



Gaslite  
Square  
Condominium  
Homes

Operating Procedures  
and  
Guidelines

Revised and approved by the Board  
March, 2020



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# GASLITE SQUARE CONDOMINIUM HOMES, INC.

## OPERATING PROCEDURES AND GUIDELINES Effective March 1, 2020

### **BOARD OF DIRECTORS' RESPONSIBILITY:**

According to the Operating Procedures and Guidelines, the Board of Directors' responsibility is, "To carry out the legal business of the Condominium Association and to collect and administer spending of the maintenance fees in such a manner as to maintain all common areas and limited common areas in a safe, sanitary and attractive manner."

This means the Board is charged with issues related to the collective of all residents/homeowners. As a resident/homeowner, individual issues or needs must be addressed by a family member, friend, or appropriate vendor. We are not the property manager for individual units.

Board members are individual homeowners who have been elected by a majority of all homeowners to represent them in the Condominium Association. The Master Deed is the final authority for all decisions and action. The volunteer use of time, energy and effort by Board Members is directed toward making Gaslite Square (GS) a desirable, safe, and attractive place to live for all homeowners/residents.

The Board must act on all business in a legal manner, and decisions have to be made at official meetings. Your complaints, suggestions and recommendations should be made in writing and addressed to the whole Board for official consideration and action.

A list of current Board members and telephone numbers can be found inside the entrances to the buildings. Calls should only be made to board members between 9:00 a.m. and 7:00 p.m. unless it is an emergency affecting the community.

### **HOMEOWNERS' RESPONSIBILITY:**

To maintain individual private property in accordance with Master Deed requirements and to assume full responsibility for everything inside your unit as you would do if you lived in a single family dwelling.

In other words, anything inside the interior of the unit is the owner's responsibility, and anything inside the walls or on the exterior of the unit (Gaslite Square common and semi-common areas) is the property of the Association and the Board is responsible for it. According to the Master Deed, the board has the right to enter any unit to exercise repairs for which the Association is responsible. If you are not home entry will be made by a Board member and the Maintenance engineer unless you have given permission for the Maintenance Engineer to retrieve your key from a Board member and singularly supervise the vendor and you will be notified in advance unless it is an absolute emergency.

All homeowners share a responsibility in the maintenance of all common and limited common areas of the Condominium Association. Please remember you are a part of a community. Contribute where you can. Act with pride. Do your part to make this the best place to live. Everyone is responsible for bringing concerns to the Board's attention, be it with Grounds, the buildings, etc. preferably in writing to the responsible board member concerned. For example, landscaping, pool or grounds concerns should be addressed to the

Grounds/Pool Board Member.

It is important that every owner be familiar with all important Gaslite documents, i.e. the Master Deed, the By-laws, the Operating Procedures & Guidelines, and the Pool Rules. For new owners, the seller should have provided the buyer with the Master Deed and By-Laws. A current copy of the Operating Procedures and Guidelines can be obtained from the Treasurer. Copies of the Master Deed and By-laws is available online at <http://www.gaslitesquarecondos.com>

If you have an issue with your neighbor (music too loud, construction going on late in the evening, their washing machine overflowed and is running into your unit, etc.) it is your responsibility to deal with your neighbor to find a solution. **Please don't call a Board member to go to your neighbor to address your concern. Some mishaps are simply the business of your neighbor's and your insurance company. And many issues are simply between two neighbors.**

All new homeowners and renters must attend an orientation with the Board within 30 days of move-in. This orientation is meant to familiarize our new neighbors with the business of our community so they can be the best neighbor possible. Off-site owners are responsible for alerting their renters about this requirement and for the renter's compliance with the rules. New homeowners and renters should notify the secretary upon moving into Gaslite with their contact info so that the phone directory and association email directory can be updated with that information.

#### **GASLITE SQUARE COMMON and SEMI- COMMON AREAS:**

Residents are reminded that common areas of the building and grounds include all areas outside the walls of a resident's unit. That includes hallways, lobbies, parking lots and adjacent grounds front and back, clubhouse, laundry rooms, and storage areas. These areas are not property of any individual and should not be added to or altered in any way.

