



aurora square

homeowner's association

Unit Handbook



Version September 10, 2019

Welcome

Welcome to our development. The North building was completed in 2008, the West building in 2009, the East building completed in 2010, and the South building completed in 2011.

The design of our community is intended to create a comfortable, beautiful and friendly place for people to live and enjoy amenities inside and out.

We encourage people to stay informed about Aurora Square, including attending HOA board meetings as possible. Occasional communal events are held to provide an opportunity to socialize and get to know one another.

The intent of this booklet is to provide a summary of information that is useful for you to know about your units, and the rules under which we have agreed to be governed as neighbors and a development. This booklet will be updated over time. If you have ideas for booklet improvement, please provide them via the management company's email per below.

1. Management Company

Property Management Services, Inc (PMSI)
601 W 41st Ave #201, Anchorage, AK 99503
(907) 562-2929
pmsi@gci.net

2. Life Safety or Crime

Call **911**

Here are some helpful things to know about your units:

1. Roof Decks

- a. The roof drains plug-up with calcium that leaches from the roof pavers. To dissolve build-up, pour a gallon of CLR (Calcium Lime Rust remover) down your roof drain annually with a bucket to catch it at the front of your unit at ground level. Dispose in garage sink.
- b. Turn on your heat trace for the roof deck drain at the beginning of winter, and off at the end of winter. The switch is located in your garage beside the garage door, or is switched by a breaker in your breaker box.
- c. Hot tubs can only be installed between the stair towers. Tub design must not exceed the weight limit in the middle of the deck. Please contact management prior to installation to verify weight.

2. Garages

- a. If parking a vehicle in your driveway, it is recommended to bring the garage door opener inside.
- b. If leaving on vacation, it is recommended to set your garage door opener to the locked position.
- c. Garages have in-floor heating, and have water pipes. If you see someone's garage door open in the winter, please take the time to check with them that they have not left it open by accident.

3. Windows

- a. The HOA has the windows cleaned in the spring. An announcement will be made for when this is scheduled. Remove screens prior to cleaning to allow those windows to be accessed.

4. Miscellaneous

- a. Minimize idling of cars in the driveway due to exhaust being pulled into units through their ventilation system.
- b. Do not knock ice off the downspout by your front door. The plumbing behind it is PVC and may break.

5. Resale Certificates

- a. Request from property management company.

6. Humidity

- a. Our units are very tight, and maintaining proper ventilation and humidity is important.
- b. For air quality and maintaining your unit, a bathroom vent should be run at least 8 hours per day.
- c. Maintain humidity at a maximum of 45%.
- d. Repairs for damage caused by excess humidity is the owner's responsibility. (in winter, excess humidity can result in ice in walls/ceilings that will melt in the spring)



Seasonal To Do Lists

1. Spring

- a. During spring melt, ensure that your roof deck is free draining. Owner's are responsible for all repairs related to flooding.
- b. Remove and replace window screens as needed to coordinate with window cleaning.
- c. Replace alarm batteries (spring daylight savings time change is a good annual reminder to do this)
- d. Clean filters in 'Fresh 80' room vents.

2. Summer

- a. Run CLR through your roof drain, collecting it in a bucket at ground level and properly disposing of it (or running it through a second time).
- b. Temporarily plug your roof drain (with a towel) and flood your roof to two-inches deep. Unplug the drain. This helps to flush the pipes clean.
- c. Remove moss and dirt from your roof deck to allow free drainage, minimize moisture retention, and minimize material from getting into your drain.

3. Fall

- a. Check roof deck door to make sure that it seals properly (if left open, wind can grab it and damage the frame hinges, resulting in gaps in weatherstripping).
- b. Remove hoses or other attachments from hose bibs.

4. Winter

- a. Maintain appropriate humidity.

5. Every three months

- a. Clean dryer lint from roof vent.

Summary of Generally Relevant Rules

This section provides a summary of rules (as established within the condominium Association's declarations, as modified to provide clarification, and provide additional rules by the Association).

1. Vehicles and Parking

- a. Vehicles need to be registered with the HOA. Get form from Property Management company.
- b. Resident parking is only in unit garages, or in unit driveways.
- c. Guest parking is only allowed for temporary owner/renter use.
- d. Guests should park at their destination unit, or in guest parking.
- e. Please note that the remainder of paved areas are firelane and must be kept clear.
- f. Vehicles with modified exhaust systems are not allowed in the development.



