



Sycamore Information Bulletin



City of Sycamore

2013 Edition

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CITY OF SYCAMORE/SYCAMORE CONDOMINIUM

HISTORY AND DESCRIPTION

THE CONDOMINIUM

Sycamore I Condominiums are located on the north side of Shelbyville Road (U. S.60) east of Dorsey Lane in the eastern part of Jefferson County, Kentucky. Neighboring cities are Blue Ridge Manor, Plainview, Douglass Hills and Middletown. The condominium complex is composed of eleven buildings consisting of a mixture of ninety ranch and townhouse units. Other amenities are a clubhouse, swimming pool, tennis court, playground area, and an administrative office and maintenance shop adjacent to the clubhouse. Construction began about April, 1976 and was completed by December, 1978.

THE CITY

On May 9, 1979, the Sycamore I Condominiums incorporated into a six class city (City of Sycamore). Benefits derived from obtaining sixth class city status were protection against annexation from neighboring cities and eligibility for Insurance Premium Sur-taxes and Road Building Funds. However, the most important advantage was a substantial tax deduction of the monthly maintenance fees since a portion of the fees would be considered City revenue. To date, no other condominium complex in the State of Kentucky can boast this advantage:

Additional information concerning the various aspects of the City of Sycamore/ Sycamore Condominiums is described in the appropriate sections that follow.

These rules and regulations are derived from our Master Deed Declarations and Bylaws expressed in less legalistic terms and also based on Board actions and ordinances enacted through the years. This information booklet is intended for your convenience and not as a replacement for our Master Deed.

THE ADMINISTRATION – CITY OF SYCAMORE/SYCAMORE CONDOMINIUMS

THE GOVERNING BODY:

Theoretically, the governing body serves a dual role in the administration of the City of Sycamore and Sycamore Condominiums. This body is composed of a duly elected mayor and four city commissioners. As commissioners, they serve on the City Commission and are responsible for the needs of the city (i.e., maintenance of landscaping, sidewalks, streets, fences, clubhouse/recreational facilities and refuse collections, etc.). These same commissioners also serve as the Sycamore Condominium Board of Administration and are responsible for the maintenance and needs of the condominium.

ELECTION OF OFFICERS

The elections of the Mayor (4 year term) and the four city commissioners (2 year terms) are held as appropriate in the general election on the first Tuesday after the first Monday in November at the officially designated polling place. These same candidates, if elected, will also serve as the Board of Administration for the condominium.

ELIGIBILITY REQUIREMENTS FOR CANDIDATES

Rules and requirements applicable to the City of Sycamore for the Mayor/ Commissioners and the Condominium Board of Administration members are that they shall meet the following eligibility qualifications:

- Candidates shall be residents and registered voters of the City of Sycamore; however, to be a voting member of the condominium Board of Administration, the candidates must be a unit owner.
- Candidates must reside within the City of Sycamore for a minimum of one year before being eligible.
- To be placed on the election ballot, the candidate must obtain nomination petitions and have them signed by a minimum of two Sycamore resident registered voters. Petitions must be submitted to the Jefferson County Clerk for validation. (Current filing fee is \$25).

POLLING PLACE

The official polling place is currently located in the Middletown Fire House No. 2 located at 10217 Shelbyville Road. Indicate to the election official that you are a resident of the City of Sycamore in order to obtain the proper ballot.

PUBLIC MEETINGS

Meetings of the City Commission/Board of Administration are held concurrently on the second Monday of each month at the Clubhouse at 6:00p.m. All residents of the City of Sycamore are invited to attend and encouraged to participate in the open forum following the official meeting. Special public meetings are also occasionally held and all residents will be appropriately notified.

THE CONDOMINIUM COMPLEX – (DESCRIPTION)

Sycamore I Condominiums are composed of eleven separate residential buildings. With *the* exception of Building 2 and 10 in which all units are ranch type structures, all remaining buildings are a mixture of ranch and townhouse type units. The clubhouse, administrative office and maintenance shop are housed in a separate building. The complex is located on approximately 10 1/2 acres;

The following is a general description of the various type units:

<u>Type of Model</u>	<u>No of Units</u>	<u>Type Structure</u>
Sycamore-A	30	Small Ranch
Mulberry- B	15	Large Ranch
Cottonwood - C	30	Small Townhouse
Buttonwood - D	15	Large Townhouse

Additional Amenities

- Fenced enclosed private patios.
- Two assigned parking spaces per unit. Also ample guest parking spaces in the immediate vicinity of the units, Sycamore Trail and in the Clubhouse area.
- See Section on Carport installations which are optional for residents.
- Clubhouse is available for private parties and public functions for all Sycamore residents. (Fire code rating capacity 32 persons.)
- Swimming pool; approximately 40,000 gal's capacity, 3-9 feet depth, kidney shaped design, and ample sunbathing area.
- Tennis court, asphalt base, equipped with lighting for night activities.

INSURANCE COVERAGE

MASTER OEE0 INSURANCE

The city of Sycamore/Sycamore Condominiums are covered by a Master Deed Insurance. This policy covers property damage insurance against fire and other perils in addition to standard extended coverage endorsements, such as vandalism, malicious mischief and liability insurance. (Flood hazards are excluded.) The Association's policy covers everything on the outside to the inside unfinished surfaces of each unit's perimeter walls, ceiling and floors. Any items, such as plumbing pipes, wiring, heating and air condition ducts, telephone wires,

TV cable wires, insulation and any other associated items within the perimeter walls are not covered under the Association's Master Insurance Policy; Individual owners will insure through their individual homeowner policy.

The liability coverage is currently \$1,000,000 per occurrence plus \$1,000,000 aggregate. Please contact Judd Norris at 245-8870 if you require additional information.

The Governing Board is also covered by Directors and Officers Liability Insurance, the City Treasurer and Clerk are bonded, and the maintenance work force is covered by Compensation Insurance.

HOME OWNERS INSURANCE COVERAGE

- Each individual owner/lessee, as applicable, is advised to purchase insurance coverage for everything inside of area defined by the un-finished interior surfaces of the unit's perimeter walls, ceiling and floor. In other words, the enclosed space and all contents should be insured by the individual owner/lessee as applicable.
- Condominium Owners must obtain personal liability coverage at their own expense. The minimum coverage \$180,000 per condominium unit.

It is suggested that you consider obtaining earthquake coverage and flood coverage for your personal effects with your insurance agent.

MAINTENANCE FEES

Maintenance fees (i.e. assessments, common charge, city taxes, etc.) are due in advance of the first day of each month. Checks must be made payable and mailed to:

The City of Sycamore

217 Sycamore Drive

Louisville, KY 40223

- For your convenience, assessment fees or other type correspondence may also be deposited in the mail slot in the door of the Administration Office at 217 Sycamore Drive.
- Late Fee Charges - Any owner whose payment of the monthly condominium fee and the City of Sycamore property tax is received subsequent to the 1st day of the month and after the 7th for which the fee and tax are payable will be assessed a late charge penalty of 10% of the applicable monthly fee. Any resident delinquent in assessments will be denied the right to use or lease any Sycamore recreational facility. Any owner who believes such late charge penalty has been unjustly charged may appeal the assessment to the Finance Committee. The Finance Committee shall consider any extenuating circumstances presented by the owner to account for such late payment and may, at its discretion, recommend to the Board of Commissions/Board of Administration that the late charge penalty be waived, but not more than one late payment may be waived for a single owner within an 18 month period. The

- Tax Deductions - Presently, seventy percent (70%) of the Basic Annual Maintenance Fee is considered city revenue (city taxes) and therefore, may be taken as a tax deduction when filing your income tax return if you itemize deductions. This percentage is subject to change depending upon our annual budget. Appropriate notices will be sent to residents via our monthly minutes during the months of December through April of the succeeding year.

ADMINISTRATIVE STAFF RESPONSIBILITIES

In addition to the City/Condominium Commissioners, there are also appointed administrative staff positions consisting of a City Clerk/Assistant Treasurer, City Treasurer, City Manager and Maintenance Supervisor. (See cover letter)

All exterior problems concerning your unit should be reported to the Maintenance Supervisor or the Property Manager. These would include such items as, but not limited to, roof leaks, gutter damage, vandalism, damage to common or limited areas, refuse removal, loose pets, parking violations, gate/fence repairs, etc.

Financial or administrative problems should be reported to the office and the appropriate staff member will contact you.

The owners are responsible for the maintenance and repairs within their dwelling units.

