

Ambassador East Condominium Association

1612 Gardiner Lane

Louisville, KY 40205

Welcome to Ambassador East Condominiums. We are a 40-unit condominium association, built in 1977. We are managed by Malloy properties beginning February 1, 2024. Our residents enjoy many of the conveniences and services available to us as a part of our residency.

The monthly maintenance fee covers basic cable, internet, trash, water and sewer, master insurance policy, monthly pest control, and maintenance of all common areas, lawn and garden services.

In the following pages, information is provided to assist you as you relocate into Ambassador East Condominiums.

AMBASSADOR EAST OPERATING PROCEDURES and Guidelines

Board of Directors responsibility is to provide every owner a copy of the Master Deed and carry out the legal business of the Condominium Association. Malloy properties will collect the maintenance fees, and under the direction of the Board will spend maintenance fees in such a way as to maintain all common areas and limited common areas in a safe, sanitary, and attractive manner. 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 and the amendments are the authority for all decisions and actions. These documents are yours to use while a resident here. When selling your unit, please pass the materials to the new owners. The volunteer use of time, energy and effort by the board members is directed toward making the Ambassador East is a nice place to live for all homeowners.

The board must act on all business in a legal manner. All decisions have to be made at official meetings. Your complaints, suggestions and recommendations should be made in writing and addressed to the board for official consideration and action. Discussion with only one board member has no value because the majority of the board must make decisions.

BOARD MEETING ROOM

The meeting room is used as an office for storage of the records of the Homeowners Association for Board of Directors meetings and for committee meetings. The board may give approval to use the room for other legitimate purposes. The newly elected board will determine when meetings are held each month. The meetings are held in the board room on the first floor beginning at 6 PM. All residents are welcome. Anyone wishing to speak at the Board Meeting must submit his or her concern in writing by the Thursday preceding the meeting. This written request is to be put in the locked box in the mailroom.

CABLE PHONE NUMBER (Spectrum)

833-697-7328 (bulk plan)

COMMON AREAS

The homeowner's responsibility is to maintain individual private property in accordance with the Master Deed requirements, and to assume full responsibility for everything inside your property line, as you would do if you lived in a single-family dwelling. Our homeowners also share a responsibility in the maintenance of all common and limited common areas of the Condominium Association according to the Master Deed requirements.

CONFERENCE ROOM

The conference/game room is always left unlocked. It is open for use by the residence as desired and scheduled.

CONSTRUCTION and REPAIRS

All construction and repairs are to occur between 8 AM and 5:30 PM. Construction supplies are to come in through the basement entrance. All debris is to be removed from the property through the basement. **Please do not use the garbage chute for construction and repair debris.** Please review the renovation policy on the last page of this booklet.

DELIVERIES

UPS and FedEx deliveries can be made through the lobby, but the delivery person is to use the elevator rather than the stairs to make their deliveries. Larger deliveries must come through the basement entrance. Homeowners are to give instructions to the workers with deliveries. Appliances and furniture must come through the garage or doors at the north or south side of the building.

The

DOORS

Doors are not to be propped open. Residence must let workers in or provide a key to work or while job has been completed.

ELECTRIC COMPANY

Telephone number of the electric company is 502-578-1444.

ELEVATOR USAGE

The elevator is available for your use 24 hours per day. We asked that you not hold it open for lengthy periods of time. When you are moving furniture in or out, please request that the pads be hung in the elevator by contacting a member of the maintenance committee. The maintenance committee is to be contacted at least five days in advance of your moving.

FIRE and SMOKE ALARM

When there is smoke or fire within your residency, the smoke alarm is activated. The alarm alerts all residents of the potential fire. **You are asked to walk to the main lobby where the alarm system is located.** The alarm is **not** to be silenced and will identify the area having smoke or fire. Once there is an all clear, the system is reset by the fire department.