2. Pets

- a. Pets need to be registered with the HOA. Get form from Property Management company.
- b. Pets shall be on leash at all times when outside of their unit.
- c. No pets are allowed within the center square, or within landscaping in front of units. These are common property to the HOA.
- d. All areas outside of units are common areas, and maintained by and for the community.
- e. Pets shall be behind the buildings for relieving themselves. Pets should not be allowed to relieve themselves between buildings, as these areas are directly in front of people's units.
- f. Pets are not allowed to be left unattended or to relieve themselves on roof decks. The roof decks are common property to the HOA.

3. Noise rules

- a. Vehicles that have been modified where they produce more noise than stock models shall not be left to idle outside of units, and are not allowed to be parked in guest parking.
- b. The association follows the designated Municipal quiet hours of 10pm-7am.

4. Miscellaneous

- a. Only use the North gate in the fence. The west gate is to remain locked and unused (due to access agreements).

5. HOA Rule Enforcement

- a. We hope that our residents will respectfully address concerns with each other, but we recognize that people may wish anonymity for reporting rule violations.
- b. Violations should be reported to the management company. While proof of violations is ideal, the HOA will follow-up with either party as needed.
- c. HOA rules will be enforced initially with direct communication and a letter of warning to a unit's owner. The intent is to resolve any misunderstandings as easily as possible.
- d. With an additional violation, an initial fine is determined by the HOA board, with doubling for each subsequent repeat.



Association Rules

These rules are as established within the condominium Association's declarations, as modified by the Executive Board to provide clarification, and provide additional rules by the Association.

(As updated and approved at April 24th, 2019 Annual General Meeting)

1. Definitions

- a. Common Areas: Common Areas are all of the space within the development external to a unit, including the roof terraces.
- b. Common Elements: Common Elements are the structures and components of the development that are shared in responsibility for maintenance. Examples include internal garage common lighting, unit exteriors, unit roofing, and similar. Excluded from shared responsibility for maintenance (in that they are Unit Owner responsibility to maintain in working order) are roof drains, roof drain outlets, hose bibs, vents, chimneys, exterior electric outlets or connections, and any other exterior element that is an outside component of an inside system. Common elements shall be maintained to match as-installed condition.

2. Appropriate Uses of Units

- a. Unit Owners may rent all or part of their Unit for residential purposes. Units may not be rented or leased for hotel, motel or transient purposes.
- b. Leases shall be of no less than 6 months in duration and will incorporate by reference the guidelines of the Aurora Square Homeowner' s Association. Unit Owners are required to provide a physical or electronic copy of the HOA Rules and HOA Unit Handbook.
- c. Renters are subject to the HOA Rules and Unit Owners will be held liable for the actions of their tenants.
- d. Leases shall be approved and filed with the Executive Board, including signed acknowledgment by tenants stating that they have:
 - e. Read the HOA Rules, understand and agree to abide by its rules and are subject to fines for non-compliance.
 - f. Read the HOA Unit Handbook and agree to maintain and protect the common good of the Aurora Square community and its interests.
 - g. No industry, business, trade or commercial activity other than home professional pursuits without employees, public visits or non-residential storage, shall be conducted within a Unit.
 - h. No commercial window signs, advertisements or window displays shall be displayed in the common areas or the windows or door of a Unit.
 - i. One 18x24 "For Sale" or "For Rent" sign may be displayed in front of a Unit.
 - j. One plain "House for Sale" sign may be displayed between the South building and Northern Lights Boulevard. Design and size to be approved by the Executive Board prior to placement. Whether one or multiple units for sale, there will be only one sign.



- k. The space in front of units (porch, driveway and planting) is only for use by unit owners. Others shall not use this space, or move through it, without permission from the unit owner.
- l. Apply to the Executive Board for consideration of other situations not described within these rules.

3. Alterations

- a. No alterations, additions, painting, staining or other improvements may be made to the exterior of a Unit, Common Elements, or Common Areas without the prior written consent of the Executive Board.
- b. Architectural change request forms must be submitted to the Executive Board before beginning any improvement or alteration of the Unit other than routine interior painting and maintenance.
- c. Installation of a video doorbell is allowed with application to the Executive Board and use of the specified model.

4. Annoyance or Nuisance

- a. Common Elements shall be used only for the purposes for which they were designed.
- b. No person shall create an unsafe condition on the Common Element, commit waste on the Common Elements/Common Areas or interfere with their proper use by others, or commit any nuisances, vandalism, boisterous or improper behavior on the Common Elements/Common Areas which interferes with, or limits the enjoyment of the Common Elements/Common Areas by others.
- c. No Unit Owner or occupant shall make excessive noise within or outside of their unit at an hour which causes an unreasonable disturbance to other Unit Owners or occupants. The association follows the designated municipal quiet hours of 10pm-7am.

