

Resident Handbook

Greenfield Village Homes Association
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INTRODUCTION TO GREENFIELD VILLAGE

Dear Resident:

We would like to take this opportunity to welcome you to Greenfield Village.

Greenfield Village is a townhome complex consisting of 377 units. The Village is owned and governed by the homeowners. The owners elect a volunteer Board of Directors to oversee the general operation of the Village. The Board operates according to the Greenfield Village Covenants and By-Laws.

The Board works very hard to make the Village a safe and enjoyable place to live for all residents. You, as a resident, are expected to abide by the rules and regulations of the Village.

The Village is a family community. There are lots of children living in the Village. You, as a resident, are responsible for the actions of your children and any visitors you or they may have.

We hope you will enjoy your stay in our Village.

Sincerely,

Greenfield Village Homes Association
Board of Directors

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TELEPHONE NUMBERS FOR YOUR CONVENIENCE

PROBLEM	SOURCE	EMERGENCY #	Non-Emergency/Repair
Life Threatening Emergency	Fire/Ambulance/Police	911	816-316-4985 Option # 1
Loitering of Groups or Suspicious Activity	Police	911	816-316-4985 Option # 1
Vehicles Parked in Fire Lanes Blocking Access	Police/Fire	911	816-316-4985 Option # 1
Stray Animal Unleashed Pets	Animal Control	816-316-4985 Option # 4	816-316-4817 M-F 8AM-5PM
Gas Outages/Smell Gas	Spire	1-800-582-0000	816-756-5252
Electric Outages	Evergy	1-800-582-1234	1-888-471-5275
Frozen Pipes	Licensed Plumber		Yellow Pages
Storm Sewer Backup	Public Works	816-316-4856	816-761-5421
Sewer Bills-Service Issues	Jackson County Water District		816-761-5421
Sewer Backup in Home	Drain Cleaning Service		Yellow Pages
Water coming from ground at Greenfield-outside home	Greenfield Business Office		816-765-1071
Carport Post Damage	Greenfield Business Office		816-765-1071
Parking Violations	Greenfield Business Office		816-765-1071
Work Order Needed	Greenfield Business Office		816-765-1071
HOA Dues Issues	Greenfield Business Office		816-765-1071
City of Grandview Issues	Grandview City Hall		316-4800
Phone/Cable/Internet Service Vendors	AT&T Sprint Spectrum		1-800-286-8313 1-800-927-2199 816-743-2445

DEFINITIONS

An **owner or homeowner** is defined as those whose names are on the deed to the townhome as recorded in the Jackson County Courthouse.

A **renter** is defined as anyone who is not the legal owner of record of the townhome. Renters include those who are renting with the option to buy or those who are utilizing a unit on a short-term basis (AirBnB, corporate rentals, etc.)

Resident applies to both homeowners and renters.

SECURITY AND SAFETY

The Village employs off duty Grandview Police Officers as Security. These officers are on duty at various times of the day and night. Residents are asked to contact the Police Department if they suspect any type of drug dealing, prostitution, gang activities, graffiti, destruction of property, attempted break ins or any other illegal activity. Our Security Force monitors Grandview emergency transmissions and responds to calls in the Village when on duty.

Residents are strongly urged to file charges when asked to do so by the Police. This type of action is necessary to keep the Village a safe neighborhood.

DISPUTES

Residents are to solve their own problems in a peaceful manner. Fights, loud arguments and violence will **NOT** be tolerated in the Village. Should you observe any of the above, **FIRST** call 911 to report it to the police, and then notify the business office. **The Board of Directors and staff cannot become involved in disputes.**

APPEARANCE

The appearance of the Village is very important. Your responsibility in keeping up the appearance of the Village is as follows:

1. **Patios:** Residents are to keep patio areas clean, odor and weed free.
2. **Carports:** Residents are to keep carports clean and periodically swept out. Carports are not storage areas.
3. **Doors and windows:** Doors and windows are to be repaired or replaced when damaged. The renter is responsible for contacting the owner to report needed repairs. This should be done as soon as the damage is discovered. The owner, not the renter, is to contact the business office.
4. **Front of the townhome:** Residents are responsible for picking up trash, litter, bottles, broken glass and any other items in front of their home and in their carports.
5. **Outside maintenance:** The owner of the property is responsible for the interior maintenance of the home, including but not limited to, all appliances, the plumbing, furnace and air conditioner (including the outside unit).
6. **Lawns & plants** (Flowers and Vegetables):
 - Flowers may be planted in front of Townhomes and on patios. Residents are responsible for the care and maintenance. Unmaintained areas requiring work by the Village will result in the homeowner being charged for labor and materials.