FITNESS CENTER and SAUNA

The fitness center and sauna are located in the basement. You can access the center through the ladies or men's restrooms. The equipment therein available for use by all occupants. Do not leave the room dirty and put all equipment back to its original position; after use, please turn off all lights.

The exercise room and sauna are not to be used after 10 PM. Follow the instructions posted when using saunas and leave it clean. Empty and invert wooden bucket and turn off restroom lights before leaving. Ambassador East is not responsible for any injury incurred in this area.

GARAGE

Nothing shall be done or kept in any parking stall or in the common areas, which will increase the rate of insurance, or be in violation of the law. **ALL RESIDENTS CARS SHOULD BE KEPT IN THE GARAGE.** There are 31 parking spaces open for guests, workmen and residents on a temporary basis. The parking stalls are to be kept free of oil and waste by the occupants. The stalls are not to be used for storage other than: A grocery cart or other smart carrier, bicycles, and seasonal sports equipment.

There shall not be mechanical work performed upon any vehicle in the area. No washing of vehicle(s) is permitted in the garage. There is a faucet at the south end of the building for this purpose (This is located close to the exit door and is turned on during non-freezing months.)

Written permission must be obtained from the Board for the installation of cabinets in a parking stall. Submit your plans to the board before construction or installation begins.

Nothing shall be altered on, constructed in or removed from the common elements are limited common elements, except upon written consent of the board.

GARAGE

See trash removal.

HOMEOWNERS' RESPONSIBILITIES

All residents are:

1. To maintain individual private property in accordance with the Master Deed requirements.
2. To assume full responsibility for everything inside your property line, as you would do if you lived in a single-family dwelling.
3. To share responsibility in the maintenance of all common and limited common areas.
4. Each condominium owner is requested to read the Master Deed, pp.12 (section 11) through 21 of the bylaws of the Ambassador East and pp.21 (section 12) through 26 (section 15) of the Master Deed Horizontal Property Law of Ambassador East. Be sure to acquaint yourself with this information. If you do not have a copy, you may request a copy from a Board member. There is a printing charge for the copy.
5. The restrictions and uses set out in this booklet are brought to your attention, because they are the most likely to be violated.
6. No noxious or offensive activity shall be carried on or in any condo, common element, or limited common elements.
7. All units shall be used only for one family's residential purpose.
8. Every unit owner shall at his or her expense keep such unit in good order and in a clean and sanitary condition.
9. Keep television, stereo, radio, musical instruments, and amplifiers turned to a moderate volume so that other occupants are not disturbed.
10. No signs, clothes, laundry of any kind or other articles shall be hung out on patio railings.
11. No material, liquid or waste of any kind shall be thrown off patio or balcony.
12. The common areas and limited common areas shall be kept free and clear of rubbish, debris, and other unsightly materials.
13. Must secure a written permission from the board for the installation of glass enclosures on the patio and new windows.
14. Must clean up common areas after service providers and movers.

15. Doors are **not** to be propped open at any time.

INSURANCE

On an annual basis, a copy of the homeowner's proof of insurance must be submitted to the Board Secretary or management company by each unit owner (amendment 4, 11[Y]).

LOBBIES, ELEVATOR, HALLWAYS and STAIRWELLS

There shall be no obstructions placed in lobbies, hallways and/or stairwells. Items shall not be placed, stored or maintained in these areas. This includes doormats at the entrance to any condo. The only exception is the storage of pool furniture in the stairwells.

There shall be no playing or running in the garage, halls, or the lobby. Grocery carts, chairs, or other personal property in the lobbies, hallways or stairwells are not permissible.

Should you cause any soiling of the carpet please contact Christie Wilkinson, with the nature of the spot to aid and its removal as soon as possible.

The elevator is to be available for use at all times. If necessary, to hold the elevator for loading or unloading, release it as soon as possible and within a reasonable length of time. Remember, there are elderly residents, who cannot walk the stairs.

