

## **Owner Information Rules and Regulations**

**Paragon Management Group**

**502-451-0485**

**Millie Sanchez ext. 1003**

**[millie@paragonky.com](mailto:millie@paragonky.com)**

**After Hours Emergencies:**

**866-869-2664**

**Salem Square Office: 502-893-2885**

### **Dear Condo Owners:**

Thank you for being a valued member of our community. This document is meant to summarize important information and to answer common questions. Copies of the Master Deed, the Bylaws, and the Rules & Regulations are available online.

### **Maintenance**

The Maintenance Manager and support staff work part-time. Even when on-site, they are not usually in the office. If you have a concern that is a Salem Square responsibility, you can reach us three ways:

- Submit a work order through calling Paragon or emailing Millie (best)
- Call the office and leave a voicemail. (2nd best way)
- Submit a written work order. Forms are located in the E13 – E16 hallway. (3rd)

### **Board of Administration**

If there is an emergency call the appropriate emergency line(s) that are posted in your hallways. If you have any questions in general, contact Paragon first, then a board member if Paragon cannot answer it. Their contact information is posted in each entryway.

## **Table of Contents**

Governing Documents	3
Enforcement of Rules and Regulations	3
Condominium Fees	3
Maintenance Access	4
Maintenance and Repairs	4
Balconies	4
Vendors, Contractors, Repairs, Service Calls	5
Rentals	5
Noise	5
Keys and Door Codes	5
Safety and Security	6
Electricity	6
Plumbing & Water Leaks	7
Heating and Air Conditioning	7
Laundry	8
Garbage and Recycling	9
Landscaping and Grounds	10
Swimming Pool	11
Parking and Vehicles	12
Storage	12
Club House	13
Gatherings in Common Areas	13
Entry Doors	14
Smoking	14
Signs	14
Mortgage Company and Insurance	14
Library/Magazine Holder	14
Pets	15

## **Rules and Regulations**

## **Governing Documents**

Salem Square is guided by three governing documents, listed in order of importance: the Master Deed, the Bylaws, and the Rules & Regulations. Combined, these documents fully outline how the property is operated. You are responsible for reviewing each of these documents and for knowing their contents. Copies are available at any time on our website.

## **Enforcement of Rules and Regulations**

All residents are expected to know the details of our governing documents, including these Rules and Regulations.

Certain violations of the governing documents result in immediate fines. Most violations will result in a notice before a fine is given. This is at the discretion of the Board. Residents can request a meeting with the Board to discuss a fine or to contest a fine. As a reminder, the Board has the authority to levy appropriate fines and may take legal action to ensure enforcement of the governing documents.

The function of the Board is to operate the property and to ensure governing documents are followed. It is not responsible for mediating disputes between neighbors. The Board will get involved at the request of a resident if the issue relates to safety, security, health, or a violation of the governing documents. Usually this is only after the resident has attempted to resolve the issue with the neighbor themselves.

## **Condominium Fees**

The HOA fee is due the 5th of each month. If payment is not received by the 5th, a \$75 late fee will be assessed. Automatic withdrawal from a bank account is available and suggested. Call Paragon for form and what to do. Automatic withdrawals occur on the 5th of the month and automatically update to reflect condo fee changes. Money Orders and Checks will be accepted and should be made out to Salem Square Condominiums. However, your check might take several weeks to be deposited and cleared this way, hence why ACH is recommended. Checks can be mailed to the address provided by Paragon in Georgia. You can also initiate payment through your banks bill pay. There is also an option to pay via the Paragon app. A convenience charge will be added if you pay this way.

## **Maintenance Access**

Maintenance has the right to enter your unit to service common elements that are Salem Square's responsibility or to handle emergencies. In non-emergency cases, we will coordinate with you before entering your unit. In emergency situations, we will always try to contact you before entering your unit but we still may need immediate access. Maintenance never enters a unit without knocking and giving verbal warning.

### **Maintenance and Repairs**

As stated in the Master Deed and Bylaws, unit owners are responsible for all maintenance, upkeep and repairs in their Units, unless common areas are involved. As would be the case with any other home, the owner is responsible for plumbing, electrical, air conditioning and heating equipment, windows, sliding doors, and other general maintenance, repairs and alterations within the Unit.

