

Greensboro Homeowners Association

Rules and Regulations: A Guideline to Greensboro Living



WEB SITE: greensborosquare.com

ON-SITE OFFICE: 952-544-0477

The rules are intended to protect your property values as well as to promote the privacy and enjoyment of all residents.

You are responsible for the actions of your children, guests and service providers.

APPROVED BY BOARD OF DIRECTORS
OCTOBER 2012

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Disclaimer: Greensboro Square Rules and Regulations are superseded by State and Federal Laws, the Associations’ Articles of Incorporation, Declaration and By-Laws to the extent any inconsistencies may exist. (MCIOA – Minnesota Common Interest Ownership Act)

Chapter One – Community

Greensboro Condominium Owners Association is a residential community comprised of sixteen separate buildings, with 260 individual three bedroom townhomes, two bedroom townhomes, apartment style homes and one Community Center. The property was originally constructed as a rental community in 1969. It was converted to a condominium form of ownership in July 1974. The owners are members of Greensboro Association.

The Association is a non-profit corporation and its business affairs are conducted by the Board of Directors (The Board). The Board is responsible for representing the Association in matters of operation, development, and expenditures relating to the property, as determined by the Association's Bylaws and Articles of Incorporation, and the Declaration of Greensboro.

Each homeowner has the right and responsibility to vote for homeowners they wish to represent their interests on the Board. These homeowners are elected at the Association's Annual Meeting, held in spring of each year.

The Board meets regularly, monthly in the Community Center. The beginning of each meeting is reserved for questions, concerns, and requests from homeowners. Homeowner attendance is valued at these meetings, as the Board wants and needs homeowner input to manage the Association's affairs effectively.

A community like Greensboro has a much closer environment than most single family homes and therefore residents have certain responsibilities to one another. Greensboro Rules and Regulations exist in order to create a uniform and fair environment for all. It is this uniform and fair environment that promotes the positive reputation of Greensboro.

This is your community. These rules are in place for the protection and betterment of the community and, therefore, it is every homeowner's responsibility to follow all the rules and report all violations to management.

Chapter Two – Management

1. Residents are requested to communicate all matters of concern regarding common area problems, policy or personnel, directly to the management company for Greensboro, and not to the on-site staff or the Association's Board.
2. Residents are requested to make every effort not to needlessly intrude on the privacy or leisure hours of the on-site staff, particularly in the evenings and on weekends or holidays. In the event of an emergency or on matters of importance requiring immediate attention when the on-site staff cannot be reached or are unavailable, residents should call the management company.
3. The management company and/or on-site staff will not release names, telephone numbers, apartment numbers, or other information concerning individual residents without express written authorization from the individual resident. Lists of residents or owners' names cannot be released without authorization of the Board.
4. The on-site staff are the direct employees of the management company that, under the agreement with the management company, provides professional management services to the Association.
5. The on-site staff, under the direction and supervision of the management company, is responsible for the housekeeping, the maintenance and upkeep of the common area.
6. The on-site staff, support personnel and contractors are instructed not to accept gifts, gratuities or compensation from residents.
7. Residents are not to ask for, or expect, the on-site staff to provide personal services to the residents.

Board of Directors

1. The Board schedules regular monthly meetings to consider and act upon matters affecting the Association. Residents are notified in advance of all the regularly scheduled Board meetings, in accordance with the Condominium's Amended and Restated By-Laws and Minnesota law. Board meetings are open except when the Board is discussing sensitive items, such as personnel matters, adversarial proceedings, or a criminal activity at Greensboro.
2. Residents who wish to communicate any matter, concern or questions to the Board should do so in writing, the link through the website or any other method directed by the Board.

3. The Rules and Regulations and amendments or modifications thereto, are subject to change at the discretion of the Board; provided that the Rules and Regulations and any amendments or modifications are not in conflict or inconsistent with any of the provisions contained in the Declaration and By-Laws.
4. Waivers from the provisions of these Rules and Regulations for specific situations may be granted by the Board for good cause shown if, (i) in the judgment of the Board, the waiver will not violate the Declaration or the By-Laws nor interfere with the rights of other owners or occupants, and (ii) the waiver is granted to other owners and occupants under the same circumstances. Waivers will not be granted unless evidence exists of an emergency or highly extenuating circumstances. Material waivers of Association documentation shall be in writing and copies kept in the Association files.

Chapter Three – Building Exteriors

1. Pursuant to Article VI, Section 9 and Article X, Section 3.a of the Declaration, no modification, landscaping, decoration, change or other improvements of any kind shall be commenced, erected or maintained upon the common areas and limited common areas or elements without prior written approval of the Board. If you are proposing such a change or improvement it must be submitted in writing, accompanied by drawings and specifications, to the management company. Your proposal will then be submitted to the Board of Directors for consideration. Any changes, work or improvements done without approval will be subject to repair and/or removal at the homeowner's expense. Such decisions will be made by the Board, and subsequently, the management company would be directed to take the appropriate action. **If it has not been approved, it is subject to removal. Homeowners will be responsible for all costs, including legal costs, incurred by the Association in addressing its remedies.**
2. "For Sale", "For Rent", or "For Lease" and all other types of signs, illumination, identification and advertisements visible from the exterior of an apartment are not permitted. However, Open House signs are permissible for the period of time during the Open House only. Open Houses are permitted only on Sundays and only between the hours of 12:00 PM. and 5:00 PM, or on other days approved by the Board. "Agent Open Houses" are only on Tuesdays from 12:00 PM to 5:00 PM. Townhome style condominiums are excluded from the restriction having to do with the use of lock boxes on the exterior of the unit. Lock boxes shall not be placed on the exterior of the apartment style condominiums. See the on-site manager for lock box location.
3. Residents are not allowed access to the roofs.
4. Greensboro Rules regarding wiring/cabling for general TV broadcasting (free TV signal), Comcast (or similar system) satellite broadcast (i.e. Direct TV or Dish TV or similar signal delivery system) or any modification or damage to Common Components.
 - Each resident can select their preferred TV signal delivery system
 - However, the Greensboro Condominium Owners Association (Association) has rules that restrict and control any resident from damaging, modifying or impacting Common Areas of the Association.
 - In some situations the owners or residents must use designated Greensboro Association systems. Please contact the Association for further information.
 - Accessing, penetrating or attaching to any Association Common area (including exterior walls, roofs, ground areas, etc) is strictly under the control of the Association, and any resident needing access to Common Areas must contact the Association and have the Association's designated contractor/vendor do any

modification or work on/in any Common Area component. Because the Association has strict control of these common components and uses a select number of qualified vendors, each resident should anticipate delays in getting their request processed, assigned and authorized vendor(s) scheduled. This vendor work may involve multiple vendors. See the Association's governing documents for the descriptions of the Common Components.

- The Greensboro owner will be charged for the total cost of the vendors to accomplish the resident's requested work.
- For example, if a resident requests a satellite dish hook-up, the work will likely involve the Association-designated roofing contractor and multiple other Association vendors in addition to the satellite dish company.
- So prior to purchasing or agreeing to any service contract or other common area work, each owner/resident must contact the Association-designated contact to request the work. The Association retains the absolute right to deny the use or modification of any common component.
- The purpose of controlling or limiting the use or modification is to protect the common property components and maintain all warranties for the common components.
- Should any Owner or resident penetrate, modify, or damage any common component as defined in the Greensboro Association documents, (example exterior walls/siding, roofs, ground areas), the Owner will be assessed a minimum of \$250 for each penetration, modification and/or damage point plus the total cost for the Greensboro Association to repair, replace and re-instate any warranties to the common components. These penalties are subject to increase at the discretion of the Greensboro Association. Any Owner who fails to promptly pay all the costs and expenses associated with the violation can be assessed additional penalties and fees including Greensboro Association legal fees.
- Please contact the Greensboro Association-designated contact well before any work that may impact common components to determine the approval process and other details. The Greensboro website (<http://www.greensborosquare.com>) has contact information.

Below are key and applicable sections from The Federal Communication Commission's Web site protecting Common Interest Communities property and residents' rights:

Federal FCC Web site at: <http://www.fcc.gov/guides/over-air-reception-devices-rule>

As directed by Congress in Section 207 of the Telecommunications Act of 1996, the Federal Communications Commission adopted the Over-the-Air Reception Devices ("OTARD") rule concerning governmental and nongovernmental restrictions on viewers' ability to receive video programming signals from direct broadcast satellites ("DBS"),

broadband radio service providers (formerly multichannel multipoint distribution service or MMDS), and television broadcast stations ("TVBS").

The rule (47 C.F.R. Section 1.4000) has been in effect since October 1996, and it prohibits restrictions that impair the installation, maintenance or use of antennas used to receive video programming. The rule applies to video antennas including direct-to-home satellite dishes that are less than one meter (39.37") in diameter (or of any size in Alaska), TV antennas, and wireless cable antennas. The rule prohibits most restrictions that: (1) unreasonably delay or prevent installation, maintenance or use; (2) unreasonably increase the cost of installation, maintenance or use; or (3) preclude reception of an acceptable quality signal.

