



# Gaslite Square Condominium Homes

## Good Neighbor Operational Procedures

Revised and Approved by the Gaslite Board of Directors  
August 2025

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**Please find these helpful documents on the Gaslite Square page located on the Mulloy Properties website:  
<https://mulloyproperties.com/communities/gaslite-square/>**

Board Governance Operating Procedures  
Resident / Owner Information Form  
Resident/ Owner Phone/Email/ Reach Form  
Clubhouse Reservation Form  
Memo to Sellers and Agents  
Other documents or new titles when Mulloy or Gaslite BOD creates updated or new forms.

## **GASLITE SQUARE CONDOMINIUM HOMES**

Good Neighbor Operating Procedures  
Effective August 2025

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

According to the Master Deed 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 good of all residents/homeowners. Individual, personal issues are not the purview of the Board.

Board members are individual homeowners who have been elected by the majority of all homeowners to represent them in the Condominium Association. The Master Deed is the final authority for all decisions and action. The Board Members volunteer their time. Their energy and effort 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 must be made at official meetings. Your suggestions, recommendations and complaints must 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.

### **MANAGEMENT COMPANY RESPONSIBILITIES**

The Board has contracted with Mulloy Properties LLC to help us manage the following services:

Financial  
Insurance  
Capital Project Oversight  
After Hours Emergency Maintenance  
Legal  
Enforcement of Governing Documents; Master Deed and By-laws  
File Maintenance  
Communications

Our assigned Property Manager is:  
Christie Wilkinson (as of the date this document is published)  
[cwilkinson@mulloyproperties.com](mailto:cwilkinson@mulloyproperties.com)  
502-498-2409

For more information, please visit: <https://mulloyproperties.com/communities/gaslite-square/>

## HOMEOWNERS' RESPONSIBILITY:

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

To clarify, anything inside the interior of the unit is the owner's responsibility, and anything inside the walls or on the exterior of the unit, which are the 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. You will be notified in advance unless it is an absolute emergency. If you are not home, entry will be made by a Board member and the Maintenance Engineer, two Board members or a Board member and a vendor, unless you have given permission for the Maintenance Engineer to retrieve your key from a Board member and enter your unit.

All homeowners share a responsibility in the maintenance of all common and semi-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 attention of the Board.

It is important that every owner be familiar with all important Gaslite documents, i.e. the Master Deed, the Board Governance Operational Procedures, the Good Neighbor Operational Procedures and the Pool Rules. It is a seller's responsibility to provide the new owner with copies of all these documents.

Copies of all documents are available online at <https://mulloyproperties.com/communities/gaslite-square/>

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. Talk with 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 must make arrangements to 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 successfully be a good member of this community. New homeowners should notify the Management Company upon moving into Gaslite with their contact information so that the phone directory and association email directory can be updated with that information.

**Please contact Christie Wilkinson at  
[cwilkinson@mulloyproperties.com](mailto:cwilkinson@mulloyproperties.com)**

## GASLITE SQUARE COMMON and SEMI- AERAS COMMON:

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 the 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 in the lobbies or clubhouse, or placing door mats in hallways is a violation of common area space guidelines. Some of these restrictions are required by fire laws.

In addition, space between the floors and inside the walls of a unit 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:

Please respect your neighbors in our shared community. 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.

Keep premises neat by using waste receptacles where provided. If you or your pet accidentally make a mess, clean it up promptly; don't wait for the cleaning service to "discover" it. If you are renovating or repairing your unit, you are responsible for cleaning up the hallway and properly disposing of construction materials.

You may not place construction materials in the garbage chutes or place large materials in the dumpsters which prevents disposal of other residents' 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, please do not give a building key to a vendor or prop side or front doors open and leave unattended.

Smoking of any kind, vaping, pipes, etc. is prohibited in the common areas of the buildings.

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

Lobby thermostats are locked and 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.

When ordering window and patio door replacements, the supplier must match existing units to ensure 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 follow manufacture's guidelines to keep their air conditioner drain pipe running smoothly to prevent clogs in AC pipes.

## FURNACES AND OTHER NATURAL GAS APPLIANCES:

All owners must annually provide the Board of Directors with proof that their natural gas appliances and furnaces have been inspected and, if needed, repaired by a qualified company no later than November 1. Owners may select any certified technician and are responsible for payment. Furnace inspection forms will be available in each lobby and must be submitted to the Management Company with a signed technician's receipt confirming the furnace is in good working condition. Failure to comply will result in a \$100 assessment, plus the Association's cost for inspection and repairs.