If you should encounter any problems: Complete a repair request form on-line at www.cityofsycamore.net

PROJECT RULES AND REGULATIONS – CITY OF SYCAMORE CONDOMINIUMS

SWIMMING POOL (SEE REGULATIONS) - Pool Rules concerning the use of the swimming pool. Pool Rules are revised on an annual basis to make them consistent with what is appropriate for that particular year.

TENNIS COURT (SEE REGULATIONS) - Available to all residents of the City of Sycamore and their guests. Reservations are made on a "first come basis" by simply signing the reservation sheet (when it is available).

Keys to the court were initially distributed to all resident owners and should have been transferred to the new resident owner at the time of the transfer of the Unit. Duplicate keys may be obtained from the Recreation Commissioner for a nominal fee.

Attached are rules pertaining to the tennis court. (See posted sign on the gate of the Tennis Court for more details concerning rules.)

THE CLUBHOUSE (SEE RULES ON PAGES 20 AND 21).

The Clubhouse is available to the residents of the City of Sycamore on a reservation basis. Reservations can be arranged by the Recreation Commissioner at 245-3766

A payment of \$35 must be received in advance by the Recreation Commissioner. If payment is by check, it must be received two weeks in advance, made payable to the City of Sycamore. Cash deposits must be received one week in advance. Once the payment has been made, arrangements should be made to obtain the keys from the Recreation Commissioner not more than 24 hours in advance of the event.

PARKING AND TRAFFIC RULES

- Each residential unit has two parking spaces assigned exclusively for its use. Spaces designated as guest parking are dispersed throughout the community and are to be used primarily for the visitors and guests of the residents. It should be emphasized that guests may park in any of the designated guest spots within the community, and, therefore, even though there might be a guest spot within the immediate area of your unit, it is not intended for the exclusive use of your guests. Guest spots are not for resident parking.
- All vehicles parked in parking spaces within the City, whether assigned or guest spots, must carry current registration. Vehicles with expired registration will be considered ABANDONED and subject to being towed away at the owner's expense.
- The City of Sycamore does not maintain a private police force to enforce traffic and parking rules and regulations and its ordinances. We rely primarily on the cooperation and courtesy of the residents; however, in the event someone has violated your assigned parking space (s) or has abused the guest parking spaces, it is suggested you take the following steps:
 - Try to resolve your problem in an amicable manner by first requesting the person to move.
 - If the person fails to cooperate, contact the Mayor, or his designee and the proper procedure will be implemented to enforce our ordinance violations. Options include towing or filing a complaint in Jefferson County District Court. Only the Mayor or a designated elected official has the power to initiate this type action on behalf of the City. The Louisville Metro Police will not respond or enforce our City ordinance violations.
- In the event that you have more than two cars per household, try to arrange with a neighbor who has only one car for the use of his/her unused parking space.
- The use of guest parking spots for the permanent storage of unused or seldom used vehicles is strictly prohibited. Vehicles stored in guest spots for periods greater than 48 hours shall be deemed abandoned and towed away at the owner's expense. Please cooperate. Guest spots are intended for the parking convenience of guests and visitors of the residents. Please report any abuse to the Mayor. Your complaint will be held in confidence and upon receipt it will be investigated and appropriate action taken.

- The speed limit in the City of Sycamore is 15 MPH. This is for your children's safety!! Please notify the Mayor or the Property Manager of habitual offenders. The City can request radar patrol from the Louisville Metro Police to monitor this type of activity.
- Parking in the FIRE LANES is strictly prohibited. Violators are subject to be issued a summons by the Louisville Metro Police or the Fire Marshal. (This is one instance where the police will enter our City to enforce a parking violation.)
- Improper Vehicle Parking- Please do not park cars so that ANY PART HANGS OVER THE SIDEWALK. THIS WILL GET YOU TOWED.
- Major repairs to vehicles that might be damaging to the parking lot pavement and/or may require more than 24 hours to complete are prohibited.
- See a copy of the Parking Ordinance, Ordinance #55, Series 22, for more details. Please check the city website if you need a copy.
- Carports are available. If you are interested, contact the Office for more information.

