

**Rules and Regulations**  
**Revised April 2022**

This summary of rules, regulations, and procedures of the Glenbrook Homes Association is not permitted to be a complete listing of all such rules, regulations, and procedures, but is intended to be a general statement and quick reference guide for residents and owners of Glenbrook and Woodgate. The rules, regulations, and procedures stated herein do not circumvent the Bylaws of the Glenbrook Homes Association, the Covenants of Glenbrook (Linden Park), the Covenants of Woodgate or any resolutions adopted by the Board of Directors of the Glenbrook Homes Association.

Should a dispute or discrepancy arise involving the rules, regulations, and procedures stated herein, the Bylaws, Covenants, and resolutions referred to shall control. All residents and owners of Glenbrook and Woodgate are deemed to have knowledge of the contents of the Bylaws of Glenbrook Homes Association and the Covenants of the subdivision in which they reside or own property.

**Definitions**

1. Association shall mean and refer to the Glenbrook Homes Association, a Nebraska nonprofit corporation, its successors and assigns, said association being the identical association serving Glenbrook and Woodgate, subdivisions of Douglas County, Nebraska.
2. Owner shall mean and refer to the record owner, whether one or more persons or entities, of a fee simple title to all or any part, parcel, or portion of a platted lot which is a part of the property, including contract sellers, but excluding those having such an interest merely as a security for the performance of an obligation.
3. Common Area shall mean all real property owned or leased by the Association for the common use and enjoyment of the owners or members of the Association.
4. Facilities shall mean the Clubhouse, garden plots, or any other amenity owned or leased by the Association.
5. Member shall mean and refer to every owner.
6. Resident shall refer to all persons residing in the subdivisions of Glenbrook (Linden Park) and Woodgate in Douglas County, Nebraska.
7. Dedicated Street shall mean streets that are done in concrete, Vane St, 80<sup>th</sup> St, Read St, and Hanover St.
8. Non-dedicated Streets shall mean streets and cul-de-sacs that are done in asphalt.

### Contact Information

Mailing/Physical Address:	7901 Vane Street Omaha, NE 68122	(402)572-1008 (only monitored twice a week)
Send Assessment Payments to:	Glenbrook Homes Assn c/o Masimore, Magnuson & Assoc 11440 W Center Rd. Suite B Omaha, NE 68144	(402)334-0600
President	<a href="mailto:president@villagesofglenbrook.org">president@villagesofglenbrook.org</a>	
Vice President	<a href="mailto:vicepresident@villagesofglenbrook.org">vicepresident@villagesofglenbrook.org</a>	
Secretary	<a href="mailto:secretary@villagesofglenbrook.org">secretary@villagesofglenbrook.org</a>	
TH Treasurer	<a href="mailto:treasurer.th@villagesofglenbrook.org">treasurer.th@villagesofglenbrook.org</a>	
SF Treasurer	<a href="mailto:treasurer.sf@villagesofglenbrook.org">treasurer.sf@villagesofglenbrook.org</a>	
Member at Large	<a href="mailto:boardmember@villagesofglenbrook.org">boardmember@villagesofglenbrook.org</a>	
Clubhouse & Pool	<a href="mailto:clubhouse-pool@villagesofglenbrook.org">clubhouse-pool@villagesofglenbrook.org</a>	
Grounds & Maintenance	<a href="mailto:maintenance@villagesofglenbrook.org">maintenance@villagesofglenbrook.org</a>	
Web Master	<a href="mailto:webmaster@villagesofglenbrook.org">webmaster@villagesofglenbrook.org</a>	
Garden Plots	<a href="mailto:CommunityGarden@villagesofglenbrook.org">CommunityGarden@villagesofglenbrook.org</a>	
Architectural Review	<a href="mailto:architecturalreview@villagesofglenbrook.org">architecturalreview@villagesofglenbrook.org</a>	

### Clubhouse

1. The Clubhouse is a place to hold meetings and/or entertain guests.
2. An owner/member must be present at all times when the Clubhouse is in use, including times when used by a renter or other resident.
3. The Clubhouse is not to be used by minors without adult supervision.
4. No pets are permitted in the Clubhouse, with the exception of certified service animals.
5. Reservations for the Clubhouse can be made by calling the President, the Manager, or any Board Member. To avoid confusion, emergencies, and overbooking, all reservations are to be made 30 days in advance of the desired date.
6. Clubhouse rental can be made only by Glenbrook owners/members who are current on their Association dues.
7. The Clubhouse rental fee is \$100.00, in addition to a \$200.00 deposit, due at the time of booking. The \$200.00 deposit will be returned if the Clubhouse is left in the original condition. The Board of Directors has the right to retain the entire deposit in situations where party noise is not controlled, or excessive cleanup is required. Failure to appear at the stated time

will result in forfeiture of this contract. The Clubhouse \$100.00 rental fee will not be refunded.

8. The Clubhouse will not be rented during the open swimming season unless the pool is being rented for a private party. Pool rental is a separate rental. Contact a member of the Board to get information of pool rentals.
9. A rental agreement must be signed by an owner/member, even if the use is to be exercised by a renter or other resident.
10. Functions at the Clubhouse must end at 12:00 midnight. The premises will be checked and locked by an agent of the Board of Directors.
11. Party functions cannot exceed 50 persons.
12. The Clubhouse rental DOES NOT include the use of the swimming pool. Pool rental is a separate rental option.
13. The business office and pool pump room are for use only by authorized personnel.

### **Common Areas**

1. The Common Areas in Woodgate are not open to the general public and are private property, owned by the Glenbrook Homes Association, for use by members, residents, and their guests only.
2. Each user shall control his/her pets so as to not infringe on the rights of other residents.
3. The Common Areas are not to be used as a dumping ground for pet waste or any other kind of litter. Pet stations have been placed throughout the Common Areas and along the trail. If a pet owner has been notified in writing to clean up their yard or a common area and fails to do so, the Association will clean the area at the cost will be added to the owner's assessments.
4. Abuse of playground equipment and littering should be reported to the Omaha Police Department, then to a member of the Board of Directors.
5. Residents should report to the Omaha Police Department any vandalism or inappropriate activity which could be deemed as a disturbance of the peace. This includes use of motorized vehicles (except those used for maintenance by GHA) on the Common Areas and walkways. These prohibited vehicles include motorcycles, three and four wheel all-terrain vehicles, snowmobiles, and skid loaders. After reporting to the Omaha Police Department, a further report should be submitted to a member of the Board of Directors as soon as possible.
6. Each member/owner, resident, or user is responsible for the activities and use of all facilities by family and/or guests. This includes payment of any kind of damage caused to the playground equipment or other facilities used by family members and guests.
7. Personal storage of any kind on the Common Areas is prohibited.
8. Repair costs for damage to Common Areas and facilities by an owner or contractor working for an owner will be charged or assessed to that owner.

### **Yard Maintenance/Weed Control**

1. Each member/owner/resident is responsible for controlling the growth of weeds on his or her lot and/or patio in compliance with [Chapter 18, Article 3](#) of the Omaha Municipal Code, Section 18-24. Specifically, a duty to cut and clear all weeds, grass, and worthless vegetation which have reached a height of 12 inches or more.
2. Should the member/owner/resident fail to maintain his or her lot and/or patio areas, the Association will issue a formal request that the problem be remedied in no more than two weeks.
3. If no satisfactory remedial action is taken, the Board will order the lot and/or patio to be mowed or trimmed, and charges will be assessed against the lot and added to the member's assessment.

### **Underground Watering System**

1. The Board of Directors and/or its designated agents are responsible for managing the operation of the sprinkler system. The Association reserves the right to report tampering of the sprinkler system to authorities and/or prosecute under any appropriate legal penalty.
2. Repair costs for damage to the underground watering system by any non-authorized person will be charged to that person and, if employed by a member, to that member.
3. No digging is to be done on the Common Areas without permission. Specifically, any digging must first be reported to the Digger's Hotline, 402-344-3565, AND the Association, if the digging is to occur anywhere near Association property. (Call Digger's Hotline regardless, even if digging is to be done exclusively on private property).

