

# CASA GRANDE OF 740 ZORN AVENUE

## Owner's Handbook



August 2020

## **CASA GRANDE OWNER HANDBOOK**

### **Welcome to Casa Grande**

**First of all, welcome to Casa Grande! We're glad that you are here and we look forward to getting to know you.**

**While we are a communal setting, you will have as much privacy as you desire. You may wish to participate in activities with other residents or read on your balcony by yourself-your choice.**

**A professional property manager has been retained to ensure the smooth operation of the community and they, along with a Board elected by the residents each year work together to minimize and solve issues that may arise with respect to the ongoing maintenance of the community property.**

**We urge you to arrange with the property manager for your maintenance fee to be put on Auto Pay so as to avoid late fees for you and to allow prompt payment of CG's accounts. The manager can also add your name to the listing in the vestibule where the security camera and buzzers are located and your contact information to the resident directory, an updated version of same can then be provided to you as well as your name being added to the master email list to receive any pertinent news about the community. The Board feels that communication is key to keeping all residents apprised as to the "state of the condo." The bulletin Board in the first floor kitchen additionally has copies of the Board meeting minutes posted thereon.**

**The law establishing condominiums in Kentucky was passed in 1962 with only Hawaii ahead of us (and Arkansas by only two weeks). Casa Grande was the second condominium property built in the state. While built in the early '70s, it has been updated from time to time, most recently with a new pool area in 2020.**

**Your name and contact information will be added to the Casa Grande directory upon your moving in with a copy being provided to you. This directory will help you not only in getting to know who your neighbors are but how and when to contact the property manager.**

### Moving into Casa Grande

As soon as you know the date that you will be moving into Casa Grande, please let the manager know so that the other residents can be given sufficient notice so that we can ensure that there are no vehicles parked at the end where your moving van(s) will need to park.

Your moving van should be at the southern end of the building and parked in such a way as to not block residents' cars from exiting the garage at that end. There are pads to be placed on the elevator walls when moving in and out. Those pads are in the area of the grocery carts and recycling bins

### Getting to Know the Building

There are two sets of doors into the lobby. The first set will lock between 8 and 9 pm each day. To gain entry after that time, you will need to use the number pad immediately to your left as you face that set of doors. The building's street number is 740 and your code to gain access is 7400 for ease of remembering.

In between the two sets of doors you will see mailboxes to your right and a security panel on your right. For someone to gain access into the lobby itself, they will either use a key (if a resident) or buzz the appropriate unit number, picking up the phone so as to identify themselves to the resident they are buzzing whereupon the person they are visiting will buzz them in through the second set of doors. No resident should ever buzz anyone into the building unless and until they know to whom they are giving access.

As indicated by the provision of key box only entry to the building in the evening hours and the need to be buzzed in by the resident to the building, we wish to keep the building secure for all residents. It is critical for that reason that no doors be propped or left open so as to avoid others from gaining access to the building. Similarly one should not buzz anyone into the building unless you have spoken with them on the intercom and they are known to you.

Just inside the lobby is a brass mailbox where outgoing mail may be placed

### Safety

The Board believes that safety is of prime importance in our community. Should you find something you believe to be a hazard, please let a Board member know immediately so that the situation may be addressed.

The building is primarily concrete and steel and there are fire walls. There is a system hard wired in each unit to detect smoke or fire. The alarm will go off first in the unit in question and very shortly thereafter will sound throughout the building and the fire department is automatically notified. Should it be your unit that sets off the alarm, you should go to the lobby (unless you are physically unable to do so) to let the fire department into the building. They will investigate and then re-set the alarm system. Remember that if there were to be a fire, you should never use the elevator.

### Party and Exercise Rooms

Upon your entry into the lobby, you will see doors directly in front of you leading into the garage while the elevator tor is to the right and the door to the left (between the desk and the outgoing mailbox), leads to the Party Room, kitchen, exercise room and restrooms.

The Party Room has a bookcase with a book/magazine and game exchange. You can then pass into the kitchen where you will also find a calendar for signing up for use of the party room should you have a specific event in mind and wish to reserve it for that purpose . There is also a suggestion box and bulletin Board where the most recent Board information may be found. Use of the kitchen can tie in with your reservation of the Party Room. You will find stove, microwave, coffee maker, sink, a refrigerator as well as dishwasher to make your clean up after your use easier.

Past the kitchen is he exercise room with adjacent bathrooms, one with a working sauna. A ping pong table and equipment are also here as is a TV. Should you wish to reserve the room for use of the ping pong table, you will need to relocate it into the party room and then return it following its use. The net, paddles and balls are found in the hexagonal table in the kitchen.

Please do not change the thermostat setting in the kitchen and always turn off the equipment and lights upon your departure of this are.

### Rooftop Terrace

There is a rooftop terrace on the 5h floor with tables and chairs as well as a gas grill. When you leave the terrace area to return to your unit, please bring the umbrellas down if you have used them.

### The Grill

The grill is located on the 5th floor Terrace. Please follow these steps when using the grill:

1. Turn the propane tank valve counter-clockwise to open.
2. Turn one of the main burner knobs on the right to start the grill. Turn other knobs as needed.
3. Reverse the process when finished, ensuring that all burner knobs are in the off position. Then turn the propane tank valve clockwise to close.
4. Clean the grate and surrounding stainless steel housing from food residue or grease.

5. Place the grill cover back on the grill after it has cooled.
6. Notify a board member if propane tank is empty or low on fuel.

Your cooperation is essential for the grill to be enjoyed by all Casa Grande families that choose to use it.

### Garage

Your remote control will give you access into the garage via the north door.

When exiting the garage, use the south door. As you proceed slowly, the door will open when you get close to it and will automatically close once you are through.