HOUSEHOLD PETS

- The maintenance, keeping, breeding, boarding and the raising of animals is prohibited except for the keeping of a dog, cat and caged birds as domestic pets.
- The curbing of dogs is allowed only along the prescribed outer perimeter boundaries of the community. Not in resident yards.
- Animals are not permitted in any of the common elements of the community unless carried or on a leash. Although the Condominium Master Deed Project Rules prescribe leash laws and designated area for curbing of animals, persistent offenders, after reasonable warning(s), will be prosecuted under the Jefferson County "leash law" and animal control ordinances which have jurisdiction through the County including 6th class cities. Please notify the Mayor concerning persistent offenders. Your communication will be held in confidence.
- Please notify a Commissioner, or the Mayor, if you should experience any problems concerning your neighbor's pets. Problems would include but not limited to:
 - Excessive barking
 - Elimination in undesignated common areas.
 - Unpleasant odors from the pet owner's patio due to the pet's elimination and poor housekeeping of the patio.
 - Pets aggressively attacking people.
- The Board has the power through legal process to dispose of animals which prove to be a consistent nuisance to the community.

TRASH PICKUP

Trash and garbage containers are to be stored in covered containers inside your patio area. Trash pickup is on Friday, Garbage will be picked up inside your patio fence if it is not locked. However, if you prefer to keep your patio gate locked, then please place the covered container(s) outside your patio gate on the morning of the designated day of pickup. Do not block public sidewalks.

If you should encounter problems with your garbage pickup, please call the current refuse contractor as indicated on the cover letter. If they fail to respond then call the Sycamore Office, 245-3766 or contact the contractor, Rumpke directly at 800-678-6753.

PATIO HOUSEKEEPING AND MAINTENANCE

- Your patio is considered as "limited common elements" for your exclusive use. There are, however, certain rules and regulations applicable to the maintenance of your patio.
- Store your garbage in tightly sealed plastic containers.
- If you have pets frequently clean your patio in order to prevent odors which might be offensive to your neighbors.
- The hanging of articles such as beach towels, air mattresses, patio chairs, etc. over the exterior patio fence so that they are visible to the parking lots is prohibited. Attach nothing to the fence or siding.
- Please store your firewood at least 12 inches from the building and patio fence. (Termite control and prevention of damage to fence.)
- Prudently select trees and shrubs that have root systems that will not cause damage to sewer lines and the patio concrete slab. Allowing, especially ivy or similar tenacious clinging/creeping plants to grow on the building or fence is forbidden. Instead, train them to grow on free standing trellises placed at least 12 inches away from the fence or the building. And please keep them under control.
- Please contact the Maintenance Supervisor, if your fence or gate is in need of repairs.
- Painting the patio fence is prohibited.
- Prior Board approval is not required to install carpeting on your patio concrete slab. However, prior Board review and approval is required if you plan to repair, replace, or remove your concrete slab. This is to insure that proper drainage away from your unit is maintained.
- Some Unit owners have installed treated lumber decks directly over the concrete slabs of their patios. In the past the Condominium Board has given approval providing the following guidelines are met:
 - Prior to the intended date of installation, the Board is to be notified at least 2 weeks in advance of the regularly scheduled monthly Board meeting. This will allow adequate time for review of construction plans, and the review of guidelines prior to formal Board approval.
 - The basic installation guidelines are:
 - The deck must not be attached to the fence or fence posts.
 - The deck must not be attached to the building and must be at least 1-1/2 inches away from the building to discourage termite infestation of the building.

- The deck must be constructed so that water drainage flows away from the building.
- It is the Unit owner's responsibility to maintain the deck and repair any drainage problems attributed to the deck's installation.
- Termite infestation attributed to the deck installation is the unit owner's responsibility. If termite infestation to the building should occur and the owner fails to initiate remedial action, then the Condo Association will arrange for treatment and back charge the unit owner.

GENERAL HOUSEKEEPING AND MAINTENANCE OF THE COMMON ELEMENTS

Architectural Conformance:

- Sycamore Condominiums are committed to conforming to the architectural standards as prescribed in the Master Deed and therefore any alteration to the exterior of the buildings and the elements both common and limited are prohibited without prior review and approval of the Board of Administration. Alterations (but not limited to) such as storm windows/doors and wrought iron stair rails must have Board review and approval prior to installation.
- The installation of outdoor carpeting is not permitted on the front stoop and sidewalk.
- The placement of landscape and patio decorations such as statuettes, bird baths, etc. is not permitted on the front lawns. Please confine these to the front stoop area in reasonably good taste.
- The planting of flowers in the front of your unit should be confined to the mulched areas in which trees and shrubs have been planted. To prevent damage by the lawn maintenance crews, we recommend that all flowers etc. be planted at least 12 inches back from the mulched/lawn borders.
- Do not place soil or mulch in direct contact with the fence in the patio. Place some type barrier between the fence and any plantings to make sure they will not touch the fence. Do not plant ivy or vines that will grow up on the fence.
- Board approval is required for planting shrubs and trees on the front landscape of your unit. This also applies to all common elements.
- Please cooperate and store your children's toys in the patio of your unit and not on the front landscape.
- The chaining of pets on the front landscape is prohibited (also in any part of the common elements.)
- Sunbathing in the front of your unit is prohibited. Please confine this activity to your patio, rear parking lots and the pool areas.
- The flushing of laundry water waste into your sump pump and into the street drains is considered a health hazard and strictly prohibited. Violators will be prosecuted!! Have a plumber clear your laundry drain.
- Be considerate of your neighbors by keeping your noise to a reasonable level especially during summer parties.

SELLING OR LEASING YOUR UNIT?

If you are planning to sell your condo, we request that you cooperate in the following manner:

- Inform your Real Estate Broker that the regulations for the dimensions of the "for sale" sign are not to exceed 3 ft. by 2 ft. They may be installed as appropriate in the front and/or rear of the unit. Contact a member of the Administration at the City Office if additional information is needed. FENCE POST SIGNS IN WHICH AN AUGER MUST BE USED FOR INSTALLATION ARE STRICTLY PROHIBITED!!
- All documents such as a copy of the Master Deed and a copy of the information bulletin must be provided to the buyer. If you do not have copies of these documents, please contact the City Office. (Additional copies may be obtained for a nominal fee.) **Also transfer pool passes and tennis court keys to the new owner.**
- Upon finalization of the sale of your unit, please extend us the courtesy and notify the City office of the buyer's name(s) and information.
- If you should decide to lease your unit, please be prudent in the selection of your lessee. Experience has shown that the wrong choice of a lessee who does not respect your property, could result in significant cost of repairs to restore the interior of your unit to an acceptable condition if you decide to sell.
- Contact the office if you require modification of sign placements or placement of additional signs.

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Air Conditioning and Heating

- Air handling unit filters should be replaced on a monthly basis
- Care should be taken to prevent ice from falling from gutters into the Heat Pump units on the patio areas. Any protective cover should not restrict air flow in and out of the A.C. unit.
- Since repairs can be costly, you may want to enter into a maintenance agreement with an authorized Heating and Air Conditioning Company.

Excessive Vehicular Fluid Leaks

- The major concern of excessive vehicular fluid leaks are with those residents who own a vehicle(s) that chronically leak an excessive quantity of fluid onto the pavement of their assigned and/or guest parking spaces and subsequently cause significant damage to the pavement. Repair of the pavement is an additional expense to our budget and unfair to those residents who maintain their vehicles in good condition.
- Violators will be notified to have their vehicle(s) repaired and if there is any subsequent damage after the pavement has been repaired, then additional pavement repairs will be done at the owner's expense.

Plumbing and Drainage

- To prevent possible basement flooding always maintain your sump pump in a continuous operational mode and check performance regularly. Basement window well drains should be checked for clogging on a regular basis. If clogged, the well can fill with water during heavy rains and basements can be damaged. Consult with our Maintenance Supervisor
- During winter months, hoses should not be left attached to outside faucets since this may result in broken water lines in your walls and water damage in basements.
- Faucets in some second floor baths have frozen. A very slight faucet drip in bitter cold temperatures can prevent this.

Pest Control

- Individual unit pest control is the owner's responsibility. Whether you choose a commercial exterminator or a do-it-yourself method, pest control needs regular attention AT LEAST quarterly but preferably monthly
- Firewood should be stored in the patio area AWAY from the building and should be included in your pest control prevention program. Notify Property Manager or Maintenance Supervisor of any termite evidence or damage.

Hot Water Heater

- Hot Water Heaters should be inspected annually by a qualified person. Be sure to turn off the electricity in the hot water heater if for any reason you must drain or lower the water level. FAILURE TO DO THIS CAN RESULT IN DAMAGED HEATING ELEMENTS AND COSTLY REPAIRS.
- Performance of gas hot water heaters and gas furnaces should have annual maintenance checks.