- Vegetables may be planted in the private patio area only. Vegetables are not permitted in front of the townhome. Greenfield Village reserves the right to remove vegetable plants that are growing in front of the townhome.
- Residents are to remove all dead flowers and plants after the first hard freeze. The trash service does not pick up these items. Residents are responsible for proper disposal.
- Shrubs, trees, flowers and lawn areas in the common areas belong to Greenfield Village. Residents are financially responsible for replacement and labor costs for destruction of or damage caused to these areas by the resident, their children, or visitors. This includes pulling of flowers, breaking of shrubs, and damage to trees (breaking off limbs, damaging the bark with knives, bats, etc., or otherwise abusing the trees).
- Greenfield Village Maintenance staff provides professional lawn service to lawns and shrubs in the Village. Residents are not to interfere with their work. Questions and concerns are to be directed to the Business Office.
- Greenfield Village reserves the right to trim, edge, spray, mow and remove any trees, shrubs, bushes or other types of plants in Greenfield Village.

7. *Trash:*

Trash is picked up weekly on Saturday. Trash should be placed at the end of your carport/garage not before 9:00 pm on Friday, but no later than 5:00 am on Saturday.

When there is a holiday, trash collection will still be picked up on Saturdays.

Please place your trash on the yellow line in all drives. Trash must be in trash bags and the bags properly sealed.

The cleanup of trash that is scattered or torn open by people or animals is the responsibility of the resident(s) who set out the trash.

The trash company will only take household trash. If large items such as furniture, appliances, carpet, wood or etc. needs to be removed, please contact the trash company. The trash company will do a special pick up and charge you for it. It is the resident's responsibility to either remove these types of trash or to pay the trash company for doing it.

8. *Satellite Dishes:*

The Architectural Committee must approve satellite dish installations. If you would like to install a satellite dish, the homeowner must contact the business office. Dishes cannot be installed on the carports or other parts of the Common Grounds. Improper installations can be removed and billed to the owner of the property. Installations causing damage can also be repaired and billed to the owner of the property.

DRIVEWAYS

The speed limit in the Village is 15 miles per hour. Should you observe someone speeding in the Village please call the police department and give a description of the car, license number and if possible the townhouse location the vehicle left or entered.

CARPORTS

Due to the high cost of replacement of the carports the Board of Directors (BOD) has passed a motion to not replace any carports for this reason. If no insurance is provided by the person(s) who damaged the carports the out of pocket expense is too great for GVHA to provide for a new carport to be constructed. We can only hope we do not sustain any more damage to our remaining carports beyond basic repairs. Please report carport damage to the business office immediately.

SNOW REMOVAL AND ICE

Snow will be removed from the streets and driveways as time and weather permit. If a snow ridge remains by the carport or garage after the driveway is plowed, the resident may want to use a broom or shovel to make an entrance to their carport or garage easier. Do not place snow in front of another carport or garage.

Sidewalks will be cleaned after the driveways have been cleared. Sidewalk snow removal is done during regular working hours.

Residents are responsible for removing the snow and ice from the steps, porch and patio areas of their homes.

Remember it is almost impossible to remove ice by any means other than a long warm spell. Sand is put down as needed.

PARKING

Each townhome is permitted **TWO** parking spaces in the carport or garage designated for their townhome.

The parking areas with white curbing are designated as visitor parking. Residents are not permitted to park in visitor parking for any reason. Repeat violators can have their vehicles towed at the OWNER'S EXPENSE.

Vacation vehicles such as boats, RV's (motor homes), trailers, campers, commercial vehicles, etc., are not permitted to park on Greenfield Village property.

The south clubhouse parking lot may be used to park extra vehicles that are properly licensed and in working order that do not fit the assigned carport or garage area. Please contact the business office for more information.

Long-term parking is not permitted. A vehicle can't be parked more than five (5) consecutive days. After the 5th consecutive day that vehicle must depart from the parking lot for a minimum of one (1) week. Please keep in mind this does not mean move the same vehicle to a visitor parking spot in a drive that has the same rules as clubhouse parking. Failure to comply with this rule shall result in the vehicle being towed at the owner's expense.