The Rule also states the following:

The rule allows local governments, community associations and landlords to enforce restrictions that do not impair the installation, maintenance or use of the types of antennas described above, as well as restrictions needed for safety or historic preservation. Under some circumstances where a central or common antenna is available, a community association or landlord may restrict the installation of individual antennas. The rule does not apply to common areas that are owned by a landlord, a community association, or jointly by condominium or cooperative owners where the antenna user does not have an exclusive use area. Such common areas may include the roof or exterior wall of a multiple dwelling unit. Therefore, restrictions on antennas installed in or on such common areas are enforceable.

Frequent questions:

Q: If I live in a condominium or an apartment building, does this rule apply to me?

A: The rule applies to antenna users who live in a multiple dwelling unit building, such as a condominium or apartment building, if the antenna user has an exclusive use area in which to install the antenna. "Exclusive use" means an area of the property that only you, and persons you permit, may enter and use to the exclusion of other residents. For example, your condominium or apartment may include a balcony, terrace, deck or patio that only you can use, and the rule applies to these areas. The rule does not apply to common areas, such as the roof, the hallways, the walkways or the exterior walls of a condominium or apartment building. Restrictions on antennas installed in these common areas are not covered by the Commission's rule. For example, the rule would **not** apply to restrictions that prevent drilling through the exterior wall of a condominium or rental unit and thus restrictions may prohibit installation that requires such drilling.

Q: Does the rule apply to condominiums or apartment buildings if the antenna is installed so that it hangs over or protrudes beyond the balcony railing or patio wall?

A: No. The rule does not prohibit restrictions on antennas installed beyond the balcony or patio of a condominium or apartment unit if such installation is in, on, or over a common area. An antenna that extends out beyond the balcony or patio is usually considered to be in a common area that is not within the scope of the rule. Therefore, the rule does not apply to a condominium or rental apartment unit unless the antenna is installed wholly within the exclusive use area, such as the balcony or patio.

Q: Does the fact that management or the association has the right to enter these areas mean that the resident does not have exclusive use?

A: No. The fact that the building management or the association may enter an area for the purpose of inspection and/or repair does not mean that the resident does not have exclusive use of that area. Likewise, if the landlord or association regulates other uses of the exclusive use area (e.g., banning grills on balconies), that does not affect the viewer's rights under the Commission's rule. This rule permits persons to install antennas on property over which the person has *either* exclusive use *or* exclusive control. Note, too, that nothing in this rule changes the landlord's or association's right to regulate use of exclusive use areas for other purposes. For example, if the lease prohibits antennas and flags on balconies, only the prohibition of antennas is eliminated by this rule; flags would still be prohibited.

Q: Does the rule apply to residents of rental property?

A: Yes. Effective January 22, 1999, renters may install antennas within their leasehold, which means inside the dwelling or on outdoor areas that are part of the tenant's leased space and which are under the exclusive use or control of the tenant. Typically, for apartments, these areas include balconies, balcony railings, and terraces. For rented single family homes or manufactured homes which sit on rented property, these areas include the home itself and patios, yards, gardens or other similar areas. If renters do not have access to these outside areas, the tenant may install the antenna inside the rental unit. Renters are not required to obtain the consent of the landlord prior to installing an antenna in these areas. **The rule does not apply to common areas, such as the roof or the exterior walls of an apartment building. Generally, balconies or patios that are shared with other people or are accessible from other units are not considered to be exclusive use areas.**

Q: Are there restrictions that can be placed on residents of rental property?

A: Yes. A restriction necessary to prevent damage to leased property may be reasonable. For example, tenants could be prohibited from drilling holes through exterior walls or through the roof. However, a restriction designed to prevent ordinary wear and tear (e.g., marks, scratches, and minor damage to carpets, walls and draperies) would likely not be reasonable provided the antenna is installed wholly within the antenna user's own exclusive use area. In addition, rental property is subject to the same protection and exceptions to the rule as owned property. Thus, a landlord may impose other types of restrictions that do not impair installation,

maintenance or use under the rule. The landlord may also impose restrictions necessary for safety or historic preservation.

Q: If I live in a condominium, cooperative, or other type of residence where certain areas have been designated as "common," do these rules apply to me?

A: The rules apply to residents of these types of buildings, but the rules do not permit you to install an antenna on a common area, such as a walkway, hallway, community garden, exterior wall or the roof. However, you may install the antenna wholly within a balcony, deck, patio, or other area where you have exclusive use.

Drilling through an exterior wall, e.g. to run the cable from the patio into the unit, is generally not within the protection of the rule because the exterior wall is generally a common element. You may wish to check with your retailer or installer for advice on how to install the antenna without drilling a hole. Alternatively, your landlord or association may grant permission for you to drill such a hole. The Commission's rules generally do not cover installations if you drill through a common element.

Q: If my association, building management, landlord, or property owner provides a central antenna, may I install an individual antenna?

A: Generally, the availability of a central antenna may allow the association, landlord, property owner, or other management entity to restrict the installation by individuals of antennas otherwise protected by the rule. Restrictions based on the availability of a central antenna will generally be permissible provided that: (1) the person receives the particular video programming or fixed wireless service that the person desires and could receive with an individual antenna covered under the rule (e.g., the person would be entitled to receive service from a specific provider, not simply a provider selected by the association); (2) the signal quality of transmission to and from the person's home using the central antenna is as good as, or better than, the quality the person could receive or transmit with an individual antenna covered by the rule; (3) the costs associated with the use of the central antenna are not greater than the costs of installation, maintenance and use of an individual antenna covered under the rule; and (4) the requirement to use the central antenna instead of an individual antenna does not unreasonably delay the viewer's ability to receive video programming or fixed wireless services.

Q: I live in a condominium with a balcony, but I cannot receive a signal from the satellite because my balcony faces north. Can I use the roof?

A: No. The roof of a condominium is generally a common area, not an area reserved for an individual's exclusive use. If the roof is a common area, you may not use it unless the condominium association gives you permission. The condominium is not obligated to provide a place for you to install an antenna if you do not have an exclusive use area.

5. **On-site staff must be contacted to obtain instructions on proper means of antenna installation (952-544-0477). Also reference Chapter Three for additional rules pertaining to antennas/dishes and any cabling run on the outside of Greensboro buildings.**
6. **Residents and/or their contractors are not allowed to make any penetrations into the building exterior using nails, screws, etc.**

Balconies, Patios, Windows, Townhome Stoops, and all Common areas.

5. Shades, curtains, awnings, or other types of sunscreens, are not to be attached on balconies or patios. Foil window covering is not permitted.
6. Window covering should be well maintained, in good repair, and have a neat and orderly appearance.
7. Cleaning of balconies should not interfere with the balcony or patio below. Nothing should be thrown, swept or dropped from the balcony, except snow.
8. All balconies must be kept clear of snow.
9. Laundry, clothes, rugs, mops, towels, etc. shall not be hung from or in windows, balconies, building facades, or stairwells, nor should any clothesline (including retractable clothesline) be installed or maintained on a balcony or on the exterior of any apartment or town home.
10. Balconies, patios and town house stoops shall not be used for storage of tires, boxes, bicycles, firewood, planting materials, charcoal, or any items not considered a seasonal accessory or furniture. Balconies, patios and town house stoops shall at all times be kept orderly and attractive when viewed from the exterior of the building.
11. The use of barbecue grills, or cooking devices of any kind, is not permitted on balconies or patios. The use of barbecue grills is permitted on the ground, provided they are in accordance with city code (currently 25 feet) from any structure, including the condos, town homes, garages, and the fenced-in recycling bins.
12. Wind chimes are permitted on balconies and patios, provided no immediate neighbors object.
13. Holiday decorations, including electric lights, are permitted on balconies and patios within thirty (30) days of the holiday and shall be removed within thirty (30) days following the holiday, weather permitting.

14. Ground level patio construction or removal must be approved by the Landscape Committee and the Board.
15. No object/s, (not including humans) weighing in excess of 250 pounds, are permitted on any town house or apartment balcony.
16. No statues or figurines in excess of thirty (30) inches in height are permitted on limited common areas, including decks, balconies and stoops.
17. 12. All planters and/or flower pots must be secured if located on railings to insure the safety of the residents below.
18. 13. Effective July 15, 2010, the Board made a motion to ban carpeting from balconies, to comply with St. Louis Park Chief Building Inspector's directive that no rugs, carpeting or covering be allowed on any balcony.

Garage/Estate/Moving Sales

Estate Sales/Garage Sales/ Moving Sales

1. Estate Sales/Garage Sales/ Moving Sales are not allowed, unless organized by the Association.

Trash and Recycling

1. Trash shall be properly wrapped in leak proof and securely closed bags before being deposited into the trash container.
2. Trash shall not be left anywhere in the corridors, stairwell or any of the common or limited common areas. It is each resident's responsibility to put their trash into the trash containers located in the common areas.
3. The recycling bins are located throughout the common areas. Each resident shall deposit newspaper, cans, and glass in the appropriate and separately labeled containers provided. Recycled items shall be rinsed out and the lids removed before depositing into the containers.
4. Any Christmas trees shall be brought into and removed from the condominium apartment building(s) wrapped to avoid needle droppings.
5. Residents shall place their discarded Christmas trees next to the trash containers. Christmas trees shall not be placed in the trash containers.