### **Parking and Usage of Dedicated and Non-Dedicated Streets**

1. The Glenbrook Homes Association controls all parking in Glenbrook, on dedicated and non-dedicated streets. Users must follow directional signs and the rules of parking.
  - a. Violators of parking restrictions on dedicated streets will be reported to the Omaha Police Department.
  - b. Violators of parking restrictions on non-dedicated streets and parking areas will have their vehicles towed. If towed, the owner of the vehicle should call 402-722-5606. The owner of the vehicle must pay the cost of towing in order to regain possession of the vehicle.
2. Although the Association is unable to obtain information regarding vehicle ownership, the Association will not tow a vehicle until after written notice has been posted on the vehicle,

UNLESS the vehicle is parked on grass or other non-paved area. In such cases, the vehicle may be towed immediately.

3. Storage of vehicles on undeveloped lots, common parking areas, ~~or~~ driveways, or private lawns is prohibited. Non-functioning, unlicensed, or unsightly vehicles must be stored in the owner's garage.
4. Parking in visitor lots is reserved for visitors. While residents may park there, no resident may "claim" a certain parking stall. No resident's vehicle may be parked for more than 24 hours without moving. GHA enforces parking rules and has the right to tow for residents habitually claiming parking spots as their own. When an overflow of traffic occurs, a resident who habitually parks in such an area will need to accommodate his/her neighbors by moving the vehicle to his/her driveway or garage.
5. Driving or parking on grassed/flowered areas is prohibited except by authorized maintenance vehicles.
6. Storage of boats, trailers, and recreational vehicle for more than 48 hour is permitted only in garages with doors closed.
7. Suspected violations of these rules should be reported to the Board of Directors for follow up.

### **Swimming Pool**

1. Nebraska Department of Health and Human Services ([Title 178, Chapter 2](#))
  - a. Definitions
    - i. Class B Pool – A swimming pool operated at a facility including, but not limited to, an apartment, a condominium, a property owner association, a child care facility, and lodgings such as hotels and motels. (002.06)
    - ii. Class D Pool – A wading pool that is no more than 24 inches deep. (002.08)
  - b. Maximum Swimming Pool Capacity
    - i. Shallow Area. 15 square feet of pool water surface area must be provided for each patron for those portions of the swimming pool 5 feet or less in depth. 005.02(A)(i)
    - ii. Deep Area. 25 square feet of pool surface area must be provided for each patron. 005.02(A)(ii)
    - iii. Additional Area Allowance. Additional allowance will be made on the basis of 1 additional patron per each 50 square feet of pool deck in excess of the minimum area of deck required, and 1 additional patron per each 100 square feet of picnic and play area within the enclosure. 005.02(A)(iv)
  - c. All Class B and Class D swimming pools are required to have minimum sanitary facilities consisting of toilets and sinks. 005.14(A)

- d. No glass containers permitted in the swimming pool or on the concrete deck surrounding the swimming pool. 007.01(1)
- e. Class B pools must provide either a rescue tube or a ring buoy, or its equivalent, with an attached rope at least as long as the width of the pool. Class B pools must provide a shepherd's crook type of pole having blunted ends with a minimum length of 12 feet. Lifesaving equipment must be mounted in conspicuous places, accessible, its function plainly marked, and kept in repair and ready condition. Patrons are not permitted to tamper with, use for any purpose other than its intended use, or remove such equipment from its established location. 007.01(4), (5), and (8)
- f. Class B and Class D pools must have a first aid kit. 007.01(7)(b)
- g. The pool deck must be clear of bags and personal items in an area large enough to allow emergency personnel to reach a victim. 007.01(16)
- h. Class B pools must have a Nebraska swimming pool operator on site or able to be on site within 60 minutes. 008.02
- i. As lifeguard service is not provided, a warning sign is placed in plain view of the patrons and states: "WARNING – NO LIFEGUARD ON DUTY". Children under the age of 16 cannot use the pool without an adult in attendance. 009.02(A)
- j. Pool Regulations are posted stating:
  - i. No person is permitted to use the pool without first having taken a warm water shower, using soap.
  - ii. No person having an obvious communicable disease, skin eruption, cut, sore, or lesion eye, ear, nose, or throat infection, is permitted to use any public swimming pool.
  - iii. Spitting or spouting of water, blowing the nose, or any other similar activities in the swimming pool is strictly prohibited.
  - iv. No running, boisterous or rough play, except supervised water sports, is permitted in the pool, or on the runways, diving boards, floats, platforms, or in the dressing rooms.
  - v. Maximum patron load is 35 persons.009.02(B)

