

YOUR QUESTIONS ANSWERED

Here are answers to some of the most common questions residents have.
Topics covered in alphabetical order.

ABOUT US

- ***How many homes are there in LeMar Estates?*** There are 36 single-story homes. Eight homes are one-bedroom units. The remaining 28 have two bedrooms, and six of those also have basements.
- ***When were the homes built?*** They were built in phases that began in 1998. The last to be built were completed in 2001.
- ***Where did the name “LeMar Estates” come from?*** The community is built on land previously owned by Leo and Marion Scharber, long-time residents of Rogers. “LeMar” is a portmanteau of their two first names. Also, it’s why our private street is called Marion Court.
- ***When did the homeowners assume control of the HOA?*** Control of LeMar Estates Townhome Association, Inc. was transferred from the developer in 2001.
- ***What is the HOA’s mailing address?*** Our mailing address is: LeMar Estates Townhome Association, PO Box 82, Rogers, MN 55374.

ARCHTECTORAL REVIEW COMMITTEE (ARC)

- ***What is the ARC?*** The ARC is a committee established by the board of directors to maintain an aesthetically pleasing community. The ARC does this by developing parameters to ensure consistency in architectural style, scale, materials, and details.
- ***What authority does the ARC have?*** Section 7.11 of our Declaration gives the committee the authority to establish reasonable criteria for owners who wish to make alterations that visibly affect the “common elements” or exteriors of their unit.
- ***What are “common elements?”*** The Declaration states that common elements are those parts of the property that are owned by the HOA for the benefit of all owners. This includes the exterior surfaces of all buildings as well as all grounds.
- ***What if I have questions about this committee?*** There is a section on our website that addresses this. If you still have questions, contact Nate Sandahl (n.sandahl@lemar-estates.com). Nate is the chair of this committee.

ASPHALT AND CONCRETE MAINTENANCE

- ***How is asphalt and concrete maintained?*** Each year the board conducts inspections of all asphalt and concrete using licensed contractors to determine maintenance issues. Contractors then make repairs or replacements approved by the board.
- ***Will I be notified in advance if work will affect access to my unit?*** Yes. We’ll send out an email or use other means to let you know prior to the work being performed. Keep in mind that work is done only when weather conditions permit. Also understand that new asphalt or concrete needs sufficient time to set before it is ready for use.

- **Who do I contact if I have questions?** Tom Zerull (t.zerull@lemar-estates.com) is our knowledgeable “go to” person for these matters.

ASSESSMENTS

- **What are assessments?** Assessments are financial obligations assigned to property holders in accordance with state statutes to provide funds that are required to maintain the community and its ongoing operations.
- **Are assessments the same as dues?** People often refer to their assessment as dues, but there is a slight difference. Dues are normally a fee associated with voluntary membership privileges in an organization. However, assessments are a legal obligation giving the HOA a security interest in the assessed property until satisfied.
- **What are the different types of assessments?** There is an annual assessment levied each year to cover the ongoing cost of operations and funding of the replacement reserve, and there are special assessments that can be levied when the board determines that expenditures are exceeding projections. Special assessments are extremely uncommon.
- **How are assessment amounts determined?** Annual assessments are determined by the annual budget adopted by the membership. The budget’s projected expenses and reserve funding are allocated and assessed to owners.
- **If the annual assessment is a yearly amount, can I pay it in monthly installments?** Yes, provided you make payments when due.
- **Will I receive a bill for each monthly installment?** We provide a payment booklet each year to owners who wish to pay in installments. The coupons are numbered and self-explanatory, and one is due each month. Please enclose the correct coupon with your payment. It is acceptable to prepay installments. If paying for more than one month, please enclose the coupons for all months being paid.
- **When are monthly payments due?** Payments are due on the first day of each month. We appreciate people who pay by the due date. However, there is an allowance for our residents who may be on a fixed income. If you are retired and on a fixed income, you will be considered current as long as you pay by the date you receive your Social Security check.
- **Are there penalties for being past due?** A late fee of \$15 may be charged if an installment remains unpaid at the end of the month in which it was due. Because ample time is given to pay each installment, late fees are non-negotiable. Furthermore, because of the nature of assessments, the Board may demand payment of the entire unpaid balance if payment is excessively or consistently late. Legal action to collect assessed amounts may be taken if deemed appropriate.
- **What if I have other questions about assessments?** Please check with our treasurer, Jay Olson (j.olson@lemar-estatest.com) for more information.

BOARD OF DIRECTORS

- **What is the role of the board of directors?** The board of directors is a body elected by the membership to govern the HOA during intervals between membership meetings. In addition, and because we are a self-managed HOA, the board collectively manages all of the

operations that would normally be the responsibility of a professional manager or management company.

- ***How long is each board member's term?*** Typically, three years, commencing January 1 of the year following election. Because the board normally consists of six directors, two are usually elected each year. This rotation has been successful in maintaining stability and management consistency.
- ***Are directors compensated?*** No compensation is paid to directors for serving on the board, or for managing operations. Directors are volunteers who freely devote their time and skills. About the only compensation they receive is the gratitude expressed by others who appreciate their efforts.
- ***How often does the board meet?*** This can vary depending on the time of year. Meetings are generally once per month but are generally less frequent during winter months. Meeting dates and locations are typically posted on this website.
- ***Can I attend board meetings?*** Owners are welcome to attend. In fact, each meeting typically begins with an open forum where you can share suggestions or concerns. If you want to attend a meeting, please notify us of your intent at least 24 hours prior to the meeting. (Because meetings are held in homes, seating is limited. Advance knowledge of your attendance is a courtesy to the person hosting the meeting.)
- ***Where can I find out more about the board of directors?*** Visit the Board of Directors page in the Governance Section of this website. Sections 5-6 of our bylaws also provide more information. If you still have questions, please check with one of our directors.

BUDGET

- ***Who develops the annual budget?*** The board of directors creates a budget each year based on historical information and anticipated future expenditures.
- ***What is included in the budget?*** There are two primary components to the budget. The operations component provides funding for ongoing insurance, property management, and organizational expenses. The replacement component provides funding for improvements and replacement of the property's common elements. (For more information about this, see the section on Replacement Funds.)
- ***Do members get to vote on the budget?*** Yes. It is presented at the annual membership meeting. There is time for discussion, and each unit's voting representative can cast a vote.

BUILDING CONSTRUCTION AND MAINTENANCE

- ***Do our buildings get inspected?*** We inspect the exterior of buildings each year. All interior maintenance is the owner's responsibility.
- ***Am I responsible for any exterior maintenance?*** Yes, according to our Declaration, you are responsible for your window frames and panes, entry doors and door hardware, air conditioning equipment, and patios. You are also responsible for maintaining any exterior alterations (things like rain gutters and storm doors) made to your unit by you or former owners.

- **Is the cost of maintaining my unit's common elements paid by the HOA?** Generally, yes, when maintenance is routine and provided to the common elements of all units. Non-routine maintenance to specific units might result in charges to affected owners. If this is the case, we will notify you in advance.
- **Who do I contact if I have building maintenance or construction-related questions?** Your best option is to contact Tom Zerull (t.zerull@lemar-estates.com) if you have questions related to your unit's structure. If you need a handyman, Tom might be able to advise or steer you to someone who can help.

COMMUNICATIONS

- **How are we as owners kept informed of decisions that affect us?** We primarily use this website and mass mails to tell you about activities and decisions that might affect you. Occasionally, we may simply call you. Annual meeting documents or any documents that are required by law to be mailed will be delivered via US Mail.
- **How should I communicate questions, suggestions, comments or concerns?** Our preference is that you email us whenever possible. This gives us a written record of communications. Please try to limit phone calls to urgent matters whenever possible.
- **Where can I find the contact information for the person I want to reach?** Email addresses associated with the topics covered in this document are usually shown. If no address is shown or you need a phone number, check the board of directors section on this website.

EXTERIOR ALTERATIONS

- **What is an exterior alteration?** An exterior alteration is any permanent change that visibly affects the exterior of your unit or its surrounding property.
- **What are some common exterior alterations?** The most common alterations affecting building exteriors are things like storm doors, rain gutters, and tubular solar lighting.
- **How about landscape changes?** If what you are considering involves a shovel going into the ground, then you must get advance approval. We require this not only because of alteration rules, but because of underground utilities. No approval is needed for anything planted in a moveable pot or similar container that can be set on your patio or in a landscape bed.
- **What if I have questions about this?** Contact an ARC member before proceeding. An Exterior Alteration Application is posted in the Architectural Control section of this website for you to print, complete, and submit. Guidelines are also posted.

FINANCIAL REVIEW COMMITTEE

- **What is the Financial Review Committee?** It's a committee elected by the membership or appointed by the board to conduct a review of the financial records for the past year.
- **Does the committee audit the financial records?** No, it conducts a formal review which is less than an audit the is too costly for an organization our size. MN law allows the review if authorized by the membership.

- **How many people serve on this committee?** We prefer to have at least 3-4 people. One person from the board generally acts as a facilitator.
- **Who can serve?** Any owner can volunteer to serve. You need not have an accounting background. The committee meets sometime each spring.

FLAGS

- **What flags are allowed?** You can display the standard American flag or Minnesota state flag.
- **Why aren't other flags acceptable?** While we understand that there are other flags you might wish to display, our limitation is needed to prevent anyone from flying a flag that others might find offensive or in poor taste.
- **How large can my flag be?** Flags should be no greater than three feet by five feet. They can be flown from a pole mounted on your garage door frame.
- **Do I need permission to install a mounting bracket?** Yes. We require you to get approval for a mounting bracket because it constitutes an alteration that affects the common elements of our property (see Exterior Alterations.)
- **What else should I know?** We strongly encourage you to follow American flag etiquette. You can find descriptions of this online. Also, this topic is included in our Rules & Regulations.

GARAGE SALES

- **Are garage or yard sales permitted?** Yes, but you should check with the City of Rogers to see if there are any municipal requirements.
- **Can I put up sale signs?** Yes, as long as you comply with our Rules & Regulations that address the matter of signs.
- **Are tables available for use?** We have four eight-foot tables that can be used. Please check with a board member for availability. Moving the tables to and from storage is up to the user.
- **Anything else?** Parking can be a problem, so please be considerate of your neighbors. Let them know what you're planning.

GARBAGE AND RECYCLES COLLECTION

- **Who provides our service?** Republic Services is our vendor for garbage service. The cost of garbage pickup is included in your monthly assessment. While Republic picks up your recycling as well, recycling is a city-wide service. That means the cost for it will appear on the monthly bill you receive from the City of Rogers.
- **When are garbage and recycled items collected?** Garbage is collected on Friday of each week. Recyclable items are collected every other week on Fridays.
- **How is the pickup schedule affected by holidays?** Six holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day) can alter the normal schedule. If one of these holidays falls on a weekday, the collection day that week moves from Friday to Saturday.

- ***Where should I place my garbage and recycle carts for pickup?*** This varies depending upon the location of your unit. A neighbor should be able to tell you, or it will likely be apparent the evening before pickup.
- ***What if the truck missed picking up my cart(s)?*** If you have garbage pickup issues, contact customer service at 952-941-5174.
- ***Can I store my carts outdoors?*** Carts must be stored inside your garage. It is acceptable to put carts out the night before pickup. After pickup, you should try to return your carts to your garage as soon as possible. If you are unable to do this by the evening of the day of pickup, we strongly urge you to arrange for someone to stow your carts for you.
- ***Can I get a different size cart?*** Yes, but there's a catch. Republic Services charges a fee for exchanging your cart size, and you will be responsible for paying this. The rate for exchanging sizes runs about \$80.
- ***What items can be recycled?*** Check with Republic Services for an up-to-date listing of acceptable items or other questions regarding the recycling program. Go to www.republicservices.com for more information.
- ***What about disposing large or hazardous items?*** Please contact Republic Services regarding items that are too large for your container. Check with the City of Rogers for items you believe may be hazardous.

GOVERNING DOCUMENTS

- ***What are our governing documents?*** The main three are: 1) Declaration, 2) Bylaws, and 3) Rules & Regulations. You can find these posted on this website.
- ***Who should I turn to if I have questions about any of these documents?*** While we don't have anyone on the board who can provide legal opinions, Roger Johnson (r.johnson@lemar-estates) might be able to help with non-technical questions.

GRILLS

- ***Are there any restrictions regarding cooking using barbecue grills?*** Yes. See Outdoor Fire Safety in our Rules & Regulations that can be found in the Governance section of our website.

HOLIDAY DECORATIONS

- ***Can I put up holiday decorations?*** Yes, decorations are welcome.
- ***Are there any restrictions?*** Decorations should not be affixed to exterior surfaces in any way that punctures or otherwise damages them. Also, please be considerate of your next-door neighbors when determining the amount of decoration, the hours it will be lit if lighted, and the length of time the decorations will be displayed.
- ***What else should I know?*** If you still have questions, please see our Rules & Regulations or ask a board member.

INSURANCE

- **What insurance does the Association provide?** We have a master policy that provides the coverage required by our governing documents.
- **Who is the insurance company and agent for the master policy?** Our property and casualty insurance policy is underwritten by Travelers. Our agent is Shane Jensen (952-479-5780 or shane@securisinsurance.com).
- **What are the master policy deductibles?** Our deductible is \$25,000 per incident or 5% of your building's value if damage to your unit is caused by wind or hail.
- **What insurance should I personally carry?** We recommend that you carry an HO-6 policy that provides Real Property and Loss Assessment Coverage.
- **What is Real Property Coverage, and how much should I carry?** Also called Dwelling coverage or Coverage A, this coverage provides protection for losses excluded by the master policy. We recommend carrying at least \$30,000. Your personal agent should be able to help you determine an appropriate amount of coverage.
- **What is Loss Assessment Coverage, and how much should I carry?** In the event of a loss, we may seek to recover from individual owners the deductible portion of any insurance claim. So that you do not have to pay this loss out of your own pocket, we recommend that you carry at least \$30,000 of loss assessment coverage to cover Association deductible assessments. The cost of this coverage to you is relatively inexpensive, so ask your personal agent for a recommendation of how much to carry. Also ask your agent if your coverage has any notable exclusions that you should know about.
- **What if I have a claim or other insurance questions?** Refer to the "Filing a Claim" document in the Insurance section of this website. Please check with Roger Johnson.(r.johnson@lemar-estates.com) for more information.

LAWN CARE

- **Can I take care of the lawn surrounding my property?** The short answer is no. You can keep the lawn free of debris and maybe remove a weed or two, and you can water dry areas using your own water, but that's about it.
- **Why can't I do other things like mow or fertilize the lawn?** Our aim is to maintain a consistent look to our lawns as a whole since all lawns are part of our common elements and not owned by any individual. We want all lawns mowed at the same height and we don't want anyone getting hurt using a mower. Lawns could actually be damaged if you were to apply fertilizer or herbicide in addition to the treatments applied by our contractor.
- **Who handles our irrigation system?** Nate Sandahl (n.sandahl@lemar-estates.com) handles this. He manages watering schedules in accordance with City watering restrictions. He is also responsible for system repairs.
- **Who do I turn to if I have other questions about lawn care or our lawn contractor?** Mark Hochstaetter (m.hochstaetter@lemar-estates.com) is our "go to" person and liaison with our lawn care contractor.