6. The management company or on-site staff must be notified in advance of any large item(s) for pickup that do not fit in the trash container. Any additional charges for such pickup and removal will be billed to the appropriate homeowner.
7. No electronics or devices containing refrigerant, (i. e., refrigerators, TVs, dehumidifiers, computers, etc.) shall be left by the trash containers. All residents are required to follow all Hennepin County governmental rules regarding proper and safe disposal of all refuse and recycling items.

Solicitations

1. Solicitors and canvassers shall not be allowed in the buildings. Residents are asked not to solicit or canvass door to door, irrespective of the reason or purpose. Any fund raising and contribution requests shall be accomplished by posting appropriate literature on the laundry room bulletin boards provided in each condominium building. Political office seeking campaigners are not considered solicitors, and by law, are allowed to campaign in buildings.
2. Residents shall not post any advertisements or posters of any kind in or on the common areas, except on the bulletin boards with prior approval by the Board.
3. Circulars, flyers or any form of written material shall not be placed by or under apartment entry doors. This restriction does not pertain to communications by the Association relating to Greensboro business, or political flyers

Chapter Four – Conduct and Appearances in Common Areas

1. Smoking is prohibited in the interior of the common areas of the condominium buildings and the Community Center, including the balcony of the community building and the railing by the side door.
2. Boisterous, offensive or disruptive conduct should immediately be reported to the police and to the management company. Fines may be assessed to the homeowners.
3. Sport activities are not allowed in the common or limited common areas except for tennis on the tennis courts and swimming in the pool. There are several public parks and playgrounds in the neighborhood available for such sporting activities.
4. Bird feeders are not allowed on the property.
5. Residents are strictly prohibited from feeding any form of wild life.

Noise and Disturbances

1. It is the responsibility of each owner or resident to see that neither the resident or his or her children, nor any of his or her guests or children of guests are allowed to run, jump, make unreasonable disturbances, or create other disruptive behavior within the condominium apartments and common areas.
2. Residents shall be respectful of their neighbors when entertaining guests, using stereo equipment, playing musical instruments or other devices that may disrupt other residents.
3. Particular care must be exercised to limit noise between the hours of 10:00 p.m. and 8:00 a.m. This policy is consistent with the City of St. Louis Park noise ordinance. Any noise violation should be reported directly to the police.

Moving

1. A move-in fee of \$100.00 will be charged to the owner of an apartment condominium and a \$50.00 fee to the owner of a town home each time a move-in occurs. This is a non-refundable charge due and payable in advance of the move. Condo residents will **not** have their name/s added to the entry panel until the fees are paid.
2. Controlled entry doors cannot be blocked or propped open at any time.

3. Motorized vehicles and trailers are allowed only on driveway and parking lot asphalt.
4. Moving personal items and furniture through windows or over balconies is prohibited.
5. Portable storage units may be placed on the property, with prior approval of the Board, and coordination with on-site management, and can remain for a maximum of 72 hours.

Parking Spaces and Driveways

1. Parking at Greensboro is a premium. The Association Board encourages those who have garages to park your vehicles in your garage at night.
2. No more than two vehicles belonging to or used by residents of any single unit may be parked in the parking lots. Vehicles legally parked in front of garages will not be considered to be parked in the parking lots.
3. Commercial licensed vehicles, to include pioneer and collector vehicles, shall not be parked in the exterior parking lots.
4. The use of the parking lots is limited to motorcycles and vehicles bearing passenger-class license plates. Vehicles with commercial plates, recreational vehicles, trailers or boats shall not be parked in the parking lots of Greensboro.
5. In order to maintain an aesthetically pleasing appearance at Greensboro, vehicles shall not be backed into the parking stalls. The exhaust heat and fumes destroy the grass and landscaping. Outlet posts and light posts are also at increased risk of damage.
6. Vehicles shall not be washed on the property. This includes in the garage.
7. Vehicles shall not be repaired on the property. This includes the garage.
8. Vehicles speed shall not exceed 10 miles an hour in the Greensboro community.
9. Vehicles shall not be parked in front of street stairways to the condominium apartment buildings, or in such a manner as to impede access to another's garage.
10. The management company, at any time, has the authority to order vehicles towed at owner's expense, that are parked in violation of these Rules and Regulations.
11. Due to limited parking, guests staying overnight are required to park their vehicles on the city streets.

12. Due to limited parking, when using the Community Center at Greensboro, guests are required to park their vehicles on the city streets.
13. Residents leaving their cars on the parking lot for over 72 hours are asked to leave a set of keys with a neighbor and notify on-site staff. Vehicles parked in the same spot for more than 72 hours may be subject to towing. The on-site manager must be advised of any exception.
14. Residents and their guests shall exercise caution when operating motor vehicles on the premises. Vehicles shall be driven at a reduced speed commensurate with apparent hazards and the prevailing conditions. Maximum speed is ten miles per hour.
15. For Sale signs on vehicles are prohibited.

Condo Laundry Facilities

1. Laundry shall not be hung to dry in the laundry rooms or in any other portion of the common areas.
2. The laundry facilities are provided for the use of residents only.
3. Residents shall not use more than two washers and two dryers in the building at any given time.
4. The Association is not responsible for the loss or damage to personal property.
5. The laundry rooms shall not be used between the hours of 11 p.m. and 7:30 a.m.
6. The door to the laundry room shall be kept closed at all times.
7. Washers and dryers are prohibited in all condominium apartment units.

General

1. Personal property (shoes, boots, mats, etc) shall not be kept in the common areas of the building, except in garages and assigned storage lockers.
2. State law requires that each residential dwelling unit at Greensboro must have an operational smoke and carbon monoxide detector. Owners are responsible for determining current fire code and ensuring that the number of locations of smoke detectors and carbon monoxide detectors meet the code in their units.

3. Residents may not paint over heat detectors (small button on ceiling over dining area).
4. No flammable objects (candles, kerosene lamps, etc.) are allowed on unit doors or hallway walls of the condominium apartments.
5. No water beds are allowed in the condominium apartments.
6. Water shut off for any reason, other than emergency, must be scheduled between the hours of 10:00 AM and 4:00 PM only. Any work done requiring the water be shut off must be done by a professional, licensed contractor. Proof of this must be cleared with the property manager prior to the water being shut off.
7. Entry door keys (access cards, if used), requested by a renter, will be given out only with a written authorization from the homeowner of record. A signed receipt for the key/s must be obtained from the homeowner for the Greensboro homeowner file.
8. Window mount style air-conditioners are not allowed to be installed on the property. Apartment style condominiums have an air-conditioner sleeve that is to be used for installation. Only air-conditioners that are selected from an approved list may be installed in the sleeves. No air-conditioner that is a 110 volt model may be installed. Air conditioners must be the 220V type.
9. Town home style condominiums are only allowed to install a rooftop furnace (HVAC) unit that is installed directly on top of the ductwork. These downdraft style models must also have a hail guard installed to protect the coils of the air-conditioning unit. Any work on rooftop units, including inside or replacements, must be scheduled with management to ensure the integrity of the roof is not compromised.
10. Personal belongings must be placed inside storage lockers. Greensboro management will not be responsible for any items left outside storage lockers.

Controlled Entrances/Fire

1. Exterior doors to the building shall remain closed and secured at all times. Residents shall exercise caution to prevent strangers from passing through controlled entry doors.
2. Controlled entry doors that appear not to be closing or latching securely shall immediately be reported to the on-site staff.
3. In the event of a fire or the sounding of fire alarms, residents should call 911 and immediately vacate the premises.

4. Residents shall not store nor keep combustible or flammable materials in the dwelling units, storage lockers, or garage areas, except for reasonable quantities and kinds of household materials.

Rental Policy

The condominium unit, and any limited common element associated therewith, shall be used in such a manner so as not to disturb the use or enjoyment of any other unit owner. Special attention must be given to the level of noise, type of odors, method of decoration and use applicable to the condominium unit and limited common elements; and in that connection each person agrees to comply with provision of the Declaration, Articles of Incorporation, By-Laws, and Rules and Regulations of the Association, as lawfully amended from time to time.

Occupancy

Each condominium unit shall be occupied and used only as a private dwelling for the owner, his or her family, tenants, and/or social guest and for not other purpose. No business, trade, occupation or profession of any kind shall be conducted, maintained or permitted in any unit except as permitted under the Declaration for the maintenance of a home office.

Rental of Units

1. The Unit and/or garage must be leased in its entirety and cannot be subleased.
2. Garages may be leased to another Owner or occupant of a residential unit pursuant to a written lease. A copy of the lease for resident unit/garage must be provided to the Association Management Company prior to the commencement of the lease term. A garage may not be leased to or used by any person other than an owner or tenant of a Greensboro residential unit.
3. All leases for residential and garage units must be in writing and a copy thereof provided to the Management Company prior to the commencement of the lease term.
4. Owners must inform the Management Company with a written notice whenever they lease/rent their units. Including lease renewals. Information is to be supplied to the Management Company no later than the commencement of the lease. This must include:
 - a. A copy of the rental/lease agreement with executed Crime-Free Addendum, which must be in writing (Crime-Free Addendum forms are available from the Association Manager)

- b. The name(s) of all tenant(s) and occupants of the Unit, along with vehicle type(s) and license numbers for all vehicles owned or used by tenants. Tenants must abide by all parking Rules and Regulations of the Association, as may be amended from time to time.
 - c. The term of the rental agreement (if not otherwise apparent from the lease). As transient leasing is not allowed, all leases must be for minimum lease term of at least one hundred eighty (180) days.
 - d. A completed Tenant Information Sheet, prepared for the tenant, as provided by the Management Company.
 - e. A "Receipt of Rules and Regulations" form signed by all tenant/s/. The homeowner must provide a copy of the Rules and Regulations to their renter by keeping a current copy of the Greensboro Rules and Regulations in their rental unit. Owners will be fined \$100 for each occurrence if, when upon inspections, a copy of the most current Greensboro Rules and Regulations cannot be produced by the occupant.
 - f. A copy of the Landlord's Rental License as issued by the City of St. Louis Park for their unit.
 - g. Proof that the Owner has conducted a criminal background check on each tenant or occupant prior to entering into any lease. Background checks must be completed on each adult occupant of the unit whether or not such occupant is or will be a party to the written lease. Proof may be in the form of a receipt issued by the Owner for the cost of such background searches as performed by a reputable screening company. Additionally, the Owner must complete and execute a Background Check Certification (Certification forms are available from the On-Site Manager).
 - h. Any other information or documents deemed necessary by the Board, which relates to the operation of the Association.
5. The Unit Owner must supply a copy of the Landlord/Tenant Information Sheet each time a unit is leased/rented to a new renter/occupant, or whenever the rental period is extended or renewed with an existing renter.
6. All tenants and guests are subject to the Declaration, By-Laws, Rules/Regulations and Policies of the Association and language to that effect shall appear in the lease of any unit. The owner of a rental unit is responsible to provide the occupants with a current copy of the Association's Rules and Regulations. The owner will be responsible for any and all infractions of the Rules and Regulations, and guidelines by a tenant or guest, along with any resulting fine or assessment. Owners should advise tenant(s) of the

organizational structure of the Condominium Association, including what their responsibilities are and who should be contacted in the event any problems arise.

7. The Owner of any rental unit has sole financial and legal responsibility for any and all assessments, fines and other amounts owed to the Association, as well as for any property damage resulting from the actions or omissions of his/her tenant/s/ and/or guests. Please refer to Chapter 7 for these Rules regarding Sanctions and Fines for violations of Association rules.
8. Any maintenance requests to the Association in connection with a Unit must be submitted by the Owner and not by any tenants.
9. All Owners and tenants are strongly encouraged to obtain their own insurance covering loss or damage to their Unit and personal property. The Association's master insurance policy does not cover a loss to personal property of an Owner or tenant.

Pets

No animals of any kind shall be raised, bred or kept at Greensboro, except as provided below, and subject to the Rules and Regulations adopted by the Board.

1. Each dwelling unit may have a maximum of either (a) one dog and one cat or (b) two cats.
2. No exotic pets will be permitted (including, but not limited to, snakes, rabbits, wild cats, etc.) Subject to these Rules and Regulations, only small-domesticated common house pets such as dogs, cats, fish or birds shall be kept by an owner in his/her home.
3. Dogs kept in dwelling units shall not weigh more than 20 pounds.
4. The owner of a pet shall indemnify the Association and hold it harmless from any loss, liability, or expense of any kind associated with any damage or injury to property or persons that in any way is related to the pet. Homeowners must register his/her dog with the management company and must show proof of liability insurance.
5. Pets are not allowed out of the dwelling unit unless carried or on a leash. Pets are not allowed in the swimming pool area, on the tennis courts, or in the Community Center.
6. Pets shall be walked to the area behind the south garages of the community to urinate or defecate. All defecation should be cleaned up immediately. Particular

care is to be taken to insure that pets do not urinate on flowers or shrubs. The above also applies to visiting pets.

7. Visiting pets must comply with the rules regarding permanent pets, and are limited to a two-week stay.
8. Cat litter must be disposed of in a properly sealed bag and placed in a trash container.
9. All pets must be leashed and under the immediate control of the handler. All tethering devices such as stakes are prohibited. No pet may be left unattended outdoors.
10. Any repeated or prolonged disturbance by a pet, such as noise, odor, waste or threatening or nuisance activity, will be cause for an imposition of a fine on the pet's owner and/or the removal of the offending pet from Greensboro.
11. Notwithstanding the foregoing, no rules should be imposed which restrict the keeping of a qualified "service" animal for a disabled or handicapped person in violation of any applicable state or federal statutes, regulations or rules.
12. Biting incidents should be reported to management and the City.

Chapter Five – Community Center

1. The Fire Marshall code states a maximum of 50 persons allowed in the Community Center at any one time.
2. Reservations for the Community Center are made through the on-site staff during business hours. Photo ID and current electric bill are required as proof of residency at time of reservation.
3. Reservations will be confirmed or rejected by the Association within seven days from receiving the reservation request form.
4. A cleaning and damage deposit of \$100.00, and a non-refundable use fee of \$25.00, is to be paid at the time of reservation. Any costs exceeding the \$100.00 damage deposit shall be billed to the homeowner.
5. The deposit will be held until after inspection of the Community Center following the event. If the Community Center is found clean and in order, the full deposit will be returned. If the Community Center requires cleaning or repairing, the damage deposit will be forfeited. Any cost exceeding \$100.00 will be billed to the homeowner and will be due within ten days.
6. In the event of a reservation cancellation, residents are requested to notify the on-site staff on a timely basis.
7. The right of reservation is restricted to adult residents only.
8. Furniture must be put back the way it was found. Furniture cannot be taken out of the Community Center, or moved to the balcony.
9. Clean up needs to be completed no later than 10:00 a.m. the following morning.
10. All events must conclude by 1:00 a.m.
11. The swimming pool is off limits to those reserving the Community Center.
12. Person reserving the room (and the homeowner, if they are a renter) is responsible for the conduct of their guests, and is responsible for any damage that may occur during the event. Residents should be mindful that the use of alcoholic beverages by persons under 21 years of age is prohibited by law.
13. There shall be no sale of beer, liquor or wine in the Community Center.
14. Loud noises and loud music shall not be heard outside the Community Center at any time.

15. Due to limited parking, guests are required to park their vehicles on the city streets.
16. No smoking is allowed the Community Center or on the balcony.
16. Keys to be obtained from the on-site manager during office hours. Keys to be returned by placing in the association mailbox.

Swimming Pool

1. The Association assumes no responsibility for injury or death resulting from use of the pool, or damage to or loss of personal property anywhere at Greensboro.
2. The pool is open, in season, between the hours of 8 a.m. and dusk daily.
3. Do not admit anyone into the pool area that is not your personal guest. Residents must be present with their guests. There is a limit of two guests per unit on weekends and four guests on weekdays. The City approved occupancy is limited to 50 people.
4. Children under 15 years of age shall not be in the pool, or the pool area, unless accompanied by a resident adult.
5. Children not toilet trained shall wear "Little Swimmers", or equivalent, when using the pool.
6. The use of alcoholic beverages is prohibited in the pool area.
7. Glass containers of all types are strictly prohibited in the facility.
8. Residents are financially responsible for any damage to or misuse of the pool area, and for the conduct of their guests.
9. Furniture in the pool area is not, under any circumstances, to be removed from the pool area.
10. Noodles and life jackets are allowed. No rafts or other pool toys are allowed.
11. Audio or visual equipment is not allowed in the pool area unless used with individual headset listening devices.
12. Running, pushing, diving into the pool, or boisterous conduct is not permissible.
13. Residents and their guest shall shower prior to using the pool.

14. Proper swimming attire shall be worn in the pool area at all times. Under garments are not swim wear. Cut-off jeans are not permitted because loose threads clog the pool filters.
15. No food is allowed within the fenced pool area; it attracts insects. Beverages are allowed only if they are in non-breakable containers. You will be expected to dispose of all trash in the trash containers provided in the pool area.
16. The pool shall not be reserved for private parties.
17. Residents and guests are required to keep the gate closed and secured at all times.
18. No pets are allowed in the pool area.

Tennis Courts

1. The Association assumes no responsibility for injury or death resulting from use of the tennis courts, or damage to or loss of personal property.
2. The court is open to all residents and their guests daily from 7:00 a.m. to sundown during the months of April through October.
3. Residents and guests are to keep the gate closed and secured at all times.
4. Food and beverage are not allowed inside the court. Water in plastic bottles is allowed.
5. Smoking is prohibited inside the court area.
6. Only white-soled tennis shoes, or non-marking tennis type shoes, are to be worn on the courts.
7. The Association reserved the right to curtail any activity in the court area, which is deemed to be inappropriate, and/or temporarily close the court area if necessary.
8. No pets are allowed in the tennis courts.

Saunas

1. The Association assumes no responsibility for injury or death resulting from use of the saunas, or damage to or loss of personal property.

2. The saunas are open between the hours of 8 a.m. and 9 p.m. daily.
3. Do not admit anyone into the sauna area(s) that is not your personal guest. Residents must be present with their guests.
4. Persons under 18 years of age shall not be in the sauna area(s) unless accompanied by a resident adult.
5. The use of alcoholic beverages or food is prohibited.
6. Glass items and containers of all types are strictly prohibited in the saunas.
7. Homeowners are financially responsible for any damage to or misuse of the sauna area(s).

Picnic Area Grills

1. The picnic area and grills are for the use and enjoyment of all residents and their guests, and, therefore, cannot be reserved.
2. Residents are responsible for the conduct of their guests.
3. Audio and visual equipment and all other similar devices are not allowed in the picnic area.
4. Residents are required to pick up, discard and remove their own debris. A waste receptacle is provided.

Chapter Six – Damage to Personal Property, Improvements, Betterments, and Common Elements/Owner Liability

1. The master insurance policy carried by the Association does not cover any personal property owned by owner/occupants for any type of loss.
2. The master insurance policy carried by the Association does not provide coverage for improvements and betterments within dwelling units.
3. Owners/occupants should be aware that the Association cannot assume any liability whatsoever for loss or damage to the owners'/occupants' personal property or improvements and betterments within dwelling units.
4. For the description of what constitutes an owner's home/garage property; and the owner's responsibilities to repair and replace; and what is the Association's responsibilities for Common area components to repair and replace, reference the Association's Declarations, Article IV "Description of Apartments and Appurtenances".
5. Homeowners should purchase a HO6 insurance policy with a \$10,000 loss assessment rider. Renters should purchase a HO4 insurance policy.

Chapter Seven – Sanctions and Fines

Any complaint relating to any alleged violation of the Declaration, By-Laws, or Rules & Regulations must be made in writing and given to the management company. In the event management personnel finds that a violation has occurred, and sanctions deemed necessary, it will be called to the attention of the Board. When there is a violation of the Rules and Regulations, or of the Declaration and By-Laws, the Board is authorized to pursue various remedies. These remedies include, but are not limited to, legal action for damages or equitable relief in any court, imposition of late charges for past due assessments, imposition of reasonable fines for violations, and the correction of any condition in an apartment which violates the Rules and Regulations, the Declaration or the By-Laws. Prior to the Board imposing a fine for any violation, the Board shall, upon written request of the offending owner, grant the owner a fair hearing. Please refer to Article XVII of the Declaration for a complete discussion of the rights of an owner with respect to hearings.

- a) Upon a finding by the Board of a violation, a fine of up to \$300 may be assessed against the offending owner and that owner's unit, subject to provisions of Article XVII, Section 3 of the Declaration.
- b) Upon a finding by the Board that a violation has occurred, the Board may demand that the offending owner at such reasonable time set by the Board, restore or correct the condition that caused the violation.
- c) After the offending owner receives notice of a violation, and such restoration has not taken place, a fine of up to \$50.00 per day for each day that the restoration is not completed may be assessed, subject to the provisions of Article XVII, Section 3 of the Declaration.
- d) If the offending owner fails to restore the condition that caused the violation, the Association shall have the right to restore or correct the condition that caused the violation at the owner's expense. The owner shall be liable for all legal expenses incurred by the Association in pursuing these remedies.
- e) Homeowners who do not pay party room rental fees, keys, late fees and move-in fees and/or assessed fines, etc., will have a \$25.00 late charge applied, the sanction/s will continue until paid in full. When the fine and all late charges reach a maximum of \$300.00 and/or greater than 90 days delinquent, the Board has the authority to refer the delinquent accounts to its attorney for collection.
- f) Homeowners who do not pay party room rental fees, keys, late fees and move-in fees and/or assessed fines, etc., may be denied access to common amenities, such as the pool, party/community buildings, etc.

- g) Any homeowner who is delinquent by three or more months' Association dues is subject to being denied access to common amenities such as the pool, party/community buildings, etc .
- h) The respective homeowner is liable for all attorney fees and any other cost and expenses in connection with any collection activity. All payments made will be applied first to the oldest outstanding balance, as is set forth in Rule 5 under "Late Payment of Association Assessments and Charges". The late charges will continue to accumulate as long as there is an amount due, including during the full collection process.

Foreclosure is a possibility as a means of collection.

Example: Mr. X gets fined \$100.00 for not picking up after his pet. This fine is then put on his monthly statement. If payment has not been received after 30 days an additional \$25.00 late fee is charged (total now \$125.00). If payment is still not received after 60 days, an additional \$25.00 is charged (updated total now \$150.00). If payment is not received after 90 days, \$25.00 is charged once again, and a demand letter is sent for which the association member will incur any additional legal costs (updated total now \$175.00, plus legal fees and any other costs and expenses the Association incurs).

Late Payment of Association Assessments and Charges

1. Association assessments are due and payable on or prior to the first day of each month.
2. The owner will be charged a \$25.00 late fee as a penalty for each payment not received by the fifteenth (15th) day of the month.
3. Homeowners who have balances outstanding for monthly Association assessments, special assessments, assessed late payment fees or fines are subject to a ten (10) days' prior written notice to the homeowner of the intention to accelerate assessments for the balance of the fiscal year unless the account is brought current within the stipulated time-line.
4. The Association shall have the authority to refer any delinquent account to its attorneys for collection. The respective homeowner shall also be liable for all reasonable attorneys' fees and costs in connection with any collection activity.
5. Payments to the Association are applied to the oldest balance first, including fines.

Tampering With Association Property

Pursuant to the authority granted to Greensboro Condominium Owners Association ("Association") under the Minnesota Common Interest Ownership Act (MCIOA), the Board of the Association hereby adopts the following rule:

No homeowner may tamper with, destroy or make inoperable any equipment owned or operated by the Association, including, but not limited to, water softeners, cable television reception amplifiers and main water meters. All Owners and/or occupants shall permit the Association access to such equipment at reasonable times to permit the Association to maintain, repair and replace such equipment as such may be necessary. Refer to Chapter Three of the Rules for additional details.

Any homeowner violating this rule shall be subject to a fine of not less than \$100.00 for the first violation of this rule, and \$250.00 for each subsequent violation of this rule. Such fines are subject to the following:

- a. Rights to Hearing. In the case of imposition of a fine as provided herein, the Board must cause to be mailed or delivered to the Owner against whom the fine is sought to be imposed written notice specifying the general nature of the violation, the amount of the fine and the effective date of such imposition, which notice must be delivered at least 10 days prior to such effective date. Said owner has the right, upon written request delivered to the Board within the foregoing 10 day period, to a hearing before the Board. The hearing will be set by the Board at a reasonable time and place, with reasonable notice to the parties involved, but in no case later than 30 days after the request for a hearing. The Board has established uniform and fair rules for the conduct of such hearing, including without limitation the right to interested parties to appear and be heard. If a hearing is requested, the fine imposed will not take effect until the hearing is completed or the matter is otherwise resolved by mutual agreement of the Board and the persons against whom the fine is levied, whichever event occurs first. If the person or persons against whom the remedy is sought do not appear at their duly notified hearing, the fine imposed may be enforced forthwith. The decision of the Board and the rules for the conduct of hearings established by the Board, shall be final and binding for all parties. The rights bestowed upon Owners by this Rule shall be the sole and exclusive remedy of such Owners with respect to the matters covered by this Rule, except as may be otherwise specifically authorized by the Association's Declaration or By-Laws.
- b. Specific Performance. The terms of this Rule are enforceable in equity through specific performance, injunctive relief or any other legal means and measures.

- c. Costs of Proceeding and Attorneys' Fees. In any legal or administrative proceedings arising between the Association and an Owner or occupant because of any alleged violation of this Rule by an Owner or occupant, the Association is entitled to recover all costs and reasonable attorneys' fees incurred by it. The Association is also entitled to recover all of its costs, expenses, and reasonable attorneys' fees, if any, in the collection of any and all delinquent assessments.
- d. Liens for Charges, Penalties, Etc. Any charges, penalties, interest costs, collection costs, court costs, or attorneys' fees imposed or incurred by the Association under this Rule will be assessed against the Lot of the Owner against whom the same are imposed and will be lien against the Lot in the same manner as a lien for assessments, and will also be a personal obligation of such Owner. The lien shall attach as of the date of imposition of the fine, but will not be final as to violations appealed under section (a) of this Rule until affirmed in writing by the Board of Director following the hearing.
- e. Liability for Owners' and Occupants Acts. All Owners are jointly and severally liable for the expense of any maintenance, repair or replacement rendered necessary by their acts or omissions, or by those of the occupants of their Units, or their families or guests, but only to the extent that such expense is not met by the proceed of insurance carried by the Association or such Owner or occupants; provided, however, that the Association may assess the responsible Owner for any insurance deductible amount payable by the Association and the amount of any increase in the Association's insurance premiums resulting from the conduct in question.

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GREENSBORO SQUARE CONDOMINIUM OWNERS ASSOCIATION
Approval Request for Exterior Architectural Changes and In-Unit Renovations
Submit form to Nancy Lewin at Gassen Management Co., 6438 City West Parkway, Eden Prairie, MN 55344, nlewin@gassen

Request: _____

HOMEOWNERS ARE RESPONSIBLE TO MAINTAIN A "LIMITED COMMON ELEMENT" PER THE GOVERNING DOCUMENTS.

