

***Middletown Villas***

***Resident Handbook***

**Middletown Villas  
HANDBOOK FOR HOMEOWNERS & RESIDENTS**

This handbook provides policies of Middletown Villas Condominiums. Each homeowner and/or resident should become thoroughly familiar with this handbook as well as the Condominium Bylaws. The Bylaws contain information regarding ownership, elections, general rules, and other subjects not included in this handbook. For a copy of the Bylaws, contact Property Management or a member of the Board of the Association.

Adherence to the policies in this Handbook and in the Bylaws will insure the kind of community in which all residents enjoy living. Notice: Handbook policies are binding unless they conflict with the Bylaws or Declaration of Condominium. These policies may be amended from time to time as situations may warrant, or as the board sees fit to make necessary changes.

NOTE: This handbook & Bylaws are to remain in the condominium unit for review by the next resident/renter & Guest/visitors.

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**Middletown Villas Condominiums - EMERGENCY PHONE NUMBERS**

Police/Fire/ Water:	911
Medical Emergency:	911
Management:	*Property Mgr: Russell Quick cell - 502-639-8317 office - 502-365-2287
Police Non-emergency:	502-574-7111
LG&E Power Outage:	1-800-331-7370
Animal Control:	502-473-7387

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**Board Member& Phone Numbers:**

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***PARKING:***

1. No automobile, moving van, utility or delivery truck shall be parked, driven across or onto lawn or walkways. Should this occur, any resulting damage shall be the direct expense of the unit owner.
2. All vehicles must be properly licensed and in working order; any that are without license will be moved at the unit owner's expense off the premises upon notification of the board.
3. Recreational vehicles, boats, boat trailers, trailers etc. may not park on the property unless approved by the Property Manager.
4. One vehicle may be parked next to owner/ renter building. All other vehicles are to be parked away from building. No vehicle may take up two spaces.
7. A handicapped space is provided for "wheel chair accessibility".
8. No vehicle may be on the lot being repaired or on "blocks."
9. Unauthorized equipment/vehicles will be removed at the owner's expense.



## **PETS:**

No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any part of the property. Dogs and cats may be kept by unit owners in their respective units provided that they are not kept, bred, or maintained for any commercial purposes, that they meet the requirements of these policies, and do not endanger the health of, or, in the sole discretion of the Board, **unreasonably disturb** the owner of any unit or any occupant thereof. Pets must be controlled so as not to disturb other residents or create a nuisance. Visiting pets are subject to the same Rules and Regulations.

1. Pets must be accompanied by the owner on a leash at all times. Owners are responsible for cleaning up after their pets. Refrain from allowing pets to use any sidewalk, stairs, patio or breezeway as their place to go to the bathroom. If an accident does occur, clean up refuse and use a water hose to flush area. Fines will be imposed if there are repeated infractions to this rule.
2. Nuisance from pets reported will result in communication from the Board. Louisville Metro Animal Control maybe be contacted for repeat offenders, and there will be fines imposed by Animal Control for each offense.
3. Renters/lessees must abide by same pet rules as owners.

**PERSONAL CONDO UNIT:**

1. Only Electric grilling is permitted- **food smokers, charcoal/gas grills or open flames- strictly prohibited** on balconies/patios -per Fire Department. Must have a working fire extinguisher nearby.
2. Each homeowner must have working smoke detectors for their units.
3. Housekeeping chores/appliances/or operation of machinery resulting in disturbing noise shall be limited to the hours of 8am to 9pm.
4. Restrict loud TV/Stereo/Music - not to inhibit the enjoyment of neighbors.
5. *Respectfully communicate* with your neighbors about noise concerns. If you are disturbed by others or their activities, please first ask them first to quiet down and/or address the noise problem. If that doesn't work, let them know you will contact the police if necessary, and advise a Board Member by email, so that a written warning notice can be sent to the Condo Owner.
6. Bird Feeders and Humming Bird feeders are **ok**.
7. Replacement windows, doors **MUST** be identical to those in appearance to the original units for appearance uniformity. Unauthorized installation of incongruent items could result in a letter requiring removal at the owner's expense.
8. All Changes made structurally to the interior walls must be approved by the Property Manager/Architectural Committee (having all proper building permits) prior to any work progressing. Any change to plumbing, wiring or structural wall changes become the responsibility of the unit owner and the association is not liable for any damage and/or future damage caused by these changes. When the Property Manager approves changes, approval will be recorded by the Association for future reference and for the new owners to refer when ownership changes.
8. Gas cans kept in or around a unit is premises **strictly prohibited**.

### ***GARBAGE/DUMPSTER:***

All garbage is to be placed in the dumpster provided by the Association.

1. A dumpster has been provided for “normal household garbage.”
2. Larger than normal household garbage will result in cost to unit owner.
3. ALL garbage must be bagged in plastic except small boxes.
4. Trash must be inside the receptacle. Garbage/trash left outside the dumpsters WILL NOT be picked up. Boxes and cartons MUST BE BROKEN DOWN & again not to excess by any resident.
5. PLEASE be sure to close sliding door, to keep unwanted animals out!
6. Trash Pick-up Schedule: Every Thursday Morning.
7. If you observe anyone violating these rules(residents,neighbors or contractors) get their license plate number, phone number,description,etc and contact the Property Manager. They will be fined for violations.



## **RENTERS/LESSEES**

1. **Lease/rent form** (attached- next page) to be filled out completely and provided to Property Manager ***-along with receipt page of this handbook*** (p.13)

Lease terms- no less than 6 months (Exceptions for hardship)

Lessee must be a natural person (no businesses)

Restrictions: No Airbnb or similar arrangement, must lease entire unit.

Lessee must sign for and abide by rules and regulations of Association

2. Lessees must abide by the Declaration of Condominiums, the Bylaws, and the Handbook for Homeowners. A lessee who does not abide by these rules and regulations shall result in fines to the unit owner and notifications to the board, possibly resulting in eviction if there are repeated violations.
3. Automobiles for the rental unit are governed by the same rules as the owner – 1 auto parked close to the unit; the other at a distance.
4. Rental unit occupancy: only the name(s) appearing on the rental form.

# Middletown Villas Renter/Lessee Form

Unit Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Contact Information:

Phone/Cell # : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Renter/Lessee Name(s): \_\_\_\_\_

\_\_\_\_\_

Term of Lease: From: \_\_\_\_\_ To: \_\_\_\_\_

Renter/Lessee Contact Information:

Phone/Cell #: \_\_\_\_\_

\_\_\_\_\_

Number of persons residing in unit: \_\_\_\_\_

Vehicle Information:

Year, Make, Model and State Plate # of each vehicle:

\_\_\_\_\_

\_\_\_\_\_



## **FROZEN WATER PIPES**

Prolonged outside temperatures below 20 degrees can result in frozen water pipes. Precautions can be taken by the Homeowner/Tenant to prevent:

1. Maintaining the heat at 55 degrees or higher in your unit. **PLEASE DO NOT TURN HEAT TOTALLY OFF:** Insurance policies will not cover damage from frozen water pipes if the heat is off. Damage caused to the unit below yours due to frozen water pipes flooding could be your liability.

2. Running water in an inside faucet occasionally will prevent standing water from freezing.

3. Informing neighbor/Property Manager/Board of Directors that you will be out of town during the cold months plus leaving a key with neighbors to periodically check your unit.

4. If unit will be vacant, turn water supply entering unit to "off". Cut-off will be found in the hot water heater closet. Be certain to also turn electric water heater "off" at fuse box. Drain pipes by opening all faucets.

5. Outside water lines are shut off on or before December 1st.

6. Notify Property Manager if there is suspicion of frozen water pipe issues.

## ***DAMAGE TO THE INTERIOR OF THE UNIT***

Any interior damage to the interior of an owner's unit which is to be claimed under the Association Insurance must be reported, examined by the Property Manager and Board President, pictures made before any remedial work is commenced. IF any changes have been made to the unit before these steps are completed, the unit owner understands that financial remuneration from the Association Insurance is null and void. The initial inspection must be as the property owner found the unit, without exception.

