

Crow Hill Homeowners' Association, Inc. (CHHA)

PO Box 240396 Douglas, AK 99824-0396

RULES FOR OWNERS AND TENANTS

All residents of Crow Hill Condominiums are required to comply with the following rules. They are designed to ensure a safe and pleasant environment for everyone. Owners of rental units are responsible for incorporating these rules into their lease agreements with tenants, and for tenant compliance with these rules.

PROPERTY MANAGERS AND CONTACT INFORMATION

The Association has contracted with JPR Management Services Inc (dba Jim Preston Realty) to oversee the financial and ongoing maintenance operations of the complex. Christopher Burton may be reached at (801)791-5363

EMERGENCY CONTACT: In case of fire or significant safety threats, call 911. For flooding, call Vern Martin, M&M Services, at (907) 321-3819.

OTHER ISSUES: For help with non-emergency maintenance, ground rule complaints, questions about dues or other administrative issues, call Christopher Burton, 801-791-5363, during normal business hours.

Christopher's email address is: c.christopher.burton@gmail.com Please put "Crow Hill" or "CHHA" in the subject line.

EXAMPLES OF REASONS TO CONTACT OUR PROPERTY MANAGERS:

- Exterior lighting problems, including bulb replacement or damaged fixtures.
- Snow removal problems or complaints. The snow removal contractors will respond only to direction from the Manager or CHHA board members.
- Structural problems with decks or buildings, exterior doors, or windows which are broken, damaged or inoperable.
- Rule violations so that warnings or fines may be issued to owners.

Occupants are required to report maintenance problems promptly, before circumstances worsen and more costs are incurred.

OWNER RESPONSIBILITY TO REPORT POTENTIAL DAMAGE

Unit owners are responsible for any action (or lack of action) they take that damages their own or another Unit Owner's Condominium Unit. If a limited common element is damaged or destroyed by a Unit Owner as a result of intentional or negligent act or omission, that Unit Owner is liable for the cost of damage and repair associated therewith. Limited common areas include porches, balconies, walkways and carports as defined under the CHHA Declaration. An owner who takes exception to the charge has the opportunity to appeal to the Board.

The Association has the authority to assess a Unit Owner for any damage caused by the Unit Owner, or their tenant, as a result of an intentional act or omission to the Crow Hill Condominium common and limited common elements and to another Unit Owner's Condominium Unit, which damage shall require an expenditure by the Association for repair and remedy. The Association may impose such assessment after the Association provides a Unit Owner with notice and opportunity to be heard. The opportunity to be heard will normally occur at the Board of Director's meeting following the date of the assessment for damage. Any assessment shall become a lien against an Owner's Condominium Unit. The Association shall collect and enforce the assessment, and in addition to the assessment, charge and assess costs, including reasonable attorney fees, penalties and interest for the late payment or non-payment thereof. The lien is enforceable in the Alaska Superior Court.

DUES, FEES AND FINES

Association dues must be paid each month in accordance with the fee structure dictated by Association by-laws and the annual budget for operations adopted each June by Association members. Monthly association dues are not part of a mortgage payment to the lender. Owners receive monthly statements indicating the owner's account balance.

WHEN TO PAY DUES: Your monthly assessment is due on the 1st day of each month. Dues not received by 6 p.m. on the 15th of each month are late, and a late fee will be assessed and added to your account. The late fee is \$25.00.

WHERE TO PAY DUES: Dues may be paid by mail, to the CHHA post office box listed above. Payment may also be made online by EFT (electronic funds transfer) by accessing your CHHA account at <http://jimprestonrealty.managebuilding.com>. There is a no fee for this service. Contact Christopher for login information.

FEES FOR RETURNED CHECKS: A \$25.00 fee will be assessed each time a check is returned for "non-sufficient funds." Any additional bank fees associated with a returned check will also be charged to the homeowner.

ARREARAGES OVER \$500: For balances due the association over \$500, legal action will be initiated and the mortgage holder will be notified.

FINES: The Association has adopted a fine structure for violations of the Rules for Residents and Tenants. Rules will be consistently enforced, and the association has adopted an enforcement policy that includes the following steps:

- As always, neighbors should make every effort to comply and to resolve issues between themselves.
- Should that not be the case, a written warning will be issued by the property managers. (Some violations will NOT receive a written warning. Please see exceptions listed below.)
- Should compliance still not be achieved, fines will be issued as follows:
 - \$25 for the first instance,
 - \$50 for the second instance, and
 - \$100 for a third or subsequent instance will be levied.

