

Glenbrook Townhomes Owners Association

ASSOCIATION MEMBERSHIP GUIDE AND ASSOCIATION RULES

June 2015

The Undersigned acknowledges that he/she has fully read the Glenbrook Townhomes Owners Association Membership Guide and Association Rules and all other documents mentioned therein and expressly agrees to comply with and follow all terms and conditions contained therein.

Owner:

Date: _____

Date: _____

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BOARD OF DIRECTORS Architectural Committee

Director/President: Connie Dart

Director/
Vice President: Dave Harris

Director/
Secretary & Treasurer: Dayna Mitchell

MANAGEMENT DIRECTORY

DS Property Management
4308 N Kingswood Drive
P.O. Box 45387
Boise, ID 83711
Phone: (208) 922-8027
Fax: (208) 321-9424

Contacts

Debra Cano, CMCA®, Property Manager
E-mail: dcano@q.com
Phone: (208) 922-8027
Fax: (208) 321-9424

Maintenance Supervisor

Shane Glenn
Cell Phone: 208-412-0276
James Adams
Cell Phone: 208-473-9101

After Hours Emergencies

Phone: (208) 922-8027 or (208) 412-0276

MANAGEMENT OVERVIEW

DS Property Management has been hired by the Board of Directors to provide association and facility management for the Glenbrook Townhomes Owners Association (the "Association").

Please review and become familiar with the Condominium Declaration of the Glenbrook Townhomes Owners Association (the "Declaration" or the CC&Rs) and the Bylaws of the Glenbrook Townhomes Owners Association (the "Bylaws"). You should have received these documents at closing. An overview of these documents is provided in this Membership Guide and Association Rules (the "Membership Guidelines"). In the event there is a conflict between the Membership Guide and Association Rules the CC&Rs will control.

These documents guide the Board of Directors in management of the Association. Debra Cano is DS Property Management's representative who will act as the Property Manager. Shane Glenn is the Maintenance Supervisor. Their contact information is on the previous page.

Our Mission

DS Property Management is proud to be providing property management services to Glenbrook Townhomes Owners Association. We will endeavor to earn your satisfaction in our services by continuing to improve skills through education; to constantly improve our internal organization so it remains a positive force, motivating and empowering all of our employees to reach for excellence; and to conduct business honestly and ethically.

We look forward to working closely with you and providing services for Glenbrook Townhomes Owners Association. Please call us at any time with suggestions.

Association Dues

DS Property Management prepares a proposed budget each year for review and approval by the Board of Directors and submission to the Association. Once the budget has been approved, coupons are mailed to each member to use when making the monthly payments. Association fees in the amount of \$120.00 are paid monthly and are due on the 1st day of the month. Association dues are made up of Regular, Special and Limited Assessments as described in the CC&Rs.

Association Dues cover among other expenses, the following:

- Administration
- Meeting Costs
- Management
- Common Area Maintenance
- Landscaping
- Exterior Maintenance as Described herein
- Insurance (not personal property)
- Reserves for replacements or capital costs

Insurance

The insurance agency for the Glenbrook Townhomes Owners Association Condominium Association is:

Insurance Agency: Fuhriman Insurance

Agent: Terry Fuhriman

Address: 9603 W Chinden Blvd, Boise, ID 83714

Phone: (208) 327-3400

Fax: (208) 327-3462

Insurance Company: American Hallmark Insurance Company of Texas

Commercial Policy #: 44-MG-435497-08/000

GENERAL RULES & GUIDELINES

- A) No building, fence, wall, structure, improvement, or obstruction shall be placed or permitted to remain upon any part of the Properties unless a written request for approval thereof containing the plans and specifications therefore, including exterior color schemes, has been approved in writing by the Architectural Committee. The approval of the committee shall not be unreasonable withheld if the said plans and specifications are for improvements which are similar in general design and quality, and generally in harmony with the dwellings located on the properties.
- B) Playground Equipment, storage sheds, and storage buildings shall be permitted only in the backyards of the units. No storage shed or building having a height in excess of ten feet shall be placed or constructed in the backyard of any unit, nor shall playground equipment exceed ten feet in height.
- C) No shack, tent, trailer house, or basement only, shall be used within the subdivision for living quarters, or any other purpose, permanent or temporary.
- D) Nothing of an offensive, dangerous, odorous, or noisy endeavor shall be conducted or carried on nor shall anything be done or permitted in said subdivision which may be or become an annoyance or nuisance to the other property owners in said subdivision. Weeds shall be cut to less than four inches.
- E) Keeping or raising of farm animals or poultry is prohibited. All dogs and cats or household pets kept on the premises shall be properly fed and cared for and shall be adequately fenced as not to annoy or trespass upon the use of property of others. Dogs must be kept on a leash and not allowed to run at large. You must pick up the waste from your pet.
- F) No Business shall be conducted on the Properties that cannot be conducted within the residence of the Owner as permitted by law. No signs shall be installed to advertise said business. No oil exploration or development of any nature or kind or mining exploration development or structure shall be permitted upon the Lots in this subdivision.
- G) No Lot or building site included within this subdivision shall be used or maintained as dumping ground for waste material. Incinerators are not permitted. Receptacles for storage of trash, garbage, et cetera, shall be maintained in a sanitary and clean condition.

