



## Elmwood Oaks Condominiums, Inc.

*832 South Clearview Parkway, Box 200  
Harahan, Louisiana 70123*

*Email: ElmwoodOaks@yahoo.com*

Dear Neighbor,

Welcome to our Elmwood Oaks! We are pleased that you have joined our community. Please review and retain this brochure for future use as it is intended to answer a variety of questions to help you get settled as smoothly as possible. We ask that you abide by the Elmwood Oaks Condominiums, Inc. ("EOC") By-Laws and the updated Rules listed here on this website.

We ask that all new owners and renters complete the enclosed Confidential Data Sheet (the last two pages of this packet) and return it as soon as possible by email or by regular mail to EOC at the address listed above.

Also, a listing of current Board members is listed on the next page. While the Board makes every effort to assist owners with problems, please be mindful that these are volunteer positions and try to only call for true emergencies. Please email or mail your requests for non-emergencies.

Your cooperation is greatly appreciated. We hope you enjoy living here!

Sincerely,

Your Elmwood Oaks Board

## Board Members

<u>Position</u>	<u>Name/Cell</u>	<u>Email</u>
Board of Director, President	Marilee Houser 232-8233	Please use the association email address:  ElmwoodOaks@yahoo.com
Board of Director, Treasurer	Brian Smith 443-624-3084	
Board of Director, Secretary	Denise Hopkins 495-5212	

## Condominium Fees (Eff. Jan. 2013-THIS IS CHANGING MARCH 1, 2018)

<u>Size</u>	<u>Fee</u>	<u>% of Ownership</u>
1 bedroom/1 bath	\$161	.07487
2 bedrooms/1 ½ baths	\$216	1.0021
2 bedrooms/2 baths	\$233	1.0780
3 bedrooms/2 baths	\$274	1.2670
Penthouse	\$433	2.0042

According to Louisiana Law, fees are due on the 25th of the month but no later than the 5<sup>th</sup> of the month to avoid a \$25 penalty and an additional \$5 a day thereafter, not to exceed 30% of unit fees. Payments after the 5<sup>th</sup> of the month must include the \$25 late fee; partial payments are not accepted.

EOC Condominium Fees can be mailed to:

Elmwood Oaks Condominiums, Inc.  
832 South Clearview Parkway, Box 200  
Harahan, Louisiana 70123

Or

Drop in the door mailbox of Unit 615

(Please include your unit number and payment month on each check.)

## Utilities

Water	Included in condo fees
Electricity	Entergy Louisiana Customer Service: 1-800-ENTERGY
Gas	N/A
Telephone	Owner/Tenant Choice
Cable	Owner/Tenant Choice

## Voting

Yenni Building  
1221 Elmwood Park Blvd.  
Jefferson, La. 70123

## Trash and Recycling

Both garbage containers for the garbage and the recyclable material are the same color. Please refer to the "Recycling" sticker to designate. Please do not put garbage in the recycling container. Please haul away your old appliances and furniture and do not put them in the garbage bins or in the area surrounding them.

<b><u>BLUE GARBAGE CONTAINERS</u></b>	<b><u>GREEN RECYCLE CONTAINERS</u></b>
Acceptable: All household garbage is acceptable. Please flatten all boxes to save space.	Acceptable: Telephone books, paper, flattened cardboard, newspaper, magazines, cans, plastic bottles.
Unaccepted: No appliances, furniture, construction materials	Unaccepted: Glass, food, Styrofoam, wood, grocery bags, electronics

## Insurance

- The association has insurance coverage for common areas. Some of our association rules are in place as a requirement from the insurance carrier. For example, the rules to not use stairwells for storage, gates/doors must be kept closed at all times, and no diving or glass in the pool. We do not carry flood insurance.
- Owner responsibility: The association does not carry insurance for individual units. It is the unit owner's responsibility to carry necessary insurance to cover within the walls of their unit.
- The association does not carry flood insurance.

## Water Turnoff

Residents should be given a 24 hour warning before water turnoff.

If water turnoff is necessary for repairs in your unit, post a notice on all exterior doors of your building and promptly remove notice when work is done.

## Sewer

Our sewer drains are cleaned regularly in rotation by our plumber. However, to avoid additional problems, our plumber recommends the following:

- For toilets - major blockage is due to disposal items not intended for toilets: papertowels, dental floss, sanitary napkins and products, diapers, baby wipes, Q-tips, "flushable wipes", handi-wipes, etc.
- For sinks - no grease in drains, no grease or paper in garbage disposal.
- For A/C drains – change filters regularly and add vinegar or bleach to the overflow line monthly.

## Pest Control

- Termite Contract: Billiot Bros.
- Monthly Spraying: Imperial Exterminators (Service start is rotated on a monthly basis between all the buildings; service is the last Saturday of the month starting at 9:00 a.m.)