Vehicles may be towed at the OWNERS EXPENSE for the following:

1. Parking in fire lanes or in handicapped parking
2. Parking in another resident's designated parking
3. Improper use of visitor parking

4. Blocking a garage, carport or drive
5. Unlicensed or illegally licensed
6. Abandoned, wrecked or inoperable vehicles
7. Parking with one or more tires on the lawn or common areas

VEHICLE REPAIR

Repairing vehicles in carports or any parking area is not permitted at any time. Vehicles not in working order may be towed at the owner's expense.

WATER

Greenfield Village residents are requested to conserve water. Excess water usage will be passed on in the form of higher water rates and increased sewer bills. Please refrain from washing vehicles and driveways in the Village. If you have a leak or suspect you have a leak, please contact a plumber to have it repaired.

CLUBHOUSE

The clubhouse can be rented to homeowners who are current on their dues. It is rented on a first-come basis and at the discretion of the business office.

Renters are not permitted to rent the clubhouse.

Please contact the business office for more information.

CHILDREN

To help keep your children safe and the Village enjoyable for everyone, please keep the following things in mind.

1. Children should NEVER be left alone.
2. There is a large open field Northeast of the Clubhouse that children should use for their sports and active play. This area is set aside for this type of activity.
3. Children should never be allowed to play, ride bicycles, or skateboards in driveways. Bicycle riders are to move off the sidewalks for people who are walking. Skateboards are not permitted in the driveways and no ramps are to be erected.
4. A private playground near the clubhouse has been provided for young children.
5. Residents are financially responsible for damage caused by them, their children or visitors to their family. They are responsible for replacement or repair AND labor charges for any damages caused. The Board of Directors will determine whether the item is to be replaced or repaired. This includes (but is not limited to) such things as: Light poles, trees, shrubs, bushes, carports, garages, common areas (lawns, driveways, streets, sidewalks), clubhouse, windows, fences, signs and property of other residents.

Each incident that is reported to the Village office concerning a resident will be documented in writing and a letter will be sent to explain the problem.

PETS

Dogs and cats are to wear a collar or harness at all times with the necessary tags required by the City of Grandview. Pets must always be on a leash or in a pet carrier when outside the confines of the patio and all pet waste must be picked up by the owner per Grandview City ordinance. Any dog or cat running free should immediately be reported to Animal Control at 816-316-4817.

Anyone observed abusing, teasing or mistreating an animal should be reported to Animal Control. This includes leaving pets outside without adequate shade and water, leaving pets outside during extreme heat or cold, throwing things at animals, hitting the fence, yelling or taunting the animal.

NOISE

Residents are to be considerate of each other. Due to the close living conditions, it is necessary to keep noise down. Loud noises inside the living quarters and the basement disturb the people living in the next unit. Please keep TV's, stereos, etc. turned down.

Radios, stereos, etc. either on the patio or in the parking areas must be kept low enough that they do not disturb the neighbors

Residents who are disturbed by excessive noise are to call the police at 816-316-4985 or 911 to file charges.

GARAGE SALE

Residents desiring to have a Garage Sale within Greenfield Village will utilize the specified guidelines provided by the business office. Failure to adhere to the guidelines as specified will result in withdrawal of Garage Sale privileges and/or the assessment of Maintenance Fees to restore conditions to their proper condition. All Garage sales must be pre-approved by the Greenfield Village Business Office and Board of Directors.

Garage sales are limited to the area under a resident's carport/garage and/or inside the patio. No garage sales at any time shall be conducted on the lawns or Common Grounds. Items are not to be left outdoors in the Carport after 7pm on the day of the sale.

Traffic in the drives, fire lanes and carport areas cannot be blocked or impeded in any manner during or after the Garage sale. Each resident may hold no more than two garage sales per year. Each resident holding a garage sale is responsible for directing their customers to park in Visitor parking. Each resident holding a garage sale is responsible for their own advertisement and is responsible for removal of advertisement materials when the sale is finished. Failure to remove advertisements at the end of the sale day will result in charges being assessed for disposal by Maintenance staff. Residents intending to hold a garage sale are responsible for notifying the business office in writing or email one week prior to their intended sale date.