- H) Tree Replacement: If a current tree is in need of replacement, the owner must obtain in writing from the Architectural committee approval to replace the tree and what it can be replaced with. Tree must be non-fruit bearing.
- I) Parking of Boats, trailers, motorcycles, trucks, motor homes, campers, recreational vehicles, and like equipment, or junk cars or other unsightly vehicles, shall not be allowed on any part of the properties nor on public ways adjacent thereto excepting only within the confines of an enclosed garage, or other approved enclosure, and no portion of same may project beyond the enclosed area. The Architectural Committee shall be the sole and exclusive judges of approved parking areas. This restriction shall not be construed to preclude temporary parking of motor homes, campers and recreational vehicles while the same are being loaded by the owners. Temporary parking is defined as two (2) days prior to departure and two (2) days after arriving.
- J) Street Parking, there is no overnight street parking permitted, unless prior approval from the Board of Directors has been received for special events.
- K) Installation of radio and/or television antennae or satellite dishes is prohibited outside any building without written consent from the Architectural Committee which would require them to be screened from the street view.
- L) The construction of any separate principal building on any lot or building site located within the subdivision is prohibited.
- M) The Architectural Committee's decision is final and binding on all issues.
- N) Leasing of the individual units – Owners are allowed to lease their individual units within the boundaries as set forth: 1) A copy of the lease must be provided to the Management company with proof of deliverance of said Association Rules and Guidelines to the tenants, 2) Lease cannot be entered into for any period longer than twelve (12) months but no less than three (3) months, 3) Owner must have a professional management company handle the lease, making sure proper background checks have been completed and deposits have been collected.

ASSOCIATION RESPONSIBILITY

Exterior Maintenance:

The Association shall have the further obligation to maintain individual structures; but only to the extent that the Association shall be responsible for replacement of exterior roofing and siding, as same becomes necessary and to otherwise be responsible for the painting of structures. The Association shall be responsible for selecting and approving paint colors and shall be responsible for approving any and all modifications to the paint color as initially selected by the developer.

Landscaping:

The Association shall have the obligation to maintain the grounds, yards and other landscape areas as designated herein as same is situated on each and every lot. In addition, the Association shall be responsible for approving any and all modifications to any and all landscape areas situated on those individual lots to the extent that the Association shall be responsible for maintaining those areas within which owner decides to make a landscaping change, modification, alteration, addition or deletion.

SAFETY INFORMATION

MEDICAL EMERGENCY

1. Call 911.
2. Give Glenbrook Townhomes Owners Association name and address.
3. Give location of the ill person.
5. Give your name and a phone number near the ill person.
6. Give the details of the emergency.
7. Tell 911 if the person is conscious or unconscious.
8. Don't move the person.

PERSONAL SECURITY

Please report any suspicious activity immediately to the Police and then to DS Property Management.

1. Get to know your neighbors and Glenbrook Townhomes Owners Association occupants. BE AWARE! Trust your instincts. If you sense that you or your neighbors are in danger, assume you are right.
2. Notify authorities as soon as possible by calling 911.
3. Report all suspicious persons and activity immediately to association management at 208-922-8027 or 208-412-0276.
4. If you are being robbed, it is generally best to cooperate and do as you are told, until you can escape or summon help. For your personal safety, give up your purse, wallet or valuables if they are demanded.
5. The best self-defense is escape. Anything you can do to give yourself a head start is to your advantage.
6. Try to stay calm and alert in a threatening situation. Be especially aware of your environment. Where are the exits? Who can help? Where can you go for safety?

7. Escape to the nearest place where people and a telephone can be found. Don't be afraid to cause a commotion. The last thing an attacker wants is attention from bystanders.

EMERGENCY TELEPHONE NUMBERS

EMERGENCY 911

FIRE DISPATCH (NON-EMERGENCY) (208) 377-7351

AMBULANCE/PARAMEDICS (NON-EMERGENCY) (208) 375-7048

POLICE (NON-EMERGENCY) (208) 377-6790

IDAHO STATE POLICE (NON-EMERGENCY) (208) 334-3731

POISON CONTROL (800) 860-0620

SAINT LUKE'S HOSPITAL EMERGENCY (208) 381-2235

SAINT ALPHONSUS HOSPITAL EMERGENCY (208) 367-3221

DS PROPERTY MANAGEMENT (208) 922-8027