MAIL STATIONS

- ***I'm new here and have mailbox keys left by the previous owner. Where do I pick up my mail?*** There are three mail stations on the property. Each station holds the mail for twelve units. Your station is probably the closest to your home. If you don't know your box number, Nate Sandahl (n.sandahl@lemare-estates.com) can help.
- ***What do I do if my mailbox lock or key no longer works?*** You'll need to visit the Rogers Post Office and request a lock replacement. Although our HOA owns the mail stations, the Post Office provides locks and keys since mail security is their responsibility.
- ***Is there a fee for lock or key replacement?*** Yes. The Post Office will charge you a modest fee for doing this. They will also hold your mail for pickup at their office until the replacement is done. The replacement process usually takes only a few days.

MEMBERSHIP MEETINGS

- ***What is a membership meeting?*** A membership meeting is a chance for you as an owner to meet with your neighbors to discuss and collectively decide on matters that affect our community. There are basically two kinds of membership meetings. The first is the annual membership meeting, a time for you to be updated on the state of the HOA, elect directors, and adopt a budget for the coming year. The second is a special membership meeting, one that is called by the board of directors for a specific purpose stated in the call.
- ***Who gets to vote at membership meetings?*** Each of the 36 units in our community gets one vote. If you are the sole owner of your unit, you will get that vote. If your unit has multiple owners, all its owners should collectively decide who will be the voting representative.
- ***When is the annual membership meeting held?*** The annual membership meeting is generally held in October. This timeframe allows us to present a financial report for the first nine months of the year as well as a budget for the coming year. It also works well for elections, since newly elected directors assume duties at the beginning of each calendar year.
- ***Will I be notified when a membership meeting is scheduled?*** Yes, we mail a notice to each unit when a meeting is planned. Meeting dates, times, and locations will also be posted on this website.
- ***Can I get transportation to a meeting?*** Since we always have a good turnout, it's likely that one of your neighbors will be able to give you a ride. If that doesn't work, let Nate (see below) and we'll work something out for you.
- ***Can I submit a proxy if I am unable to attend a meeting?*** Yes. A proxy is mailed to each unit along with notice of the upcoming meeting. We recommend that you return a completed proxy even if you plan to attend the meeting just in case your plans change. You can mail it to our PO box or give it to a board member. If you attend, your attendance at the meeting will supersede your proxy.
- ***What if I have other meeting questions?*** Please check with our secretary, Nate Sandahl (n.sandahl@lemar-estates.com) for more information.

NEIGHBORHOOD NEWS

- ***Will this website post neighborhood news?*** It may. We will give notice of board and membership meeting dates, post community social events and make other announcements that we believe will be beneficial.
- ***Who should I contact if I have news to share?*** Nate Sandahl (n.sandahl@lemar-estates.com) is the administrator of this site. Keep in mind that this is an open website and privacy matters.

NEIGHBORHOOD WATCH

- ***What is the Neighborhood Watch program?*** Neighborhood watch is a national crime prevention program. In our case, we work with local law enforcement to promote neighborhood safety and reduce crime. The police regularly provide us with crime information and recommendations to help us maintain a safe community. They are regular attendees at our annual picnics, and we greatly appreciate the good relationship we share.
- ***What should I do if I see suspicious activity?*** The adage “If you see something, say something” really applies. Don’t hesitate to call 911. The police encourage resident input.

OUTDOOR LIGHTING

- ***Are there any requirements regarding outdoor lighting?*** Yes. Because your outdoor lighting is part of your unit’s exterior, you will need to submit an alteration request and get approval for any change you wish to make.
- ***What if I have a bulb that needs to be replaced?*** Do not use your own bulbs. Contact an ARC member. We will supply the bulbs. We have a supply of bulbs with certain specifications for brightness (Lumens) and color (Kelvins) that meet our standards for uniformity.