Patios and balconies are considered semi-common areas. They are for the owner's/resident's exclusive use, but the Board may enter for repairs, etc.

Trimming of shrubbery or changing of the landscape, hanging any items on the walls of the hallway, (does not include door decorations), adding or taking away decorations, or placing door mats in hallways is a violation of common area space. Some of these restrictions are because of fire laws.

In addition, space between the floors and inside the walls of a unit are considered a part of the building structure and therefore are considered a part of the Gaslite Square common property. Access to those parts of the building to complete repairs is the right of the association according to the Master Deed.

#### **GENERAL OPERATION:**

Be respectful of your neighbors as a member of a community living with others in the same building.

Playing music, TVs, loud noise, running the vacuum cleaner, etc. should be limited to moderate volume. It is requested that you limit use of showers and appliances (washing machines/dryers and dishwashers) after 11:00 p.m. Loud hammering/construction etc. should not take place too early or late in consideration of others. Remember that loud noises carry between walls, especially when it is quiet.

**YOU** are responsible for all actions of your guests and they must adhere to the same rules as you do.

Keep premises neat by using waste receptacles where provided. If you accidentally make a mess, clean it up promptly; don't wait for the Maintenance Engineer to "discover" it and then clean it up. If you are having construction done you are responsible for cleaning up hallway and common area debris chutes properly disposing of construction materials. This means NOT placing construction materials in the garbage shoots or placing large materials in the dumpsters, preventing disposal of other resident's trash. It is always a good idea to inform a member of the board when you expect to have unfamiliar workers in your unit or coming and going from your unit.

For security reasons, it is inappropriate to give a building key to a vendor or to prop side or front doors open and left unattended.

Smoking is prohibited in the common areas of buildings.

The hall doors in the two condominium buildings are FIRE BARRIER DOORS and must be kept closed at all times. This is in order to comply with Fire Safety laws and insurance regulations.

Hall registers and thermostats are regulated by the Maintenance Engineer and residents are not to change them.

Balconies and patios should contain only articles and furniture commonly used for decorative purposes. They must be kept clean and in good taste to add to the attractive appearance of our buildings. Remember your neighbors can hear voices, activity, etc. on your patio or balcony. Please be considerate.

Exterior visible portions of curtains/draperies should be light in color for uniformity. If your exterior glass covering is vivid in color or pattern, the use of sheers is required.

In ordering storm windows, the supplier must match those already installed on all other units for uniformity. Use exhaust fans in kitchens and bathrooms to minimize odors.

Wheeled recreation vehicles are prohibited in the buildings.

#### **AIR CONDITIONING UNITS:**

Each condo unit has one or more air conditioner compressors on the roof. The compressors must be maintained in good and quiet operating condition. Should any compressor unit disturb other residents, it will be turned off until necessary repairs are made. Residents should pour ½ cup of bleach in their air conditioner drain pipe one time each month during the months when the AC is used. This will prevent clogs in AC pipes.

#### **FURNACES AND OTHER NATURAL GAS APPLIANCES:**

All owners are required yearly to provide proof to the Board of Directors that their natural gas appliances and furnaces have been inspected for their safe operation and repaired, if necessary, by an appropriate company no later than November annually, following the previous heating season. Should an owner fail to comply, they will be assessed \$100 plus the cost to the Association for having the gas items inspected and repaired, if necessary.

You may use the certified technician of your choice. However, if a particular vendor will perform multiple checks on a given day, a sign-up sheet will be posted in the lobby of each building. A furnace inspection form will be provided to residents for them to turn in to the office after their furnace has been inspected.

### **DUMPSTERS & DUMPSTER ROOMS:**

Trash must be placed in plastic bags and tied securely. People residing on the second and third floors must place loose materials in paper or plastic bags before dropping them down the chute. Such practice increases the likelihood that the floor area of the dumpster room remains clean. Construction materials should never be dropped down the chutes.