Exceptions: *Vehicle and Parking Violations WILL NOT receive a “Warning”. These violations are obvious and self-explanatory. In an effort to provide expedient compliance, the HOA will boot/tow vehicles and issue fines directly without warning. Please refer to the “Parking” section below.

Owners are responsible for the compliance of their tenants. Fines will be added to owners’ account balances. Members may appeal to the Board of Directors.

SMOKE-FREE CONDOMINIUM POLICY

- a.** No person shall smoke cigarettes, cigars, or any other tobacco product, marijuana or illegal substances anywhere within the individual units or buildings, inside or outside common areas, porches, patios, or balconies, or within 25 ft. of any building, walkway, or stairway. For the purposes of this policy, “person” includes but is not limited to an owner, family member, tenant, resident, guest, business invitee, or visitor.
- b.** "Smoking" shall include the inhaling, exhaling, burning, or carrying of any lighted cigarette, cigar or other tobacco product, marijuana, or illegal substance.
- c.** "Business invitee" shall include, but is not limited to, any contractor, agent, household worker, or other person hired by the owner, tenant or resident to provide a service or product to the owner, tenant, or resident.
- d.** Any owner who sells his or her unit shall specifically disclose to all potential buyers and realtors that smoking is prohibited anywhere within the individual units or buildings, inside or outside common areas, patios, porches, or balconies, or within 25 ft. of any building, walkway, or stairway.
- e.** Any owner who rents or otherwise allows someone other than the owner to reside within or occupy the unit shall disclose to all persons who reside within his or her unit that smoking is prohibited within all areas as described above prior to their residency or occupancy.
- f.** Each owner is responsible for the actions of all other persons residing within or visiting his or her unit and shall be subject to disciplinary action or a court action for an injunction, or any remedies available for the violation of this section.
- g.** Any resident or the association may enforce this section in a court of law. If any resident or the association is required to hire legal counsel to enforce this section, the resident or the association shall be entitled to recover his or her or its attorney’s fees and costs incurred, whether or not litigation has been commenced. The association may collect the attorney’s fees and costs it incurs through the use of a special assessment levied against the owner of the unit and an assessment lien, if necessary.

h. The Board of Directors shall have the authority and power to enact rules and regulations, which it deems necessary to enforce this restriction, including a schedule of fines, which may be imposed after notice and in the same manner as for other ground rule infractions.

NOISE

It is each resident's responsibility to avoid excessive noises that may be heard by neighbors. Common sense and consideration for others are key. Preventive measures should be taken whenever possible. In general, all of the following must be avoided:

- Heavy walking or running by either adults or children
- Barking dogs or wailing cats
- Slamming of cabinet or closet doors
- Dropping heavy items
- Unreasonably loud noises, including from music and televisions.
- Vehicle-associated noises caused by faulty mufflers or offensive driving habits, particularly while most residents are sleeping.

QUIET HOURS: Vacuum cleaners, dishwashers, washers and dryers, loud computer games, and loud musical instruments may not be used before 9 a.m. or after 10 p.m.

Electronic equipment such as stereos, televisions, and computers must be kept at a volume level that cannot be heard in any other units AT ALL TIMES. This includes through open doors and windows.

Unreasonably loud noise, including music, may be reported to the Juneau Police Department at any hour. On-going problems may result in fines, citations or arrest. License numbers of offending vehicles may also be reported to the Juneau Police Department.

NOISE ASSOCIATED WITH HARD-SURFACE FLOORING

In cases of persistent complaints of noise from surrounding units, the owner of a unit with hard-surfaced floors will be required to install sound-dampening floor coverings over at least 50 percent of the floor.

PETS

Pets are valued members of many families. Well-behaved, reasonably-sized pets are allowed at the unit owner's discretion, with the following restrictions:

- No more than two cats per unit.
- No more than 2 dogs per unit

The Association expects owners and tenants to consistently comply with the animal codes of the City and Borough of Juneau. Dogs must be kept on leashes AT ALL TIMES when outside the resident's unit. Dogs cannot be left on porches or balconies.

Residents **MUST** clean up their dog's feces immediately and must dispose of it in a tied plastic bag.