For the convenience of the unit owners, the Board may arrange for a vendor that can perform furnace inspections for unit owners on a designated day. A sign-up sheet will be posted in the lobby of each building.

## 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 plastic bags before dropping them down the chute. Such practice increases the likelihood that the floor area of the dumpster rooms 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** to arrange 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 only. Delivery personnel, 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.

Improper use of the elevators can compromise service quality, lead to significant repair expenses, and reduce the operational lifespan 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. 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. A clean lint trap increases efficiency, helps prevent fires and helps avoid lint being tracked down the hall.

Remove clothing from the machines promptly for the convenience of others. Please do not use the laundry room facilities after 11:00 p.m.

## BUILDING KEYS:

Keys to the entrances of the buildings are for your use only. These keys are passed from a former to a new owner/resident. Don't give duplicate keys to unauthorized persons. This reduces the effectiveness of our security system.

Each owner may receive up to two entrance keys. Keys are numbered and tracked, and assigned records are kept in the office. If a key is lost or stolen, you can buy a replacement from the Association for \$5 by contacting the Secretary.

## 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 strongly suggested 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, in case 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, if you will be out of town, in the hospital, etc. that you notify a neighbor or a member of the board so that we know should you have a problem in your unit.

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, clothes washers, dryers, stoves, refrigerators, disposals, dishwashers, furnaces and air conditioners. The unit owner is responsible for any and all damage from such malfunctions to neighbor's units or common areas.

## MAINTENANCE FEES:

Operating Expenses are funded by HOA monthly maintenance fees, to include cleaning, landscaping, utilities, pool maintenance, insurance, bookkeeping, and minor repairs.

Monthly fees are due on the **first day** of each month. Payments are collected by our Property Management company. There are several ways you can pay; contact the Property Management company for more information.

Payments after the 10th are late, and the owner will be charged \$25 for each month payment is delinquent. Payments postmarked after the 10th of the month are considered late.

The monthly HOA Maintenance fee pays for the owner's gas, water, and garbage collection. Association bills for ongoing bills such as LG&E, water, the Master Insurance policy, and upkeep of our buildings, including the elevator, the Maintenance Engineer, and upkeep of the pool and grounds, including landscaping and snow removal are paid for with proceeds from the maintenance fees.

## ASSESSMENTS

Assessment payments are also due on the 1<sup>st</sup> of the month. The homeowner will be charged a late fee of \$25 if not paid on time. Assessments or special assessments pay for the repair and replacement of common and semi-common property owned by the Association. This includes things like waste water pipe replacement, roofs, elevators, balcony repair, and other infrastructure in our buildings.

Special assessments and maintenance fees fund the Gaslite Square reserve account for capital expenses covering major, higher cost repairs and replacements such as waste water drains, roofs, elevators, parking area resurfacing. The Board contracted with the engineering firm [Cincinnati-Criterium](#) to conduct a Reserve Study as a guide to estimate major repair costs and priorities over the next 20 years and explore funding. Based on this study the Board has prioritized repairs in the 2025-2030 time range. Funding for these repairs can only be voted on by the Board one year at a time. However, we anticipate an annual assessment will be needed each year to fund repair and replacements to our common property built in 1974.

## PET REQUIREMENTS:

Pets must always be on a leash. No pets are allowed at any time within the pool enclosure or Clubhouse.

All pet owners are expected to ensure that their pets neither disturb other residents nor cause property damage. In alignment with the community's commitment to safety, comfort, and respect, strict compliance with city and county leash regulations is always required. Additionally, pets must be kept away from all landscaping areas.

A dog's weight limit is restricted to 20 pounds and under. No breeds known to be aggressive are allowed. Ownership of Emotional Support Animals is permitted. Proof must be provided to the Management Company about their status. The Board may make an exception to these rules under certain circumstances.

Pet registration and guidelines are available on the Management Company website at <https://mulloyproperties.com/communities/gaslite-square/>

If an owner 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 and on the patio near the pool. Please be considerate of owners/residents who may be offended by pet odors.

## SELLING YOUR UNIT:

If you are selling your unit, please alert your realtor to the documents and protocols in the Gaslite page on the



Mulloy Properties website at <https://mulloyproperties.com/communities/gaslite-square/>

**The Buyer at closing is responsible to pay:**

- the first month's Maintenance Fee to Gaslite
- the current year's Special Assessment
- a one-time non-refundable Capital Replacement Fee equal two month's Monthly Maintenance Fee

The Buyer is requested to contact a Board member prior to moving in to schedule a Welcome meeting with the Board of Directors. This brief orientation is designed to make Buyers more comfortable in joining our community and using Gaslite Operating Procedures and Guidelines.

