



TABLE OF CONTENTS

History of the buildings and neighborhood: page 2.

Board of Administration: page 4.

1.0 Common elements: page 4.

1.1 Elevators

1.2 Laundry Room

1.3 Fitness Room

1.4 Storage

1.5 Garages

2.0 Security: page 7.

2.1 Entry

2.2 Deliveries, Workers and Guests

2.3 Emergencies

2.4 Evacuation Procedure

3.0 Services: page 9.

3.1 Office and Staff

3.2 Guest Room

3.3 Trash Recycling

4.0 Miscellaneous: page 10.

4.1 Insurance

4.2 Noise

4.3 Moving In and Out

4.4 Pets

4.5 Purchase or Rental Units

- 4.6 Pest Control
- 4.7 Renovations, remodeling and unit maintenance
- 4.8 Unattended units
- 4.9 Payments to the HOA
- 4.10 Building management information

APPENDICES

Appendix A: Fee Schedule, page 12. Appendix B: Moving guidelines, page 13. Appendix C: Rules and guidelines for work in units, page 14. Appendix D: Pet rules, page 15. Appendix E: Garages, page 17.

HISTORY OF THE BUILDINGS

The Willow Terrace, an eight-story stone, brick and concrete structure, was built in 1923. Joseph & Joseph, pioneer Louisville architects, designed the 62-unit building at 1412 Willow Ave. The apartments contain three to eight rooms.

Five years later, in 1927, the Dartmouth was built on the corner of Willow and Baringer avenues at 1416 Willow, also on plans by Joseph & Joseph. There are 20 apartments in that building, each with eight rooms. Construction cost for the building was \$450,000.

The Matz Realty Co., founded by Sam Matz, purchased Willow Terrace in 1924 for \$712,000 and later acquired the Dartmouth. In May 1941, the properties were taken over by Fidelity & Columbia Trust Co. A story in The Louisville Times dated May 23, 1941, said William Brown, formerly of The Mayflower Apartments on West Ormsby in Louisville would manage the complex.

Nine years later, a new corporation, Dartmouth-Willow Terrace Inc., submitted a winning bid at an auction held by the Citizens Fidelity Bank & Trust Co. Officers of the new corporation were Robert Kaiser, president; John Rankin, vice president; Wood Hannah, treasurer, and Arthur Grafton, general counsel. The bid was for \$700,000 and the mortgage debt.

Later, John Rankin became the sole owner. Through the years, careful maintenance helped to retain the original character and charm of the properties. In the early years, a beauty shop for residents and the public in Willow Terrace had a brisk business. The series of small rooms in the Willow Terrace basement were living quarters for servants. Eventually those were turned into storage rooms. Small rooms in the Dartmouth and in some of the two-bedroom apartments of the Willow Terrace were designed as for maids and butlers. A cedar-lined vault on the ground floor of the Dartmouth was designed to hold furs. Dining rooms in both buildings had foot pedals which the host or hostess could press to request service from the kitchen.

During these years, the lobby of the Willow Terrace took on a more contemporary look. The

fireplace was painted a neutral color like the walls, and mirrors covered the art deco finish of the two pillars. A large Oriental rug once covered the center of the marble floor and a grandfather clock stood watch. Red and gold carpeting stretched the length of the terrazzo corridors of the Willow Terrace. Large murals of a sylvan scene filled the French panels opposite the elevator doors to each floor. Two years after the death of John Rankin, his widow sold the property to Brown Noltemeyer, who in turn sold it to Roger Davis. To satisfy fire regulations at the time, stairwells were enclosed and smoke detectors installed. Removal of the mirrors around the pillars revealed the untouched art deco finish. The fireplace was restored to match the pillars.

The statuary on the grounds remained, but the fountains in front of both buildings became colorful flowerbeds. Large oak trees were planted along Willow Avenue. The hemlocks between the buildings continue to flourish. The grassy lawn was once an English rose garden.

A group of Knoxville, Tenn., investors purchased the property in 1980, and employed the Paul Semonin Co. to convert the apartments to condominiums. During an interim period, the Federal Deposit Insurance Corporation took over the buildings, which later passed into the hands of the co-owners on Oct. 1, 1983. Members of the first Board of Administration were Allen Buchanan, president; Ann Mitchell, secretary treasurer, and Kaye Bowles, Ben Small and Keith Eiken. Today, a seven-member Board of Administration continues to provide direction for the condominium association.

In late 2004, a group of Dartmouth residents, led by Larry and Judy Franklin, asked the Landscape Committee to consider their proposal for a new fountain, revised landscaping and additional lighting for the grounds of the Dartmouth. The plan included an irrigation system for both properties. The Board accepted the plan on Oct. 17, 2004, for completion in early 2005.

YOUR NEIGHBORHOOD

The Dartmouth-Willow Terrace is in the Eighth District of Metro Louisville. It is also in the neighborhood known as Cherokee Triangle. Cherokee Road and Grinstead Avenue bound the neighborhood, one of 69 in Louisville, on the north and east, on the west by Bardstown Road, and on the south by Eastern Parkway. Adjoining neighborhoods are Bonnycastle, Tyler Park, Deer Park and the Original Highlands.

The Cherokee Triangle is a Historic Preservation District. The Historic Landmarks and Preservation Districts Commission must approve changes to exteriors in the district in an effort to maintain the historic character of the community.

The Cherokee Triangle has a strong neighborhood association. In April, it sponsors the Cherokee Triangle Art Fair along the Cherokee Parkway next to Willow Park. The two-day weekend fair features a selection of fine arts and crafts booths, food and entertainment. The money raised is used to help maintain Willow Park and other neighborhood projects. In the summer and fall, they usually sponsor free musical entertainment in Willow Park. For more information about joining the association, contact the office for a name and number.

Our buildings are next to the condominium known as 1400 Willow, and one block from Cherokee Park. The park is one of 16 in Louisville designed by Fredrick Law Olmstead, the architect who designed Central Park in New York City. His plans called for parks to be connected by a road system. Cherokee Park's roadway is Eastern Parkway, and all right of way on the street is dedicated parkland. Cherokee Park was once partially farmland from the Bonnycastle estate and undeveloped wooded lands. Plans for the park system were drawn up in the 1890's, and were known for its large trees that line Eastern Parkway leading visitors into and through the park. In April 1974, a tornado toppled many of the large trees near the entrance to the park from Eastern Parkway and in the area near that entrance. A group called the Friends of Olmstead, formed in 1986, helps preserve the beauty and history of the parks.

BOARD OF ADMINISTRATION

Dartmouth-Willow Terrace Board of Administration is elected by the co-owners of the buildings to direct the operations of the buildings and to set policies. Elections take place in November of each year with results announced at the annual meeting in December. Other general meetings are held as needed. The Board meets bi-monthly or more often as needed. A current list of board members is available upon request, in the office, and posted in the mailroom.

In addition, various committees are formed by the association to advise the board and address the needs of the buildings. Owners are invited to serve on these committees. Contact any member of the board for more information. Any committee project that requires Association funds or staff labor hours must be approved in advance by the board and scheduled by the management company. Committees should have at least two members, appointed annually by the board president based on expressed interest of co-owners. A status report should be presented as needed, or requested, to the board at regular board meetings.

1.0 COMMON ELEMENTS

The common elements are owned in common by all co-Owners and include, but are not limited to, such areas as the structural features of the building, the central service systems for power, light, and water, the grounds, terrace, lobbies, garages, and all other public type facilities. Each member of the Dartmouth-Willow Terrace community has access to those areas and shares in the responsibility for their upkeep.

Common Elements should be kept free of personal belongings except as approved by the Standards Committee or except in designated storage areas. Personal items not allowed in common areas include, but are not limited to, plants, large decorative items, and sports equipment. See FITNESS ROOM for information about exercise equipment and what is allowed. Bicycles are allowed in designated areas only in the garage. Personal items allowed are small tables, lamps and art in halls leading to units and must be approved by the Standards Committee. During Christmas a small wreath may be placed on condo doors.

Residents are welcome to use the couches and chairs in the lobbies and the furniture on the terrace and grounds. As a courtesy the Terrace may not be used before 7:00 AM and after 10:00 PM due to the noise impacting other residents. The furniture on the Terrace may not be moved closer towards the building,

fellow residents are greatly impacted by normal conversations due to the design of the building.

Smoking is prohibited in all common areas, including both inside and outside common areas, this includes elevators, stairwells and loading dock. Smoking is limited to individual condos and the public sidewalk or alley behind the Dartmouth. Smoking includes traditional cigarettes, illegal blunts, joints, cigars, pipe, and vapor products.

The dusting and shaking of mops or cleaning materials out of windows or upon the grounds of the common elements is prohibited. No signage, flags, banners or seasonal decorations are permitted on the exterior of the building and grounds.

1.1 ELEVATORS

Each building has one passenger elevator and one freight elevator. The freight elevator **MUST BE OPERATED BY STAFF MEMBERS ONLY** and is used to transport large items that could inconvenience other occupants on the passenger elevator. When staff is available, please use the freight elevator to transport items such as laundry, groceries, the luggage cart and other large items. See Moving In/Out for further information.

1.2 LAUNDRY ROOM

The laundry room for both buildings is in the basement of Willow Terrace. There are four coin-operated washing machines and dryers. Please remember that your neighbors may wash at the same time and consume half of the coin operated washing machines and dryers at one washing. Immediate removal of laundry is required for all to enjoy the benefit of the common space.