Sidewalk Care - Ice Removal

- **Do not use rock salt (i.e. sodium chloride products) to remove ice accumulations from the sidewalks. It will do irreparable damage to the sidewalks.**
- To control slipperiness, we recommend sand or "kitty litter". To assist in melting, obtain products that are specifically developed for melting ice without causing irreparable sidewalk damage. These can be purchased at Target, K-Mart, Home Depot, etc. Contact the office if you require additional information.

Satellite TV Dishes

- Satellite dish antenna installation entails Board notification and approval. Contact the Board for information, agreement forms and hardware brackets before installation arrangement. Do not place on roofs.

VINYL SIDING AND FENCE MAINTENANCE

- Please do not bore holes into the siding to place brackets for hanging plants or other paraphernalia without notifying the office for approval and subsequent inspection. As an alternative method, we recommend utilizing wrought iron poles used to support bird house feeders. They are excellent for wind chimes and hanging plants.
- For TV cable installations, please notify the office in advance @ 245-3766 so that our maintenance supervisor can meet and review with the installer acceptable wire locations and satisfactory caulking procedures.
- The stacking of fire wood or any other heavy objects against the building or the fence is prohibited. This is to prevent termite infestation. Keep a distance of at least 8-1/2 inches.
- Allowing, especially ivy or similar tenacious clinging/creeping plants to grow on the building or fence is forbidden. Instead, train them to grow on free standing trellises placed at least 12 inches away from the fence or the building. And please keep them under control.
- Brackets for potted planters and light paraphernalia attached to the fence are permitted.
- IF YOU BARE FIRE, PLEASE LOCATE YOUR PIT AT LEAST FIVE FEET (SFT.) AWAY FROM THE BUILDING. THE INTENSE HEAT FROM THE PIT WILL CAUSE DAMAGE TO THE SIDING. YOU WILL BE FINANCIALLY RESPONSIBLE FOR REPAIR OF THE DAMAGED SIDING. ALSO, MAINTAIN A SIMILAR DISTANCE FOR THE FENCE.
- Please note that in order to discourage termite infestation the fence was installed at least two-four inches above the surface of the ground. As an additional precaution, try not to have your soil or mulch come in direct contact with the fence. Instead, install barriers such as heavy gauge plastic edging, bricks or molded concrete edging, etc. between the soil/mulch and the fence slats.
- Do not paint or stain the fence, interior or exterior.
- Following these recommendations should insure the beauty and durability of your fence and the vinyl siding for many years. PLEASE COOPERATE!
- Please call the office if you have any questions.

CARPORTS

Residents who want Carports may make a request to have them constructed at their own expense and by using the styles chosen by the Board of Administration. The following rules are established.

INSURANCE COVERAGE

Each carport owner shall provide proof of insurance. Contact your home owner insurer. Advise them that you have a carport and desire insurance.

MAINTENANCE, REPAIRS AND REGULATIONS

Carports are considered "limited common elements" as that term is defined in the Master Deed. Maintenance shall be as any other limited common element except that funding for the carports shall be provided by carport owners themselves, share and share alike. Owners without carports will not share in the expense of maintaining the carports.

- At initial carport construction, the Board will collect a \$50.00 assessment fee and retain these fees in an escrow account for future maintenance. Thereafter, the Board will continue to collect \$50.00 annually each July 1st and at some point discontinue annual collections when in their judgment it is determined that there are sufficient funds to cover anticipated maintenance.
- On the other hand, if funds are judged to be insufficient to cover the necessary repairs, the Board reserves the right to initiate a "special assessment" to cover the costs.
- Maintenance of the carport also includes snow removal within its confines, maintaining the repair of damage to the asphalt that might be caused by vehicular leaks. Also, in the event of resurfacing the streets and parking lots and if there is an additional cost to resurface within the carports due to the need for special equipment or additional labor cost will be passed on to the carport owner.
- The carport shall be used exclusively for personal passenger vehicles. The storage of commercial vans and trucks is prohibited.
- The storage of extraneous items other than vehicles is prohibited.
- Long term storage of disabled vehicles and/or vehicles with expired registration is prohibited.
- Once constructed, the carport shall become a permanent structure and cannot be removed without Board review and approval.