IF AN OWNER DOES NOT MAINTAIN THIS, THE ASSOCIATION RESERVES THE RIGHT TO MAINTAIN/REPAIR AND CHARGACK THE OWNER.

Name(s) of Unit Owners: _____

Address: _____

E-mail Address: _____

Telephone Number: () _____ Alternate Number: () _____

I/we hereby request approval for the following modifications:

Proposed start date and completion date: _____

Completion not to exceed 180 days from start date

Individual, Contractor and/or Company Performing Architectural Changes:

Name: _____

_____ *check here if TBD*

Please attach drawings of proposed changes and samples of materials to be used. Owner can submit pictures of products, area(s) where the changes are proposed. Provide sufficient details and back information to assist the Board and their advisors understand the request thoroughly. This will help expedite the review process.

ASSOCIATION ACTION TAKEN

None are Required _____ Request Must be Submitted to the Board of Directors _____

Approved _____ Conditionally Approved _____ Disapproved _____ Incomplete _____

The Following additional information is requested or approval is condition upon:

Approved by: _____ Title: _____ Date: _____

Approval is contingent upon the Association receiving the "Indemnification Release for Architectural Change Form" document and any attachments (if required), to be completed by the owner and provided to the Board President, before work commences.

GREENSBORO CONDOMINIUM OWNERS ASSOCIATION
Indemnification Release for Architectural Changes

Submit the form and any required attachments to Nancy Lewin, Gassen Management, nlewin@gassen.com, 952-253-4923

The undersigned _____, the owner(s) of

_____, St. Louis Park, MN, 55426 HERBY acknowledge that the changes as described below and that are within the guidelines of the GREENSBORO CONDOMINIUM OWNERS ASSOCIATION will submit the following information in connection herewith.

Proposed changes (general description):

Note: owners are responsible for compliance with all City of St. Louis Park building codes.

Proposed start and completion of construction (not to exceed 180 days from the start date):

Enclosures required by the Association & Supplied by the Owner: (Please attach)

Plan and specifications, to include dimensioned drawings of drawing of finished change

Identify paint/stain by: Brand name: _____ Color name: _____

Note: Color must match existing or will be subject to painting by the Association and the cost invoiced to the owner. Any unauthorized changes are subject to removal or resetting the conditions to the property prior to changes. The requesting party can be changes all costs and expenses, including legal, labor/materials and advisory costs to reset the property back to the condition before changes were made.

Type of wood or other construction material: _____

Consent of fee owner(s) (if applicant is a contract for deed vendee (signature required below)

Other item noted: _____

Contractor Information and Attachments:

Name: _____ Address: _____

Phone: _____ License #: _____

Insurance Carrier: _____

Insurance Policy #: _____

Expiration Date of Insurance Policy: _____

Copy of insurance coverage certificate with homeowner and GREENSBORO CONDOMINIUM OWNERS ASSOCIATION as additional Insured: (Please attach)
The undersigned agrees to pay for all labor and materials rendered in connection with foregoing alteration promptly when due, to keep his/her property and that of the Association free of any and all mechanic's liens, and to hold harmless and indemnify without limitation the payment of any attorney's fees to court costs paid by the Association in connection with said matters. The undersigned agrees to secure any and all permits. The undersigned further agrees to include in any contract or contracts entered into for construction of the addition to include the following paragraph:

"The contractor understands and agrees that all services(s) to be performed and materials to be delivered and installed under this contract are being furnished and installed at the request of the owner; that the contractor's lien rights are limited to the owner's dwelling and the Association has no responsibility for any charges or costs in connection therewith."

Signature of Contractor (not required here) _____

Date (not required here) _____

The Owner of a Unit which is served by and approved architectural change ensures that they will hold the GREENSBORO CONDOMINIUM OWNERS ASSOCIATION harmless from any and all damages or loss occasioned by the use, installation and/or removal of said change on/from the premises. Damage covered by the indemnity shall include damage to the units and common elements.

Owner Signature _____

Date _____

Signature of deed holder (if your unit is a Contract for Deed Fee) _____

Date _____

GREENSBORO CONDOMINIUM OWNERS ASSOCIATION

Homeowner Provision with Contractor

“The contractor understands and agrees that all service(s) to be performed and materials to be delivered and installed under this contract are being furnished and installed at the request of the owner, that the contractor’s lien rights are limited to the owner’s dwelling and the Association has no responsibility for any charges or costs in connection therewith.”

Signature of Contractor

Date

~Keep a copy for your Records~

Contractor Rules & Regulations
In-Unit Renovations, Improvements or Repairs

1. Follow the Rules and Regulations of the Association and communicate them to your contractor.
2. There is to be no construction noise before 8:00 am or after 5:00 pm Monday through Friday. There is no work permitted on major holidays.
3. Service personnel must park in the owner’s parking space or guest parking areas.
4. The owner is responsible to provide access where needed. No person will be allowed access unless authorized by the unit owner.
5. There is no propping of entry doors.
6. All work must be performed in the owners; unit, garage or patio spaces. No work materials are permitted to be placed, (even temporarily) in the interior lobbies or exterior grounds.
7. Work performed on balconies must not result in materials falling to the patio below, including but not limited to water, soap, dust, and chemicals (Notify the homeowner living below before work commences.) If materials drop to patio below you are responsible for the cleanup of the patio and cost of any damage that may occur.
8. Use of sinks, lavatories, showers or toilets for cleaning tools or disposing of debris is prohibited. Any stoppages resulting in the main line will be the responsibility of the owner.
9. Painting products must be properly ventilated to avoid respiratory discomfort to those residing in the building.
10. It is the responsibility of the unit owner/resident to make sure the common areas are completely restored to the pre-construction state (exterior and/or interior) by their contractors and service persons.
11. The owner will be charged accordingly for damages to the common areas (exterior and/or interior) by their contractors and service persons.
12. Failure to follow these rules will result in workman being denied access to the property, including fines and fees to the owners for damages.

***HOMEOWNERS ARE RESPONSIBLE TO MAINTAIN A “LIMITED COMMON ELEMENT” PER THE GOVERNING DOCUMENTS.
IF AN OWNER DOES NOT MAINTAIN THIS, THE ASSOCIATION RESERVES THE RIGHT TO MAINTAIN/REPAIR AND CHARGACK THE OWNER.***



**GREENSBORO SQUARE
DATE OF NOTICE: JUNE 30, 2016
UPDATED ASSOCIATION POOL RULES**

**APPROVED JUNE 16, 2016
EFFECTIVE AUGUST 1, 2016**

At the June 16, 2016 Board of Directors Meeting, the Board approved an amended Rule pertaining to the number of guests Owners can have at the pool. Please keep this information with your current set of Association Rules & Regulations. Please note the following:

This pertains to #3 of the Swimming Pool Rules & Regulations, page 22:

“Do not admit anyone into the pool area that is not your personal guest. Residents must be present with their guests. There is a limit of two guests per unit on weekends and holidays and four guests on weekdays. The City approved occupancy is limited to 50 people.”

Weekdays: 4 guests per owner are allowed
Weekends/Holidays: 2 guests per owner are allowed

Please contact Nancy Lewin at Gassen Management at 952-922-5575 or email her at nlewin@gassen.com with any questions. Thank you!

GREENSBORO SQUARE
SAUNA RULES
OCTOBER 2012

1. The Association assumes no responsibility for injury or death resulting from use of the saunas, or damage to or loss of personal property.
2. The saunas are open between the hours of 8 a.m. and 9 p.m. daily
3. Do not admit anyone into the sauna area(s) that is not your personal guest. Residents must be present with their guests.
4. Persons under 18 years of age shall not be in the sauna area(s) unless accompanied by a resident adult.
5. The use of alcoholic beverages or food is prohibited.
6. Glass items and containers of all types are strictly prohibited in the saunas.
7. Homeowners are financially responsible for any damage to or misuse of the sauna area(s).



GREENSBORO SQUARE

DATE OF NOTICE: July 2015

UPDATED ASSOCIATION RULES

POOL ACCESS & PARTY ROOM RESERVATIONS DECLINED FOR ACCOUNTS IN COLLECTION STATUS REVISED JULY 16, 2015

At the July 16, 2015 Board of Directors Meeting, the Board approved an amended Rule and process for declining access to Owners with past due accounts in a legal collection status. Please review this change and keep this information with your current set of Association Rules & Regulations.