## Parking

- Please respect the needs of our handicapped residents. Handicapped parking spots are available only to those individuals displaying handicapped parking placquets, tags, or license plates.
- Please park infrequently used vehicles in the areas along the fence, out of prime parking spaces.
- No boats, trailers, storage bins, etc. may be parked on the premises for more than a week without express written approval from the Board of Directors.
- Please park responsibly and within the lines.
- There are no assigned parking spaces.
- Vehicles not registered on Confidential Data Sheet may be towed at owner's expense.

## Responsibilities of Owners for Rented Units:

- Owners are responsible for the behavior of and damages caused by their tenants.
- Owners are responsible for providing tenants with a copy of EOC rules and for any fines incurred by tenants.
- Owners are responsible for providing EOC with a tenant completed data sheet (See the last two pages of this packet).

## Tennis Court Rules

- Hours 9:00 a.m. to 11:00 p.m.
- Unit owner/tenant must accompany guests.
- User is responsible for turning off the lights, locking gates and any clean up.
- Not Allowed:

glass  
street  
shoes  
bicycles  
scooters skateboards

roller skates  
roller blades  
pets  
bats  
balls

## Security/Safety

- Do your part to keep our residents and property safe.
- If you notice individuals acting suspiciously, call JPSO 911.
- Keep your doors and windows locked.
- Keep all gates and hall doors closed and locked at all times. This includes hallway doors and all gates with access to the pool.
- For emergency ID from the parking lot or sidewalks, install unit # on balcony rail or fence.
- Do not give unknown persons access to the buildings or grounds.
- Do not put potted plants, etc. on balcony rails.
- Do not store anything under stairwells without written approval.
- Do not litter, including cigarette butts, gum, pet waste or trash. (\$100 fine)
- Do not allow anyone under the age of 16 on premises without adult supervision.
- Return shopping carts to their proper place after use. Leaving them in the hallway is a violation of Fire Marshal Regulations.

## Fire Hazards

- BBQ Pits, seafood cookers, and fryers are not allowed to be in use within 10 feet of fences or buildings. (\$100 fine) - National Fire Protection Association Ch.3 Sec.4.7.
- Do not store flammables on your patio or balcony.
- Remember to check your individual unit's smoke alarms periodically.

# Pool Rules



- The pool closes at 11:00 p.m.
- The following is not allowed around the pool area:

## DIVING

Running/ Horseplay  
Bicycles

## GLASS

Roller blades/skates  
Scooters/ Skateboards

- Family members that are 18 and over will be allowed to utilize the pool with permission without the owner present. If a family member or guest under 18 wants to swim, then the Unit owner must be at the pool. Family members are restricted to children, parents and grandparents and may not bring guests without the owner present. Other family members are considered guests and the owner must be present. Tenants must be with their guests at all times regardless of age or family relation.
- Appropriate swimwear is required. Babies must wear diapers.
- Swimming party notices are only required for National Holidays, Mother's Day and Father's Day. Notices are to be posted 7 days ahead on the main board by Bldg 200, and are to include the date, time, number of guests expected and Unit number of owner.
- Clean up after a party is the sole responsibility of the owner/tenant host.
- Bbq pits around the pool are to be emptied of ashes prior to use.
- Pool gates are to be kept closed at all times.
- Personal BBQ pits, seafood cookers or fryers must be used outside of pool area and 10 feet away from buildings or fences.
- Pool furniture and equipment are not to be removed from the fenced in area or used for any purposes other than intended.
- Please close all umbrellas and raise chair cushions upon leaving.

**Thank you!!! The Board would like to thank everyone for their cooperation with all Rules!! They are for everyone's benefit!**

# Confidential Data and Emergency Contact Sheet

## *Elmwood Oaks Condominiums, Inc.*

832 South Clearview Parkway, Box 200  
Harahan, Louisiana 70123  
Email: ElmwoodOaks@yahoo.com  
(Please return by email or mail.)

Unit #: \_\_\_\_\_ Date: \_\_\_\_\_

Do you own? \_\_\_\_\_ Rent? \_\_\_\_\_ (Please check one)

**Names of all residents:**

\_\_\_\_\_  
\_\_\_\_\_

**Email addresses:**

\_\_\_\_\_  
\_\_\_\_\_

**Telephone of each resident:**

Home: ( ) \_\_\_\_\_ Office: ( ) \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**In case of emergency:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

**Does this person have a key to your condo?** Yes \_\_\_ No \_\_\_\_\_

**Pets:**

Number: Cat \_\_\_\_\_ Dog \_\_\_\_\_

(For dogs, please observe Jefferson Parish Animal Ordinances.)



**Vehicles owned by resident that will be parked on property:**

Year _____	Year _____
Make _____	Make _____
Model _____	Model _____
Color _____	Color _____
State/License# _____	State/License# _____

NOTE: Any vehicle that is not listed and parked on the property may be towed.  
*(Autos and trucks only; no trailers, boats, storage containers, etc. for more than three days without express permission from the Board)*

**Renters (Important)**

Who is your landlord/owner?

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Do you want to volunteer?**

EOC is always looking for volunteers to help with projects such as gardening, cleaning, computer work, or helping with the board. Please state the areas in which you would be interested in assisting. We appreciate your input and cooperation. Thank you.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_