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 Gaslite 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 which space is being sold or rented. Numbered carport and parking lot spaces are limited to resident use.

## SERVICES FROM OUTSIDE AGENCIES:

You are responsible for the security of the building when you hire an outside vendor, (plumbing, heating, TV service, etc.). You may not give your outside door entry key to vendors. No entry door will be left in an open and unattended status. Please assure your vendor knows the rules.

If a licensed service person needs to enter the roof area, you must plan with the Board Member in charge of Buildings or the Maintenance Engineer to unlock the access door. Please make these arrangements at least one day in advance.

If you have a water problem, IMMEDIATELY consult with the Buildings Board member to devise and execute a solution and to discuss who will be responsible for payment. If a water issue is determined to originate within your unit you could be billed for any costs that the Association incurs.

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 to turn the water off. This notification must be one day in advance unless it is an emergency.

If the water shut off will only affect a few neighbors, it is your responsibility to notify them.

If the water in the entire building will be turned off, contact the Board Secretary who will send a REACH Alert will inform all building occupants.

## STORAGE AREAS:

Each owner has an individual storage space located on the second or third floor. Be sure to always keep your storage unit's door locked. For safety reasons and in adherence to local fire regulations, combustible or hazardous materials (paint thinner, kerosene, etc.) cannot be stored in any storage unit. Items may never be left outside the storage spaces in the hallway. Any such items subject to removal and disposal.

Some of these storage spaces have been designated for use by the Board.

## 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 that space is limited. Large items are not appropriate. All items must be

marked with the owner's name and unit number, 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, except for a brief time during the Christmas holidays. Contact any Board Member or the 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.

## 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. All owners and residents are requested to sign the pool rules and collect a pool key as confirmation that they have read and agreed to the regulations.

## 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 can 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 "junk" cars must be removed from the premises to maintain the pleasant appearance of Gaslite property. Any vehicles found to be inoperative, junk, blocking other cars in, blocking dumpsters etc. can be tagged and towed at the owner's expense.

If you are going to be away for a lengthy period, 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 on the website at <https://mulloyproperties.com/communities/gaslite-square/>

Please place the completed form, along with a non-refundable \$50 rental fee check and a \$100 refundable deposit check in the Gaslite Office mail slot on the right side of the Clubhouse building. Please alert the

Secretary of your need so they can process your request. The deposit check will be returned, as long 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 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. If the guests at your event are all Gaslite Square residents, it is not necessary to make a reservation, although you may want to do so, to guarantee primary use. This this will 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 only.

## MAINTENANCE REQUESTS AND MAINTENANCE ENGINEER:

In order for communications between us to work smoothly and efficiently, all maintenance requests will need to be made by either emailing the property manager or calling the maintenance request into the management office at 498-2409 to speak with Christie Wilkinson or via email [cwilkinson@mulloyproperties.com](mailto:cwilkinson@mulloyproperties.com).

Mulloy Properties has a 24 – 48-hour call return policy for non-emergencies. The property manager typically spends several hours a week out of the office on properties so it may be necessary to leave a voice mail message on occasion. If you reach the voice mail of the staff member you need to speak with, please leave your name, phone number and address to ensure that your call is returned in a timely manner.

In addition, Gaslite Square employs a contracted, part time Maintenance Engineer. The engineer works directly with the Board and is a wonderful asset to maintain the common property we own together.

Please do not ask the Maintenance Engineer to do personal work for you unless you have individually contracted with the Maintenance Engineer for work to take place outside of the hours he is contracted to work. If you choose to individually contract with the Maintenance Engineer, please see the contact information for Mr. This and That in your building's lobby.

## REACH ALERT

All owners and residents are strongly encouraged to sign up for the Gaslite Square REACH Alerts. These

alerts share information like water shutoff, an emergency within the community, updates about work being done, etc. Such alerts can be delivered by phone, text and/or email. Please make sure you complete the contact form from the Gaslite Square page on the Mulloy website at <https://mulloyproperties.com/communities/gaslite-square/> to ensure you are added to the group.

### MAIL OR PACKAGE DELIVERY:

Residents who 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.

End of Document  
Updated August 2025