Also in the garage, you will find recycling bins, a garbage can and grocery carts as well as wooden flatbed style carts. You are welcome to use these carts to get items to your unit but please return them following your use so that others may so avail themselves.

The garage has two storage areas for items needed for the upkeep of the building as well as a room where each unit has its own storage area on which you may place a lock should you desire. When leaving the storage area, please turn off the light and make sure that the door is locked.

There is also a laundry room with coin-operated machines.

### Keeping Casa Grande Beautiful

When using any communal area, please be mindful to clean up behind yourself. This includes not only the lobby but any area on the property which is not part of your unit.

The balconies of each unit are deemed limited common elements-i.e., while for your private use, they are visible to many others. It is your responsibility to keep the railing painted so as to not cause rusting and please do not hang anything either on the balconies themselves or on the outside walls of your unit. The balconies should be kept free of litter, debris or clutter. They are our face to the rest of the city.

Likewise, any window covering should be lined with white or off-white fabric so as to make a uniform appearance on the exterior of the building.

Each unit has a light outside its main doors that should be lit at all times so as to keep the hallway bright. Should your light bulb there burn out, please tell a Board member who will arrange to have the bulb replaced.

Please do not place litter in the stone urn next to the stone bench outside the front doors

## Repairs and Maintenance

The Board consists of five members each with a term of one year. They develop policy and work together with the property manager for the upkeep of the building and grounds. This often requires, like any household, a balancing act between keeping items in good condition and repair while living within the annual budget. Previous budgets have been developed by looking at the history of prior years' expenditures. The Board also has to keep in mind future potential issues that may develop and possible replacement of certain items making up the property and the need to maintain an adequate reserve account.

On occasion an emergency situation may occur which requires getting access to a unit when the owner is not at home. One such situation was on a weekend when water started coming through a light fixture in a unit on a one floor which was caused by a backed up pipe, resulting in an overflowing sink in the unit above whose owner was gone for the weekend. For that reason, there is a locked keybox which only the current Board members or the property manager can access with duplicate keys for the majority of the units. It is suggested that you check with the manager to see if your unit's key is in the box and if not, to please allow a duplicate to be placed in it for potential emergencies.

Damage to common portions of the property, whether inside or out, should be reported to a Board member. If you observe a vehicle causing damage to CG property, please observe as much as possible so that said vehicle may be identified relative to its causing such damage.

Please let any service provider whom you have called /scheduled know that they will need to park their vehicle at the south end of the building (i.e., they should come in the second driveway entrance to Casa Grande) and you will need to arrange with them for their access into the building with any materials they may be bringing or taking out. They will need to know that no such items are to come in through the front doors and if they will be making several trips back and forth to their vehicle, it is suggested that you give them your access key to the pedestrian door at that end of the garage so they may be able to get back into either the elevator or stairwell back to your unit. Just remember to get your key back before they depart

## Pool

No glass or other breakable items may be brought into the pool areas nor should any radio or music as some units are close to the pool and would be subjected to the noise.

No food or beverages other than water in a plastic container are allowed in the pool area.

No running, jumping, pushing or diving is allowed.

No one under the age of 16 is allowed without an adult responsible for said minor. No child of diaper wearing age is permitted in the pool.

The pool will close each night at 10 pm.

Pool privileges may be suspended by the Board for rule violations.

### Garbage

Each residential floor has a trash room with trash chute. Please throw down the chute only your regular household garbage in either plastic or paper bags. CardBoard will clog up the chute and cause a real problem so please flatten your cardBoard and either place it in the recycling bins in the garage or if too unwieldy to so do, place in the outside dumpster at the north end of the property

### Miscellaneous Rules

Pursuant to the Amendment in 1999 to the Master Deed, no unit may be rented to or occupied by anyone paying rent to the owner.

Supervise guests and children. You are responsible for them and for their actions.

No running or ball playing anyway on the property.

Help keep litter out of common areas and pick up behind yourself should you spill, etc.

Bicycles are to be kept under the stairwells at either the north or south end of the garage and should enter and exit through the pedestrian doors in that area.

Parking under the portico is not allowed.

Spray painting, car washing, waxing or repair are not allowed in the garage and may be done only outside at the south end of the building. Obviously the spray painting may only be done in such a way as to not have paint end up on any of the Casa Grande or other residents' property (including the driveway).

Casa Grande is a pet free and smoke free community.

As a communal neighborhood, one should be mindful of not making/creating undue noise so as to not disturb others. For that reason, any work being done on your unit should only be done between 9 am and 6 pm.

Please keep the light in the hall directly outside our unit on at all times (the switch is just inside your front door). Should the bulb burn out, let a Board member know so that it may be replaced.

# Policy of the Board of Directors of Casa Grande of 740 Zorn Avenue

**Dated October 26, 2020**

The following shall constitute the policy of the Board of Directors of Casa Grande of 740 Zorn Avenue with respect to Service and Support Animals.

Animal must have all appropriate licensing and vaccinations with documentation to be provided to the Board/property manager annually.

Any damage to the common property or infestation of fleas shall be the responsibility of the owner.

No barking, crying, whining, etc. should be heard by owners of other units.

If a cat, the litter being disposed of should be double bagged and tied before being put in the trash chute.

If a dog, it must not deposit its waste on the property of Casa Grande unless at the top of the hill in the rear of the property and it shall be "scooped" up by the owner, with that bag being tied and deposited in the outdoors dumpster.

Any animal shall be subject to the rules/ordinances of Jefferson County, KY.

Violations of any of these rules may result in a fine in the amount of \$100 per each violation being placed on the owner's unit.

The Board reserves the right in its sole discretion to modify this policy from time to time but always in accordance with local, state and federal law.

Adopted this 26<sup>th</sup> day of October 2020

Board of Directors  
Casa Grande of Zorn Avenue