

EASTGATE PROFESSIONAL PARK OFFICE

FAQS

The Association's common areas include the common area lobbies inside buildings with more than one Owner. The rest of the interior of each building is the responsibility of the Owners.

COMMON LOBBIES - The Association replaces the light bulbs in the common areas once a month, usually between the 1st and 10th of the month. The Association does not clean the lobbies. The Owner(s) / Tenant(s) of the Units inside each building keep their own lobby clean. If there is damage to the common lobby area, the cost of repairs is borne by the Unit Owner whose invitee or employee caused the damage. If other Unit Owners notice damage has occurred, that should be reported to the offending Owners and to Cornerstone Property Management. If not, and the financial responsibility is not properly imposed upon the responsible Owner, then the Association will have to bear the cost, thus driving up maintenance fees.

GARBAGE PICK-UP - The dumpsters are emptied on Tuesday and Friday. Please be sure to place all garbage inside the dumpster and not beside it. Please ask your employees, tenants and cleaning people to collapse empty boxes and place all garbage inside the four dumpsters around the park. *The dumpster driver WILL NOT leave his truck to pick up anything outside the dumpsters.* The Association has no one to pick up and clean the dumpster area. If you see someone not following the rules, please notify Cornerstone Property Management with the offender's name so they can address that issue. We have had several complaints over the past year about unknown persons trashing the dumpster areas.

SMOKING - Cigarette butts cause mulch fires! Please warn your smokers and be alert for mulch fires. Please place appropriate receptacles in the rear of your buildings for those who smoke. If a fire occurs, and it was caused by an Owner and/or employee, the Owner will be responsible for the fire department fee and any damages that occur.

EMERGENCY ACCESS, KEYS - Please supply a set of keys to Cornerstone Property Management and security access codes. This is required in the organizational papers of the Association to be provided to the Association or its agents. The purpose of the keys and security codes is to allow Cornerstone Property Management (only) access to your property in the event of an emergency. The problems we have experienced in the past include water and/or electrical shut off and sewage backup that required access to other Owner's Units. Should an emergency occur and the maintenance personnel are unable to access your property, the Association will call you at the number Cornerstone has in its records, but if the emergency won't wait, Cornerstone will have the option, but not the obligation, to do what is necessary to access the problem to keep the damage from hurting other Owners' property. To prevent this we request that you cooperate with the board's efforts and provide a key and if applicable, security codes to Cornerstone Property Management.

MAINTENANCE REQUESTS – for common element repairs should be made to Cornerstone Property Management, via email to customerservice@contactcornerstone.com Maintenance request are handled by Ted White. Please keep this information handy and provide it to your employees and tenants.

INTERIOR MAINTENANCE - If an Owner chooses to use Cornerstone Property Management for work that is not the responsibility of the Association, then Cornerstone Property Management will bill the Owner directly for that work.

SNOW REMOVAL - The Association has a contractor that provides Snow Removal. *Snow removal and salting in the parking lots and sidewalk only occurs when snow exceeds 2.0 inches.* The Board recommends that you exercise your Owner's prerogative to use a snow shovel and distribute de-icer, preferably not salt, to and around your building to allow safe access in and out. There are no guarantees that each sidewalk or each spot of the parking lot will be totally safe. The Board suggests you exercise your Owner's rights to protect your employees, customers, invitees and tenants, and carefully spread de-icer and shovel/sweep light snow and ice around your Units.

EXTERIOR IMPROVEMENTS - Board approval is required before there can be any exterior improvements or alterations to any building, including the addition of a generator. The Board reserves the right to understand the scope of the project as well as its impact upon the property and can approve or reject any proposal at its sole discretion.

EXTERIOR SIGNAGE - Building signage must comply with the Association's regulations, only 6" gold lettering with a black edge is allowed on the exterior. No logos.

Please contact Mr. J.C. Speagle at

Best Signs/Best Stamp & Seal Co.
631 West Main Street
Louisville, KY 40202
(502) 584-4854

FOR OWNERS OF THE RANCH STYLE BUILDINGS LOCATED AT 305-307, 309-311, 315-317 and 321-323 Townepark Circle, this information is extremely important for you.

The lower level units in the four ranch style buildings are below grade, below the sewer lines. When the buildings were built, sewage lift pumps were installed at the lowest level at the western end of each building. Those lift pumps, pump water and sewage from the lower level to ground level sewer pipes. The pumps operate on electricity, if there is a power outage the lift pumps will not work. It is critical for those Owners, when power is off, to inform the occupants of the lower levels not to use the plumbing or flush the toilets until the electricity is back on. It may cause a back-up in the lower level. It is suggested you should notify the Owner at the far western end of the building to see if the lift pump is working properly before your employees and staff use the lower level plumbing facilities. Otherwise, the sewage and water will continue to fill that lift station crock and it is possible the Units may suffer a backup and related damage.

In 2009, automatic water flow valves were placed in the lower levels of all four ranch buildings. The purpose was to create one minute flow of water so that solids will flow through the pipes down to the lift station crock. The water flow valves turn themselves on automatically after midnight, and stay on for one minute. *Should the electricity be shut off to the crock injectors, it is **CRITICAL** that you turn off the water in your Units until the electricity returns. It will require the cooperation of all Unit Owners of the four buildings to insure their properties are not damaged.*