

# **Roosevelt Ridge Condominium Association**

## ***Condensed Policies and Guidelines***

### **Purpose**

**To guide our interactions and relationships, maintain a sense of community and cooperation, systematically manage our association, and protect our investment in our homes.**

Generally, each homeowner is responsible for the inside and the 4-foot surrounding area just outside their condo. This includes the front door, front door stoop, garage door, garden if you choose to have one, foundation, gutters, roofing, and windows.

### **Association Dues**

Dues are to be paid by the 10th of the month; after that, a \$10 late fee is applied. If dues are not paid the following month, an additional \$10 will be added. For example, if June and July fees were not paid until August, there would be a \$30 late fee... \$20 for June and \$10 for July.

When an owner is 90 days past due, the Board will send a registered letter to the condo owner stating if dues are not paid in 7 days, legal action may be taken by the Board.

### **Board Membership**

Board positions are 2-year terms, allowing for rotation.

### **Complaints**

Complaints about condo owners should first be directed to the condo owner. If not resolved, contact the Board President.

### **General Work Requests**

Fill out a Work Request Form either online or on paper.

**Online forms** are submitted immediately. You'll receive an email confirmation that your request has been received.

**Paper forms** are placed in the black box at the treasurer's mailbox.

Work requests could include driveways, front walkways, gardens, exterior damage, roads, and sprinkler system.

If you are experiencing an emergency, contact a Board Member by text, email, or phone.

### **Insurance Claims**

Contact the Board President for review and approval.

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### **Landscaping**

Owners have the option of maintaining their 4-foot garden area around their homes. The Board will keep up the garden area if the owner doesn't choose to. Common areas are managed and maintained by the Board.

### **Outside Home Maintenance & Changes**

Entry doors may be painted any solid color.

Gutters may be installed without permission if they are not plastic.

Any change in structure (deck, stairs, etc.) must have board approval.

Staining of decks includes shades of brown (tan to dark brown).

### **Parking**

Commercial vehicles are not to be parked overnight in driveways or overflow parking. Exception if an individual is visiting for a couple of days.

Motor homes have 24-hour parking for loading and unloading.

Vehicles are not to be parked on streets from November-April.

Vehicles with proper license plates can only be parked on the property or in overflow areas.

### **Pets/Animals**

Pets are not to run loose; they must be on leashes. Solid animal waste is to be cleaned up.

### **Recreational Equipment**

Toys, bikes, basketball hoops, balls, etc., must be stored out of sight each night.