## 2. Glenbrook Pool Regulation

- a. The Association assumes no liability or responsibility for anyone in the pool area. Each individual uses the pool at his or her own risk.
- b. All swimmers must register at the pool for each visit. Guests of member must be accompanied by a member. The guest(s) must sign in with name, date and time, and comply with the identification system.

- c. The pool manager is authorized to ask to see identification at any time he/she deems it appropriate or necessary.
- d. Members should feel free to question the pool manager about suspected non-members.
- e. A member or resident and his/her family may entertain up to one-family unit, but no more than 3 individuals at one time. A member or resident and his/her family may entertain up to 3 guests at one time. All guests must be accompanied by an adult resident.
- f. POOL ATTENDANTS AND MANAGERS ARE NOT ON DUTY AS LIFEGUARDS!
- g. Pool Managers or Attendants, pool staff, are responsible for enforcing the Nebraska Department of Health and Human Services Regulations and Glenbrook Pool Regulations. Pool Attendants control access to the pool. The pool Attendant may deny access to any unauthorized person, an Association member and his/her family members with delinquent Association dues, or person who violate rules.
- h. Regarding enforcement: The pool staff's decisions regarding pool regulations, behavior, and attire is final. Users who disagree with the Manager's judgment may supply the Board of Directors with a written complaint, but must comply with the staff's decision at that time. Regardless, any users who employ foul language or disrespect to anyone at the pool, or refuse to comply with any order of the staff will be ejected.
- i. The pool staff exercises judgment regarding undesirable behavior, either by issuing a warning, or expelling from the pool. Their decisions are final! Examples of undesirable behavior include, but not limited to, boisterous or threatening acts or words, excessive noise, and abuse of equipment. Enforcement procedures are as follows:
  - i. The Pool Manger or Attendant will issue a verbal warning to cease the undesirable behavior. If the behavior does not cease, the individual(s) will be expelled from the pool and have pool privileges suspended for 24 hours.
  - ii. Upon return to the pool, repetition of the undesirable behavior is grounds for suspension of pools privileges for 7 days. The Pool Manager or Attendant will inform the Board of Directors when any person has his/her pool privileges suspended for 7 days. If necessary, the Board of Directors can take action to suspend the pool privileges for a longer period, and include in that suspension and entire family if necessary.
  - iii. Failure to leave the pool when requested by the authorized pool personnel will result in an automatic 30-day suspension of pool privileges. If it is necessary to request the assistance of the County Sheriff, the Board of Directors will review the situation and charges will be filed through the Douglas County judicial system.

- iv. Under extreme circumstances, a more extensive ban from the pool area may be imposed. This would involve repeated violations, lack of cooperation, or dangerous activity.
- j. No aquatic or non-aquatic sports equipment is permitted the pool area.
- k. No bikes, skateboards, or other toys/recreational equipment are permitted in the pool area or in front of the Clubhouse entrance.
- l. The Pool Manager or Attendant is not authorized to and cannot accept payments on assessments.

### **Use Restrictions**

1. At no time shall repair of automobiles be permitted outside of garages on any lot; nor will any vehicle offensive to the neighborhood be visibly stored, parked, or abandoned in the neighborhood.
2. No unused building material, junk, or rubbish may be left exposed on any lot except during actual building operations. If debris is not cleaned up upon written notification, the Association will clean up with costs to be assessed to the owner.
3. No garbage, trash/recycling receptacles, containers, or fuel tank shall be permitted to remain outside of any dwelling. However, in the event a resident's garage is unable to accommodate the size of the trash/recycling receptacles, an owner is permitted to keep the receptacles in a discrete locate, by their home, in a manner deemed not unsightly.
4. No garden, lawn, or maintenance equipment of any kind whatsoever shall be stored or permitted to remain outside of any dwelling except when in actual use. In the event of violation, an owner will be provided a written notice to comply within 7 days.
5. No clothing lines shall be permitted outside of any dwelling at any time. In the event of violation, an owner sill be provided a written notice to comply within 7 days.