5. Obstructions of Common Elements

- a. There shall be no obstruction of the Common Element, nor shall anything be stored outside of a Unit without prior consent of the Executive Board. Toys will not be left on the grassy knoll area or other Common Areas at any time.
- b. Recycle or trash containers may not be placed outside a Unit earlier than the day before trash is normally picked up, and shall be removed prior to the next day.
- c. Recycle and trash containers may not be stored outside the unit.
- d. Contact the Executive Board or Property Management Company for the contact information of the designated trash service.
- e. The illuminated windows of the garage doors are part of the Common Element design and provide lighting to the common area. Care should be taken that the area proximate to these windows is not used for storage. Blocking these windows interferes with the Common Element lighting system and exterior design elements.
- f. Decorative items and seasonal potted plants on Unit stoops and Gravel Common Elements are encouraged. Unit Owners should make sure that decorative items placed on the Unit stoop or Common Element gravel area between driveways shall be placed so that they do not interfere with landscaping maintenance, snow removal or plant growth. These decorative items must be movable, free standing structures.

6. Vehicles

- a. Trucks or commercial vehicles above 10,000#GVW, trailers, recreational vehicles and recreational equipment are prohibited in the uncovered parking areas except for temporary loading and unloading or as may be designated by the Executive Board.
- b. While personal vehicles may be stored in the driveway occasionally or as necessary, the association encourages Unit Owners to use their garage for vehicle storage to create as pleasant a view as possible surrounding the central park element and to facilitate snow removal from driveways in the winter.
- c. Guest parking is reserved for visitors. Recurring parking is prohibited unless special permission is obtained from the Executive Board.
- d. The area around the center square is a fire lane and parking around it is prohibited at all times. Contractors working on behalf of the association may park here during business hours.
- e. Unit Owners should make sure that they and their guests or invitees do not block in vehicles or driveways associated with other units.
- f. Snowmobiles and ATVs may not be operated on the Property at any time.
- g. All highway vehicles used or parked on the Property will be licensed, properly equipped and in operating condition for safe travel on the public highways of the state.
- h. Except for temporary repairs not requiring immobility lasting more than one week, vehicles will not be disassembled, repaired, rebuilt, painted or constructed outside of garages on the Property.

- i. Following Notice and Hearing, the Executive Board may order removed, at the cost of the Unit Owner, any vehicle remaining immobile in excess of one week.
- j. No idling of vehicles that are parked with their backs toward the adjacent building; to avoid exhaust entering homes.
- k. No idling of vehicles for more than five minutes in other locations.
- l. Vehicles must meet legal requirements (including Anchorage Municipal Code).
- m. Vehicles with modified muffler systems are not allowed.

7. Window Coverings

- a. All window coverings shall have a white, black or dark grey backing. This is to help ensure a uniform appearance from the exterior.
- b. Aluminum foil, bed sheets and paper are not considered appropriate permanent window coverings.

8. Pets

- a. No animals, birds or reptiles shall be raised, bred or kept on the property except for two (2) domesticated household pets of a gentle disposition.
- b. Animals may not be bred, kept or maintained for any commercial purpose.
- c. Pets shall be controlled so that they do not cause damage to the lawns or plantings. Animals must be kept on a leash when outside of a Unit.
- d. Pet owners are required to immediately pick up after their pet. Designated pet relief areas are located behind the North, East and West buildings. Control pets so that they do not relieve themselves within 20 feet of unit entries adjacent to access to pet relief areas.
- e. Unit Owners shall hold the Association harmless for any claim resulting from any action of his or her pet.
- f. The Common Square central greenspace is not to be purposefully used as a pet relief area at any time.

9. Roof Terraces

- a. Small children and all pets shall be directly supervised by an adult when on the roof-terrace of any Unit.
- b. In the winter, icy or snowy conditions are normal on the roof and Unit Owners should consider limiting access to the roof.
- c. High winds are common in the Anchorage basin and Unit Owners should secure items on the roof so that they do not blow off the roof.
- d. Only electric and gas grills and heaters are allowed on the roof. Using a charcoal or wood grill, fire pit or other appliance is a violation of the Anchorage Fire Code.
- e. No snow or other materials should be thrown off the roof.
- f. Hot tubs are permitted on the roof terraces. For structural safety, hot tubs shall only be placed between the roof stair towers. Please contact management prior to installation to ensure that your hot tub falls within the weight specifications.

10. Utilities

- a. Unit Owners are responsible for ensuring that their drains, faucets, and downspouts are in working order. Any damage resulting from them being plugged, leaking or broken is Unit Owner responsibility.
- b. Unit Owners are responsible for maintaining their units below 45% humidity in order to reduce potential condensation issues that affect common elements, or other possible unintended consequences.