OWNER REGISTRATIONS

- ***Why must owners register?*** Our governing documents require that property owners must register with us by completing a registration form within 30 days of taking title to their property. Owners are also responsible for keeping their registered information current, submitting an updated registration form within 60 days of changes.
- ***What information is required on the registration form?*** A completed form provides us with 1) names of owners and contact information, 2) the unit’s voting representative, and 3) mortgage information (if any).
- ***Why is a voting representative required?*** It’s technically required only when there is more than one owner of a unit. Since each unit gets only one vote, we need to know who is authorized to cast that vote. By signing the form, all owners acknowledge who is acting on their behalf.
- ***Why is mortgage information required?*** If a first mortgage exists on your property, the mortgage provider is an Eligible Mortgagee as defined in the Declaration and has a secured interest and a legal right to contact us if they have questions or concerns. By providing us with this information, we can know if we are required to honor their requests.

- **Who do I contact if I need to update my information?** A blank form with complete instructions is available on this website for you to print, complete, and then mail to us. Nate Sandahl (n.sandahl@lemar-estates.com) as secretary is responsible for keeping these records.

PEST CONTROL

- **Is pest control provided by the Association?** No. However, we do have a company used by many of our residents called Action Pest Control that we recommend.
- **Why do you recommend them?** We have found that Action Pest Control provides reliable, safe and effective pest control for insects and rodents. They have been in business for over 25 years and are located nearby in St. Michael.
- **How do their prices compare?** A special rate for their insect control program is available for our owners. Our residents say that they are saving 35% or more for the same services provided by competitors.
- **How do I get more information or sign up for this service?** You can call them at 763-497-2799 or visit their website at www.actionpestmn.com. Be sure to let them know that you live in LeMar Estates and want to participate in the insect control program available to residents.

PETS

- **Are pets acceptable?** Please refer to our Rules & Regulations for information.
- **What if I still have questions?** Please check with a board member. Keep in mind that it might take time for a board ruling in some situations.

PUBLIC PARKING

- **Is it okay to park my vehicle in my driveway?** Yes, but there are restrictions because the driveway is part of the common elements. See our Rules & Regulations for restrictions and details.
- **Where should guest vehicles park?** Naturally, our preference is the driveway of your unit. If more space is needed, a spot in the turnaround area is acceptable for short-term purposes. However, please be courteous. Remember that the primary purpose of turnaround areas is to provide space for vehicles to back out of driveways. Filling the turnaround with vehicles can create driving difficulties for your neighbors.
- **Is it okay to park along the sides of the lane that provides access to my home?** Sometimes it is unavoidable, but we strongly discourage parking in these areas. It makes access more difficult for your neighbors, and there is the risk of damaging the lawn and/or sprinkler heads located adjacent to the lane.
- **What else is acceptable?** Temporary parking on the west side of Marion Court is available if you need it. This allows the street to remain relatively passable and keeps the east side open for vehicles needing access to mailboxes and extended drives. Again, please make sure vehicles stay on the asphalt to avoid damaging sprinkler heads.

- ***What if I have parking questions?*** Please refer to our Rules & Regulations or check with Roger Johnson (r.johnson@leamar-estates.com) for more information.

REPLACEMENT RESERVES

- ***What is the replacement reserve?*** State law requires us to set aside funds in reserve to pay for the replacement of common elements (roofs, siding, asphalt, concrete, etc.).
- ***Why do we need this reserve?*** Having the reserve is the best way to ensure that funds are available when replacements of common elements are needed. It doesn't take much imagination to think of what it would be like if we had to collect from each unit whenever a major replacement was needed.
- ***Who determines how much needs to be set aside for replacements?*** We work with a firm that specializes in calculating the funds needed to replace all components of our common elements. Their engineers and analysts are professionals who do this work for thousands of CICs. They visit our property, inspect all areas, and forecast what our replacement needs and costs will be for the next 30 years.
- ***I don't plan to be living here for another 30 years, so why should I have to contribute to this reserve?*** Every day our physical property is changing and depreciating in value. That ongoing depreciation is the responsibility of the people living here while this is happening. The reserve increases as the components age and decrease in value, and the reserve decreases as the components increase in value when replacements are made. If someone owned your unit before you purchased it, those owners in effect paid into the reserve and you are reaping the benefit. The same situation will apply when you no longer live here.
- ***What's a positive that I can take away from all this?*** Having this reserve makes your home much more marketable if you decide to sell. Think of it as a savings account for the buyer who chooses your home over a similar home in another community that either lacks a reserve or has one that is underfunded. If you were that buyer, which would you prefer?

