least ten (10) days prior to the meeting. A quorum is determined by the presence or proxy of a majority of owners.

SPECIAL MEETINGS

Special meetings of the Members can be called by any member of the Board of Directors or upon written request from 25% of the homeowners.

SELLING YOUR UNIT

P.J. Morgan Real Estate must be notified 4 days prior to closing of the sale to ascertain the assessments are current and all documents have been received and reviewed by the buyer.

P.J. Morgan Real Estate offers a discounted commission structure to homeowners at Spring Green. The professional sales team at P.J. Morgan Real Estate has over 40 years real estate experience. Please call 397-7775 for details.