## **Association Policies & Procedures**

### **Architectural Review**

1. All members or residents who plan any change in landscaping, exterior finishing (paint, stain), or structural changes to the dwelling, or the addition or expansion of decks, fences, or landscaping, large flags or flags on poles, are required to submit a complete set of plans to the Board of Directors for review by the Architectural Review Committee 30 days in advance of planned commencement of such project. Paint/stain samples are available at the Clubhouse, that show the “earth tones” that are permitted to be used.
2. Failure to comply or submit plans of an adequate nature or to provide adequate time for the proper review and approval from the Board of Directors can result in court proceedings consisting of a restraining order/injunction and liability for the associated costs. The Association may require the repainting of unacceptable colors and the dismantling of unacceptable structures.
3. Proposals should be submitted to any member of the Board of Directors or to the Chairperson of the Architectural Review Committee.
  - a. All proposals are to include identification by name, address, lot number (if known), and telephone number.
  - b. All painting and staining proposals must include a color chip or wood sample, identification of paint by brand name, color name and code number. This includes and applies to painting of trim, doors, decks, and siding.
  - c. An accurate drawing detailing dimensions, materials, and construction specifications are required for all structural changes.
  - d. An accurate site plan showing placement of intended landscape planting is required.
  - e. The Board of Directors will approve or reject the plan after review by the Architectural Review Committee and receipt of its recommendation. The Board of Directors will proceed to act on its own if the Committee fails to make a recommendation within two weeks’ time.
4. Residents are responsible for maintenance of any fence erected on the lot, including trimming of lawn and control of volunteer trees immediately adjacent to the fence, on both sides of the fence.
  - a. Before installing a fence, the installation company/owner must do the following:
    - i. Submit a proposal indicating height, style, and material to be used;
    - ii. Get signatures from neighbors, on both sides of the property, approving the fence;
    - iii. Call the Digger’s Hotline at 402-344-3565;
    - iv. Have a survey delineating exact property lines; and

- v. Sign a form agreeing to be responsible for maintenance of the fence.
- 5. Private deck areas and stairs not serving the main entrance of the townhomes, private patios, and private fences are the owner's responsibilities.
  - a. If a safety issue becomes apparent, the Association may step in and correct the problem. Any financial burden undertaken by the Association to correct the safety issue will be assessed against the homeowner.
  - b. In the event it becomes necessary to partially or completely dismantle areas not maintained by the Association, in order for the Association to do proper repair work on areas which are the Association's responsibility, the Association will restore the dismantled area to its original state at the Association's cost.
- 6. Installing holiday specific (Independence Day, Christmas, Easter, Halloween, Kwanza, Hanukkah, etc.) decorations on the outside of homes does not require advance review by the Architectural Review Committee. However, all decorations installed for specific holiday purposes should be removed as soon as possible after that particular holiday is over or no longer than 30 days. The Board retains the right to take corrective action and assess the costs to the owner.

#### **Board of Directors Meetings**

- 1. Board of Directors meetings are held at the Clubhouse at 7901 Vane St at 7:00pm on the third Tuesday of each month.
- 2. An owner/member may place any business item on the meeting agenda by contacting any Board member at least 7 days in advance of the meeting.
  - a. The Board Member will schedule the request with the President.
  - b. The request must detail the agenda item, and the amount of time needed for discussion. The time on the agenda will be confirmed by the President, or the originally contacted Board Member.
  - c. Non-owner residents may attend such meetings **only** at the permission of the Board of Directors, and in all cases cannot interrupt the meetings. It may be required the non-owner residents be accompanied by the relevant member/owners.

#### **Assessment and Delinquent Last Fees**

- 1. Monthly assessments are due and should be paid on the first day of each month. Any member's account, which has an outstanding balance on the first of each month, will be considered delinquent. A 6% per annum late fee, as per the Covenants, will be assessed against any delinquent account and added to the amount due as long as the account is delinquent.

2. Special assessments are due as specified on the Resolution and Notice for Special Assessment. A 6% per annum late fee will be assessed to the member's account should the special assessment remain unpaid 30 days after the due date.
3. The Real Estate Transfer Fee of \$100.00 will be assessed on every sale of property in Glenbrook Townhomes and Single Family. This fee is to be paid by the seller at the time of closing.
4. A \$25.00 fee will be assessed to the member and added to his/her account for any returned check for nonpayment of Association fees regardless of the reason.
5. All payments of assessments should be made by check, bank draft, money order, cashier's check, or automatic payment systems and sent to:  
Glenbrook Homes Association  
Masimore Magnuson Assoc.  
11440 W Center Rd, Ste B  
Omaha, NE 68144
6. Payment cannot be made to the Pool Manager or Attendant.
7. Any questions concerning the payment of assessments should be directed to the Single Family or Town Home Treasurer via the Hotline at 402-572-1008 or the website at [www.villagesofglenbrook.org](http://www.villagesofglenbrook.org).
8. The Board of Directors or the Treasurer may authorize the use of a collection agency to collect assessment for any owner who has not responded with payment to a notice that he/she is delinquent by two months.
9. No owner, resident, renter, or family of any owner who is in arrears may vote or use facilities such as the pool or Clubhouse, nor may they assign such privilege to others or use other's eligibility as a means of access to shared facilities or to exercise voting power.
10. Owners who lease or rent property can delegate limited access to grounds and facilities of Glenbrook, subject to restrictions described above and herein. An owner cannot delegate or assign responsibility for payment of assessment to any renter, lessee, or resident who does not have title to the property in question.

#### **Townhome Repair**

1. A **written** request for Townhome repairs may be made by email request to [townhome.repair@villagesofglenbrook.org](mailto:townhome.repair@villagesofglenbrook.org) or present a **written** request to any Board Member.
2. The Association covers repairs to damage caused by aging and/or natural deterioration of exterior materials. The cost of storm related damage is covered by the homeowner's structural insurance.
  - a. The Association has the responsibility for exterior maintenance, due to normal wear and tear and deterioration of the dwelling, which includes paint, repair, replacement,

and care of roofs, skylights, gutters, downspouts, and siding, but not windows, storm doors, or cleaning of chimneys.

- b. Maintenance of the photo electric cell on the front of each town home is covered by the Association.
  - c. All internal repairs to the town home are the responsibility of the homeowner.
  - d. The Association will cover up to \$500.00 of the insurance deductible for costs when storms or other damages occur to the exterior, not due to "normal wear and tear".
  - e. Damage must be reported to a homeowner's insurance carrier and a claim report must be provided to the Board within 60 days after the occurrence. Failure to report the damage to the insurance carrier and/or the Board within 60 days, the Association will not cover the deductible.
  - f. Repairs will be made only by approved contractors and methods approved by the Association and its Architectural Review Committee.
3. Townhome owners must carry casualty insurance on their residential structure. The Association recommends that the amount of coverage be at least 100% of replacement costs.
- a. Each townhome owner is required to provide a certificate of insurance or a copy of the Declaration page of the Homeowners policy by mailing evidence of coverage each year at renewal to: Glenbrook Homes Association, Attn: Secretary, 7901 Vane St, Omaha, NE 68122.
  - b. Townhome owner who fail to obtain and maintain property casualty insurance on their property will be served with an injunction from the court, requiring them to obtain and carry the insurance.
  - c. If a homeowner fails to obtain and maintain the required property casualty coverage, as stated in Article X, Section A of the Glenbrook Covenants, the Association will not be liable for any damage that is to be covered by the mandated insurance.
4. Any repairs made must comply with the above "Architectural Review" guidelines to obtain Board Approval.
- a. The Association is not responsible for payment of repairs done without prior approval from the Board of Directors or the Architectural Review Committee, or for covered maintenance done by the homeowner out of schedule or sequence.
  - b. The Association assumes no responsibility for repairs done for non-covered items mentioned throughout the Rules and Regulations.
5. Any bills assumed to be the Association's responsibility, that a homeowner has paid, must be submitted within 60 days of completion to be considered for reimbursement. The bill(s) must contain a detailed description including: the name/address of the homeowner, the date the work was completed, the details of the work done, and the reason for the work. Approval of any reimbursement will be subject to Board discretion in accordance with Association Rules & Regulations, Bylaws, and Covenants.

6. The Association and Townhome Owner will share financial costs of specific townhome features as detailed below:
- a. Garage Door
    - i. The Association and homeowner share the cost of garage door replacement, from aging or natural deterioration only, the lesser of 50% of the total cost up to a maximum reimbursement of \$500 for a single size garage door or \$1,000 for a double size garage door.
    - ii. A homeowner is solely responsible for locks, handles, and all other hardware related to the installation or repairs for operation of the door and garage door openers, in addition to costs of labor.
    - iii. A homeowner is responsible for damage done by any other occurrence other than aging or natural deterioration.
  - b. Exterior Front Entrance
    - i. The Association and homeowner share the cost of exterior front door and frame replacement or repair, resulting from aging or natural deterioration only, the lesser of 50% of the total cost up to a maximum reimbursement of \$250.
    - ii. A homeowner is responsible for locks, handles, glass, and other hardware related to the installation or repairs for operation of the door, in addition to costs of labor.
    - iii. A homeowner is solely responsible for storm/screen door repair and replacement for all entrances. Glass breakage and deterioration of seals/locks are a homeowner's responsibility.
  - c. Windows
    - i. The Association and homeowner share equally the cost of repair or replacement of exterior molding and trim of windows, resulting from aging or natural deterioration only, the lesser of 50% of the total cost up to a maximum reimbursement of \$100 per window.
    - ii. All replacements must be presented to the Architectural Review Committee and approved by the Board of Directors pursuant to the above "Architectural Review" guidelines.
    - iii. Labor costs, glass breakage, and deterioration of seals/locks are a homeowner's responsibility.
  - d. Termite Inspection & Treatment
    - i. As the Association has completed termite treatment for the townhomes, the Association pays for annual inspection of these insects and for the maintenance of a warranty policy with Terminix Exterminators.

- ii. The Terminix warranty includes payment for, or repair of any termite damage, occurring after the initial inspections. This contract requires an annual inspection be completed on all properties in April of each year.
- iii. If you suspect termite damage, contact a Board Member as soon as possible.

### **Contractors and Employment**

1. Without exception, all contractors working for the Association must supply a copy of current liability insurance, which shall be retained on file by the Board Secretary.
2. Contractors who use employees must also supply documentation of coverage for workers' compensation, which shall be retained on file by the Board Secretary.
3. Contracts exceeding \$5,000.00 must be approved by a formal Board vote, except in circumstances of emergency, when written approval of 2 Board members or of the Board President will suffice.
4. Competitive bidding must occur on contracts of more than \$7,500.00 and is highly advisable in contracts of lesser amounts.
  - a. Identical bidding specifications will be provided to all bidders, and a deadline for bids will be articulated. All bids must be sent to Glenbrook Homes Association, 7901 Vane St, Omaha, NE 68122.
  - b. When sending bids, contractors must include proof of insurance and workers' compensation coverage. Professional entities such as attorneys of record, engineers, and accountants are excluded from this requirement.
  - c. Bids for contracts exceeding \$5,000.00 will be sealed until such time as the Board of Directors or the designated Townhome Property Manager is ready to look at all bids are received.
  - d. The Property Manager is authorized to accept bids under \$5,000.00, provided he/she informs the President of the Board of his/her intentions, and provided the contractor submits copies of appropriate insurance and workers' compensation coverage.
  - e. Contractors who lobby, pressure Board Members or Townhome Property manager, or argue with Board Members or Townhome Property Manager at the meetings or threaten retaliation will be excluded from the bidding process indefinitely.