Please do not leave any trash or waste in the elevator.

MAILBOXES

The mailboxes are located on the right of the garage entrance. Each resident has two boxes, one for first class mail, and one for magazines and advertisements. The smaller mailbox is kept locked for your privacy.

MAINTENANCE

Request for common area issues may be left in the mail room on the counter by the Maintenance sign or reported to the Maintenance committee.

MAINTENANCE FEE

The maintenance fee is due by the 10th of each month. You can mail in your check or have it directly withdrawn from your checking account. There is a \$50 late fee for maintenance fees not paid by the 10th. If you choose to use the direct withdraw, you will need to contact Malloy properties, 502-618-5900 or you can pay using the Malloy website.

OWNERS MOVING IN/OUT POLICY

The move in/out policy is clear and easily implemented. The policy takes into consideration the interests of the people moving in/out as well as the interests of the owners.

This policy was approved by the board.

The owner moving must request and turn in a **Moving Request Form** from and to the management company five (5) days before the planned moving date. This will allow the maintenance committee to place pads in the elevator to protect the walls from any potential damage and/or to arrange any oversight that may be needed.

Owners moving in or out of their unit will be required to write a \$500 check prior to making that move. This check is to be made payable to "Ambassador East Condominiums". This check will be held and not deposited, unless there are costs to the association for the repair of any damage or other situations that create costs that are directly related to your move. Any damages in excess of the \$500 will be billed to the unit owner via special assessment.

A second non-refundable check for \$100 is to be made payable to Ambassador East Condominiums and will be deposited directly into the condominium checking account. This fee is for any oversight of the moving in/out process, wear and tear on the building, and inconvenience it may cause residents.

Moving cannot occur unless the owners (new or past) or owner's proxy are present to supervise the move.

Moving on Sundays and holidays is highly discouraged!

Moving is to occur between 9 AM and 8 PM.

Items being moved in or out are to go through the garage using the elevator. It is also permissible to use the entrances on either end of the building. The same holds true for deliveries of things such as appliances, furniture, or mattresses. The elevator is not to be held up for long periods, as others need to have access. When using the end entrances of the building, the truck is to be parked out of the driving lane and be clear of our entrance. When using the garage entrance, moving vans must park on the far side of the driveway, away from the building to prevent blocking of traffic.

Movers or delivery people may never use the front entrance.

All areas in the building, garage, and driveway must be kept open and free of items in order to allow residents and guests safe access at all times.

Movers must be prepared with hand trucks and 4-wheel dollies to move items.

All debris from the move is to be appropriately discarded. Do not place any furniture or carpet in our dumpster; do not dispose of moving debris through the trash chutes or into the trash bins beneath the

chutes. Boxes and packing materials may be placed into the dumpster after boxes are broken down. If the dumpster is so filled to cause an extra emptying, the cost of this will be passed on to the moving owner.

Any required fees not paid will be collected per special assessment against the owner who bears all responsibility for moving and the cost, fees, violations and/or assessments therein.

OWNERS RENOVATION POLICY

Owners who make renovations, and/or updates to their condominium need to be considerate of the other residents. By following the instructions below the impact of your renovations will have minimal impact on other residents.

INSTRUCTIONS FOR RENOVATIONS

- Prior to making any major renovations, please contact the site manager, Christi Wilkinson at 502-498-2409.
- This is a residence for 40 families. Please do not allow any construction noise before 8 AM or after 5:30 PM.
- All construction debris is to be hauled off the premises and/or NOT PLACED IN THE DUMPSTERS.
- All debris is to be removed from your condo through the garage via the elevator. Those residents on the first floor with direct access may remove the debris via the patio.
- Do not delay the elevator functions, as there is only one elevator available for all residents, guest and individuals to use.
- Construction materials and deliveries are to come through the garage into your unit using the elevator.
- No old carpet, furniture, or other renovation debris is to be placed in the dumpster.
- Be alert that the smoke detector within your unit is very sensitive to dust when remodeling. The detector will set off the alarm. They need to be covered if sanding or causing dust.