RESIDENTS CONTRACTUAL AGREEMENT

Based on the content of this Plan, the City Attorney prepared a binding agreement for the signature of those residents desiring the installation of a carport.

CABLE/SATELLITE DISH INSTALLATION AND MAINTENANCE

SIZE

The "dish" portion of the satellite dish antenna shall not exceed 18" x 21" in dimension. The mast on which the antenna is mounted shall not exceed three (3) feet in length.

BEFORE INSTALLATION

Before installation, you must meet with the Maintenance Supervisor of the City of Sycamore and be instructed on installation procedure. Certain "hardware" will be supplied by the City of Sycamore for mounting the Satellite Dish Antenna to the chimney housing. The City will supply the hardware at cost to be used as called for during installation.

MOUNTING

The Satellite Dish Antenna will be mounted to the uppermost rim of the chimney housing and is not to be mounted in any other location.

MAINTENANCE

The resident is responsible for maintaining the Satellite antenna. This includes the cost of (1) keeping it securely attached at all times and (2) keeping it operating properly.

DAMAGE TO COMMON ELEMENTS

The resident will be responsible for the cost of repair of any damage to the Common Elements as that term is defined in the Sycamore Condominium Master Deed Documents caused by the Satellite Dish Antenna, its installation or maintenance.

WHO MAY INSTALL

The resident agrees that the installation of the Satellite Dish Antenna as well as any subsequent repair or maintenance thereof shall only be done by (1) the resident or (2) an installer/repairman insured for the purpose of worker's compensation and liability insurance. Proof of insurance is to be provided to the City office before work begins.

CITY OF SYCAMORE POOL RULES AND REGULATIONS

POOL RULES AND REGULATIONS MAY BE MODIFIED BY BOARD ACTION

OPEN: Sunday- Saturday 11:00am-7:00pm

ADMISSION TO THE POOL:

Pool is for residents only! Owners renting their condo have no City privileges.

Residents who are delinquent in their maintenance fees and late charge penalties shall not be eligible to use the Pool facilities.

Each condo resident is entitled to one pool pass per resident, plus six guest passes which will be updated upon the first visit to the pool each season. Residents and their guests use the pool at their own risk. Each patron must present a Sycamore Pool Badge or Sycamore Guest Pass to the Lifeguard on duty in order to gain admission to the pool area. Patrons must have a guest pass or they will be refused entry. ALL PATRONS MUST SIGN IN.

Residents must accompany guests when they are using the pool.

All children 12 years or younger must be accompanied by an adult guardian when using the pool.

* (THE LIFEGUARD IS NOT A BABY SITTER.)

*All children 12 years or younger who: 1) Can pass a swimming test administered by the Lifeguard, and 2) Has written permission from an adult guardian may be allowed to use the pool without having a guardian present. (The swimming test involves swimming four lengths of the pool without stopping and then treading water for five minutes.)

POOL RULES

OBEY THE LIFEGUARD *Failure to follow the rules or to obey the Lifeguard will result in suspension or loss of pool privileges!

- No running, pushing, or shoving in the pool area.
- No dunking or horseplay in the pool.
- No diving in the shallow end of the pool.
- Smoking is not allowed.
- No glass in the pool area, plastic is permitted.
- No diapers are allowed in either pool. Children must wear Swimmers when using either pool.
- Persons with open sores, cuts, or communicable diseases cannot enter the pool.
- Swimmers must wear proper bathing suits appropriate for a family pool! No thongs, Speedos, or inappropriate attire will be allowed. You will be asked to leave!
- No floating objects are allowed, except air mattresses and normal swimming equipment. The lifeguard may exclude air mattresses and other large items if the pool is crowded.
- When bringing food and drink into the pool area please clean up after yourself.
- Each hour the lifeguard may require that swimmers under the age of 16 take a fifteen minute rest break, especially if the pool is crowded.
- The safety rope cannot be removed except by the lifeguard.
- Management is not responsible for towels or any other personal items left at the pool.
- No pets are permitted in the pool area.
- No bicycles or skateboards are permitted in the pool area

POOL PASSES MUST BE PRESENTED TO THE LIFE GUARD, WHEN ENTERING AND SIGNING IN. NO TYPE OF SMOKING IN THE POOL AREA

*Residents having an issue with lifeguard.s not following/enforcing rules or any other issue are

contact the Recreation Commissioner. Virginia Foresman : 502-593-6331

REVISED: Revised: 2023>

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TENNIS COURT RULES AND REGULATIONS

The tennis court is available to all residents of the City of Sycamore and their guests. Reservations, not to exceed 90 minutes, may be made in advance by calling the office at 245-3766, from 8:30 a.m. to 4:30p.m. Monday through Friday. When no one is on the court, it may be used without a reservation. However, the court must be relinquished after 90 minutes if another resident is waiting to play, or at the time a reservation has been made.

A new key to the court may be obtained by calling the office. Each household is entitled to one key without charge. A \$10 fee will be charged for the replacement of lost keys.

- Court is for the use of residents and their guests only.
- Tennis court hours are 9:00 a.m. to 9:00 P. M.
- Court usage is limited to 90 minutes unless the court continues to be unused or is reserved.
- Players must wear tennis shoes when using the court.
- The tennis court is for tennis only. Any other use is prohibited, i.e., toys, skateboards, bicycles, fireworks.
- Users are responsible for damage which might occur from abusing court and/or privileges. (Parents are responsible for actions of their children and/or children's guests.
- Only unbreakable containers shall be used for beverages. (Food is not allowed on the tennis court.)
- No boisterous activity is allowed.
- Turn lights off when not needed.
- Be sure to lock gate

CITY OF SYCAMORE CLUBHOUSE RENTAL AGREEMENT

- ONLY RESIDENTS of the City of Sycamore shall rent the Clubhouse and subletting is strictly prohibited. Owners renting their condos are not granted City privileges.
- Residents who are delinquent in their maintenance fees and late charge penalties shall not be eligible to rent the Clubhouse.
- Only responsible adult residents, such as parents and/or the head of the household, can rent the Clubhouse on behalf of young adult members. The adult resident shall be responsible for the actions of the guests and liable for any damage to the Clubhouse and its contents. The resident shall indemnify, defend and hold harmless the City of Sycamore, its agents and employees from and against all claims, damages, losses and expenses including attorney's fees. The Board reserves the right to deny the rental of the Clubhouse if the party does not have appropriate supervision. \$75 Clean -up fee may be imposed
- The maximum number of guests in the Club House shall be (32) THIRY TWO. The pool or pool access door cannot be used by the Clubhouse renter.
- The noise levels in the pool area must be reasonable at all times. The noise and music must be maintained at reasonable levels.
- The Clubhouse and pool area must be cleared no later than midnight.
- Guests attending any affair at the Clubhouse will be limited to the parking spaces available in front of and across the street from the Clubhouse. The person renting the Clubhouse will be responsible for enforcing this rule. Party guests are not to park in the resident's assigned parking spaces.
- Cash or check (payable to the City of Sycamore) in the amount of \$35.00 must be on PAID with the Recreational Commissioner.
- The keys may be placed in the City's office mailbox in the office door. It is recommended that a pre-inspection of the Clubhouse be conducted with the Maintenance Supervisor or Recreational Commissioner and any damage be recorded prior to the event so that the renter will not be charged.
- Make assessment of any damage and immediately notify the Maintenance Supervisor or the Recreational Commissioner. Leave the Clubhouse as clean as you found it. This includes vacuuming, dusting leaving the kitchen clean, including the stove, refrigerator, coffee pot and the bathrooms. \$75 Clean -up fee may be imposed if not acceptable.
- Turn off the lights. In winter months, set the thermostat at 63 degrees F. In the spring, summer and early fall, set the thermostat at 80 degrees F.

AFTER THE EVENT, THE CLUBHOUSE MUST BE SATISFACTORILY CLEANED BY NO LATER THAN 9:00 A.M. THE FOLLOWING DAY.

Additional fees will be charged for damage to the clubhouse and to cover the expense of cleaning the immediate area of trash that may be left by your guests.

PLACE ALL TRASH IN PLASTIC BAGS (TRASH CANS ARE LOCATED IN OPEN GATED AREA ADJOINING THE ENTRANCE TO THE MAINTENANCE AREA.)

FOR SAFETY REASONS, THE FIREPLACE IS NOT TO BE USED!

I ACCEPT THE TERMS AND CONDITIONS:

Clubhouse Renter (Print Name)

Address

Signature

Telephone Number

Rental Date

Type of Event

Approved ☐ Disapproved **D**

Date _____

SIGNED BY Inspector