SAFETY AND SECURITY

- ***Is having a home security system acceptable?*** Yes. However, if any security equipment is to be mounted on the exterior of your home, you will need to submit an exterior alteration application.
- ***Why is the Marion Court speed limit only 15 mph?*** Because Marion Court is privately owned, we have set that limit for a number of safety reasons. The street itself is narrower than public streets so vehicles have less space, especially when meeting oncoming traffic. Add pedestrian traffic to the mix since no sidewalks exist for many of our residents who enjoy walking. Then add winter snowbanks and icy conditions to the mix and you can see why 15 mph is needed for safety reasons.
- ***What other safety and security measures are in place?*** Fletcher Lane has a "No Outlet" sign posted, and Marion Court also has no outlet. This, when coupled with our Neighborhood Watch program, works in our favor as a crime deterrent. But we can only do so much. We need everyone helping to keep our community safe and secure.

SHRUB CARE

- **Who takes care of the inground shrubs throughout our community?** Our lawn care contractor does. This includes trimming shrubs two times each year when needed.
- **Can I trim my unit's shrubs?** Yes, provided you display a yellow card in your dining room window to indicate to the contractor that you will be doing this instead of them. By doing this, you are agreeing to keep your shrubs trimmed. Having the yellow card does not prevent us from trimming if we think shrubs are being ignored. Also, please understand that we cannot be responsible for any contractor oversights that result in getting your shrubs trimmed.
- **Where do I get the yellow card to display?** Please contact either Mark Hochstaetter (m.hochstaetter@llemar-estates.com) or Dale Kittelson (d.kittelson@llemar-estates.com). They can explain the program to you.

SIGNS

- **Are signs allowed?** Some signs are acceptable for certain occasions or specific purposes. See our Rules & Regulations regarding signs. If you are unsure as to whether a particular sign is acceptable or have any questions about how long a sign can be up, you should check with a board member before posting.
- **Why aren't political signs acceptable?** All places where signs can be posted or displayed are either in common areas or on common elements. As such, they are in effect owned by all property owners collectively. And since there is not unanimous agreement on political issues or candidates . . . enough said.

SNOW AND ICE MANAGEMENT

- **How much snowfall is required for snow removal?** Snow is removed whenever snowfall ceases and exceeds one inch.
- **What is the timeframe for getting plowed out?** Under normal conditions, plows will often finish their work well within their completion timeframe of 12 hours. Heavy snowfalls or high winds might result in a longer timeframe.
- **What happens if snowfalls continue throughout the day?** When continuous snowfalls exceed four inches or more and conditions allow, a single run-through plow pass will be made to provide access. If this happens during the night, the single run-through is to be before 7:00 AM. If this happens during the day, the single run-through is to be before 4:00 PM.
- **Is outdoors parking permitted?** Because plows push the snow beyond the turnaround areas at the end of lanes, parking in turnaround areas during snowfalls is prohibited. Also, parking on an uncleared driveway is prohibited while plows are plowing near your unit.
- **Does my sidewalk get shoveled?** Your sidewalk will be shoveled when the snowfall exceeds one inch. That said, you are responsible for keeping your walkway cleared of ice and snow the rest of the time. If you have ice, we recommend that you use ice melt that contains magnesium chloride. This is easy to apply and will melt ice without damaging adjacent lawns and shrubs. If you are going to be gone for an extended period, we encourage you to ask a neighbor to keep an eye on your walk for you.