Complaints about reoccurring pet problems (noise, odors, messes, etc.) may be directed to the property manager who will act in compliance with local laws on behalf of the Board. Failure to remedy any problems may result in fines.

Complaints may also be reported to the Gastineau Humane Society, 789-0260, as may reports of abused animals. Animal Control Officers may be called to remove loose animals from the property. Owner(s) will be cited accordingly.

PORCHES, BALCONIES, WALKWAYS, CARPORTS, etc.

Maintaining a tidy appearance adds to the value of individual units and the complex in general. Storage of personal items that would normally be used inside a unit is not permitted on porches or balconies. This includes chests, shelves, toys and other clutter. Bicycles and other outdoor sports equipment are not permitted on decks or porches. Outdoor furniture and containers for gardening are appropriate. Persistent violations of these guidelines may lead to fines.

Clotheslines and clothes racks, animal runs, and political signs on the outside of the building or on the railings are not permitted at any time.

Residents with garden containers must make sure that water does not drip onto the balcony or porch below. Appropriate measures must be taken to ensure that objects or debris does not fall through onto decks below.

EXTERIOR DOORS AND STORM OR SCREEN DOORS: Exterior doors are the responsibility of the Association. They must be uniform in color (brown) and style. Storm doors must be brown, and their installation must not take place before approval has been received from the Board of Directors or property managers on the Board's behalf.

Children must be supervised at all times.

Carport and building roofs are off limits except for authorized personnel only.

GRILLS

In compliance with the policy of our insurance carrier, no grills of any kind are permitted to be stored or used on decks, porches, walkways, or in units.

PARKING AND VEHICLE REQUIREMENTS

These rules apply to all residents and visitors, including residents with carports.
Access must be maintained at all times for emergency vehicles and snowplows.

PERSONAL PARKING: Each of our 78 units is assigned ONE parking space for the exclusive use of the occupants of that unit. This space must be used for the primary vehicle associated with that unit. Vehicles may not be stored on the CHHA complex, even in assigned spots. All vehicles parked anywhere on the CHHA complex—including in assigned spots—must be operational. Cars in assigned spots or in visitor spots must not impede snow removal.

Occupants may park a second car in an available visitor parking space; however, vehicles in visitor spaces MUST be moved after 24 hours.

The HOA has implemented a Parking Pass policy. Parking tags will be issued to each unit. The pass must be displayed in a visible location within the vehicle, at all times. Resident Owners will receive a primary pass and a visitor pass. Rental unit owners will receive 1 parking pass for rental units. The parking passes are associated with the unit Owners, not the specific vehicle. The parking pass is at no cost, however, for lost passes, the replacement pass will be a cost of \$50.00, each.

VISITOR PARKING: There are 33 visitor parking spaces. These spaces are available on a first-come, first-served basis. Please advise guests of their location, as indicated on the parking lot plan. **Vehicles in visitor spaces MUST be moved after 24 hours. Vehicles that remain in a Visitor space longer than 24 hours are subject to booting and towing.**

The following are illegal on the CHHA premises. Violators may be booted, towed and fined.

- More than two vehicles per unit parked ANYWHERE on the premises. If temporary parking is absolutely necessary, you must ask for written permission in advance and it may be for NO MORE than three days. Such vehicles should be parked at the far south end of the mid-level parking area beyond Building G.
- Speed in excess of 10 mph in any parking lot or complex area.
- Guest vehicles parked anywhere other than a designated “visitor parking” spot.
- Parallel parking in ANY area not specifically marked for such.
- Parking in fire lanes.
- Parking of any vehicle which cannot move under its own power.
- Parking of any boat, boat trailer, motor home, utility trailer, all-terrain vehicle, or any other outsized vehicle which exceeds the capacity of the normal residential parking space. (Rental units may not have these items on the property, at all.)
- Parking of any vehicle without current license and registration.
- Parking by any resident in a visitor designated parking spot for more than 24 consecutive hours.
- Parking behind any other vehicle
- Parking to impede snow removal. During extended absences, residents’ vehicles should be parked off these premises.
- Motorcycles may be parked in a resident’s assigned space, in front of the vehicle ONLY if there is room for both vehicles in that assigned space.
- Kayaks, canoes and comparable water gear may not be stored on the grounds.