The Board may require an owner to fix or repair any element that is deemed unsafe, impacts the overall look of the community (such as window blinds), or contributes to overall cost increases for the community (such as a broken window through which heat or air conditioning can escape).

The rule of thumb is: **If it serves you, and only you, you are usually responsible for the upkeep.**

### **Balconies**

Structural maintenance of patios and balconies is the responsibility of Salem Square. If your patio or balcony requires maintenance attention, **please submit a work order**. Work on patios and balconies will be prioritized with other work orders. Owners are responsible for any items on their patios or balconies. If owners have installed decking that damages structural integrity, the flooring will be removed and the owner will be liable for all damages accrued.

### **Vendors, Contractors, Repairs, Service Calls**

A limited number of elements in your unit are Salem Square's responsibility. These include **portions** of the air conditioning/heat system, plumbing, balconies, and electricity (to main circuit breaker). If you have an issue with any of these systems (emergency or otherwise), it is your responsibility as a homeowner to contact a licensed vendor. If the

problem is assessed to be part or all of a Salem Square issue, then the resident will be reimbursed.

The Master Deed and Bylaws specifically outline Salem Square responsibilities. Residents are responsible for reading and knowing these documents.

### **Rentals**

Renting or leasing units is strictly prohibited. All units must be owner-occupied (as outlined on the title or deed). Friends, tenants, and other non-related roommates are not allowed. Fines for violations take effect immediately so please see the Rules & Regulations. Units are not allowed to be listed on Airbnb or a similar service. Units cannot be rented for special events, such as Derby.

The Board may request information to confirm that all persons living in a residence are related to an owner.

Fines for violating this policy take effect the day the unit is rented or leased improperly. Accordingly, these fines may be retroactive. The fine is equal to 1.5x the monthly condo fee for a unit, per month.

### **Noise**

While you should always be mindful of noise, “quiet hours” are daily from 10PM to 8AM daily. Washers, dryers, and similar noise-making appliances should not be used during this time. Loud playing of musical instruments, radio, stereos, etc. is inconsiderate of one’s neighbors and must be avoided.

Residents must attempt to address noise complaints between themselves before approaching the Board. The Board may request proof to substantiate a noise complaint.

### **Keys and Door Codes**

**It is mandatory that you give a key to your condo to the office.** This allows us to help you if you are locked out and it allows Salem Square to enter your unit in an emergency.

Salem Square does not have keys to your mailbox. If you lose your key or if the lock does not work, the office may be able to provide advice and resources. (Willis Klein)

Basement locks are electronic and use a digital code. Contact the office if you do not have the code. Note: This code should not be given to anyone, including installers and contractors. The locks may be changed at any time. Notice will be given.

A pool key should have been given to you when you purchased the unit. If you do not have a pool key, you can request one for an additional charge. The pool key is required to enter the pool, exit the pool, and to enter the pool restroom.

### **Safety and Security**

Residents must keep their contact information, including a listing of all residents in a unit, up-to-date with the office. We use this information to contact owners and in the case of emergencies.

All codes, ordinances, and rules must be followed. Every unit must have functioning and code-compliant smoke detectors.

Every owner is mandated to have insurance (see Bylaws). Proof of this insurance must be provided to the office. If you have a pet, the insurance must fully cover liability for the pet.

Common grounds are monitored by camera. If you have a security concern, please contact the office or a Board member as quickly as possible. We will need to know the day, time, and location of the concern. We may not be able to assist if the incident is not reported immediately.

### **Electricity**

If you lose electricity to a part of your condo, check your breaker box to see if there is a tripped breaker and reset it. If you do not see a tripped breaker, power may be out for all or for part of the complex...check with a neighbor first, the board doesn't necessarily live in your building. This could be an LG&E problem. If the power is out due to an LG&E outage, updates will be provided on the LG&E website. If not contact Paragon or submit a work order.

The cost of electricity arising from normal residential use is included in your condo fee. Charging an electric vehicle is not considered to be 'normal residential use.' The Board will work with owners to determine the cost of electricity used for non-residential purposes.

## **Plumbing & Water Leaks**

Salem Square is responsible for fixing most water leaks inside walls. If the problem involves fixtures or piping outside the walls, or if it serves only your unit, these are the responsibility of the owner. If the original plumbing has been altered by a current or previous owner, the owner may be responsible for those repairs.

You are responsible for fixing water leaks outside the walls. You are also responsible if abnormal debris (kitty litter, flushable or non-flushable wipes, hygiene products) is found in the drain line. You are also responsible for maintaining caulking around tubs, showers, and sinks.

Old caulking around bathtubs and old toilet seals are the cause for most owner-responsible water leaks. These items have a lifespan—we ask owners to ensure they're in good condition.

Most plumbing issues require a water shutoff. Depending on the unit, this shut-off may impact just the unit, the entire building, or multiple buildings. We require at least 72 hour notice before shutting water off; during this time we can distribute notices, consult with your plumber to ensure water is off for the shortest amount of time possible, and ensure maintenance staff will be on-site to assist. All issues need to be scheduled for the first or third Monday of each month and give Maintenance 72 hour notice. However, if Maintenance deems it a priority sooner, they need at least 12 hours notice in order to notify all residents that may be affected.

Plumbing emergencies are handled on a case-by-case basis.

The rule of thumb is: **If it serves you, and only you, you are usually responsible for the upkeep**

## **Heating and Air Conditioning**

The two central air conditioning systems are not designed to provide selective heating or cooling for individual units, or to permit day to day changeovers for the entire condominium. In the Spring and Fall, the Board with the guidance of our HVAC company will determine the appropriate time to change from one system to the other. Since the weather is notoriously unpredictable, the Board requests the forbearance of residents during those few days of relative discomfort that inevitably occur each spring and fall.

There are three pipes (water intake, water output, drain line) that enter your unit from the walls—in most situations these are the responsibility of Salem Square.

All other components of the system inside your unit (blower, coils, drip pan, oiling, filters, etc.) are the responsibility of the owner. This includes maintenance of your drip pan, which requires monthly tablets or dishwashing liquid to combat corrosion and ponding water. Please add liquid dishwashing soap or another additive to the drip pan of the blower unit periodically to help control mold issues during months when the AC units are operating. You may use a heating and air conditioning company of your choice.

Condensation on your blower unit and the pipes protruding from the wall is highly likely when the air conditioning is running. This condensation can drip and stain ceiling tiles. You are responsible for wrapping any of these pipes, if you choose, and for replacing any ceiling tiles damaged by the water. We strongly recommend PVC or metal ceiling tiles.

Please note that your system has two control devices: the thermostat and the fan speed control. The thermostat is located in a hallway and allows you to control when the system turns on. The fan speed control is usually located in the same bathroom as the blower unit and controls how fast the air moves through your unit.

### **Laundry**

Washers and dryers are located in the basements of Buildings C and E. The laundry rooms are for the use of the residents only. **Do not allow friends to use our facilities.**

To be courteous to residents living above these areas, the machines are not to be used before 8:00 a.m. or after 10:00 p.m.

Washer/dryer units are permitted in individual units. Each owner, intending to install such, must present a written request to the Board and receive written approval from the Board prior to making this installation. The request shall include the following information:

- Name of licensed plumber who will perform necessary plumbing.
- Name of licensed electrical contractor who will install 220 wiring for equipment.
- Brand name of equipment to be installed.
- Detailed plan of installation which will be in conformity with code requirements.

**The buildings do not have provisions for venting of dryers to the outside: therefore, a vent kit for the dryers must be installed (these are available at most**



**hardware stores), or a ventless dryer must be purchased.** Should the placement of your washer/dryer allow you to vent outside, a window vent may be placed in a window only when the dryer is being run. These window vents can only be kept in windows while the dryer is running.

Residents venting outdoors must use a window vent; owners are not allowed to penetrate walls. Dryers must be vented through one of the two listed methods: vent kit or window vent. They cannot be vented any other ways, including into walls nor through the kitchen hood vent.

Since the water must be turned off during plumbing installation, the scheduled water cut-off day will be once a month except for emergencies. Notify at least one week in advance. The Manager and/or Board reserves the right to inspect all installations prior to the equipment being placed in service.

All expenses incurred to facilitate the installation of washers and dryers, including the cost of the equipment, shall be the responsibility of the owner. Out of courtesy to one's neighbors, these appliances are not to be used before 8:00 a.m. or after 10:00 p.m.

### **Garbage and Recycling**

No garbage is allowed to be left in common hallways. The garbage dumpsters are owned and maintained by Salem Square Association. In order to prevent garbage from being strewn on the grounds and to cut down on odors, perishable garbage must be placed in plastic bags and tightly closed. If we are not mindful of this rule, we will have rodents in our dumpster areas.

All cardboard boxes must be broken down fully to leave room for other residents.

Recycling is provided in select dumpster areas. Please refer to the materials posted in the dumpster areas for proper recycling use. Note that plastic bags, glass, and styrofoam cannot be recycled here. (Alternative sites for recycling these items are on our site under the Recycling tab.)

Nothing is to be put in the area around the dumpster. This can cause vermin to take residence. All trash and recycling must be placed in a bin. If a bin is full, residents must use another bin.

Large or bulky items must fit inside bins. Otherwise, large or bulky items can only be set out by the secondary entrance (located at the southeast corner of the property along Madelle Avenue) and only on bulky item pickup days, as outlined by the Louisville Metro

government. Large or bulky items include mattresses, tires, desk chairs, couches, and large lamps.

There are eight dumpster areas around the property. If your area is full (meaning the dumpster lid will not close), please go to another dumpster area. Do not place any trash on the ground. Do not overfill dumpsters. Do not leave exposed trash or recycling in the rain.

Trash is picked up each Tuesday. Recycling is picked up **every other** Friday. In weeks of a holiday, these pickups are off by one day.

### **Landscaping and Grounds**

A Landscaping Committee together with the Board, is responsible for the care, planning and upkeep of the common grounds. This includes enlisting the services of a professional landscaping service when decisions are to be made regarding the removal, replacement, or addition of various plantings.

Residents must seek permission for trimming or removing any plantings from the common grounds. Residents on the first floor or terraces are permitted to have individual flower gardens. Residents must abide by the following guidelines when planning and planting a garden. You can request an exception in writing from the Board. The Board has the right to reject any exception for any reason. Guidelines for landscaping include:

- Any personal landscaping is limited to 3 feet around the patio.
- Flora cannot exceed 4 feet in height.
- Landscaping for corner units cannot extend beyond the corners of the building.
- No invasive or harmful plants are allowed.
- No trees or shrubs are allowed.
- Any mulch must be of like kind and color as that being used by the association.
- No gravel or ground cover other than mulch is allowed.
- No vines or ivies are allowed to grow on any building.
- Furniture of any kind must remain on patios. Furniture includes but is not limited to tables, chairs, statuary (all kinds), bird feeders, and bird baths.
- Landscaping must be kept in good condition: free of weeds, debris, and wilted/dead plants.

If a residence is sold, the new owner automatically bears responsibility for maintenance of landscaping and grounds.

If a unit's landscaping is not maintained, maintenance may remove the offending landscaping at the owner's expense.

### **Swimming Pool**

The swimming pool adjacent to the Party House is operated for the exclusive use of Salem Square residents and their invited guests. Guests must be accompanied at all times by the resident they are visiting. Residents usually have priority over guests when using the pool.

The pool is open dependent on weather sometime between May and September/October. Pool rules, which are subject to change from time-to-time by the City of Louisville and Salem Square Board, are posted. The gate must be locked at all times. Please notice the number of people allowed in the pool at one time and the rules regarding children. No one is allowed to swim alone at any time. No pets are allowed in the pool area. Absolutely no glass is permitted in the pool area.

Violations of these rules are taken seriously by the Louisville Metro Health Department, which can inspect the pool at any time. If a resident violates a rule that results in a fine, the fine may be the responsibility of the resident(s) at the pool. If glass breaks anywhere in the pool area, Health Department code may require Salem Square to completely drain the pool to remove the glass. In this situation, the cost of draining, servicing, and refilling the pool may be assessed against the offending resident.

### **Parking and Vehicles**

Parking is permitted only in the marked areas. No parallel parking is permitted in front of buildings except D and H. Vehicles that are inoperative, in need of extensive body repair or paint are not permitted on Salem Square property. The paved areas of Salem Square are reserved exclusively for automobiles and non-commercial vehicles used by residents as their personal transportation. No other vehicles of any type may be parked here (except delivery vehicles and service trucks during the time their operators are actually performing services for either the Association or residents). This regulation includes trailers, campers, tractors, motorcycles, motorbikes, boats, scooters, buses and the like.

Residents must display the appropriate placard to park in handicapped parking spaces. Otherwise, no parking spaces are assigned. Cars may be towed if they are in violation of any rules.

### **Storage**

In the basements of C, E and G Buildings there is one enclosed storage locker of about 50 square feet for each of the 92 Units. Note: private storage for the G building is located behind the fire door at the far side of the open storage area.

There is additional storage in the G Building, an open area large enough to provide accessible space of about 30 square feet for each Unit for the temporary storage of seasonal items (such as porch furniture, bicycles and Christmas trees). All items stored in the open area must be individually tagged with their owner's name and Unit number. This open area is not intended for storage of discarded, broken or excess furniture and goods brought from a former residence. All items must belong to a current resident

Combustible materials and flammable liquids such as propane, gasoline, kerosene, and charcoal are not allowed anywhere on property.

Items that are improperly stored may be disposed of by Salem Square, potentially at the owner's expense. We remind residents these are basement—sometimes water gets in. Salem Square is not responsible for any items in the basement. We strongly recommend storing all items off the ground and in waterproof containers.

There is no open storage in C and E basements. Items not in lockers in these basements may be removed at the owner's expense.

### **Club House**

The Club House is a non-smoking area. In order to use the Party House, one must sign on the calendar outside the office door and arrange with a maintenance or a Board member to receive a key. A \$25 non-refundable rental fee is required.

Residents using the party house are responsible for vacuuming, cleaning, and arranging furniture back to its original shape. Residents may be charged if the party house is not in good condition and for any damages.

Parking around the party house is limited. Please advise guests to be mindful of parking directly in front of building entryways.

### **Gatherings in Common Areas**

Common areas, including the courtyards, are meant for the enjoyment of all residents. Because large gatherings may impede upon others, residents must follow the below guidelines. You can request an exception in writing from the Board. The Board has the right to reject any exception for any reason. The party house is excluded from these rules except for the ban on open-flame cooking.

- Fire pits, gas grills, and charcoal grills are prohibited.
- Gatherings in common areas should be limited to six or fewer people per unit, including children.
- Gatherings in common areas can only occur from 8AM to 10PM.
- Gatherings should occur as close to the owner's unit as possible or in the graveled area in the south quad/north quad.
- Activities that may damage the lawn are not allowed. This includes, but is not limited to, the erection of tents, soccer cleats with spikes, water slides, or items which must be staked to the ground.
- Noise must be kept to a reasonable level. As an example, children occasionally screaming is acceptable, but continuous or frequent screaming is not considered reasonable for our space.

### **Entry Doors**

Exterior entrance doors, hallway doors, and entryway windows must be kept closed.

### **Smoking**

Smoking is allowed in private residences. Smoking is not allowed in hallways, laundry rooms, basements, the office, in storage areas, or the party house/pool area.

Cigarette butts must be picked up or the resident may be fined for clean-up.

### **Signs**

No sign of any kind, advertising or otherwise, may be placed in front of, or in the windows of, any Unit.

Two exceptions to this rule exist: A single sign of the size and type approved by the Louisville Board of Realtors may be placed near the entrance door serving a Unit which is being offered for sale. A second sign of the size and type approved by the Louisville Board of Realtors may also be placed along Zorn Avenue.

Once a contract is secured on a property, the sign on Zorn Avenue must be removed. Signs indicating a unit is under contract, has a sale pending, has sold, or other similar statuses are not permitted.

Bulletin boards in entrance ways are for Salem Square Board use only. There is a bulletin board for owners' use in E Building, next to the office door.