Very Important: When moving in or out of Ambassador East, the elevator is to be padded. Furniture, furnishings, and other personal contents **shall not** be taken through the front entrance doors at the foyer or lobby. These items must come through the garage. If your unit is near the north or south entrances, the exits may be used.

The resident will be held responsible for any damages. Furniture should be put on a moving device to help preserve all flooring, if the floors are damaged it could be a big expense to

you. Please refer to the **Owners Moving In and Out Policy** in the back of this booklet for additional directions.

PARKING

There should be no parking of any automobile, bicycle, or any other vehicle in the driveway. There should be no parking under the portico, except for loading and unloading of passengers. Visiting friends or relatives, traveling in campers or large motorhome should park in the rear. Parking under the portico must be kept available for firetrucks, ambulances and other emergencies. Owners are expected to park their vehicles in the two assigned spaces in the garage. This leaves the outside parking spaces open for visitors and guest.

PARTY ROOM

- The party room is for use of the residents of Ambassador East and can be reserved by contacting the Social committee. A rental charge of \$50 is required for renting the party room. A deposit of \$200 is to accompany the reservation request at least seven (7) days prior to the reservation. The resident shall be responsible for cleaning and any damages. The **resident must remain with the guests**. The party room and adjoining game room shall not be used for any illegal purposes. The use of these rooms is limited to 12:00 AM. The capacity of the party room is 71 and the capacity of the game room is 24. The game room is unlocked and can be used for residence. It can be used to host small card parties etc. instead of heating or cooling the large party room.
- Party guest, including children are not to bring food or drink out into the lobby.
- The party room, kitchen and game room shall be cleaned by 12:00 noon the day after your party. All garbage should be removed the day or night of the party. Millennia Cleaning Company (Mike Grine 502-235-9650) will clean the room for \$100. You would need to contact them in advance to arrange service.
- Turn off all lights; lock all doors, including sliding doors to the patio or balcony. Turn off the heating/cooling system and return the key to designated person.
- Guests who smoke should use the patio off the party room.
- The Social committee, reservations chairperson takes reservations and collects rental and deposit fees.
- Reservation chairperson should instruct the host/hostess about rules, particularly if they are new owners.
- Reservation chairperson shall inspect the party room and restrooms prior to the party, and the day afterwards.

- The social committee organizes and implements general types of social function functions that are considered acceptable to the homeowners. All social functions must be financed by the residence at a reasonable fee if they are attending the party or activity.

PEST CONTROL SERVICE

Homeowners association has a contract to service the common elements and individual condos each month. The service will be done on the first Monday of each month, unless that Monday is a holiday, in which case service will be done the second Monday of that month. The service is limited to kitchen, laundry room, bathrooms, and the enclosed patio can be sprayed on request since many bugs or flies make it in. Non-enclosed patios are not included.

If the pest control people are unable to service your condo at the scheduled time or or if you are not available to let them in, please leave your door unlocked or have a neighbor let them in. If you call pest control back, you will be charged.

PETS

Pets are to be on a leash at all times, and carried through the lobby, hallways, elevators, and stairwells. No animal is to walk in common areas. They must be carried by individual or in a carrier. The first time a person violates the rule, a warning will be given. The second time the individual will be fined \$50 and every offense following that will carry a fine of \$50.

PROCEDURES FOR ENFORCEMENT AND FINES

If an owner is in noncompliance, with any of the provisions of the Master Deed, Bylaws, or the Operating Procedures and Guidelines, the procedure for enforcement and fines is listed below. It is an owner's responsibility to be familiar with these documents.

Any violation of the above documents will be reported to the site manager for Ambassador East Condominium. The site manager will review the complaint and if deemed a violation will follow the protocol listed below. All assessments will be deposited into Ambassador East operating account.

