

## Guide to the Greenwich Condominium

*Please be advised that, per the Declaration and Bylaws of the Greenwich Condominium, all legal costs incurred in the enforcement of regulations and the collection of fees and penalties will be charged to the owner(s) in violation.*

**MOVE IN/OUT** Residents should move in and out through the front entrances of the buildings, not the back. **Do NOT block the back driveway with trucks or other vehicles at any time.** Do NOT wedge items under the lobby doors to hold them open. On Lindell, place a heavy object in front of the door. On Boyle, hook the door to the handrail with a rope, bungee cord, or two plastic grocery bags tied together. (Boyle residents should take extra care with the front marble steps.)  
Several parking spaces in front of one's building will be marked off with traffic barricades and warning tape for use on moving day if a request is made to the management company at least three days in advance.

**PARKING** Each unit has an assigned parking space in either the carport (Boyle units) or the garage (Lindell units). Although the carport spaces are readily accessible to all, they are actually reserved spaces assigned to specific units. Thus, **do NOT park in another unit's space at any time** without obtaining permission in advance from that unit's owner or resident. Also, **do NOT block any other resident's entry or exit by parking a vehicle in the center drive area.** Violation of these policies will result in towing at the violator's expense. (Please note: Contractors working for the Association may occasionally park in the back driveway under the supervision of a Board member or management company employee. This exception is allowed ONLY for contractors performing work for the Association.)  
The movable gate is controlled by a garage door-style clicker. In order to maintain security, it is an accepted practice that the gate be closed at all times except when entering or exiting the parking area (or when the gate mechanism is broken). One may also open the gate from inside the parking area by using the numeric keypad (mounted on the concrete block wall adjoining the gate). To open or close the gate using the keypad, enter the four digit code followed by the pound sign. (Please ask a neighbor to tell you the code.)

**TRASH** As a service to the residents of the Greenwich Condominium, trash will be picked up from the back decks on weekdays (excluding legal holidays) starting as early as 9:30 AM. **To avoid fines and/or legal action, please abide by the following regulations:**

DO put out trash on your back deck ONLY between 5 AM and 9:30 AM on weekdays (excluding legal holidays).

Do NOT put out trash or store trash on your back deck after 9:30 AM on weekdays (since trash pickup starts as early as 9:30 AM).

Do NOT put out trash or store trash on your back deck on weekdays that are legal holidays.

Do NOT put out trash or store trash on your back deck at night.

Do NOT put out trash or store trash on your back deck on weekends or legal holidays.

DO take your trash back inside or to the dumpsters if trash placed out before 9:30 AM on weekdays remains on your deck after 2 PM. (This indicates that the trash pickup did not occur for some reason.)

DO perform self-service when desired by utilizing the two trash dumpsters, one yard waste dumpster, and one recycling dumpster located in the back alley directly to the east of the parking lot gate.

Do NOT place trash in the private (non-city) dumpsters on neighboring properties.

Do NOT use the litter receptacle at the corner of Boyle and Lindell as a dumpster. (That receptacle is intended for small items only.)

Do NOT store construction materials or other debris on your back deck. (You may stage construction materials on your back deck during the day while a project is in progress. In such cases, do not leave those materials or other debris on your back deck during the night.)

**BBQ GRILLS**

The use and presence of charcoal and other non-propane barbecue grills and all other open-flamed items (such as fire pits, outdoor fireplaces, candles, and luminarias) are banned from the common areas of the Greenwich Condominium. Common areas include the common elements such as (but not limited to) interior hallways, back decks, sidewalks, parking lot, and basements, and also include the limited common elements such as (but not limited to) front balconies, carports, and garages.

Propane barbecue pits are allowed for now, but may NOT be stored or utilized on the front balconies, sidewalks, carports, garages, or other common areas other than one's own back deck. In addition, propane barbecue grills must be stored and utilized on one's own back deck in a manner that preserves an unobstructed walkway of at least twenty-four inches in width at all times. Please be aware that the Executive Board reserves the right to ban propane barbecue grills in the future.

**SECURITY**

Please be sure that the front street door (Boyle) or the inner vestibule door (Lindell) closes and latches behind you whenever you enter or exit your building. Do NOT "buzz in" any sales people or other solicitors. Also, be certain to close the back parking area gate after entering or exiting. Please note that leaving valuable items or gate/garage clickers visible in cars parked in the carport or on the streets will likely attract crime.

**PETS**

A maximum of one dog is allowed per unit in accordance with the following regulations. Under no circumstances may more than one dog be present in any one unit---even if only for a few minutes. **No exceptions!**

The Bylaws state that "no animals, reptiles, birds, rabbits, livestock, fowl or poultry of any kind shall be kept, raised or bred in any portion of the property, except that one cat, one dog or two caged birds may be kept as [pets] in a unit, subject to [local laws and the rules and regulations of the Condominium]. Fish maintained in a household aquarium shall not be deemed to be 'animals' as defined herein.