### **Mortgage Company and Insurance**

Salem Square must have the name and phone number of your mortgage holder as well as the declaration of your homeowner's insurance. You can drop this information off at the office, fill out and update online, or by emailing a copy to the Board. Please note: You should have condo homeowner's insurance, not rental/renter/tenant insurance.

### **Library**

There is a library of books and videos in E basement by the office. Feel free to borrow, but please return.

### **Magazine Holder**

Please help keep the magazine rack at the mailboxes clear of junk mail.

### **Pets**

All pets must be licensed and vaccinated as required by law or ordinance. Each resident is limited to three pets, a maximum 2 of which can be dogs. Residents are fully responsible for their pets and must have sufficient insurance to cover any incidents related to their pets.

Pets must be kept on a leash at all times when not in a residence. The only exception is for animals in the dog park, in which case the animal must be properly socialized before being removed from a leash. Dog parks for use by residents completely at their own risk.

Animal waste must be picked up immediately, placed in a sealed bag, and properly disposed. If animal waste is not picked up immediately, the owner may be subject to a fine of \$25, \$50, or \$100 depending on the frequency of the offense. Further action, including the removal of the pet, may occur for continued violations.

Dogs on leashes may be walked or exercised around the property including the courtyards. However, we ask all owners to continue to use the outer boundaries of our property when it is defecation or pee-time for their animals. No animal should be using the front-side of our condominium homes as their bathroom spot.

<b>Rules</b>	<b>Infringement</b>	<b>Not an infringement</b>
<p><b>Animal Waste/Dirt on Common Property</b></p> <p>Animals can only use the four corners and the periphery of the property for elimination.</p> <p>Dogs are allowed off-leash only in dog parks and only if well-socialized.</p>	<ul style="list-style-type: none"> <li>- Dog is not on leash, and/or unaccompanied by their owner.</li> <li>- Not cleaning up your dog's waste immediately.</li> <li>- Cats wandering freely.</li> </ul>	<ul style="list-style-type: none"> <li>- A drop of mud or some drops of water in the hallway of a building. Clean up muddy paw-prints though! Or face the costs of carpet-cleaning services.</li> <li>- A dog uses the restroom immediately once outside. Note: This does not mean you can <i>encourage</i> your dog to void at entryways.</li> </ul>
<p><b>Destruction of common Property</b></p> <p>Pet Owners are responsible for any damage that their pet does to Salem Square common property which includes: the grounds, the shared hallways, front doors of the buildings, pool area, laundry rooms and all other common property as listed in the By-laws.</p>	<ul style="list-style-type: none"> <li>- Damage to common property: e.g. scratches on the front door of a building, staining of the carpet of hallways with animal waste.</li> <li>- Dogs digging a hole in the property lawn.</li> </ul>	<ul style="list-style-type: none"> <li>- Letting dogs void in the <b>preferred</b> areas: the 4 corners and the periphery of the property, and following leash and poop and scoop guidelines.</li> <li>- Walking your dog through the shared hallways in order to reach your own unit</li> </ul>
<p><b>Noise</b></p> <p>Pet-owners are responsible for ensuring that their pet does not constitute a nuisance to other co-owners in terms of excessive noise.</p>	<ul style="list-style-type: none"> <li>- Constant and frequent barking, or caterwauling, or bird-screeches</li> <li>- A dog that barks without provocation or incessantly, e.g. several times an hour for a sustained period.</li> </ul>	<ul style="list-style-type: none"> <li>- A dog that barks occasionally, i.e. when they hear a noise outside, or while you are playing with them.</li> <li>- A dog that barks occasionally and briefly in the middle of the night when they hear a noise</li> <li>- A cat that meows</li> </ul>
<p><b>Odors</b></p> <p>Pet-owners should act to avoid their pet producing odors that other co-owners find offensive.</p>	<ul style="list-style-type: none"> <li>- Noticeably offensive pet smells that pervade the shared corridors or carpets.</li> </ul>	<ul style="list-style-type: none"> <li>- Transient pet smells, e.g. walking a wet dog through the corridor</li> </ul>



