

# HOUSE RULES & USE RESTRICTIONS

This list of rules does not reflect the full contents of the covenants, by-laws, articles of incorporation or the minutes of the Homeowners Association. If you have any questions about the subdivision, please contact the Board of Directors, or refer to your full Homeowners packet you received prior to closing on your home.

1. All pets (dogs & cats) will be walked on a leash and not allowed to run free. Animal waste will be immediately cleaned up by the owner and disposed of properly.
2. No excessive noise on the premises, i.e. barking dogs, loud music, noisy parties. This includes loud radios played from vehicles while on the premises.
3. Homeowners will be responsible for the action of their families, guests, and visitors to include damage to the common areas and privately owned areas within Brittany Place as well as parking restrictions.
4. Homeowners using their units as rental property will be held responsible for the actions of their tenants and must inform the tenants of these rules.
5. Recreational and commercial vehicles are allowed on the Homeowners' driveways for no longer than 24 hours for purposes of loading and unloading. A commercial vehicle may only be on the premises for business purposes and only for the time that the commercial vehicle is actually being used.
6. Major vehicle repairs are not permitted in the Association.
7. No additions or structural modifications may be made without the prior consent of the Board of Directors. Please utilize the attached application to submit a request.
8. Entryways will be kept neat and hazard free.

When a violation of these rules are communicated to the Board or to managing agent, the following steps will be taken to encourage compliance:

1 <sup>st</sup> OFFENSE.....	WRITTEN WARNING
2 <sup>nd</sup> OFFENSE.....	\$50.00 FINE LEVIED ON THE OWNER
3 <sup>rd</sup> OFFENSE.....	\$100.00 FINE LEVIED ON THE OWNER
4 <sup>th</sup> OFFENSE.....	REMOVAL OF ITEM OR OTHER ACTION DEEMED NECESSARY BY THE BOARD

Owners who receive fines or that have other actions taken against them to encourage compliance of these rules, have the right to appeal at the next Board of Directors meeting, and will be informed of their right in writing.

## **INSURANCE INFORMATION**

Brittany Place Homeowners Association carries liability insurance for the Board members and for the Association's common areas. This means that each individual homeowner has the responsibility to insure their property from water damage, etc. Most homeowners carry their insurance through their mortgage.

Please note that Brittany Place is NOT responsible for ANY damage to personal property. If you are a renter, you may want to consider getting renter's insurance. Your homeowner will not have insurance that covers your personal property in the event of a fire or other disaster. Please call your insurance agent for more information.

# FAQ

## **1. Who takes care of the landscaping and snow removal?**

The Association hires a landscaper and a snow removal contractor to take care of common areas. It is your responsibility to take care of your back yard/fenced area as well as the areas beside your driveway. During the winter, you are responsible for your own front door area and de-icing your drive and walkway. Please note that our winter contractor is not responsible for removing snow if it was taken from your roof – you need to dispose of this excess snow.

## **2. Who takes care of building maintenance and roofing problems?**

Individual homeowners are responsible for the repair and maintenance of their homes. If you are renting your unit, please check your lease carefully. Either you or your landlord is responsible for fixing any damage to the building. Leaks, fires, etc. and the damages caused by them are also homeowner responsibility. The Association paints on a regular rotating basis. Any touch-up needs to be completed by the homeowners or residents.

## **3. Who takes care of loud noises and other disturbances?**

The Association does not contract with a security company. However, the Municipality of Anchorage has noise ordinances. If you have a problem you can call the Anchorage Police Department. If you are being disturbed by noise, most likely members of the Board have heard it as well. Often a Board Member will speak with the person. Remember that internal sounds travel to your neighbor's home.

## **4. Are outside installations allowed?**

You are encouraged to place hanging baskets outside your home. However, the Board has to approve any structural changes. This has to be requested by the landlord or homeowner.

## **5. Who pays for utilities?**

The Association pays for cable television. All other utilities are the resident's responsibility. This includes water, sewer, gas, electricity, refuse.

## **6. Are pets allowed?**

Yes, you can have a pet at Brittany Place (if you lease, check your agreement). You must follow Municipality Ordinances – clean up after your animal and do not let it run free. Your pet may not disturb the neighbors. Be a responsible pet owner.

## **7. Who can answer any other questions?**

The Association employs a professional management company, Property Management Services, Inc (PMSI). If you have any questions, please contact PMSI at 562-2929 or [pmsi@gci.net](mailto:pmsi@gci.net); or feel free to contact a member of the Board of Directors.

November 16, 2011

Brittany Place Homeowners Association  
c/o Hoffmann and Associates  
7926 Old Seward Highway, Suite #B  
Anchorage, AK 99518

RE: Change in Trash Billing

To All Home Owners:

As you know, from either attending the annual meeting in September 2011 or reviewing the minutes from that meeting or from the minutes of HOA board meeting held in October 2011, the Board Directors has decided to change from association pay of trash charges to individual resident billing.

There are three ways you can set up your individual account with Alaska Waste as stated below. **Your account must be setup by December 23, 2011** which will be effective January 1, 2012. Homeowners can choose to keep the size of cart they have or change it to a different size.

1. Homeowners can call Alaska Waste at 563-3717 and set the service up in their own name.
2. Alaska Waste will mail a postage paid card to each homeowner that they just fill out and send back in.
3. Homeowners can email Alaska Waste at [customerservice@akwaste.com](mailto:customerservice@akwaste.com) their information to set up service. Needed is the following information if they choose this option:

Name  
Physical Address  
Billing Address if differs from above  
Phone number(s)  
Email (optional)  
Size of cart requested

Alaska Waste will be terminating the Brittany Place HOA Account on December 31, 2011. **If homeowners do not have their accounts setup with Alaska Waste by the December 23<sup>rd</sup> deadline their trash will not be picked up!** The pickup schedule will remain the same and the first day of service for the homeowners will be January 2, 2012.

Sincerely,

Kathy Matsumoto  
President  
Brittany Place Homeowners Association

Name (please print): \_\_\_\_\_

Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_  
Street City Zip Code

Phone Number: ( ) \_\_\_\_\_ or ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- | Refuse Roll Cart Size (Picked up weekly)                               | Quantity                 |
|--|--------------------------|
| <input type="checkbox"/> 96-gallon refuse service — \$18.58 per month* | <input type="checkbox"/> |
| <input type="checkbox"/> 64-gallon refuse service — \$15.44 per month* | <input type="checkbox"/> |
| <input type="checkbox"/> 32-gallon refuse service — \$11.71 per month* | <input type="checkbox"/> |

**Recycle Roll Cart (Picked up every other week)**

- NEW — \$9.68 per month\*\*  I already have recycle service

\* Refuse roll cart rental is an additional \$2.00 per month  
\*\* A 96-gallon roll cart is included in the price of the recycle service



6301 Rosewood St.  
Anchorage, AK 99518  
**www.alaskawaste.com**  
rollcart@akwaste.com  
Phone: (907) 563-3717  
Fax: (907) 770-3501

Comments:

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**OWNER OR LANDLORD/TENANT INFORMATION FORM**

Owner/Landlord Name: \_\_\_\_\_ Owner Occupied: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ No Changes: \_\_\_\_\_

Unit Address: \_\_\_\_\_  
Owner Phone Numbers: (wk) \_\_\_\_\_/(hm) \_\_\_\_\_

Tenant Name (s): \_\_\_\_\_

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Tenant Mailing Address: \_\_\_\_\_

Tenant Phone Number: (wk) \_\_\_\_\_/(hm) \_\_\_\_\_  
(wk) \_\_\_\_\_/(hm) \_\_\_\_\_

# of People residing in the unit: \_\_\_\_\_

Term of the lease: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

The landlord has provided to and the tenant has received a copy of the House Rules for Brittany Place. The tenant has read and understands the rules, and understands that the House Rules are incorporated into the lease, so that a violation of the House Rules is also a violation of the lease.

The tenant also understands the requirements for noise control, garbage disposal, storage, parking, and pet registration and control.

LANDLORD-Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

TENANT – Signature (s): \_\_\_\_\_

DATED: \_\_\_\_\_

This form is to be completed each and every time there is a change of information of the owner or the tenant. Failure to keep the information current with the Association will result in an automatic fine assessed to the landlord's account. This also includes any rental/leasing agents.

Brittany Place  
C/O Hoffmann & Associates  
7926 Old Seward Highway #B4  
Anchorage, Alaska 99518  
(907) 562-3200 / Fax: (907) 562-8221