- ***Do other icy areas get treated?*** Throughout the winter, keeping asphalt areas free from ice is next to impossible. Our contractor can add sand or salt for an additional fee when it is absolutely necessary, but even then, chemical treatments are not effective when temperatures drop below 20 degrees. We need everyone to exercise caution in wintry conditions.
- ***How about roof snow buildup?*** We monitor roof snow levels and have on rare occasions contracted removal when it was deemed appropriate. Because roof ice buildup is cost-prohibitive to our association, each owner is responsible for preventing damage caused by ice dams. The best approach to prevent ice dams is to make sure your attic area is adequately insulated and ventilated. Other approaches to reduce ice dams include installing heat cables on your roof or using a roof rake to remove snow in problem areas.
- ***What if I have questions about snow or ice management?*** Please check with Mark Hochstaetter (m.hochstaetter@lemar-estates). Mark is our liaison with the snow removal contractor.

TREE CARE

- ***Who is in charge of tree care?*** Dale Kittelson (d.kittelson@lemar-estates.com) keeps a record of all our trees and periodically inspects them. He also is willing to trim reachable branches when pruning is needed.
- ***What about tree removal and replacement?*** The board annually looks at all trees and addresses issues as needed, whether major pruning, tree disease or nutrition, or removal and replacement is necessary. Because issues of this nature can be expensive, the board cannot promise that all issues can get addressed within a certain timeframe. Keep in mind that all trees are part of the common elements.

UNIT RENTALS AND SALES

- ***Can I rent out my unit?*** No. Rental of units, regardless of reason or timeframe, is prohibited by our governing documents.
- ***Doesn't the Declaration allow rentals?*** Section 7.5 originally allowed for property leasing, but this section was amended in April 2006 when the Unit Owners, after considering this issue, voted to prohibit leasing or rentals. This amendment in hard copies of the Declaration can be found at the end of the document.
- ***What do I need to do if I am thinking of selling my unit?*** The first thing you should do is notify us of your intent. We strongly recommend that you do this before talking to a realtor or showing your unit for sale.
- ***Why is contacting the HOA first so important?*** There are a couple of reasons. We sometimes know of interested buyers who are willing to pay competitive prices while saving you many of the costs of selling. But we also are required to provide a disclosure document and other items that should be prepared before a "for sale" sign goes up or an open house is scheduled. There is a modest fee for doing this, but the fee goes up if we aren't notified until the process is underway.

- **Who should I contact if I have any questions about this topic?** Contact Roger Johnson (r.johnson@lemar-estates.com). We require this approach in order to have written documentation throughout the process of any sales transaction.

UTILITIES

- **Are any of my utilities included in the annual budget?** No. The utilities in the budget are for electricity used to power street lighting and the irrigation system, and for the water used to irrigate landscaping.
- **If I have questions about my utilities unit, who should I contact?** You are responsible for contacting your provider directly for things like service interruptions or program changes. Utility companies recognize you as their customer, so please contact them directly.

WELCOMING COMMUNITY

- **What is a welcoming community?** A welcoming community is one that is open to all who are looking for a place where they can feel like they belong. Rather than being exclusive like a members-only club, a welcoming community seeks to be inclusive, inviting its residents to be participants in its life, acknowledging similarities and respecting differences.
- **How are we a welcoming community?** We strive to make people feel at home. We are not a “gated community” that employs guards to check IDs or has gate codes to enter to gain access. We do not post “No Trespassing” signs or in any way discourage others from getting to know us. We encourage our neighbors to get to know each other and participate in our social activities.
- **Why are we a welcoming community?** We want LeMar Estates to have the feel of a normal neighborhood, one where people feel free to come and go, all the while enjoying the benefits of being united with neighbors in the common bond of HOA living.

YOUR QUESTIONS ANSWERED

- **What if I have a question that isn't addressed here?** Despite our best efforts to cover everything we can think of, we're bound to have missed something. If you have a question for a specific topic, please email your question to the person associated with that topic. If no one is associated with that topic, or if you have an entirely new topic that hasn't been addressed, please email your thoughts to Roger Johnson (r.johnson@lemar-estates.com).