

NORTH CANYON CONDOMINIUM ASSOCIATION

General Rules and Regulations

Note: This summary is a general overview of current rules and regulations governing the Home Owners Association as required by the By-Laws and also new regulations adopted by the NCCHA Board. Compliance is necessary to maintain the standards set forth for the good of all residents. Absentee owners are responsible to inform their current and future tenants of rules and regulations and to make sure their tenants are compliant.

Page | 1

GENERAL MANAGEMENT

- **Insurance Coverage**

The HOA carries a policy in compliance with the Utah Law 57-8-43 **Condominium and 57-8a-405 Community Association Act.**

- 1.1. This Act applies to Association and unit owner policies and supersedes anything to the contrary written in the CC&Rs (Covenants Conditions and Restrictions).
- 1.2. The Association's policy includes coverage for: "any fixtures, improvements, or betterments installed by a unit owner, or floor coverings, cabinets, heating and plumbing fixtures, paint, wall coverings, windows, and any item permanently attached to a unit".
- 1.3. When a covered cause of loss occurs the Association's policy of property insurance shall provide **primary coverage**, the **unit owner's insurance policy shall be primary for the portion of the loss equal to the deductible amount on the Association's policy.**
- 1.4. If two or more owners suffer a loss in a single event they are each responsible for payment of a portion of the Association's deductible based on the percentage of loss they each suffered.
- 1.5. If an owner does not pay his/her share of the loss within 30 days after substantial completion, the Association may levy an assessment against the owner and place a lien on the unit.
- 1.6. If the unit owner has no insurance for a covered cause of loss, he/she is personally responsible for the loss to the amount of the Association's policy deductible.

- **HOA insurance as of 2022** has a \$25,000 deductible (anything under this is the responsibility of owners) **this amount may change**, if you need current info contact TPM Inc. (801) 375-6719
- **Owners** – Are required to have a policy to cover the 25,000 deductible. This is called an H06 Policy
- **Modifications** to units must be recorded and copies provided to the Board and Management Company. Insurance will only cover what is documented and recorded.

1. **Provo City Zoning Requirements** – Single family dwellings within the Condominium units; lease agreements are limited to either a family or no more than three unrelated singles.
2. **Home Owners Association (HOA) dues** are due on the 1st of each month. Payments can be made online at www.tpmrents.com/payment and choose Rich as your rep. If you need assistance in setting this up call the management company at (801-375-6719)
 - a. HOA dues cover water, sewer, garbage, storm drains, electricity for elevators, lighting in common areas, common area maintenance, landscaping, and snow removal, custodial, and administrative expenses.
3. **HOA Rules and Regulations** are to be posted inside each unit. If you need a copy reach out to TPM at (801-375-6719)
 - a. **Violations will result in fines starting at \$50 and doubling for each following violation up to \$200 per incident.** Fines will be levied against a unit, not an individual. Warnings may first be issued by Board members or the Management Company at the discretion of Board.

- b. **Rentals:** Owners and/or property managers are responsible for ensuring tenants have received a copy of all rules.
- 4. **Sale of unit:** Owners are to notify Management Company when selling their condominium unit and provide the name of the title company that is handling the closing of the sale. The title company will need to know if any dues are owed as well as the HOA fees including transfer and move in fees that will be due upon sale. Buyers agent is to review with buyer the NCCHA By-laws and CC&Rs, so that all parties understand the rules and regulations currently existing within the HOA to eliminate any misunderstandings that may occur.
- 5. **Transfer Fee** of \$750 (\$600 transfer fee and \$150 move in fee) is required in advance of *new ownership*. If you are an owner and have a new tenant moving in, there is a \$150 move in fee. This is for any new tenant at North Canyon Condominiums.
- 6. **Rental of unit:** Lease of units must comply with Provo City code and `must be for a minimum of six months. Owners and/or property managers must provide a copy of a current Rental Dwelling License from Provo City, current lease agreement, and must inform the Management Company when a new tenant is going to reside in the unit, providing names of all residents, contact info, and vehicle info. This must happen before tenants move into the unit.
- 7. **Annual Meetings** for NCCHA unit Owners are on the first Tuesday of October.
- 8. **Budget and Assessment Data** is provided annually to owners during December.
- 9. **Management** is by the elected Board, assisted by the property management company.

Parking, Elevators, and Common Areas

- 1. **Overhead Garage Door** activation should only be while in direct sight of the door. Door openers belong to NCCHA, and must be passed along to new owner or tenant.
- 2. **Parking** – Permits may be implemented at any time by the Board. Notice will be given in advance.
 - a. Residents are to keep parking stalls clean, storing only registered and operable vehicles and bicycles. (Vehicles must be registered with management company)
Fines or towing may occur for violations.
 - b. Any vehicle not parked in a parking space, including blocking any sidewalk can result in vehicles being towed without warning.
 - c. Bicycles kept anywhere on the property need to be registered with Provo city.
 - d. **EVENT PARKING:** NCCHA may designate days which parking is limited **ONLY** to current residents. Includes but not limited to BYU sports games, Stadium of Fire, advance notice will be given for any alternate events that may come up and warnings posted.
 - e. **NO PARKING IN RED ZONES, and only temporary parking in yellow zones for immediate loading or unloading only, and vehicle must be moved immediately upon completion.**
- 3. **Parking lot Noise** is very audible within the units. Please respect quiet hours. (10PM – 7AM)
- 4. **Traffic Directions** – Enter parking lot **ONLY** from Canyon Rd; exit onto either Canyon Rd or 2230 North. Enter the garage **ONLY** at the east end; exit **ONLY** from the west end. (Brief exceptions may occur for a door out of order)
- 5. **All Doors** – No door is to ever be propped open, unless for immediate use and secured immediately after. (Must remain within eyesight of propped doors)
 - a. **Do not utilize emergency exits unless it is an actual emergency**

6. **Elevator** power surges. If there is a malfunction while you are inside, press the emergency alarm button to contact an operator. If that does not work use the phone inside the elevator to call for help.
7. **Intercom** is utilized by typing in the unit #. Only allow known persons to enter the building.
8. **Recreation Area** regulations are posted on bulletin board in the recreation room; please read and comply. Use of the area is available for parties with \$50 cleaning/damage deposit as posted. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED.**
9. **Common Area** – Shopping carts must be returned to designated areas in the parking garage. Carts, trash and other items may not be left in the hallways, outside doors, or in any common areas.

General Rules and Information

1. **Pets** are not allowed to be kept within the Condominium units
 - a. Reasonable accommodations are made for ADA trained animals with proper documentation on training.
 - b. Reasonable accommodations are made for Emotional support animals outlined under federal regulations. (must have current shots and spayed or neutered)
 - c. All animal owners with service or emotional support animals are held responsible under nuisance laws for noise, damage, feces cleanup, and behavior problems. Please make sure animals are taken care of appropriately.
 - d. Relief area has been designated at the North West end near the Canyon Road entrance. (Must be cleaned up immediately after, using a secure plastic bag)
2. **Maintenance of units** - The owner of each unit is responsible for maintenance of their unit. Each unit must be kept in a clean, safe, and sanitary condition. Units are not to be remodeled without prior approval of the management committee including but not limited to structural/floor plan changes. The owner of the unit is responsible for the contractors, damage and clean-up to inside the unit as well as common areas after remodeling, and repairs. Anyone working on any unit (contractors, plumbers, painters, etc.) must park so as to allow residents to enter and exit the garage and outside parking lot.
3. **Smoking** is not allowed within the premises or any part of the property.
4. **Quiet Time** is from 10:00 PM to 7:00 AM, music must be kept at a reasonable volume and no loud noises.
5. **Trash** – All garbage should be firmly secured in plastic bags. If a trash bag has liquids in it please double bag it to prevent leaks. Used cardboard boxes should be cut, flattened, and placed into dumpster. **No trash is allowed to be placed outside of dumpster. No larger items are allowed to be placed in or near the dumpster, including but not limited to appliances, mattresses, furniture, etc.**
6. **Balconies** - No additions shall be added to any balcony at any time, including but not limited to storage sheds, awnings, signs or flags. Only display of the US Flag is approved. Barbecuing/cooking on the balconies is prohibited. Smoking on Balconies is prohibited. Balconies must be kept clean and not be used as storage. Laundry, rugs, cleaning rags, etc. are not to be hung on the balcony or other locations visible from the exterior of the building. For Sale/For Rent signs may be placed on the northern edge of the west driveway.
7. **Water entry valves** into units should be closed during times of extended absence.

8. **Snow removal** is contracted with NCCHA. Please use great caution when ice is on the roads and walkways, and watch for black ice that may be hard to see.
9. **Roof and Attic Access** can be coordinated in advance through TPM for air conditioning maintenance/repair purposes. Cable internet service may also require attic access for units 111-116, 211-216, and 311-316, which should be coordinated in advance (all other units internet may be serviced through utility closets on the west end of each floor). Residents and guests are not authorized to access the attic or roof without permission.
10. **Storage Lockers** are to be kept clean and items are to be at least 18 inches away from the ceiling as to not block the fire sprinklers.
11. **Questions or suggestions** are welcomed by the Board. You may attend Board meetings. Contact Management Company for details.

EMERGENCIES

All owners and residents should be familiar with emergency procedures. Note locations of fire alarms, extinguishers, stairwells, garage exits, and fire doors. Practice taking the stairwells to know all the exit points.