GARBAGE

Common sense and courtesy are essential to effective management of household garbage. Bears have been a serious problem at times, and compliance with rules associated with garbage is mandatory. Dumpster lids have latches to ensure that bears cannot access the contents. It is critical that the lids be completely closed at all times. **DO NOT LEAVE GARBAGE ON OR AROUND A DUMPSTER.** Likewise, **DO NOT LEAVE GARBAGE ON PORCHES OR BALCONIES AT ANY TIME.**

All household garbage must be secured in tied plastic bags before it is placed in the dumpster closest to your unit. Occupants must be particularly careful to secure cat litter, animal feces, disposable diapers and any other items which create offensive odors. Cardboard boxes must be broken down so they are flat. Place items toward the back of the dumpster first, to ensure adequate space for all before the next pickup. If the dumpster nearest your unit is full, use another dumpster in the complex.

Alaska Waste WILL NOT remove items such as tires, appliances, batteries, mattresses, box-springs, furniture, large metal objects, refrigerators, or other large items. It is the occupant's responsibility to dispose of these by taking them to the landfill. **The owner of a unit will be assessed any costs associated with the removal of unacceptable items.**

GARBAGE COLLECTION SCHEDULE:

- Upper Buildings A, B & C: Monday, Wednesday, and Friday
- Lower Buildings A, B & C: Monday and Friday
- Upper Buildings D, E, F & G: Monday through Friday (dumpster near Bldg E and F)
- Lower Buildings D, E and F: Monday and Friday

Dumpsters tend to be very full at pick-up time. Occupants must be sure that the lids are completely closed. In addition to diminishing the look and value of the complex, unsecured garbage attracts bears, which is a safety issue. Additionally, the City and Borough of Juneau fines properties with garbage that attracts bears.

Trash of any sort may not be thrown from balconies or porches, or anywhere else on the complex grounds. Owners will be charged for the cost of clean-up if necessary.

The City and Borough of Juneau provides free disposal of hazardous waste such as batteries, cell phones, computer parts, used paint, old televisions, and used solvents and oils.
www.juneau.org/pubworks/hazardwaste.php.

SNOW REMOVAL

The Association contracts for snow removal during the duration of the snow season. During heavy snow conditions, the contractor may plow up to three times a day. They also provide sand to help create a safe driving environment. Residents must move their vehicles to

accommodate plowing and snow removal. Arrangements must be made by vacationing residents to have their cars moved as necessary.

Residents who do not move their cars for snow removal are responsible for clearing the snow buildup around their vehicles. This buildup of snow may not be shoveled into the plowed area or onto a neighbor's parking space.

REMEMBER: Vehicles that are not moved and that unreasonably impede snow removal may be booted or towed and fined at the owner's expense.

The normal plan for snow removal includes:

- An early morning "driving lane" in all lots so that residents can go to work.
- Return after 9 am to complete plowing and removal. During heavy snowfall the contractor will return in the afternoon.
- The HOA will make every effort to ensure that snow is shoveled from sidewalks, snow melt product is available, and snow cleared off roofs as necessary.

RENOVATIONS

Residents must notify the board before any renovation with the potential to affect neighbors.

ASSOCIATION GOVERNANCE

Each year members elect seven directors to oversee Association business. The Board usually meets the second Tuesday of each month. Time and place are noted on the posted minutes.

Board members serve on a volunteer basis. Homeowners are encouraged to attend the monthly meetings, and homeowners are especially encouraged to be sure they are represented in person or by proxy at the annual meeting each June. A review of board actions and considerations is included in the "Documents" tab of the owners' online account at <http://jimprestonrealty.managebuilding.com>. Board minutes are posted after approval. Contact Christopher for login information.