- First offense of a regulation, a warning letter, describing the violation, will be sent to the owner of the unit. The site manager will determine if the violations should be corrected immediately, or if the owner should be given two weeks to correct the violation, as stated in the letter.
- Second offense of the same violation- \$50 assessment against the unit owner to be paid within 30 days. An additional \$50 late fee will be assessed for each 30-day period assessment not paid.
- Third offense of the same violation – an additional \$100 assessment against the unit owner to be paid within 30 days. An additional \$50 late fee will be assessed for each assessment not paid.

- Each successive offense of the same violation-an additional \$200 against the unit owner will be paid within 30 days. An additional \$50 late fee will be assessed for each 30-day period assessment not paid.
- After five (5) offenses of the same violation, nonpayment of fees will result in a lien being placed on the owner's property. The unit owner is responsible to the Association for any and all costs incurred by the Association for violation of these regulations. Once all fines and other costs have been paid, the lien will be removed at the expense of the unit owner.

The owner of the unit, from where the violation originated, will be responsible for any, and all cost incurred by the Association as a result of the violation.

SECURITY SYSTEM

Ambassador East uses a phone access system for all residents. Visitors must use the system to obtain access to an individual unit. No one is to let anyone in the building unless they are one's guest. To set or change the system to call either your unit phone or your cell phone contact Beverly Mattingly, 502-551-0566.

SWIMMING POOL

- The Board of Directors shall determine the opening and closing date, which is usually Memorial Day, depending on the weather.
- The swimming pool is for the use of residents of Ambassador East. Residents must accompany guest at pool. Because of the size of the pool, guests are restricted to a reasonable number. The pool area cannot be reserved for a pool party. The resident is responsible for any damages caused by themselves or their guest.
- Diving is prohibited. Any horse play, such as running, shoving, pushing, fighting, throwing, etc. is also prohibited. No pets are allowed inside the fence area.
- The lifeguard ring and rope is not to be used except for emergencies.
- Normal clothing or suitable swimsuits will be considered proper dress for pool area.
- Glassware and bottles are prohibited in the pool area. Only paper or plastic cups, containers, or thermos bottles or jugs for liquids are acceptable. Place any trash in the receptacle.
- Before leaving the pool, be sure feet and clothing are dry and not dripping, which can ruin the floor coverings in the hallways and lobby.

- The gate is to be kept locked at all times. The pool is NOT to be used after 10 PM. Last person leaving must lock up and turn off the lights.

RECYCLING

There are orange recycling containers in the basement next to the elevator entrance. Make sure containers are rinsed well before placing in recycling bins. Please familiarize yourself with items that can be recycled. They are posted above the above the recycling cans in the garage.

SPEED IN DRIVEWAY

Everyone is encouraged to drive no more than 15 mph in the parking lot and the garage. This will prevent any potential issues that could arise from higher speed.

TRASH CHUTES

The trash chutes are available on both the first and second floors. When facing the elevator entrance, the chute is on the left side. Please use durable plastic bags that can be tied off prior to placing in the chute. If the trash bag is heavy, please do not use chute. Take the bag to the basement, through the double doors, and the dumpster is located through the first door on the right.

TRASH REMOVAL

Food scraps, peels, rinds, eggshells, etc. should be disposed of through the garbage disposal unit. Garbage that cannot be disposed of in the above way must be put in plastic bags (no paper or plastic grocery bags), and tied before being dropped down the garbage chute, which is located on the first and second floor is by the elevator. Do not put any liquids or wet garbage down the chute.

Large boxes, wood, metal, and other large items must be put into the dumpster outside, which is located at the south end of the building.

WEATHER ALERT

When the Jefferson County siren is sounded, and there is an anticipated weather-related hazard, residents may go to the basement for protection. On the left of the elevator entrance in the garage, there are double doors, and areas to sit until weather-related hazard has been cleared.