### ***HOMEOWNER'S INSURANCE:***

It is recommended that each homeowner purchase a Condominium policy (HO6) to provide coverage for furniture, furnishings, and personal property. The policy should also include coverage for owner-installed improvements and betterments. Further recommended that each owner carry liability coverage which can be included in the condo policy or where applicable extended from the owner's primary residence policy.

### ***TENANT INSURANCE:***

It is recommended that each tenant purchase a renters insurance policy to cover loss of furniture, furnishings, and personal property and should include liability coverage.

## ***INTERIOR MAINTENANCE***

The cleaning of the balconies/patios and the inside and outside of the windows facing the balconies/patios is the responsibility of the unit owner. ALL windows, doors, locks, latches in the unit are the owner's responsibility.

Whenever an item a homeowner is obligated to maintain, repair or replace, including but not limited to the water heater, washing machine, dishwasher, sinks, toilets, showers and/or air handler, causes damage to his unit, another unit, or the common area, that homeowner is responsible for the cost of all such repairs. If it becomes necessary for the Association's insurance to cover such repairs, that owner shall be required to reimburse the Association up to the deductible amount.

Changing and /or cleaning of the filters in the air-handling condenser shall be the responsibility of the unit owner/tenant, and should be done on a regular basis.

Annually a licensed heating & Air Contractor shall inspect the individual Air-Conditioning unit. Any leaks from the Air-Conditioning condensation unit will not be covered by the Middletown Villas Homeowners Insurance policy if damage occurs from this type of leak. Inspections are a matter of preventative maintenance.

Dryer ducting is to be inspected annually and cleaned if necessary. Because of the potential fire hazard this exposes to all residents, proof of inspection will be required in the month of \_\_\_\_\_.



## ***EXTERIOR MAINTENANCE***

1. No exterior alterations are allowed without written permission from the Board. No attachments, awnings or enclosures of any type are allowed without written permission. Any unapproved alterations which do not conform to the uniform appearance will be removed at the expense of the owner.
2. No radio aerial, television antenna or other radio installations shall be installed on the exterior of the building without the prior written consent of the Board.
3. No unit owner, his employees, agents, tenants, or guests shall mark, paint, drill or in any way deface any common area walls, shrubbery, or ground.

No repairman, owner, tenant, guest nor any other person shall be allowed onto the roof of any building without permission from the Management. Anyone entering the roof area without such permission shall be held liable for any damage to the roof system resulting therefrom, and shall enter this area at his/her own risk. Alteration of patios or porches IS STRICTLY PROHIBITED.

## ***EXTERIOR MAINTENANCE COMMON AREAS***

1. No shrubbery or trees shall be moved, removed, sold, given away, added to or enhanced without the permission of the Board – nor shall any enclosures be constructed.
2. The sidewalks, entrances, under stairwells shall be kept free of any rubbish, bicycles, and/or other items. The area is to be kept clear of any items that would be deemed “storage”.

**VIOLATION LETTER (sample):**

Below is a sample letter that will be sent to Condo Owners as a warning when Handbook Rules are violated:

*Dear Middletown Villas Condo Unit owner,*

*This letter is from the Middletown Villas Association Board and is addressed to the unit owner of the unit that we find is in violation of the following policy(s).*

*Condo policies are in place to allow all the residents at the Middletown Villas Condos to have a safe environment, clean conditions, and attractive area to enjoy.*

*Policy violation: \_\_\_\_\_*

*( insert reason for the letter.)*

*Will you please see that all persons that use or occupy your unit adhere to the policies that are published and should be in every condo unit for occupants to read. If you are without a copy please return an email requesting a copy and a copy of the rules will be sent back by email for you to print and place in your unit.*

*Continued violation will require the Board to take further action. If you have any questions concerning why this letter was sent please respond back by email and a Board member will contact you. If you are renting your unit or have guest using it, you are still responsible for their actions.*

*Thank you in advance for your cooperation.*

*Middletown Villas Board*