A limited number of board-approved washer/dryer hook-ups for privately owned equipment is available in the laundry room. The DWT office maintains a washer/dryer waiting list. A washer/dryer space is assigned on a first come, first served basis, and is allocated on an individual, rather than dwelling unit basis. Washer/dryer spaces are **NOT TRANSFERABLE** from unit owner to unit owner, unit owner to unit renter, unit renter to unit renter or unit renter to owner. The new owner/renter must be placed on the list in the DWT office.

Washer/dryer units that are left in disrepair and not in operational status will have 30 days after notification from DWT Management to repair then forfeit space. The owner/renter will then need to remove said washer/dryer at owner/renter expense.

It is the responsibility of each user of the Laundry Room to clean and remove all laundry within 24 hours. As a courtesy to fellow DWT residents during busy times please limit the number of coin operated washing machines used at one time.

1.3 FITNESS ROOM (Revised 1/22/14 and approved by the board in March 2014)

There is a fitness room located adjacent to the laundry room in the basement of the Willow Terrace. The equipment in this room has been purchased by the Condominium Association, is maintained under contract by Scheller's Fitness and Cycling, and is for the **EXCLUSIVE USE OF RESIDENTS OF THE**

DARTMOUTH-WILLOW TERRACE. Overnight guests of Association residents may use the equipment by signing in. Owners with a routine time for exercise will have priority with regard to overnight guests. Please advise your guests of the policies associated with using the fitness room equipment to replace all equipment to its original space. As a courtesy to DWT fellow residents the following usage applies to using the Fitness Room; avoid bringing food or beverage to your workout, water is permitted, music may be used only through headphones, apply the 30- minute courtesy if someone is waiting for the same cardio equipment, avoid standing on the belt of the treadmill when starting treadmill.

You may use a personal trainer to assist you with your fitness program in the room as long as you are present and the trainer is not using the equipment for his or her own personal training. NO animals are allowed in the fitness room or on the equipment.

No personal equipment of your own may be located in the fitness room without permission from the Board. Any approved equipment must be labeled with your name and unit number. Scheller's will not maintain your approved equipment. If you do not maintain your equipment you will be asked to remove the equipment.

We ask you to observe some basic policies: USE OF THE FITNESS ROOM EQUIPMENT IS UNDERTAKEN AT YOUR OWN RISK. SIGN IN ON THE SHEET LOCATED BY THE ENTRANCE. PLEASE CHECK YOUR SHOES AND CLEAN OFF MUD OR DEBRIS BEFORE USING THE ROOM. TURN OFF LIGHTS OR FANS YOU MAY HAVE TURNED ON WHEN USING THE EQUIPMENT AND CLOSE ANY WINDOWS OPENED. PLEASE USE THE WIPES TO CLEAN THE EQUIPMENT AFTER USING. PLEASE ENJOY THIS ADDED BENEFIT OF THE DWT SAFELY AND OFTEN!

1.4 STORAGE

Cages for storage are in the Willow Terrace basement. One cage is free of charge and assigned by the office upon request. Twenty separate storage rooms are also available for monthly rental. All storage areas are for use by both buildings.

Assignment of storage space is limited to no more than ONE cage or storage room per dwelling unit. The office maintains a cage/storage room waiting list for additional rentals at \$25 each and operates on a first come first served basis, and is allocated on an individual, rather than dwelling unit basis. Storage spaces are not transferable from unit owner to unit owner, unit owner to unit renter, unit renter to unit renter or unit renter to owner.

The Association shall not be held liable for any damage or theft of personal property held in any storage area. Hazardous materials, such as paints, and other highly flammable or toxic materials are prohibited in the storage areas. Storage of materials outside of the designated storage areas is strictly prohibited.

1.5 GARAGES

There are 20 cars being parked in the Dartmouth, which is one per unit. There are 28 parking spaces in the Willow Terrace garage serving dwelling units. Refer to the fee schedule in Appendix A.

The office maintains a Willow Terrace garage waiting list, which operates on a first-come, first-served

basis. Parking spaces are allocated on an individual, rather than dwelling unit basis; parking spaces are not transferable from unit owner to unit owner, unit owner to unit renter, unit renter to unit renter or unit renter to unit owner. Due to limited parking spaces, and high demand for parking, there is a limit of one parking space per unit. Any owner with property in both the Dartmouth and Willow Terrace will be limited to ONE parking space rather than one space in each building. The Dartmouth garage does not have assigned spaces; Willow Terrace has assigned parking spaces. Dartmouth and Willow Terrace garage spaces may not be sublet. Guests may not use the parking spaces in the garages or on the hill.

Any owner or renter in violation of HOA fees will forfeit their assigned parking after 60 days. At this time, they will need to vacate the assigned space and return to the bottom of the parking garage list.

Cars left in the garage will be subject to tow at the expense of the owner of the vehicle. Loading and unloading may be done in the garage in a responsible way as to not block those entering or exiting the garage.

ALL CARS IN THE PARKING GARAGES MUST BE CURRENT AND POSSESS A TAG AND BE REGISTERED. THE WT GARAGE IS NOT A STORAGE FACILITY AND EACH USER IS RESPONSIBLE FOR MAINTAINING PROPER REGISTRATION AND TAGS. Any owner in violation will be notified by the DWT management and will have 30 days to register and get current tags. After the 30 days, the car in violation will be towed at the owner's expense.

The DWT garages are available for parking not storage. Bicycles must be labeled with the unit number and in designated spaces. All personal items left in the garage will be removed and are subject to disposal. Garage door openers are available for purchase from the Management office in the WT.

2.0 SECURITY

2.1 ENTRY

A keyless entry system using electronic fobs is in place at all entry doors to the buildings. The fob is placed close to a reader plate to open the doors. The fob cannot be changed or destroyed; however, the DWT computer can make them unusable with the touch of a key. Make sure the door is solidly closed behind you. If you lose a fob, notify the office at once.

The Association requires a one-time, non-refundable fee of \$25 per fob. When a resident moves out, their fobs will be immediately deactivated. There is no passing of fobs permitted as they will be deactivated. Fobs should be returned to the office when moving out. Only two fobs will be issued per unit. You may request additional fobs by contacting the Management company with an explanation for the necessity.

The keyless entry system utilizes your telephone to enable you to provide entry to visitors. Upon receipt of a call from the door, simply press 9 on your phone and the entry door will unlock. Please, advise staff if you are expecting visitors or a delivery; should your phone line be busy at the time of arrival, staff can provide admittance.

Security cameras are in place at all entry points. The video is kept for a designated period unless further

needed. PLEASE DO NOT HOLD THE DOOR FOR ANYONE YOU DO NOT KNOW. The security of DWT residents requires each owner/renter to be responsible in this effort. Staff is notified for delivery items and vendors and will be responsible for entry. If a visitor is unable to contact the individual unit, then they will be advised by the console to contact the appropriate staff service number.

2.2 DELIVERIES, WORKERS AND GUESTS

All deliveries and workers must use the service entrances of each building. The Dartmouth service entrance is on the side of the building on Baringer Avenue. The Willow Terrace service entrance is on the side of the building on Edgeland Avenue. All vendors must sign into the building by the owner or staff; a notebook is on the table outside the office of the Willow Terrace and a sign-up sheet is on the bulletin board in the Dartmouth garage.

All visitors to the buildings are required to use the entry system located at the two entrances of both buildings. If you plan to be absent but still wish to admit personnel to your unit, you must advise the staff, in writing, 24 hours prior to admittance.

2.3 EMERGENCIES AND EVACUATION

POLICE, FIRE, MEDICAL EMERGENCY: CALL 911

If you are calling the police, fire department or EMS, call staff, too, as staff assistance may be needed to operate freight elevator, advise others of danger or other action.

FOR ALL OTHER SITUATIONS NEEDING IMMEDIATE ATTENTION:

Willow Terrace Service 643-6534

Dartmouth Service 643-6536

2.4 EVACUATION PROCEDURE

CAUTION: Do not use the elevators if there is a fire!

Dartmouth: Take the rear steps down and enter the garage. Then exit the building through the garage entrance door and go to the sidewalk in front of the building.

Willow Terrace: Residents south of the passenger elevator take the stairs at the south end of the building to the main floor. Exit the building through the side entrance door next to the garage. Residents north of the passenger elevator enter the stairs at the north end of the building into the main floor. Then exit the building through the main lobby.

Evacuation assistance: The office maintains a list of residents in need of assistance in an emergency evacuation. If you need assistance, please contact the office to ensure your name is on the list.

3.0 SERVICES

3.1 OFFICE AND STAFF

At least one staff member is on duty from 7 am – 11 pm, seven days a week. From 11 pm – 7 am a staff member is on duty. The staff member(s) on duty have responsibilities throughout DWT buildings. He or she can be reached by calling 502-643-6534 (Willow Terrace) or 502-643-6536 (Dartmouth).

When you are out of town, make the office aware of the dates you will be away, as well as providing an emergency phone number to the office. Owners of the Dartmouth will need to clarify with staff how you wish your mail handled.

Please remember the staff has many duties. Chatting with staff for extended periods may keep them from fulfilling other responsibilities. Please realize that staff responses cannot always be immediate. Requests for help can be made directly to the staff or by contacting the management company. Duties of the staff include helping with groceries, laundry and luggage on the freight elevators, parking cars in the Dartmouth garage and maintaining the common elements.

3.2 GUEST ROOM

The guest room in the Willow Terrace is available for rent. Any resident of the DWT can reserve the guest room. The reservation is made by going to the website (dartmouth-willowterrace.com) and filling out the form. Reservations are accepted on a first come, first served basis. Any reservation not cancelled 24 hours in advance will be billed to the resident. The fee may be paid in advance or billed to the owner's account; no cash is accepted for guest room rental. See Fee Schedule in Appendix A.

The guest room is a NON-smoking room and pets are NOT allowed at any time. Pets of overnight guests are boarded off site of the WTproperty or housed in the host's unit. Guests arriving with a pet will be redirected to boarding off site.

The guest room has a small refrigerator and coffee pot. If you wish to provide a guest with coffee, tea or cold drinks, please place them in the room. All charges must be paid by the owner to DWT. Check in time is 4 pm and check out time is 11 am.

3.3 TRASH AND RECYCLING

Garbage should be taken in sealed bags to the trash area on your floor. It is removed regularly from those areas by staff. Garbage may not be left outside your condo door. Refrain from creating bags too heavy. Residents with cats need to dispose of litter in manageable size bags. All garbage bags must be sealed, without hazards such as broken glass, or metal objects. Please make sure the lid is securely on the garbage container.

Recyclable materials should be placed in designated recycle bins. ALL BOXES ARE TO BE BROKEN DOWN PRIOR TO PLACEMENT IN THE RECYCLE BINS. Staff removes the recyclables and trash; each person is responsible for their recycling efforts. Cans, bottles, and jars should be rinsed out before placing them in bins. A list of acceptable recyclable materials can be obtained from the city waste collection department.

(MetroCALL at 311.)

4.0 MISCELLANEOUS

4.1 INSURANCE

Owners are required to maintain homeowners Insurance when moving into the DWT and supply proof of such insurance to the management company. Refer to the Bylaws for details.

4.2 NOISE

Avoid loud conversations in the hallways and maintain a reasonable volume level when playing televisions, radios, stereos, musical instruments, etc. If you anticipate extra noise in your unit for an extended time, as a courtesy please tell your immediate neighbors ahead of time. DWT is in Jefferson County and the Metro where a noise ordinance is in effect. Loud disruptive noise may not extend beyond 30 minutes or the police may be called.

Living in an historic building brings with it many surprises; echoes in common spaces is one of these. Slamming doors creates a vibration around, above, and below you – as do loud conversations. Living in a community requires added consideration with the proximity of neighbors.

Renovation or maintenance work, such as floor waxing, repairs and moving of furniture may only take place during Dartmouth-Willow Terrace regular working hours, 8 am – 4 pm, Monday through Friday. Saturday and Sunday are considered quiet times; loud noises during these times are not permitted. Vacuuming may be done between the hours of 8 a.m – 8 p.m.

4.3 MOVING IN AND OUT

All moves must be scheduled at least one week in advance with the DWT Management Company. A contract covering damage and loss must be signed, and a nonrefundable moving fee paid. If damage to the elevator or building occurs, additional charges will be made. (See Appendix for Fee Schedule.) Any resident moving in or out will pay a fee for freight elevator operation. ONLY staff members or management may operate the freight elevator and may not help residents move any items. **PASSENGER ELEVATOR CAN NOT BE USED FOR MOVING.**

No bell carts may be used for moving items in or out of any condo. No moving debris may be left outside of the condo, but instead must be placed in the designated garbage area or dumpster in the alley. ALL BOXES MUST BE BROKEN DOWN PRIOR TO PLACING IN THE RECYCLE BINS.

Moving Hours: Monday through Friday, 8 am – 4 pm.

Moving STOPS at 4 pm, Monday through Friday. The freight elevator stops and movers leave premises, be they professionals or friends. Movers will be denied access to buildings on other than designated moving days and times.

No moving on Saturdays, Sundays, holidays, and holiday eves, including New Year's Day and New Year's Eve, Derby Day and Kentucky Oaks Day, Mother's Day, Memorial Day (three-day weekend), Father's Day, Fourth of July and day preceding, Labor Day (three-day weekend), Thanksgiving Day and preceding day, Christmas Day and Christmas Eve.

4.4 PETS

Common household pets may be kept inside the condo. Residents are required to register their pets with the association. The DWT has one Pet Committee serving both buildings. All residents, including unit owners and tenants, are responsible for being aware of all requirements and rules. Refer to Appendix D for pet rules and regulations.

4.5 PURCHASE OR RENTAL UNITS

The office of the Dartmouth-Willow Terrace maintains a list of units for sale or rent. Information available includes the name and phone number of the real estate agent or contact person for each unit listed. An open house is permitted but no indoor or outdoor signage is permitted on the property.

4.6 PEST CONTROL

Monthly pest control service is provided in both buildings. Contact office for details and see Appendix A for Fee Schedule.

4.7 RENOVATIONS, REMODELING, AND UNIT MAINTENANCE

Any co-owner wishing to make alterations to the water, sewer, heating, electrical, plumbing, or ventilation systems, or make any structural addition, alteration, or improvement in his or her unit must have prior written consent from the Board of Administration. Work must be completed by licensed or certified professional contractors. The Board has the obligation to answer any written request by a co-owner within 30 days after such a request. Failure on the part of the Board to respond within 30 days shall constitute consent to the proposed addition, alteration, or improvement. (By-Laws, Article IV, Pages 27-28)

Contractors must be insured, and proof of insurance must be provided to the management company.

Common areas, including but not limited to, hallways, carpeting and walls must be protected during renovations.

Plumbing that requires building water supply to be turned off must be scheduled in the office a minimum of 7 days in advance. A shutdown is permitted only once a month, unless an emergency occurs. Only a licensed plumber is allowed to perform work that requires water turn off. It is required that each owner have installed and maintain water supply turn-off valves at each sink, tub, shower, etc. See WORK IN UNITS in Appendix C.

The plumbing in DWT is sensitive and flushing feminine products, wet-wipes (even if they say

flushable) or other products may result in expensive repairs. Please refrain from flushing these products down the toilet.

4.8 UNATTENDED UNITS

All residents who leave their units for extended periods should make arrangements for someone to visit their unit while they are away. The Association is seeking to prevent problems that may occur because of unning water, dry traps or drains and sewage backups. These problems occur occasionally, causing damage to your unit and others. If someone checks the unit, a disaster could be prevented. Please check the following:

- Check sinks and toilets for water dripping or running
- Run water in tub and sinks to keep traps filled with water
- Flush toilets
- Check drains for possible backups and notify office
- Turn off lights, appliances and air conditioners that waste electricity
- Turn off water supply to washing machine, ice maker, etc.

If requested, the staff is available to perform these duties.

While residents are out of town, please leave a note with the dates one will be gone and an emergency phone number with the office or Dartmouth garage and how the mail should be handled.

4.9 PAYMENTS TO THE HOA

The Association requires that co-owners use ACH (Automated Clearing House) to make all payments for monthly maintenance fees, plus any charges for parking, lockers/storage units, cable TV, and other occasional services. Co-owners can set up ACH payments through the management company.

4.10 BUILDING MANAGEMENT INFORMATION

The building's office is located off the WT lobby. A staff member or attendant is on property to control access to the buildings and assist residents. There is a maintenance request box located in the Dartmouth garage office and the Willow Terrace mailroom.

Manager Phone: 502.208.8710

Manager Email: office@dartmouth-willowterrace.com

Mailing Address: DWT Office, 1412 Willow Ave, Louisville, KY 40204

Website: www.dartmouth-willowterrace.com

APPENDIX A: FEE SCHEDULE

Guest Room: \$85 per night. Thanksgiving and Christmas: 3-night minimum \$110 per night. Derby: 3-night

minimum \$400 per night.

Move in/out fee (nonrefundable): \$50 per move. Move in/out elevator operating fee (2-hour minimum) \$35 per hour.

Parking space: \$52 per month (WT); \$28 per month (WT hill). \$58 per month (Dartmouth).

Penalty for operating freight elevator: \$300 per occurrence.

Pest Control: no charge.

Dog pet fee: \$50 per year, charged in January.

Extra storage \$25.

APPENDIX B: MOVING GUIDELINES

Moves must be scheduled at least one week in advance.

Fees: \$50 moving fee to be retained by Association. Any damages incurred by a move will be assessed by the building manager and billed to the owner. In the Willow Terrace, protective pads must be in place on the wooden floor of the back lobby. Residents will pay for freight elevator use of \$35 per hour, with a two-hour minimum charge. **ONLY** staff members may operate freight elevator; they will not assist with moving. There is a penalty of \$300 if someone other than DWT staff runs the freight elevator. **Passenger elevator cannot be used for moving.**

Moving hours: Monday through Friday 8 am – 4 pm.

Moving STOPS at 4 pm Monday through Friday. Freight elevator stops and movers leave premises, be they professionals or friends. Movers will be denied access to buildings on other than designated moving days and times.

No moving on Saturdays, Sundays, holidays and holiday eves, including: New Year's Day, New Year's Eve, Derby Day, Kentucky Oaks Day, Mother's Day, Memorial Day (Three day weekend), Father's Day, Fourth of July, Third of July, Labor Day (three day weekend), Thanksgiving Day, Preceding day to Thanksgiving, Christmas Day and Christmas Eve.

Disposal of cartons and boxes. Please flatten boxes and cartons for easier disposal in the alley dumpster.

To obtain the move in/out form, go to the website dartmouth-willowterrace.com and under "Resident Services" there is a printable form. If you do not have access to a printer, you may obtain a form from the office.

The completed form and fee should be returned to the office prior to the move.

APPENDIX C: RULES AND GUIDELINES FOR WORK IN UNITS

Renovating and decorating in the Dartmouth-Willow Terrace is a unique experience due to the age and complexity of the systems of these buildings constructed in 1927 and 1923, respectively. Work performed incorrectly can cause costly damage to the unit and to the property of neighboring co-owners and can unnecessarily disrupt other residents. These rules and guidelines will help make the renovation and redecoration process easier and more pleasant for everyone, and apply to all work performed in both buildings by contractors, co-owners or residents.

1. **APPROVAL OF PLANS.** Co-owners must submit detailed plans of proposed alterations of the unit (other than painting, wallpapering and carpeting) to the Board of Administration at least two weeks in advance of the scheduled work. The board has the right to seek the input of qualified engineers or other experts at the co-owners expense. Allow more review time for projects involving wall demolition or electrical or plumbing work. The Board will not approve plans that include changes that may cause undue stress on common utilities. The board may, at any time and without notice, stop work that is being performed without approval.
2. **PERMITS/INSURANCE.** The co-owner is responsible for obtaining all necessary government permits and inspections and must provide copies of certificates to the office. All contractors must be insured and must provide proof of insurance to the office.
3. **CONTRACTOR COPY.** Each co-owner must provide a copy of these rules to each contractor who is to perform work in the co-owner's unit PRIOR to starting the work. The office will assume that contractors are familiar with these rules.
4. **HOURS.** Work may be performed Monday through Friday, between 8 am and 4 pm. Out of respect for all residents, workers will not be admitted prior to 8 am and will be asked to leave at 4 pm. No work is allowed on weekends and the following holidays (or the day before the holiday): New Years Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and Christmas Day.
5. **BLACK OUT DATES.** Renovations that use chemicals (including paint), create noise, dust or require the freight elevator will not be permitted on the following dates: Derby Week, Thanksgiving week and December 15 through January 5 of any year without prior written Board approval.
6. **CONTRACTOR ENTRANCES.** The contractor entrance for the Dartmouth is through the Dartmouth garage on Baringer Avenue; the contractor entrance for the Willow Terrace is through the service entrance off Edgeland Avenue.
7. **IDENTIFICATION.** Each contractor must identify him or herself, the company name and the unit number for entry to the building. Co-owners must inform staff of names of workers and expected arrival times.
8. **ACCESS TO UNITS.** Contractors are to use the rear stairways or freight elevators ONLY. Only DWT personnel may operate each freight elevator (contact by calling (WT) 502-643-6534 or (Dartmouth) 502-643- 6536. Contractors should advise the elevator operator when he or she will be needed, as they have other duties and may not be available on demand.
8. **WORK AREA.** All work must be performed INSIDE the unit. NO work is to be done in hallways, garages, basements, roof areas, loading zones or any other common areas. Common areas, including hallways, carpeting and walls, must be protected during renovation.

APPENDIX D: PET POLICIES (approved by the DWT board May 25, 2025)

We live in a vertical community where the personal choices one person makes can affect everyone. The therapeutic value of common household pets is undisputed; so is the fact that pets may cause discomfort to others who fear them or who have pet allergies. The community should respect the rights of owners to have pets, and pet owners should respect the rights of other owners. These policies are intended to balance the interests of owners who choose to have pets and those who do not with the goal of enhancing the mutual well-being of everyone in the community.

General Policies

The Pet Committee of the Dartmouth-Willow Terrace is composed of pet owners selected by the President of the Board of Administration (the “President”). The number of members of the Pet Committee shall be determined and its Chair shall be selected by the President. Complaints relating to pets are directed to the Chair of the Pet Committee. Animals other than dogs or cats are subject to general pet regulations, but not fees. Pet owners take responsibility for policing one another’s compliance with the rules. The Chair of the Pet Committee is the liaison between the Pet Committee and the Board of Administration and is responsible for the enforcement of the pet policies.

Owners and tenants must register all animals with the Association by submitting a Pet Profile Application Form to management and – in the case of dogs – paying the annual pet fee each January; the current fee is on the form. Also, the form is available in the management office. Dogs must conform to the criteria set forth below. Any exception must be approved by the Chair of the Pet Committee.

Owners who lease their units must submit to the management office a Pet Profile Application Form signed by their tenant. Pet owners are responsible for any damage or liability caused by or incurred on account of any pet owned by the Owner or any tenant of the Owner.

Staff members are not available for pet-related tasks of any kind during their shifts. They can be hired privately, however, to tend pets before or after their shifts. Residents may contract with staff members upon such terms as are agreeable to the resident and staff member.

Guests must have approval to bring pets onto Association property by the Chair of the Pet Committee, and dogs must conform to the criteria set forth below. Any exception must be approved by the Chair of the Pet Committee.

Specific policies

- A. Regarding all pets
 1. Owners and tenants are permitted to house no more than two pets per unit, two cats or one cat and one dog or two dogs that conform to the criteria below.

2. Emotional Support Animals (ESA) and psychiatric service dogs (PSD) are exempt.
3. An annual pet fee, determined by the Board of Administration, will be charged in January's maintenance fee each year for upkeep due to pets. The charge is per dog.
4. Pet owners are responsible for damage or soil anywhere on Association property- inside or out- and will clean up or make repairs immediately.
5. Owners are responsible for the area outside their door and any hair leading to the elevators their animal may cause.
6. Foul odors are not tolerated.
7. Pets must be leashed or carried when outside their unit.
8. No animals allowed in the fitness room and laundry room.
9. The Dartmouth Willow Terrace front doors are off-limits to all animals at all times. While waiting for the passenger elevator or passing through, pets are permitted in the lobby. Pets may use the main floor entrance near Units 28 and 29 in the Willow Terrace.
10. When the freight elevators are replaced to allow operation by residents, all pets must use the freight elevator and not the passenger elevator.
11. All pets must have current vaccinations and be able to present these records to the Pet Committee upon request
12. Pet sitting by an owner or tenant is not permitted.

B. Regarding cats: Litter waste must be double-bagged and tightly tied before deposited in a garbage can.

C. Regarding dogs

1. Dogs must wear tags carrying their names and confirming current vaccinations.
2. Pet owners whose dogs relieve themselves anywhere on Association property must clean up after them immediately. The Association provides an outdoor waste barrel and a dispenser for plastic grocery bags. Dog owners keep it stocked.
3. Dog owners are responsible for making sure their dogs have good manners around other residents so that no owner is menaced, annoyed, or inconvenienced on account of the dog's behavior.
4. Dogs must satisfy the following criteria:
 - a. Under 55 pounds
 - b. No aggressive dogs
 - c. Certified therapy dogs are permitted
 - d. All dogs must be approved by the Pet Committee
5. Dogs living in the Dartmouth Willow Terrace on the date these policies were approved by the Board — May 25, 2025 – are exempt from these criteria.

Residents who find a neighbor in violation of any pet policy may submit a complaint to the Chair of the Pet Committee. The Chair of the Pet Committee may submit to the Board a written request for appropriate action against a persistently non-compliant pet owner. The Association By-Laws empower the Board to require a noncompliant pet owner to remove the pet promptly from Association property.

APPENDIX E: GARAGE POLICIES

DARTMOUTH GARAGE

Twenty cars share seventeen spaces. Be certain to provide the staff with ignition and car door keys so cars can be moved as needed. Keys will be kept in a locked box. When you enter the garage, pull the car forward as far as possible so others will be able to pull in behind you. Take your keys with you. If you have parcels and no attendant is available, use the red phone on the wall to call for assistance. When you need your car, call 502- 643-6536 at least 15 minutes ahead of departure, so it can be accessible. Inform the staff if you will be out of town for more than several days so your car can be stored out of the way. Always close doors carefully when entering and/or departing the garage and never prop the door open. Personal items (excluding bicycles) may not be stored in the garage.

WILLOW TERRACE GARAGE

1. The ledges in the garage are not for storage of personal items.
2. Residents who park on the street are permitted to load and unload in the garage lane.
3. No repairs may be performed in the garage.
4. Storage of personal items is not permitted with the exception of door protectors.
5. Spare keys to all vehicles in the garage must be provided to the office.
6. Animals may be washed in the wash bay if not in use.
7. Bicycle racks are provided. Residents should register with the office.
8. Only one vehicle per space is permitted.
9. Residents with assigned spaces who are away with their vehicle for extended periods should notify the office of space availability. The next-in-line on the garage list will be permitted to use that space on a temporary basis and will pay the garage fees directly to the resident whose space is available.
10. Three spaces on the hill outside the WT garage are reserved for the top three people on the garage waiting list.
11. Carts reside in the WT garage and are to be returned immediately and not to be stored in individual condos. With a limited supply available it may cause undue strain on neighbors if not returned as soon as possible.

Revised June 2025.