

Park Towers

Homeowners Association

2014

HOMEOWNERS & RENTERS INSURANCE

Each owner and tenant needs to carry insurance for their home. The comprehensive Property policy does **NOT** cover the contents of the owner/resident's units or liability arising from their guests on the premises. Each condominium owner/resident should arrange for insurance coverage for all losses and risks resulting from ownership and/or occupancy of the premises. The following insurance coverage shall be the responsibility of each respective owner/resident: contents insurance; property insurance that covers any upgrades, modifications not covered under the HOA policy; insurance for casualty and public liability coverage within each unit; insurance coverage for activities of the owner/resident, not acting by the Association, with respect to the common area; insurance against loss from theft of all personal property placed in the unit by the owner/resident. Residents/owners are advised to have their insurance agent communicate with the HOAs agent to ensure adequate coverage. Windows are not covered by the Association's Insurance. Tenants are encouraged to obtain renter's insurance.

Park Towers HOA carries General Liability Insurance, Flood Insurance, Directors & Officers Insurance and Building Structure Insurance.

If you require a Proof of Insurance Certificate, they are available by contacting: Wells Fargo Insurance, Agent: Scott Johnson at 775-827-1555.

PETS

Please, Please, Please, if you own a pet and it has an "accident" in the common area such as the halls, elevator or lobby, for heaven's sakes, pick it up! There is nothing worse than pet owners not picking up after their pet.

All pets MUST be on a leash when not confined inside your unit.



ELEVATORS

DO NOT JUMP WHILE IN THE ELEVATOR! This will cause the elevator to shut down and trap you inside. If this happens you will be responsible for the cost that is incurred to extract you from the elevator. Holding the elevator door open or propping the elevator door open is prohibited. This will result in the elevator shutting down as part of its safety mechanism. The owner of any unit that violates this rule shall also be charged any costs to re-activate the elevator.



WINDOWS, BALCONIES, AND PATIOS



Nothing shall be hung, shaken, swept, or thrown from windows, balconies or patios of the condominium units or common areas. Cigarette butts

at no time shall be thrown from windows, balconies, or patios of the condominium units or common areas. All ashtrays **MUST** be secured to the unit's balconies or patios. Please be cautious while watering plants on your patios and balconies. Water used on patios, must not overflow to the units below or be allowed to run down the side of the building.



Owner Improvements

Please remember that if you planning to remodel or make other improvements, you may need approval from the Architectural Committee and the Board of Directors. Many projects require a building permit which must be posted downstairs in the lobby area. Walls cannot be moved or removed unless a structural engineer can certify that it will not effect the structure of the building. Please check with management to determine if you need pre-approval. Other important information is:

- Construction may not start before 8:00 AM and must be concluded by 5:00 PM, Monday thru Saturday. No construction on Sunday or legal holidays is permitted.
- Contractors are NOT permitted to place debris, trash, etc in the Association dumpster, but are required to remove the debris, trash, etc from the property.
- **Owners having construction/remodel/maintenance work done are responsible for keeping all areas clean. If the Association has to spend any time cleaning as a result of work done by the contractor, the owner will be fully charged, including, but not limited to overtime pay, if any.**
- Prior to commencing interior renovations that may include moving or removal of a wall, a structural engineer report that states that such wall is not a bearing wall or that it will not adversely effect the building, individual unit, common area or neighboring unit is required.
- When remodeling units, fire retardant material must be used in all walls. All materials and work must be city-code approved and authorized by the Association Board.
- All construction must take place in the unit. At no time may you use the hallways or other common areas during construction.

PARKING GARAGE & STORAGE

As every resident of the Park Towers is aware Parking is a highly sought after commodity.

The building was built with 88 units and only 50 parking spaces.

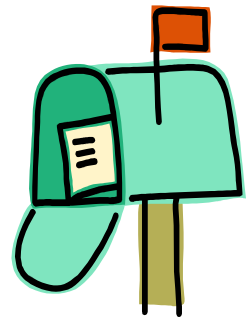
Remember, when parking in the **LOADING ZONE** your **HAZARD LIGHTS MUST REMAIN ON AT ALL TIMES**; if not, you are subject to immediate TOWING.

If you are an off site Owner of a unit at the Park Tower and you are not using your space, please contact Management at 674-8000 extension 103 and offer to sublet your space to a resident who does not yet have a space.

The Parking Garage is NOT a storage area, Items of personal property may not be stored in the garage area. Also remember that hazardous materials may not be stored at any time in the garage. Any objects left in the parking garage that are not appropriate will be removed with no notice and thrown away or taken to the dump. Any costs incurred to remove personal property from the garage or any common area will be assessed to the unit owner.

Mail Boxes

It is the responsibility of each unit owner to maintain a functioning mailbox lock. If the lock is removed the owner of the unit has 14 days to replace the lock, or Maintenance will replace it at a cost to the unit owner of \$35.00. Keys for each mailbox are also the responsibility of each unit owner and /or tenant and/or resident.



We would like to take this opportunity to give a most appreciative thank you to all the current and past Park Towers Homeowners Association Board members who have volunteered their time over the past years for the betterment of the Association. Without their service, dedication, care and concern for the community the necessary business of the Association would not be possible.
Your current Board members are:

Mike Fuess—President
Dahl Rask—Vice President
Leilani Bailey—Treasurer
Michael VanKley—Secretary
Corrine Clark—Director

3

GARBAGE

Please take care to properly dispose of your garbage. Do not leave bags and other trash in the hallways. Please use the dumpsters provided to properly dispose of your garbage. Bulk waste may NOT be placed in the dumpsters! Examples of bulk waste include:



- Appliances (working and non-working)
- Outdated or broken furniture
- Old electronic equipment
- **Construction debris**

Bulk waste must be removed from the community and taken to a recycling center or to the local landfill. Contact Waste Management for more information at 800-637-8648.