1. Owners are referred to legal counsel for past due Association fees or other unpaid charges, if they are 60 days past due.
2. Once your account is referred to legal counsel for collections, the account is flagged and only full payment will bring the account to a current status.
3. Once the account is flagged, two things will occur:
 - A. Your pool FOB access code number(s) will be removed from the system and pool usage denied. This pertains to all FOBS registered to both the Owners and Renters of the past due address.
 - B. Party room rental requests are declined.
 - C. Owners/Occupants of any Unit with a flagged account will not be permitted to use either the pool or the party room, including as a guest of another resident, until the account is brought current or the Owner establishes a payment plan with the Board. If the Unit is being leased by the Owner, it will be the responsibility of the Owner to advise his/her tenant(s) of the Rules and to ensure compliance with any restrictions on use of the common area amenities by the tenant(s) in the event that the Owner's account is flagged. Management and the Board will only communicate with the Owner of the Unit, regarding these matters.
4. **REVISION:** Owners with a Board Approved payment plan will be allowed access to amenities. Should non-compliance occur, access will be declined.
5. Once the account is current (\$0 balance), the flagged status will be removed.
6. If you are a Condo apartment owner or tenant of an apartment Condo owner your FOB will be operational to access your condo apartment building entry doors even though you have an unpaid balance.

Please contact Nancy Lewin at Gassen Management at 952-253-4923 or email her at nlewin@gassen.com with any questions. Thank you!



GREENSBORO SQUARE
DATE OF NOTICE: March 2015

UPDATED ASSOCIATION RULES

POOL ACCESS & PARTY ROOM RESERVATIONS

DECLINED FOR ACCOUNTS IN COLLECTION STATUS
EFFECTIVE MAY 1, 2015

At the March 19, 2015 Board of Directors Meeting, the Board approved a Rule and process for declining access to Owners with past due accounts in a legal collection status. Please review this change and keep this information with your current set of Association Rules & Regulations.

1. Owners are referred to legal counsel for past due Association fees or other unpaid charges, if they are 60 days past due.
2. Once your account is referred to legal counsel for collections, the account is flagged and only full payment will bring the account to a current status.
3. Once the account is flagged, two things will occur:
 - A. Your pool FOB access code number(s) will be removed from the system and pool usage denied. **This pertains to all FOBS registered to both the Owners and Renters of the past due address.**
 - B. Party room rental requests are declined.
4. Once the account is current (\$0 balance), the flagged status will be removed and pool FOB access code numbers reinstated for pool usage.
5. If you are a Condo apartment owner or tenant of an apartment Condo owner your FOB will be operational to access your condo apartment building entry doors even though you have an unpaid balance.

Please contact Nancy Lewin at Gassen Management at 952-253-4923 or email her at nlewin@gassen.com with any questions. Thank you!



GREENSBORO SQUARE UPDATED ASSOCIATION RULE

KEY FOBS – Updated Rule February 2015

At the December 8, 2014 Board meeting, the Board approved a new Rule/Process for obtaining and exchanging your FOB's. Please review the attached and keep this with your current set of Association Rules.

1. Lost FOB – if a FOB is lost, it will be replaced at no charge. The Owner/Occupant must either supply the FOB numbers of remaining FOBS or bring remaining FOBS to the On Site Office for validation against the information in the Association's database. On site staff can determine which FOB number is lost and delete this from the system.
2. Rental Units – 3 FOBS will be provided to Owners of a rental unit – 2 provided to the Tenants and 1 provided to the Owner. The FOB provided to the Owner will NOT provide access to the swimming pool.
3. Additional FOBS are \$50.00 each.
4. The cost to reactive a FOB that was deactivated after being lost is \$50.00 (the same as purchasing a new FOB).
5. Damaged/non operational FOBS will be replaced at no cost, but the broken/unusable FOB MUST be turned in to the On Site office.

Please bear in mind that it is the goal of the Board, Management and Staff to work with owners and residents, not against them. However, these rules are enforceable under chapter seven (page 26). "When there is a violation of the rules and regulations...the board is authorized to pursue various remedies. These remedies include, but are not limited to legal action and the imposition of reasonable fines for violations".

Please feel free to stop by the Management Office between 7:00 a.m. and 3:00 p.m. to speak with the On-site Property Manager, Orion Stimpel or call the office at 952-544-0477.

Thank you!

Nancy Lewin, Association Manager, Gassen Company
952-253-4923, nlewin@gassen.com



GREENSBORO SQUARE
DATE OF NOTICE: March 2015

GREENSBORO SQUARE
UPDATED ASSOCIATION RULES

KEY FOBS

At the December 8, 2014 Board meeting, the Board approved a new rule/process for obtaining and exchanging your FOB's. Please review the changes and keep this letter with your current set of Association rules.

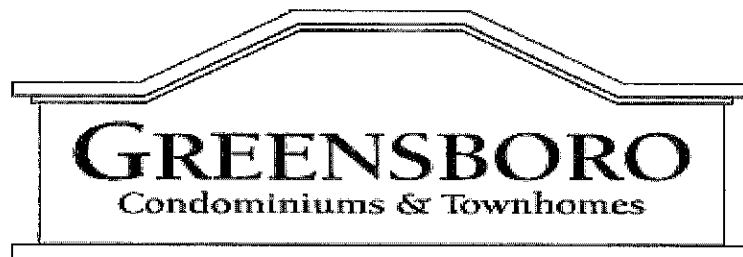
1. Number of FOB's provided - 3 FOB's will be provided to an owner of a rental unit; that is 2 for the tenant/s and 1 for to the owner. The FOB provided to the owner will NOT provide access to the swimming pool.
2. Additional FOBS are \$50.00 each
3. If a FOB is lost, it will be replaced at no charge under the condition that the owner/occupant supply's FOB numbers of all remaining FOB's. This can be done by either calling/emailing staff with the FOB numbers, or by physically bringing remaining FOB's to the onsite office.
4. The cost to reactivate a FOB that was deactivated after being reported as lost is \$50.00 (the same as purchasing a new FOB).
5. Damaged/non-operational FOB's will be replaced at no cost, but the broken/unusable FOB must be turned into the onsite office.

Please feel free to stop by the management office between 8:00 a.m. and 4:00 p.m. to speak with the onsite staff, or call the office at 952-544-0477. Thank you!

RENTAL POLICY

&

PROCEDURES



TENANT/RENTAL CHECKLIST

9/2012

- _____ Copy of the residential rental signed lease

- _____ City of St. Louis Park rental license

- _____ Proof of criminal background checks on all occupants and
Owner Certification

- _____ Copy of signed "Crime Free Lease Addendum"

- _____ Completed Landlord / Tenant Information Sheet

- _____ Move-in/Move-out Fee

- _____ Signed copy of "Receipt of the Rules and Regulations" to tenants (make
sure your renter is familiar with the move-in and out procedures). A
complete set of the Rules and Regulations shall be kept in the rental unit
for the Tenant's use. Failure to maintain a full set of the Rules and
Regulations in the unit can result in a substantial fine for the Owner.

All these items **MUST** be received by the management company for the association **PRIOR** to move in by your tenants or you will be subject to fines for violation of the Rental Policy and Procedures. No owner shall allow possession of a unit by a tenant until all of the above items/information has been submitted in full to the management company or the Board of Directors as directed by the Board of Directors.

GREENSBORO CONDOMINIUM OWNERS ASSOCIATION RENTAL POLICY

The condominium unit and any limited common element associated therewith shall be used in such a manner so as not to disturb the use or enjoyment of any other unit owner. Special attention must be given to the level of noise, type of odors, method of decoration and use applicable to the condominium unit and limited common elements; and in that connection each person agrees to comply with provision of the Declaration, Articles of Incorporation, By-Laws, and Rules and Regulations of the Association, as lawfully amended from time to time.

A. OCCUPANCY

Each condominium unit shall be occupied and used only as a private dwelling for the owner, his or her family, tenants, and/or social guests and for no other purpose. No business, trade, occupation or profession of any kind shall be conducted, maintained or permitted in any unit except as permitted under the Declaration for the maintenance of a home office.

B. RENTAL OF UNITS

1. The Unit and/or garage must be leased in its entirety and cannot be subleased.
2. Garages may be leased to another Owner or occupant of a residential unit pursuant to a written lease. A copy of the lease must be provided to the Board or Management Company prior to the commencement of the lease term. A garage may not be leased to or used by any person other than an Owner or tenant of a residential unit.
3. All leases for residential and garage units must be in writing and a copy thereof provided to the Association prior to the commencement of the lease term.
4. Owners must inform the Association, with written notice to the Association Manager or Board of Directors, whenever they lease/rent their Units. Information is to be supplied to the Association no later than the commencement of the lease. This must include:
 - a. A copy of the rental/lease agreement with executed Crime-Free Addendum, which must be in writing (Crime-Free Addendum forms are available from the Association Manager).
 - b. The name(s) of all tenant(s) and occupants of the Unit, along with vehicle type(s) and license numbers for all vehicles owned or used by tenants. Tenants must abide by all parking Rules and Regulations of the Association, as maybe amended from time to time.
 - c. The term of the rental agreement (if not otherwise apparent from Lease). As transient leasing is not allowed, all leases must be for a minimum lease term of at least one hundred eighty (180) days.
 - d. A completed Landlord/Tenant Information Sheet, as provided by the Association.

