



Elmwood Oaks Condominiums, Inc.

832 South Clearview Parkway, Unit 200

Harahan, Louisiana, 70123

Email: elmwoodoakscondos@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 reference 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 rules listed in this document and on the website. All new owners and renters must please complete the enclosed Confidential Data Sheet (found at the back of this document) and return it as soon as possible to the mailbox located on the first floor of building 600 or mail to EOC at the address above.

Also, a listing of the current Board members is listed on the first page of the attached document. 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.

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

Sincerely

EOC Board of Directors

Board of Directors

<u>Position</u>	<u>Name/Cell</u>	<u>Email</u>
President	Marilee Houser 504.232.8233	Please use the Association Email:
Secretary/Treasurer	Blair Hoeffner 504.452.7073	ElmwoodOaks@yahoo.com

Condominium Fees (Effective March 1, 2018)

<u>Size</u>	<u>Fee</u>	<u>% of Ownership</u>
1 bedroom/1bath	\$178	.07487
2 bedrooms/1.5 baths	\$238	1.0021
2 bedrooms/2 baths	\$257	1.0780
3 bedrooms/2 baths	\$302	1.2670
Penthouse	\$477	2.0042

Fees are due on the 1st of the month but no later than the 5th of the month to avoid a \$25 penalty. Payments after the 5th 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 mailbox located on the first floor of the 600 building

(Remember to include your unit number as a reference.)

Or

Through email via QuickBooks sent on 20th of each month

Fire Prevention

- BBQ pits (charcoal or electric), seafood cookers, and fryers are not allowed on balconies and are also not allowed to be in use within ten feet of fences or buildings (\$100 fine) - per National Fire Protection Association guidelines, Ch.3 Sec. 4.7.
- Do not store flammable items on your property.
- It is suggested by the Fire Inspector that all units have a smoke detector in each room of the condo over the outside opening, as well as one over the entrance door.
- Remember to periodically check the batteries in each individual smoke detector.
- Also periodically check and clear your laundry/dryer vents (if applicable).

Insurance

- The Association has insurance coverage for common areas. Some of our Association rules are as per 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 or on pool deck.
- Owner responsibility: The Association does not carry insurance for individual units. It is the Unit owner's responsibility to carry the necessary insurance to cover everything within the walls of their Unit.
- The Association does not carry flood insurance; this is the owner's responsibility/choice.

Pest Control

- Termite Contract: Terminex
- Terminex spraying service is done on a rotating, monthly basis between all buildings. Service is the first Saturday of the month starting at 9:00 am. The application is concentrated enough for three months' protection

Parking

- Please respect the needs of our handicapped residents. Handicapped parking spots are available only to those individuals displaying handicapped parking plackets, tags, or license plates.
- Please park infrequently-used vehicles in the areas along the fence, away from 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 the Confidential Data Sheet may be towed at owner's expense.

Rented Units – Owner's Responsibilities

- Owners are responsible for both 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 Confidential Data sheet.

Pool Rules

- The pool hours are 9:00am to 11:00pm.
- The following are NOT ALLOWED around the pool area

DIVING GLASS PETS
Bicycles Running / Horseplay
Roller blades /Skates/ Scooters / Skateboards

- Guests at pool are to be accompanied by a resident (owner/tenant at all times.
- Anyone under 18 must be accompanied by owner/tenant at all times.
- Appropriate swimwear is required. Babies must wear appropriate swim diapers.
- Notices for pool gatherings/parties of 6 or more people are REQUIRED to be posted. These notices are to be posted 7 (seven) days ahead on each building's bulletin board and should include the date, time, and number of guests expected, along with the Unit number of the responsible owner/tenant.
- Clean-up after a party is the sole responsibility of the owner/tenant host.
- BBQ pits at the pool are to be emptied of ashes before each 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 (ten) feet away from buildings or fences. Small BBQs may be placed on existing grill; please remove when cool.
- 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.
- No balloons are allowed in pool area.

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.
- Do not litter, including cigarette butts, gum, or trash (\$100 fine).
- Do not allow anyone under the age of 16 on premises without adult supervision.
- Return shopping carts by dumpsters after each use. Leaving them in a hallway or under stairways is a violation of Fire Marshall regulations.
- ALL PETS IN COMMON AREAS MUST BE LEASHED.
- PET WASTE IS TO BE PICKED UP AND DISPOSED OF IN DUMPSTER.

(\$100 fine will be levied for not disposing of pet litter.)

Tennis Court Rules

- Hours: 9:00 a.m. to 11:00 p.m.
- Unit owner/tenant must accompany guests.
- Children have been given permission to play on the tennis courts but those wishing to play tennis take precedent and children will be asked to leave.
- User is responsible for turning off the lights, locking gates and any clean up.
- Not allowed: glass or street shoes

Trash and Recycling

Garbage dumpsters for both regular garbage and recyclable materials are the same color. Please refer to the “Recycling” sticker to determine which to use and 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 dumpsters or in the area surrounding them.

*TRASH COMPANY WILL NOT EMPTY IF LARGE OBJECTS ARE IN DUMPSTER.

GARBAGE DUMPSTER	RECYCLING DUMPSTER
<p><u>Acceptable:</u> All household garbage is acceptable Please flatten all food containers to save space (I.e. milk cartons)</p> <p><u>Unacceptable:</u> No appliances, furniture, or construction materials.</p>	<p><u>Acceptable;</u> Paper, flattened cardboard boxes, Newspapers, magazines, aluminum or tin cans, plastic bottles</p> <p><u>Unacceptable:</u> Glass, food, Styrofoam, wood, grocery bags, electronics.</p>

Unit Maintenance

- For toilets – major blockage can be due to disposal of items not intended for toilets: paper towels, 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
- Use non-corrosive drain cleaners.
- For A/C drains – change filters regularly and add vinegar, bleach or tablets to the overflow line monthly
- Shut-off valves on toilets, sinks and washing machines need to be in working order.
- Condo Unit number must be on outside of electrical breaker cover per fire department and for proper maintenance when needed.
- Balcony and patio surfaces, as well as utility closets and windows, are to be properly maintained by and responsibility of Unit owner.

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

Joseph Yenni Building, 1221 Elmwood Park Boulevard, Jefferson, La 70123

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; promptly remove notice when work is done.

Water Turnoff Notice

Day _____

Date _____

Time _____ until _____

Unit # _____

Name _____

(Sorry for the inconvenience)

Pool Party/Gathering Notice

Date _____

Time _____

Number of Guests _____

Responsible Resident/Tenant

Unit # _____

Date posted on all four bulletin boards:
