

Greenfield Village Homes Association
6300 E. 128th Terrace
Grandview, MO 64030
(816) 765-1071
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Residents

Handbook

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 non-paid 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.

This booklet is designed to provide information so that your stay will be safe and enjoyable for yourself as well as your neighbors.

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.

If you have any questions that are not covered in this booklet, please contact the owner of the property or the property manager.

We hope you will enjoy your stay in our Village.

Sincerely,

Board of Directors
Greenfield Village Homes Association

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 or Property Manager	816-289-3781	816-765-1071
Carport Post Damage	Greenfield Business Office or Property Manager	816-289-3781	816-765-1071
Parking Violations	Greenfield Business Office 8:30-10:30AM - M & F 2:00-4:00PM - T & TH	816-289-3781	816-765-1071
Work Order Needed	Greenfield Business Office 8:30-10:30AM - M & F 2:00-4:00PM - T & TH	816-289-3781	816-765-1071
HOA Dues Issues	Greenfield Business Office 8:30-10:30AM - M & F 2:00-4:00PM - T & TH		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

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 purchasing property on a “Contract for Deed”.

Owners are defined as those whose names are on the deed to the townhome as recorded in the Jackson County Courthouse. The term resident applies to both renters and homeowners.

Only the recorded owners of each townhome are members of the Association. Renters who wish to address the Board must contact the owner of the property and ask the owner to accompany them to the Board Meeting. If the owner will not accompany the tenant, the tenant may address the Board.

The Village Voice is a quarterly newsletter that goes out to each unit as well as each owner. The newsletter is used to inform all residents and owners of Village activities, changes in policy and procedures and reminders of things going on in the Village. Each resident is to read every newsletter.

If you have articles, items for sale, recipes or household hints you’d like to share with the other residents, please write them on a sheet of paper and drop them off at the office.

The Greenfield Village office is located in the Clubhouse. Hours are 8:30 A.M. to 10:30 A.M. Monday and Friday, 2:00 P.M. to 4:00 P.M. Tuesday and Thursday (the office is closed on Wednesday and holidays and other days as approved by the Board). There is a voice messaging system when your call cannot be answered. Please leave a brief message along with your name and phone number and your call will be returned. Please remember, renters are to first contact the owner or property manager. The office works with the designated legal owner.

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 homeowner to report needed repairs. This should be done as soon as the damage is discovered. The Association is not responsible for the repair or replacement of windows and doors.
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 your home, including but not limited to, all appliances that were there when you rented the property, the plumbing, furnace and air conditioner (including the outside unit).
6. **LAWNS, PLANTS (Flowers and Vegetables):**
 - A. Flowers may be planted in front of Townhomes and on patios. The renter is responsible for the care and maintenance of any flower area. If you do not wish to maintain the flowers in the front area contact the homeowner and ask them to send a written request to the office to re-seed the area. Unmaintained areas requiring work by the Village will result in the renter being charged for labor and materials.
 - B. 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.
 - C. 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.
 - D. Shrubs, trees, flowers and lawn areas in the common areas belong to Greenfield Village. Renters are financially responsible for replacement and labor costs for destruction of or damage caused to these areas by the renter, the renter's children or visitors of the renter. This includes pulling of flowers, breaking of shrubs, bushes and damage to trees (breaking off limbs, damaging the bark with knives, bats, etc., or otherwise abusing the trees).
 - E. Greenfield Village Maintenance staff provides professional lawn service to lawns and shrubs in the Village. Renters are not to interfere with their work. Questions and concerns are to be directed to their Homeowner.
 - F. 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:

A. 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 7:00 am on Saturday.

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

Please place your trash under the carport by the post next to the driveway. If you live on 128th Street or on 128th Terrace the trash is to be placed at the end of your parking area next to the driveway, not next to the garage. Trash must be in trash bags and the bags sealed.

The cleanup of trash that is scattered or torn open by people or an animal is the responsibility of the resident 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.

CHILDREN

Greenfield Village has a lot of children living here. 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. Unsupervised children often get into trouble. Parents are financially responsible for any damages caused by their children and or their guests.
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.

The owner will be contacted and a bill for repairs and or replacement will be sent for payment. A report will be made to the Grandview Police Department for acts of vandalism.

Should a resident, their family and or guest continue to cause damage to Village property or to the property of other resident's property the Board of Directors will request that the homeowner terminate the lease and or rental agreement.

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

PARKING AND VEHICLE REPAIR

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 FOR ANY REASON** in Visitors Parking; repeat violators can have their vehicles towed at the OWNERS 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 can be used to park extra vehicles which do not fit the assigned carport or garage area. (However, the vehicles must be in running condition and properly licensed.)

Repairing of vehicles in carports or any parking area is not permitted at any time.

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

1. Parked in fire lanes or in Handicapped Parking.
2. Parked in another homeowner's designated parking.
3. Resident parked in VISITOR parking.
4. Vehicle blocking a garage or carport.
5. Unlicensed or illegally licensed vehicle on Village property.
6. **Abandoned, wrecked or inoperable vehicles, unrepaired flat tires or removed tires, vehicles in process of repairs.**
7. Vehicles parked with one or more tires on the lawn or common areas.

DRIVEWAY

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.

Children are not allowed to play, ride bicycles or skateboard in the driveways.

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 office. The owner of the property will be notified. **The Board of Directors and the office will not be involved in disputes between a renter and the owner of the property.**

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, boom boxes, etc. turned down.

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

Renters, please remember that you are not only responsible for your actions but those of your guests as well.

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

PETS

Residents are to receive permission from the homeowner before obtaining any kind of pet. 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 316-4817.

Anyone observed abusing, teasing or mistreating an animal should be reported to Animal Control. This includes throwing things at animal, hitting the fence, yelling or taunting the animal.

SECURITY AND SAFETY

The Village employs off duty Missouri Water Patrol and Grandview Policemen as our Security Force. 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. We also ask that residents who observe large gatherings of young people or

individuals behaving suspiciously to call the Police immediately and then report the activity to the office. The office has Security Incident Reports that can be filled out to notify Security of problems in the Village.

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.

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.

WATER

Greenfield Village residents are requested to conserve water. The water rates in the Village are very high. 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 the homeowner or manager of your property to have it repaired.

Greenfield Village is the “water company” and the Association has the right to shut-off water for non-payment of dues by the property owner.

GARAGE SALE

Please see the guidelines below as approved by the Board of Directors of Greenfield Village Homes Association. Homeowners and Residents desiring to have a Garage Sale within Greenfield Village shall utilize the specified guidelines. Failure to adhere to the guidelines as specified shall 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 shall be limited to the area under a Resident/Homeowners 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, Firelanes and Carport areas cannot be blocked or impeded in any manner during or after the Garage sale. Each Resident/Homeowner may hold no more than two Garage Sales per year. Each Resident/Homeowner holding a garage sale shall be responsible for directing their customers to park in Visitor parking. Each Resident/Homeowner 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 by the applicable seller shall result in charges being assessed to the applicable Homeowner for Maintenance staff to remove and dispose of the items. Persons 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.

CLUBHOUSE

The clubhouse may be rented for meetings, parties, receptions, dinners for the immediate family of the residents. It is rented on a first come basis.

In order to rent the clubhouse for a function, you must be a resident of the Village and must be using it for yourself.

To reserve a date for the Clubhouse: you should first call the office to see if the date is available. No reservation may be made without the contract being signed and a deposit being paid. A non Homeowner must have written permission from the owner to rent the clubhouse. There is a form in the office for this purpose. The permission form must be completed and returned at the same time the reservation is made. The homeowner must be current in his dues for a renter to make a reservation.

Charges for clubhouse use include a clean-up deposit. Specific information about the deposit is included on the clubhouse contract.

Cancellation of a reserved date must be made in writing thirty (30) days in advance, or the reservation deposit will be forfeited.

The reservation deposit will be credited against the total amount due for the deposit and non-refundable fee.

The Resident and Homeowner (if applicable) reserving the Clubhouse is financially responsible for all charges as a result of damages to the clubhouse and the cost of cleaning (if more than the deposit). This covers the outside area around the clubhouse as well as the interior.

Additional rules and regulations are outlined in the rental contract. The responsible party must read and initial each section of the contract to show they know and understand the contract. Questions concerning any item in the contract are to be asked BEFORE signing the contract and placing a deposit.

After the clubhouse is used a designated individual checks it. If all the conditions of the agreement are met, the cleaning and damage deposit will be refunded to the resident reserving the clubhouse.

When renting the clubhouse it is your responsibility to make sure that you understand the contract conditions.

We have a lovely clubhouse and are very proud of its appearance.

SATELLITE DISHES

The Architectural Committee must approve satellite dish installations. If you would like to install a satellite dish, contact the owner of the property. The owner must contact the Architectural Committee before the dish is installed. 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.