- e. A "Receipt of Rules and Regulations" form signed by all tenant(s) indicating receipt of a copy of the Association's governing documents from the Owner.
 - f. A copy of the Landlord's Rental License as issued by the City of St. Louis Park for their Unit.
 - g. Proof that the Owner has conducted a criminal background check on each tenant or occupant prior to entering into any lease. Background checks must be completed on each adult occupant of the unit whether or not such occupant is or will be a party to the written lease. Proof may be in the form of a receipt issued to the Owner for the cost of such background searches as performed by a reputable screening company. Additionally, the Owner must complete and execute a Background Check Certification (Certification forms are available from the Manager).
 - h. Any other information or documents deemed necessary by the Board which relates to the operation of the Association as indicated on the Rental Checklist.
5. The Unit Owner must supply a copy of the Landlord/Tenant Information Sheet, each time a Unit is leased/rented to a new renter/occupant, or whenever the rental period is extended or renewed with an existing renter,
 6. All tenants and guests are subject to the Declaration, By-Laws, Rules/Regulations and Policies of the Association and language to that effect shall appear in the lease of any unit. The owner of a rental unit is responsible to provide the occupants with a current copy of the Association's Rules and Regulations and all other governing documents. The owner will be responsible for any and all infractions of the rules, regulations, and guidelines by a tenant or guest, along with any resulting fine or assessment. Owners should advise renters of the organizational structure of the Condominium Association, including what their responsibilities are and who should be contacted in the event any problems arise.
 7. The Owner of any rental unit has sole financial and legal responsibility for any and all assessments, fines and other amounts owed to the Association, as well as for any property damage resulting from the actions or omissions of his/her tenants) and/or guests. Please refer to Chapter 7 of these Rules regarding Sanctions and fines for violations of Association rules.
 8. Any maintenance requests to the Association in connection with a Unit must be submitted by the Owner and not by any tenants.
 9. All Owners and tenants are strongly encouraged to obtain their own insurance covering loss or damage to their Unit and personal property. The Association's master insurance policy does not cover a loss to personal property of an Owner or tenant.

CRIME FREE LEASE ADDENDUM

In consideration of the execution or renewal of the lease of the dwelling unit identified in the attached lease, Property Owner/Manager and Resident agree as follows:

- 1) Resident, any members of the resident's household, a guest or other person under the resident's control, shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug-related activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act {S.C. 802}).
- 2) Resident(s), any member of the resident's household, a guest or other person under the resident's control, shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the said premises.
- 3) Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity regardless of whether the individual engaging in such activity is a member of the household, or a guest.
- 4) Resident, any member of the resident's household, a guest, or another person under the resident's control, shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance at any location, whether on or near the dwelling unit or otherwise.
- 5) Resident, any member of the resident's household, a guest, or another person under the resident's control, shall not engage in any criminal activity, including prostitution, criminal street gang activity, threatening, intimidating, or assaultive behavior including, but not limited to, the unlawful discharge of firearms, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety, and welfare of the landlord, his agent or other residents and/or involving imminent or actual serious property damage.
- 6) VIOLATIONS OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.
- 7) In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum, shall govern,
- 8) This lease addendum is incorporated into the lease executed or renewed this day between Property Owner/Manager and Resident(s).

It is understood and agreed that a single violation shall be good cause for termination of this lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence.

Owner/Landlord Signature

Tenant Signature

Date

Dated

RECEIPT OF RULES AND REGULATIONS

I, _____ ACKNOWLEDGE RECEIPT OF AND
TENANT

AGREE TO ABIDE BY THE DECLARATION, BYLAWS, RULES AND REGULATIONS OF GREENSBORO CONDOMINIUM OWNERS ASSOCIATION, AS MAY BE AMENDED FROM TIME TO TIME.

I FURTHER AGREE AND UNDERSTAND THAT IF I VIOLATE ANY OF THE RULES AND REGULATIONS I MAY BE EVICTED IMMEDIATELY. (Subject to rental laws of the State of Minnesota).

TENANT

DATE _____

TENANT

DATE _____

LANDLORD _____

DATE _____

LANDLORD/TENANT INFORMATION SHEET

GREENSBORO CONDOMINIUM OWNERS ASSOCIATION

This Information Sheet must be completed and submitted to the Board of Directors or Property Manager, along with a copy of the signed lease and other required documents, as soon as possible prior to the commencement of the lease term.

Owner Name: _____

Owner Address:

Owner Telephone Number: (home)
(work)
(cellular)

Property Address:

Tenant Name:

Tenant Telephone Number: (home)
(work)
(cellular)

Names of All Occupants:

Make, Model and License plate No. of All Vehicles of Tenant / Occupant(s):

Vehicle #1:

Vehicle #2:

Vehicle #3:

Term of Lease:

Commencement Date of Lease:

Termination Date of Lease

FOR ASSOCIATION USE ONLY

Date Received:

Move In Fee Paid? *Y/N* Date:

Move Out Fee Paid: *Y/N* Date:

CERTIFICATION OF OWNER

Owner(s) Name(s):

Property Address: _____, Unit ____ ~ ~ _____ ~ ~,
MN

Prospective Tenant Name(s): _____

I/we, the above-named Owner(s) of the above referenced unit located within Greensboro Condominium Owners Association ("Association"), do hereby certify to the Association, its agents and representatives, as follows:

1. I/we have undertaken to have a nationwide background check performed on each of the above named prospective tenants.
2. Such background check was performed by an independent, reputable, experienced professional.

The agency conducting the background check holds any and all licenses necessary to conduct such background checks as may be required by state or federal law .

4. If we have reviewed the information contained in the background check reports(s), and there is nothing identified in those reports indicating that the prospective tenant(s) would pose a health or safety risk or pose any other type of danger to the other Owners and Occupants of the Greensboro Condominium community or their property. Specifically, there is no evidence of any of the following criminal activities:

- Assault, battery or other evidence of violence against persons or property
- Sexual assault or other criminal sexual activity
- Stalking, harassment or similar acts
- Robbery, burglary, murder, rape, or other violent felony against persons or property ••
Drug-related activity

I/we understand that the above-described list is not intended to be exhaustive, and the mere absence of evidence of such activity does not necessarily indicate that the prospective tenant poses no health or safety risk or other type of danger to Owners or Occupants in the Greensboro Condominium community.

I/we hereby certify the above to be true as of the date hereof.

Date:

Name

Date:

Name

ALL OWNERS OF THE PROPERTY MUST SIGN THIS CERTIFICATION~ AND ALL SIGNATURES MUST BE ACKNOWLEDGED BY A NOTARY PUBLIC.

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

On the _____ day of _____, 20__, before me appeared _____ to me personally known to be the person described in and who executed the same as his / her free act and deed.

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

On the _____ day of _____, 20__, before me appeared _____ to me personally known to be the person described in and who executed the same as his / her free act and deed.

Notary Public

GREENSBORO SQUARE
DATE OF NOTICE: March 2015

UPDATED ASSOCIATION RULES

POOL ACCESS & PARTY ROOM RESERVATIONS

DECLINED FOR ACCOUNTS IN COLLECTION STATUS
EFFECTIVE MAY 1, 2015

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3. Once the account is flagged, two things will occur:
 - A. Your pool FOB access code number(s) will be removed from the system and pool usage denied. **This pertains to all FOBS registered to both the Owners and Renters of the past due address.**
 - B. Party room rental requests are declined.
4. Once the account is current (\$0 balance), the flagged status will be removed and pool FOB access code numbers reinstated for pool usage.
5. If you are a Condo apartment owner or tenant of an apartment Condo owner your FOB will be operational to access your condo apartment building entry doors even though you have an unpaid balance.

Please contact Nancy Lewin at Gassen Management at 952-253-4923 or email her at nlewin@gassen.com with any questions. Thank you!

Party Room Application Process

March 2015, Final

The Party Room Application Form gets its own green folder inside our filing cabinet. Inside that folder are 3 sub folders:

- A) BLANK FORMS
- B) PENDING FORMS
- C) OLD FORMS

To initiate the process:

- Pull the Party Room Application Form out of the 'BLANK FORMS' sub-folder and have the applicant fill it out completely.
- Once filled out completely by the applicant, use a paper clip to attach 2 checks to the Party Room Application Form. One \$100.00 check for the deposit & one \$25.00 check that is the fee Greensboro charges to rent the room.
- Once the checks have been paperclipped to the Party Room Application Form, put it in the 'pending' sub-folder.
- When the applicant receives the key, annotate both **THE DATE THAT THE KEY WAS GIVEN**, and **The number of the key** issued on the line marked "date key provided" of the Party Room Application Form. Most often, the applicant fills out the application long before we can give them the key. In this case, it is the applicant's responsibility to return to the office to get the key approximately 1-5 days before the reservation date.

The day after the party (or the next business day):

- Upon the return of the key; whether dropped in the mailbox, or brought to the office in person, the employee that receives the key will immediately retrieve the application out of the 'PENDING' sub-folder.
- Annotate the fact that the key was returned along with the date and time that it was returned on the line marked "DATE KEY RETURNED" line of the Party Room Application Form.
- Separate the checks from the Party Room Application Form.
- The \$25 check gets put in a centralized locating that includes all papers, bills, checks, mail and misc. paperwork that need to go to Nancy's office.
- The \$100 check gets shredded (so long as they clean up after themselves and no damage is done)
- The Party Room Application Form now has nothing attached to it and gets placed in the 'OLD FORMS' sub-folder.
- Discard old forms annually