11. Administrative

- a. Consent in Writing - Any variance from these rules or approval required by these rules must be obtained in writing from the Executive Board prior to undertaking the action to which it refers.
- b. All Common Elements are used at the risk and responsibility of the user and the user shall hold the Association harmless from damage or claims by virtue of such use.
- c. While we encourage neighbors to discuss and settle potential differences in an informal, neighborly fashion, this is not always possible. Any complaint requiring Executive Board review and action shall be made in writing through the delegated Property Management Company.

12. Fines

- a. The intent of these rules, and their possible enforcement through fines is to maintain the common good, to support a high quality of life for residents, and to recognize that Unit Owners have a shared obligation to protect the financial investment of home ownership in our development.
- b. With a rules infraction, the Executive Board may choose either to provide a warning or issue a fine. Unit Owners are responsible for all fines. If a warning is provided, a subsequent infraction will result in a fine, initiating an escalating scale.
- c. Initial and repeat fines will typically follow the progression of \$50, \$100, \$200, \$400, \$800 with subsequent levels increasing by \$400 per additional infraction. While fines are based on infractions of specific rules, the Executive Board reserves the authority to assess infractions of multiple rules, and how a fine or fines will be incurred. The Executive Board retains the authority to impose different fines depending on the situation and its severity.
- d. If a unit receiving a complaint has tenants within it, the Unit Owner is required to provide notice to the tenant within 24 hours of the notice of infraction.

- e. The infraction must be corrected within 24 hours, or as otherwise directed by the Executive Board within the notice of the fine.
- f. Unit Owners have 72 hours to respond to a fine and provide a plan of correction, or indicate whether they wish to dispute it. If a fine is to be disputed, a letter shall be provided to the Executive Board within this period. To the extent possible, this letter shall provide quantification of: having been attributed to the wrong unit, factual inaccuracy, or possible errors that affect the legitimacy of the fine.
- g. The Executive Board will review disputed fines and modify them as merited based on additional information. The decision of the Executive Board is final.
- h. If fines remain unpaid for 60 days, legal notice will be provided to the Unit Owner notifying them of impending legal action.
- i. If fines remain unpaid for 90 days, legal action will be taken to make a lien against the Unit Owner's unit.
- j. All expenses associated with the collection of fines will be the Unit Owner's responsibility.

Roof Maintenance

Unit Owners are responsible for ongoing maintenance of their roof decks to ensure that they drain freely, and to prolong their longevity.

- a. Annually remove moss and any plants from roof decks, and the areas between roofs.
- b. Remove surface dirt, and dirt within paver cracks. Vacuuming cracks when dry is ideal. Spraying or powerwashing out dirt is okay if combined with flushing of roof per below.
- c. Ensure drain is free flowing:
 - Lift roof drain cover off roof drains,
 - Temporarily plug roof drain, and flood roof deck to 1" above top of roof drain.
 - Remove plug to allow water to run through the drain to clear out accumulated dirt and debris
 - If flow from roof down at ground level of front of building seems to be low, follow-up with CLR to assist removing built up mineral deposits in piping.

The intent is to keep the pavers (and between and below them) free from dirt and plant growth. This will reduce potential maintenance concerns, and will make any future roof inspections and repairs easier. It also reduces the amount of dirt and debris that might get into the roof drain.

Owner Contact Information

The HOA maintains an “opt in” contact list for Unit Owners. This is “opt in” in order to be respectful of people's privacy. If you opt in, you will receive a copy of the list. If you would like to be included, please contact the Property Manager with a request to be added, including your name, your unit number, and your email address and/or phone number.

The only way that owners/residents can otherwise communicate with one another is through PMSI in order to ensure that people's privacy is maintained.

PMSI is assisting us with this contact list, but is not responsible for the list beyond facilitating it.

In order to protect our information, these are the conditions under which the information will be gathered/distributed:

- a. Do not distribute this contact information in any way. Only the HOA is allowed to distribute the list. If someone (such as a new owner/resident) requests the list, their request must be made to the HOA.
- b. This contact information is to be used only for HOA business purposes and to share information about HOA events.
- c. Any use of emails for generic communications (such as HOA events) shall only use emails as BCC (not direct, or CC).
- d. The intent of this list is for social and neighborly communication.
- e. Complaints and concerns are still to be shared with the board through the property manager.
- f. Violating this policy constitutes the breaking of HOA rules and is subject to the sanctions and fines in place for any infraction/series of infractions.



Notes:

