

GARDENS ON GLENWOOD NEW OWNER INFORMATION

Below is information about the Gardens on Glenwood. Living in a condominium is a bit different from a private home; the items below will help your transition to communal life.

The list of items below is not all inclusive. The Homeowner Directory, HOA Board Members, Building Representatives, Rules and Regulations, Resolutions and many other documents about our community are on the Nabr website:
<https://gardensonglenwood.nabrnetwork.com>.

The Homeowner's Directory on Nabr is for condominium related use for the Gardens on Glenwood owners/residents only. Solicitation of any kind is strictly prohibited. Directory information is not to be given out for public use.

1. SELLER TO PROVIDE TO HOMEOWNER AT CLOSING:

- Seller to provide to homeowner at closing
- Two types of Fobs: "Homeowner" (limited to 2 per condo) and "Friends & Family" (quantity varies by homeowner)
- Building Keys (2) – exterior, lobby, stairwell, fitness, pool – cannot be duplicated
- Condo Keys (Varies)
- Mailbox Keys (2) – Place your name(s) in assigned mailbox
- Garage Door Openers (2) – Open only your garage gates
- If you do not receive these items or need additional items, download the download the appropriate form on Nabr under For Residents / On-Line Forms
- Detailed information on all the above can be found in the Welcome Packet or Building and Grounds information on the Nabr website.

2. WATER SYSTEM:

Your unit and every condominium in our complex have a required water shut off system. This system must be used to turn off your water **every** time you leave your condo. Please take the time to understand your system – 80% of all homeowner damage is caused by water Please contact your building representative or a member of the board for technical assistance or with any questions. For more information, please see "Water Systems" on the Nabr website at <https://gardensonglenwood.nabrnetwork.com>.

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3. CONDOMINIUM AND BUILDING INFORMATION:

- Smoking: is prohibited anywhere inside a building or common area. Bird feeders and wind chimes are not permitted.
- Planter boxes and hanging plants are permitted.
- Interior condominium door hangings: Seasonal decorations are permitted on your entrance door.
- Grills on porches: City of Raleigh only allows electric grills.
- Exterior light fixtures may not be changed.
- Stolen or lost fobs/keys must be reported immediately
- Due to the concrete structure of the buildings, drilling is not permitted in the floor. No drains may be moved.
- Leasing of a unit must be a period of one year or greater.
- All parking spaces and storage units are deeded and for that owner's exclusive use. Storage in front of assigned parking spaces is limited to bicycles and grocery carts.
- Security Entrances, Lobby, Garage, and Stairwell Door are to be securely closed and always locked. Unattended doors should never be left open.
- Pets: An owner may have a maximum of two (2) pets at any time (excluding fish). Exotic pets are not allowed on the premises.

4. WASTE DISPOSAL:

- Trash chutes: Household waste only. Everything deposited in a trash chute must be placed in a plastic garbage bag and securely fastened at the top. NOTE: Only items that can be "Crushed" should be placed down the chute.
- Non-compactable Items: Pizza Boxes, Books, Styrofoam, Metal, and small household items. Deposit in portable garbage containers in each garage. Please: No garbage or food in these containers.
- Cardboard: Boxes must be broken down flat and deposited in the special cardboard dumpster located in each garage.
- Recycle: Glass, plastic and paper are to be placed in bins provided for that purpose in each garage. Please rinse all containers prior to placing them in the bins.
- Large Items or Packing Materials: Should be taken to the Wake County Disposal Site - www.wakegov.com/recycling/Pages/default.aspx. Do NOT place these items in the Refuse Room as they will not be collected by our janitorial company.

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5. INTERNET, PHONE, LOBBY CALL BOX AND CABLE CONNECTION:

- Each floor has an equipment room with connections for land telephone lines and wired data networks. The fiber optic connection for AT&T is in your condo's main communication panel.
- In order to have your name(s) and phone number(s) programmed in the callbox, you must submit the **"New Resident Callbox, Fobs & Keys Form."**
- To allow entry from the exterior lobby, press "9" on your phone keypad.

6. MOVING AND RENOVATING:

All information and necessary forms: Are located under "Resources" and "For Residents /On-Line Forms" on the Nabr site at <https://gardensonglenwood.nabrnetwork.com>.

7. LIMITED COMMON AREAS:

- Limited Common Areas refer to those elements that are for the exclusive use and benefit of one unit. These are including but not limited to: porch or balcony, storage unit in garage, HVAC system, dryer vent stack and windows. Homeowners retain financial responsibility for these items. In addition, please visit "Maintenance Responsibilities" on the NABR website to find a matrix identifying the areas for which homeowner retains responsibility versus the homeowner's association.
- More information: Definitions of the Common Areas and Limited Common Areas in the *Declaration of Condominium for The Gardens on Glenwood Condominium* located on the Nabr website.