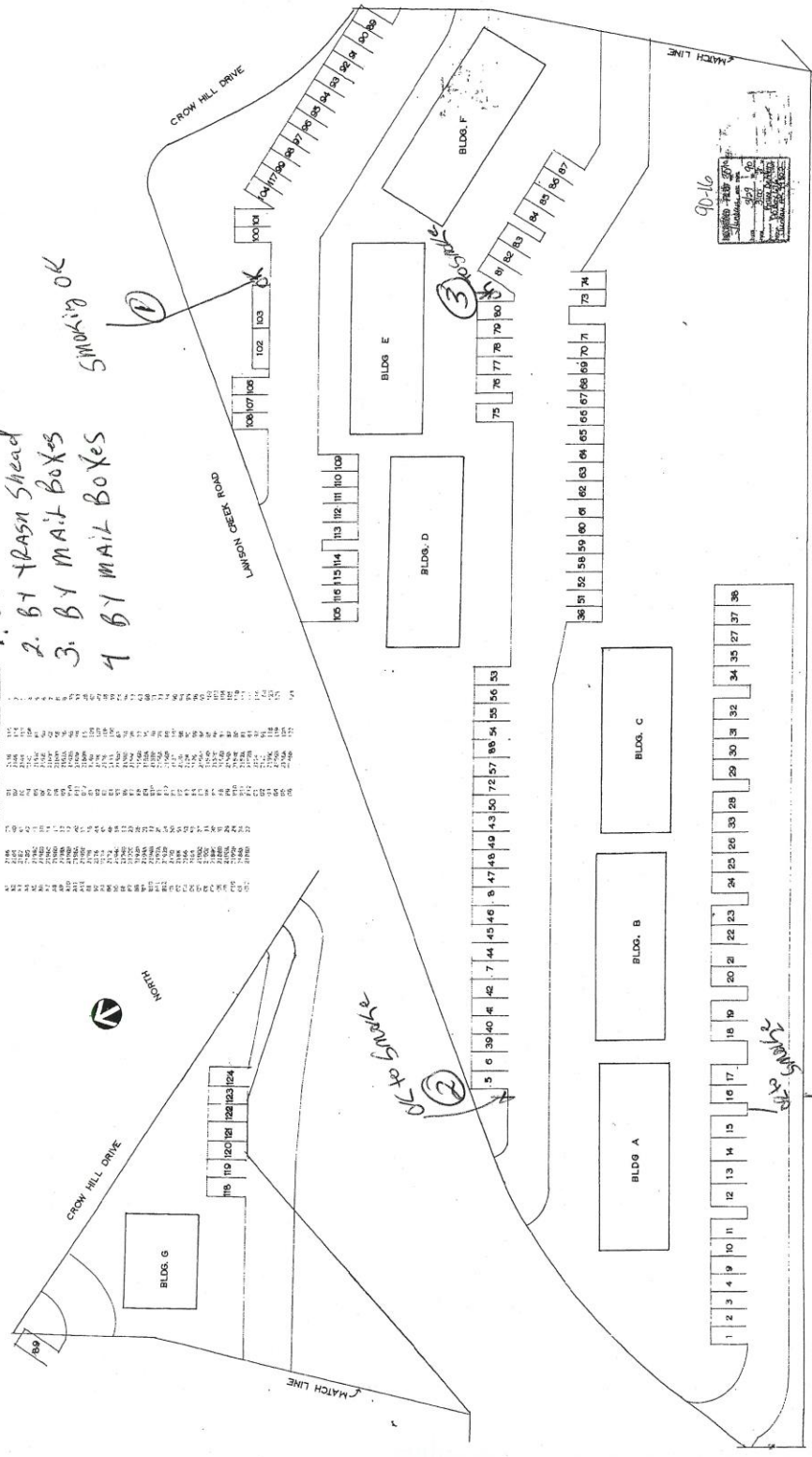
These Are 4 Places to Smoke

1. BY Tool Shed
2. BY TRASH SHED
3. BY MAIL BOXES
- 4 BY MAIL BOXES

Smoking OK

CHHA HILL PARKING LOT/STREET MAP

BLDG	UNIT	BLDG	UNIT	BLDG	UNIT	BLDG	UNIT	BLDG	UNIT
1	101	1	102	1	103	1	104	1	105
1	106	1	107	1	108	1	109	1	110
1	111	1	112	1	113	1	114	1	115
1	116	1	117	1	118	1	119	1	120
1	121	1	122	1	123	1	124	1	125
1	126	1	127	1	128	1	129	1	130
1	131	1	132	1	133	1	134	1	135
1	136	1	137	1	138	1	139	1	140
1	141	1	142	1	143	1	144	1	145
1	146	1	147	1	148	1	149	1	150
1	151	1	152	1	153	1	154	1	155
1	156	1	157	1	158	1	159	1	160
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1	171	1	172	1	173	1	174	1	175
1	176	1	177	1	178	1	179	1	180
1	181	1	182	1	183	1	184	1	185
1	186	1	187	1	188	1	189	1	190
1	191	1	192	1	193	1	194	1	195
1	196	1	197	1	198	1	199	1	200



Tuneau Plot 90-16