Empty boxes of any size should not be placed in the chute. Further, they must be broken down to allow sufficient room for other trash in the dumpster.

Large items (appliances, furniture, building materials, mattresses etc.) too large for the dumpster should not be placed by the dumpster. **You must call the garbage collection company** and make arrangements for them to pick up your item. Even if your items will technically fit in the dumpster, if they will fill the dumpster, said items should be disposed of off-site.

### **ELEVATOR USE:**

The elevators are designed for transporting people. Otherwise, the stairs must be used. Delivery men, movers, service people, etc. must be told to use the stairways at either end of the buildings when delivering or picking up heavy items. No freight, building materials, appliances or furniture are allowed on elevators. Heavy items must be taken up steps or a \$100. fine will be issued to the owner.

Misuse of the elevators will result in poor service, and extensive costly repairs, and shorten the "life" of our elevators.

### **LAUNDRY ROOMS:**

This equipment is for the use of all owners/residents and is owned and operated by the vendor named on the equipment. Instructions for use of these machines are published thereon. Understandably, care should be taken to not overload the washers, which causes overflowing onto the floor and is a safety hazard.

The Board of Directors does not have any responsibility for the maintenance and/or servicing of this equipment. The vendor makes routine and emergency service calls to ensure reliable and convenient use for our residents. Any owner or resident who discovers a problem should call the number on the machines and report the issue.

Be sure to empty the lint trap of the dryer after use. Drying is more efficient, helps prevent fires and helps avoid lint being tracked down the hall.

Remove clothing from the machines promptly for the convenience of others. Do not use the laundry room facilities after 11:00 p.m. out of respect for your neighbors

### **BUILDING KEYS:**

Keys to the entrances of the buildings are for your use only. Don't give duplicate keys to unauthorized persons. This reduces the effectiveness of our security system.

Each owner is given a maximum of two (2) keys to the entrances. The keys are sequentially numbered and a record for the numbers and to whom they are assigned is maintained in the office. If your key is lost or stolen,



an additional key can be purchased from the Association for (\$5) and the number will be recorded. Contact the Secretary to purchase keys. These keys are passed from a former to a new owner/resident.

**CLUBHOUSE KEYS:**

These are security keys assigned exclusively to owners/residents. These keys are passed from a former to a new owner/resident. Each unit should have at least one key. If your key is lost or stolen, you may purchase a replacement key from the Association for (\$25). Contact the Secretary on the Board to purchase keys.

NOTE: For security purposes, the Building and Clubhouse keys will not be duplicated by a locksmith, etc. unless the request is accompanied by the Board President.

**CONDO UNIT KEYS:**

Keys to your unit are your responsibility. The Board of Directors does not maintain a "Master Key".

It is required you leave a copy of your key in the office or give a key to a trusted neighbor, in case of emergency. An emergency is a life or property threatening situation. If you do not leave a key in the office, please notify the Board of who else in the building has your key.

It is your responsibility to leave a copy of your key with someone you trust, should you lock yourself out. The Board asks for your key in case of an emergency, not as your back-up, should you lock yourself out. If you change your locks you need to update your key in the office.

It is strongly recommended if your unit will be unoccupied for several days, you will be out of town, in the hospital, etc. that you notify a neighbor and member of the board so that we know should you have a problem in your unit. Be sure a key is with that neighbor or in the office should entry be necessary.

Keys in the office are only accessible by a Board Member. An emergency entry requires two people be present, i.e. a Board Member and the Maintenance Engineer or two Board Members. Note: If an emergency entrance into your unit is necessary and no key can be found, any damage done to your door, to open the door etc. is your responsibility.

**PRIVATE PROPERTY MALFUNCTIONS:**

The Board assumes neither responsibility nor liability for the malfunction of any appliances and machines in your unit, including but not limited to, washers, dryers, stoves, refrigerators, disposals, furnaces and air conditioners.

**MAINTENANCE FEES:**

Monthly fees are due on the **first day** of each month. Payments are to be placed in the mail slot of the office door located on the west side of the Clubhouse. If payment is made by the bank, please make sure payment is sent to 4851 Sherburn Lane, Louisville, KY 40207.

Payments after the 10th are late and the owner will be charged \$25 for each month payment is delinquent. Off-site owners' payments must be postmarked by the 10th or those payments are considered late.

The Maintenance fee pays for the owner's gas and water, garbage collection, Association bills like LG & E, water, the condo office telephone, the Master Insurance policy, upkeep of our buildings, including the elevator, the maintenance engineer, and upkeep of the pool and grounds, including landscaping and snow removal.

**OUTSIDE WATER AND ELECTRICAL FACILITIES:**

A hose reel and hose are provided at the front and rear of both buildings to wash your car or clean off your patio or patio furniture. Other extensive use of water is not permitted. Please call the grounds board member if you need assistance with turning on the water spigot.

Electrical outlets are located near the rear corner of both buildings and also in the end wall of each carport building. These outlets are provided for such things as vacuuming your car. Again, extensive usage is not allowed. These amenities are meant for residents.

**PET REQUIREMENTS:**

Pets must be on a leash at all times and must be carried through the halls and main lobby. No pets are allowed at any time within the pool enclosure or Clubhouse. Pets must be walked to the outer perimeters of the grounds and away from all landscaping.

A dog's weight limit is restricted to 20 pounds and under. Also no breeds known to be aggressive are allowed at all. Ownership of only one dog is allowed.

Pet registration and guidelines are distributed to all Gaslite pet owners. If a resident obtains a pet they should obtain a copy of the registration and guidelines within one month of obtaining a pet.

Visiting pets will be restricted to 2 weeks before a fee will be assessed. No new dogs over the weight limit or additional dogs over the one dog limit will be allowed, out of safety and regard for our current residents.

Do not allow loud or persistent barking or other annoyances. Pet waste must be picked up and disposed of as soon as it occurs. Pet waste containers are available at the end of each building. Please be considerate of owners/residents who may be offended by pet odors.

**SELLING YOUR UNIT:**

If you are selling your unit, you are required to notify the treasurer of the Board of Directors 30 days before you list the unit for sale. You must also arrange for a Resale Packet to be obtained from the Board treasurer as soon as you have a contract for the sale of your unit. You must contact the Treasurer of the Board to obtain this packet. You are also required to inform the future owner (prior to the closing of the real estate transaction) that they must contact the Board of Directors to set a meeting for an orientation session.

Realtor or other "For Sale" signs are prohibited on the grounds. Smaller signs may be posted on the bulletin board directly inside the front door of each residential building. There are also "Unit for Sale" signs that can be Attached to the GS Condominium signs at both ends of the property. Contact the maintenance engineer to have those placed on the condominium signs.

If you sell or rent your carport space, you must notify the Board of whose space you are renting. Numbered carport and parking lot spaces are limited to resident use.

**SERVICES FROM OUTSIDE AGENCIES:**

If you have engaged the services of outside personnel (plumbing, heating, TV service, etc.) you should ensure that building security is not violated at any time. It is not permissible for any entry door to be left in an unlocked status (unattended), as unauthorized entry can so easily happen when proper precautions are overlooked. You may not give your outside door entry key to outside personnel.

If it is necessary that a licensed service person needs to enter the roof area, you must make arrangements with the Building and Maintenance Board Member, with the maintenance engineer, or the building coordinator to unlock the access doors at least one day in advance.

If you have need for a plumber and the water needs to be turned off to your unit, you must make arrangement with the Board Member in charge of Buildings or the maintenance engineer or building coordinator to turn the water off. This notification must be one day in advance unless it is an emergency situation. You may choose to use the plumber of your choice, if you believe YOU will be responsible for payment but you should use a licensed vendor for plumbing repairs.

It is your responsibility to notify your neighbors if your plumbing repair work will cause their water to be off. Such notification is the Board's responsibility only if their action is the cause of the water shut off.

If you believe that the association will be responsible for the cost of repairs, you **MUST** contact the maintenance engineer **first before you have work done** so that he may assess the issue. If he concludes payment will be the responsibility of the Association, the Maintenance Engineer will employ the plumber of the Association's choice.

### **STORAGE AREAS:**

Each owner has an individual storage space located on the second or third floor. For safety reasons, combustible or fire hazardous materials (paint thinner, kerosene, etc.) cannot be stored there according to fire laws. Items may never be left outside the storage spaces in the hallway or they will be removed and disposed of.

The Board utilizes some of these spaces for storage, as well. Residents are reminded to keep their space locked.

### **THIRD FLOOR GENERAL STORAGE ROOM:**

This space is intended for the use of the Association and for entry to the roof. Residents are also allowed to store items here, but be mindful space is limited. Large items are not appropriate. All items must be marked with the owner's name and quantity is limited to five (5) items or less of limited size. Inappropriate items are subject to removal after resident is informed.

This storage area will remain locked. Contact the Building Board Member or Maintenance Engineer for entry. The Board assumes no responsibility for damage or theft of items left in this room. Inspection of this room's contents may be made at any time by the Fire Marshall, insurance personnel or other authorized persons.

### **SOCIAL EVENTS:**

Social events are planned periodically by members of the Board or the Social Committee. Expenditures for food and entertainment are derived from the income from the shared laundry machines.

### **SWIMMING POOL:**

The swimming season usually begins on Memorial Day weekend and ends on Labor Day weekend. The season may be extended, depending on weather, utilization, etc. Pool Rules are distributed each spring to remind all users of pool protocol. Each owner/resident is asked to sign the pool rules as acknowledgement that the Rules have been read and agreed to.

### **PARKING AREAS:**

Only owners or renters are permitted to park in assigned spaces, whether under the carport or otherwise. Others may park in unassigned spaces in front of the buildings and in front and back of the carports.

Certain vehicles, not commonly identified as passenger cars, are not permitted to be parked on the premises.

Examples include but are not limited to: house trailer, boat trailer, motor home, any boat, recreational vehicles, mobile storage units, and any vehicle more than 20 feet long.

Exceptions to this rule would be considered by the Board of Directors if the duration of parking does not exceed two (2) days. Such exceptions must be approved by the Board at least 1 week prior to the vehicle being parked.

Inoperable or "junker" cars must be removed from the premises in order to maintain the pleasant appearance of GL property.

If you are going to be away for a lengthy period of time, and your car is going to be left behind, please notify the board so that they will know your car is not simply abandoned by someone else. Cars left in the parking lot and not moved for over a month, are subject to removal and towing from the property.

See additional parking information under the heading of CLUBHOUSE below as it pertains to guest/visitor parking.

### **CLUBHOUSE:**

The Clubhouse may be reserved for family-type social functions only. Each owner/resident is permitted to reserve the Clubhouse three (3) times per year, on a first-come, first-served basis.

Additional times are permitted, so long as an owner/resident who has not utilized their 3 times, is not also requesting that same date. In this case, the owner/resident who has not utilized their 3 times, will be granted use of the Clubhouse.

Clubhouse Reservation forms are available in the front lobby of each Building or from the board secretary. This completed form, along with a non-refundable \$50 rental fee check and a \$100 refundable deposit check, is to be placed in the office mail slot. The deposit check is returned, so long as the Clubhouse was left in acceptable condition after the event. The Maintenance Engineer will set out the tables and chairs requested on the Reservation form, but the host is responsible for set-up. The Maintenance Engineer will put them away after the event. Note that Clubhouse reservations DO NOT include use of the pool. The pool table room may be used, but unsupervised children less than sixteen (16) years old are not permitted to play pool.

Requests should be made as far in advance as is possible, at least 3 weeks in advance, to ensure availability of the date. This also allows sufficient time for the Clubhouse to be cleaned and for the Maintenance Engineer to get out the tables and chairs requested on the Reservation form.

The Clubhouse may not be reserved at any time on the following: New Year's Day, Easter Sunday, Derby Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

Association functions, such as elections and the Association Christmas event, also take priority over owner/resident requests.

Guests are required to park in non-reserved spaces only. The host is responsible for informing his or her guests about parking. Guests must also adhere to the one-way traffic and the head-in parking rules.

It is necessary to reserve the Clubhouse when your event consists of more than eight (8) people, including a mixture of residents and non-residents. "Residents" reside in a GS unit; "non-residents" do not.

If the guests at your event are all GS residents, it is not necessary to make a reservation, although you may want to do so, to guarantee primary use. However, this would count toward your 3 bookings.

The owner/resident who made the reservation must be in attendance during the entire event and is responsible for their guests and any damages.

Reservations cannot give you exclusive use of the Clubhouse. However, you may post a sign, alerting others to your activity. Respect for one's neighbor should guide others to forego their use of the Clubhouse during your event. Board Members may exercise their right to inspect the Clubhouse anytime.

**RESTROOMS AND CLUBHOUSE:**

These facilities are provided for Clubhouse and pool users and their guests.

**MAINTENANCE ENGINEER:**

Gaslite Square employees a maintenance engineer and is a wonderful asset to our community. If you have a maintenance request, please use a maintenance request form in the lobby of each building and place it in the Maintenance Engineers hanging mailbox in the clubhouse located on the wall next to the bulletin board in the billiards room. (See forms at end of this document) If the need is urgent, you may call him directly during regular business hours. Please do not ask him to do personal work for you during his condo work hours. If you would like to contract with him to do work for you after his regular hours, please contact him directly. His phone number is on the list containing Board members' information.

**MAIL OR PACKAGE DELIVERY:**

Residents that are expecting packages delivered by mail, UPS, or AMAZON etc., are encouraged to watch for and pick up packages in a timely manner. If a resident is expecting something and knows that they are going to be away, they should ask a neighbor to watch for it and pick it up and keep it for them.

Updated March, 2020



Please attach a copy of your photo ID, (driver's license, passport, or other photo ID card) *Optional*

Date \_\_\_\_\_

**GASLITE SQUARE CONDOMINIUM HOMES, INC.**  
**RESIDENT, \_\_\_\_\_ /OWNER CONTACT INFORMATION**

Name of Resident/Renter \_\_\_\_\_ Unit # \_\_\_\_\_

If you are not the owner, owner's name \_\_\_\_\_

Phone number (Best number to contact you) \_\_\_\_\_

Email Address \_\_\_\_\_ Car License Plate # \_\_\_\_\_

Names/ages of other individuals living in the unit with you? \_\_\_\_\_

Profession \_\_\_\_\_ or talent you might like to share \_\_\_\_\_

Do you own a pet? \_\_\_\_\_ Yes \_\_\_\_\_ NO if so have you filled out a pet policy form? \_\_\_\_\_

Do you have a copy of the Master Deed? \_\_\_\_\_ Bylaws \_\_\_\_\_

Operating Procedures & Guidelines \_\_\_\_\_

**EMERGENCY CONTACTS (Please list at least two and relationship)**

NAME	PHONE #
_____	_____
_____	_____
_____	_____

**MAILING ADDRESS OF OWNER**

NAME	STREET	CITY	STATE	ZIPCODE
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HAVE YOU ATTENDED A NEW OWNER/RESIDENT/RENTER MEETING? \_\_\_\_\_ Yes \_\_\_\_\_ No

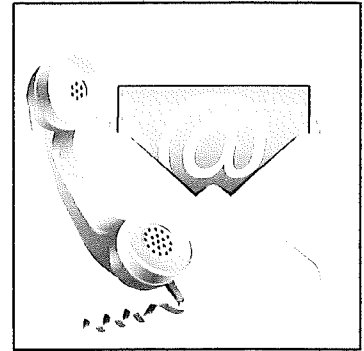
Comments or information you would like the association to know  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Must be completed and turned in to the clubhouse office or member of the board within one month of moving into Gaslite Square. You must also turn in a key to your unit to be used in case of emergency with this form.*





# Telephone Directory and Email addresses Request or Update form



We continually update our Gaslite Square phone directory because we have many new residents. We would also like to reduce our printing costs for communication with residents by way of email, for those who have it. This would include minutes, Newsletters and the like. If you have not done so, or if your information as changed please provide us with the following information so that we can update our records and directory and distribute it to residents.

Your name \_\_\_\_\_ Unit # \_\_\_\_\_

Best telephone number: \_\_\_\_\_

May we include your telephone # in the directory? \_\_\_\_\_

Email address \_\_\_\_\_

\_\_\_\_\_

May we include your email in our resident data base? \_\_\_\_\_

Please place this in the office mail slot.

Thanks.



Gaslite Square Condominiums

Maintenance Request Form

No: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Specify location: \_\_\_\_\_

in Bldg A \_\_\_\_\_ Bldg B \_\_\_\_\_ Clubhouse \_\_\_\_\_ Grounds \_\_\_\_\_

Short Description of Problem/Work Requested: \_\_\_\_\_

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

URGENT! \_\_\_\_\_

yes/no

-----

*(To be completed by Board Member/Maintenance Engineer)*

Date Request Received by Maintenance Engineer: \_\_\_\_\_

Date Action Taken: \_\_\_\_\_

Describe Steps Taken to Address Request: \_\_\_\_\_

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

Was this problem solved by Gaslite Square personnel or was another company consulted? \_\_\_\_\_

If another company was consulted, who was that company? \_\_\_\_\_

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

Comments: \_\_\_\_\_

\_\_\_\_\_

Work Completion Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Maintenance Engineer

Date



# Gaslite Square Condominium Homes Clubhouse Reservation Form

Revised 1/1/20

RESERVATIONS SHOULD BE RECEIVED 3 WEEKS PRIOR TO YOUR RESERVATION DATE.

Name of Owner/Resident: \_\_\_\_\_ Unit # \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone # \_\_\_\_\_

Purpose or nature of function: \_\_\_\_\_

Estimated # of people to attend: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_ Day of Week: \_\_\_\_\_

Clubhouse has: 4 square card tables, 1 large rectangular table, 1 round table & 50 chairs

--Will you need tables & chairs brought out of storage? \_\_\_\_\_

--State number of tables & chairs needed: \_\_\_\_\_

**Note:** Please attach **2 separate checks** to this form, one non-refundable check for \$50 for the reservation of the Clubhouse and one refundable check for \$100 which will serve as a damage deposit. Your damage deposit check will be returned upon satisfactory inspection of the Clubhouse following your function. Place the form and attached checks in the Clubhouse mail slot for the Board Secretary.

*It is expressly understood that this is a limited reservation and cannot be accepted for exclusive private use. Reservations do not include use of the pool. Good manners would suggest that other owners forego their rights to the Clubhouse during the progress of your function. It is also expressly understood that the Board has the right of entry at any time. The owner or resident **must be present at all times**. The activity should be in good taste. REMINDER: each unit is permitted to reserve the Clubhouse three (3) times a year. See the "Operating Procedures and Guidelines" for additional provisions.*

Signature of owner: \_\_\_\_\_ Date: \_\_\_\_\_

=====

The application form, the \$50 reservation fee check & \$100 damage deposit check from \_\_\_\_\_, Unit# \_\_\_\_\_ has been received by the Board.

This notice confirms your Clubhouse reservation on \_\_\_\_\_, \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.

Board Member \_\_\_\_\_ Date \_\_\_\_\_

## CLUBHOUSE CHECKLIST

1. Leave the Clubhouse as clean as you find it.
2. Remove all litter, bag all garbage & carry to the dumpster in you building.
3. Leave all furniture as you found it.
4. If you use the dishwasher, empty it and replace dishes in appropriate cabinets.
5. Vacuum as needed. Vacuum is in the hall closet.
6. Turn off all lights EXCEPT spotlights in corners of Great Room.
7. Make sure ALL outside doors are SECURELY locked.
8. Contact the Board Secretary if your check has not been returned within 5 days.