Any pet creating a nuisance or unreasonable disturbance or noise...shall be permanently removed from the property upon written notice from the Executive Board. Any pet owner shall be responsible for complying with all regulations relating to pets..."

The Greenwich's regulations specifically prohibit residents from allowing dogs to be tied up outside or allowing them to run loose in the back parking area, front lobbies, Lindell "front yard," or other common areas. Dogs may be taken through the back area or front lobbies on a leash, but should be walked outside of the parking area and away from all common areas (i.e. not on the Lindell "front yard" or other landscaped areas). All inadvertent droppings must be cleaned up as they occur. Dogs that bark repeatedly or excessively are not allowed inside or out.

Dogs are NOT allowed in rental units at any time under any circumstances.

**FEEDING BIRDS AND OTHER ANIMALS**

Unit owners or Occupants are not allowed to feed birds, cats, dogs, squirrels or any other type of animal anywhere in or on the common areas of the Greenwich Condominium. As such, residents may NOT place in or on the common areas any birdfeeders, bird cakes, dog bowls, dog bones, scraps of bread, or any other type of food or food-dispensing devices or dishes intended for the feeding of birds, cats, dogs, squirrels or any other kind of animal. This ban applies to all of the common areas, which include both the common elements (such as but not limited to interior hallways, back decks, window sills, roofs, landscaped areas, sidewalks, parking lot, and basements), and the limited common elements (such as but not limited to front balconies, windows, carports, and garages).

**NUISANCES & NOISE**

The Bylaws state that "no noxious or offensive activity as determined by the regulations... shall be carried on in any unit or in the common elements, nor shall anything be done which will become an annoyance or a nuisance to other owners or occupants."

Televisions and stereos are to be played at reasonable volumes only---and appropriate to the time of day. Washers and dryers should be used only after 8 AM and before 10 PM.

**STREET CLEANING**

Please move your cars on street cleaning days (once per month) so that the roads in front of our complex might look as nice as possible. Be forewarned that the police will issue tickets to cars still parked on the side of the street to be cleaned on the dates and times indicated by the signs.

## **BICYCLES**

Store bicycles inside of one's unit. (Lindell residents may also store bicycles at the head of their cars in the garage in their own space only or on a Board-approved wall-mounted or ceiling-mounted rack in the garage in their own space only.) Do NOT store bicycles in or on the front balconies, back decks, interior hallways, front steps, carports, sidewalks, Lindell front yard, or any other areas that are visible to the general public. Bicycles stored improperly will have their locks cut off and then will be relocated to the alley near the trash dumpsters without advance notice to the violator(s).

## **FIREPLACES**

In order to prevent fires, owners are responsible for having their fireplace flues periodically inspected and cleaned as necessary. (The same applies to dryer ducts.)

The Greenwich fireplaces are functional but will fill your unit with smoke if you do not pre-heat the flue before starting a fire. (Please note that fires should not be attempted on very windy days.) To pre-heat the flue, first place the logs, kindling, and newspaper in their appropriate places. Next, be sure that the flue is in the open position, and crack a window to help create a better draft. Then, take a wadded piece of newspaper and hold it above the logs under the flue. Light it and allow it to burn most of the way before lighting the newspaper that is under the logs. Pre-heating the flue in this manner will start a good draft going up the chimney and will help to prevent your unit from filling with smoke.

Boyle residents (other than 3-S) should NOT block the back decks and stairways by attempting to store firewood in those locations. Please contact the management company if you need assistance in finding a location for your firewood. Lindell (and Boyle 3-S) residents storing firewood on their decks should utilize a firewood rack to keep the firewood from making contact with the deck structure.

## **EXTERIOR APPEARANCE**

Patio furniture used on the front balconies must be white, green, black, or natural wood, but furniture of other colors may be used on the back decks as long as it is in good condition. Bicycles, grills, firewood, and so on are NOT allowed on the front balconies. Painting the balcony doors or railings a non-approved color is also prohibited. In addition, stringing lights or other similar items on the balconies or decks is prohibited except between Thanksgiving and New Year's. Items placed on the back decks should not obstruct the flow of pedestrians up and down the stairs or create safety hazards. (Due to their small size, the back decks on the Boyle buildings are best left empty or used for small plants only.)

The Bylaws also state that "no clothes, laundry or other articles shall be hung or exposed in any portion of the Common Elements or on or about the exteriors of the buildings. No signs shall be hung or displayed on any Common Element on the inside or outside of windows or patio doors, or placed on walls of any building or on any fences, and no awnings, canopy, shutter, or radio or television antenna shall be affixed to or placed upon an exterior wall or roof without prior written consent of the Executive Board."

## **GUESTS/ CONTRACTORS**

**Owners/residents must supervise the actions of their contractors and guests.** Do NOT allow contractors to block or park in the back driveway. Guests may park in your own parking space ONLY. (Please note: Contractors working for the Association may occasionally park in the back driveway under the supervision of a Board member or management company employee. This exception is allowed ONLY for contractors performing work for the Association.)

### **Please take note of the following section from the Bylaws:**

"9.5 Damage Caused by Unit Owner, Not Covered by Insurance: If, due to the act or neglect of a Unit Owner, or of a member of his family or household pet or of a guest or other authorized occupant or visitor of such Unit Owner, damage shall be caused to the Common Elements or to a Unit or Units owned by others, or maintenance, repairs or replacements shall be required which would otherwise be at the Common Expense, then such Unit Owner shall pay for such damage and such maintenance, repairs and replacement, as may be determined by the Executive Board, to the extent not covered by insurance."

(Please be advised that the landscaped areas are common elements and are thus covered by the above section.)

## TV-INTERNET

Several options are available for television service, but fewer for internet:

- (1) AT&T's U-verse provides voice, data (internet), and television in one package. This service utilizes the existing telephone lines.
- (2) Charter Communications provides traditional cable TV service. Boyle connections need to be made at the cable box mounted on the back (southeast) corner of the 226 N. Boyle building (near the parking lot gate) and sometimes in the basement of your building. Lindell connections need to be made at the cable box mounted on the back (southeast) corner of 4250 Lindell and sometimes in the basement of your building. Please be sure that you supervise the installation process to ensure that the cable company employee does not disturb the cables for the other units

The cable from the basement enters most units at either the cable junction box in the center (master) bedroom or in the utility closet. Cable jacks for Boyle units are located in the living room, center bedroom, and back bedroom. Cable jacks for Lindell units are found in multiple locations but vary by unit. Please note that one or more of the lines to the in-unit jacks may have been disconnected at the cable junction box or in the utility closet in order to provide a better picture to the other rooms. As a result, you may need to ask the cable installer to check these connections in order to provide service to one or more of the jacks in your unit.

Charter also sells telephone and internet service, but residents should be aware of the following: RG-59 cable was used to wire the Greenwich buildings in the late 1980s (as was the standard at that time). This type of wire is sufficient to transmit the television signal, but it will not reliably support the bandwidth necessary for cable modem and telephone service (which require RG-6). As such, the Greenwich Condominium suggests that you obtain instead U-verse or DSL service from AT&T.

- (3) Satellite television service (DirecTV or Dish Network) is possible for some units. However, **advance consultation with and permission from the Board plus a signed consent form is required.**

## COMMON AREAS

Do NOT make modifications to any of the common areas (i.e. common elements and limited common elements) without obtaining advance permission from the Executive Board. Common elements include (but are not limited to) hallways and the outer sides of unit front doors, front entryways, back decks, roofs, landscaped areas, and so on. Limited common elements include (but are not limited to) exterior doors and windows, front balconies, carports and garages.

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## OCCUPANCY

Per the Declaration and Bylaws of the Greenwich Condominium and City of Saint Louis ordinance, no more than three unrelated individuals may reside in one unit. Please be aware that all legal action required to enforce this restriction will be charged to the owner(s) in violation.

**LEASING**

Although the leasing of a unit is allowed by the Bylaws, the process is strictly regulated. All leases must be approved by the Board and other requirements satisfied before a tenant may move into a unit. Please obtain a copy of the latest leasing regulations from the website or the management company before proceeding.

**GOVERNANCE**

The Greenwich Condominium is governed by the Executive Board in accordance with Missouri condominium statutes, the Declaration and Bylaws, and the rules and regulation enacted since the inception of the Condominium. The property management company and the Association's attorney assist the Executive Board in its duties by acting as its legal agents.

Please note that the Executive Board and its agents are neither the employees nor the servants of the owners/residents of the Greenwich Condominium. Abusive or threatening behavior exhibited toward the Executive Board and/or its agents will not be tolerated and will be met with immediate police and/or legal action against and at the expense of the perpetrator(s).

**REPAIRS,  
QUESTIONS &  
EMERGENCIES**

Owners are responsible for all repairs inside their units. (If you are a renter, your landlord is responsible.) For maintenance issues outside of your unit, for questions, or in case of emergency, please contact the property management company.

**CONDO FEES**

Owners should mail their monthly condominium fees by the first of each month to the property management company. A \$10 late charge will be applied if payment is received after the tenth of the month. Special assessments, if any, must be paid by the dates noted in the assessment notices in order to avoid late fees and/or interest charges.

Per the Declaration and Bylaws, unpaid debts will be collected through legal action handled by the Association's attorney at the expense of the debtor(s).

*Thank you very much for your cooperation!*