

Gramercy Place

Condo Association

Office Hours M-F 9am - 4pm

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Property Manager DeAnna Jarvis

February 2012

Sweetheart Edition Newsletter

Your 2012 Board

Please welcome the new members to the Gramercy Place Condo Association Board! The new members are currently getting caught up on issues, and projects from the past and in the future of Gramercy Place.

Management looks forward to working with the new members on new ideas on how to continue to improve your community.

The first meeting for the new members will be on Wednesday February 15, 2012 at 6:30pm. Please join us to welcome the new members and discuss any new ideas or suggestions that you may have. There are still open positions on the board for anyone that would like to volunteer their time for a great cause. As always please contact the office if you have any questions.

Board of Directors

President	Justin Leflar
Vice President/Secretary	Burke Peltier
Treasurer	Doug Utley
Members at Large	William Buchannan Louise Lathrop

Thank You

A big thank you to the previous board members. All of your hard work is greatly appreciated. The past board accomplished a lot and has set a high standard for the new board members.

Welcome Jimmy Fish!

Please give a warm welcome to your new maintenance person, Jimmy Fish. Jimmy has been with us for approximately 30 days now and has proven to be a great asset to the property. Jimmy is eager to work, likes to keep busy and has pride in what he does.

Jimmy has been busy cleaning up the property. He has managed to find many projects to work on and is currently going around in the nice weather and painting window trim and the trim work on buildings.

If you see Jimmy out on the property, please take a moment and introduce yourself.

Return Your Ballots

Please return your signed ballots for the Resolution of Signage and the Rental Ballot.

Management has emailed, hand delivered and mailed both of these ballots numerous times. If you need your signed forms picked up at your door then call the office and this can be arranged. There has been a lot of time and money invested on these ballots. If you have questions please contact management or come to a meeting.

The board would like to resolve these ballots so they can move forward with new ideas and projects at Gramercy Place.

If you need a new copy let the office know and we would be glad to assist you.

Did You Know?

February's Dates to Know

- 02 Ground Hog Day
 - 05 HOA payments due
 - 14 St. Valentines Day
 - 15 HOA Meeting 6:30pm
 - 21 Mardi Gras
 - 22 Ash Wednesday
 - 29 Leap Day!
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Clubhouse Rental

Don't forget as a homeowner and member of the Gramercy Place Condo Association you have the ability to rent out the clubhouse.

The clubhouse has recently been repainted and is currently being updated. The space would be great to rent out for meetings, parties and small gatherings. Currently it is \$50.00 to rent out for an evening or for one day/night over the weekend. This is a great rate!

Please contact the office if you are interested in using the clubhouse at Gramercy Place for your next event!

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Handyman Services

DO YOU NEED A HANDYMAN?

Maintenance is available for small handyman services. The charge is \$40.00 per hour with a 15 minuted minimum plus cost of supplies/parts. This is a great way to put your money back into your property and get your repairs completed.

Maintenance Services Available:

PLUMBING

Unclog Toilet & drains • Replace toilet seats
• Repair leaky faucets • Repair leaky pipes under sink • Stool replacement • Faucet replacement • Replace shower head • Replace tub drain • Replace garbage disposal • Replace shut off valves

ELECTRICAL

Replace light bulbs & fixtures • Replace switches & outlets

HVAC

Filter changes • Clear condensation line

OTHER

Change locks • Fix doors that do not shut properly • Weather stripping installation • Change smoke detector batteries

If you have something that is not on the list please call the office to see if we can accommodate you.

Sometimes a fresh pair of eyes makes a world of difference. If there is something that is on the exterior of your unit that needs repair, please report it to the office by telephone or through email. Management will address the issue as soon as possible.

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Reminders

Rental Units

While renting is not allowed at Gramercy Place there are several units that have been grandfathered in and are allowed to. If you have a unit that you rent out we ask that you abide by the following:

- The office needs a copy of your signed lease
- Complete a rental information form
- Please go over the Rules & Regulations with your renters, they must abide by them as a owner would.
- The office must have a key to the unit, and be able to access in emergencies.
- All complaints, repairs and requests by the tenant needs to be addressed with you the owner.
- Renters are not to use the emergency after hours number. They should be directed to contact you, the owner.

The top issues we have had with rental units have been maintaining a clean patio/balcony area, improper disposal of large items and cigarette/dog waste.

Please remember that violations by your renters can and will result in possible fines on your account.

Insurance Updates

Please provide the office with an updated copy of your homeowner's insurance for your unit file. Management will be sending out letters at the end of the month to any resident that has not supplied a copy of updated insurance. This should be done anytime you make changes or renew your policy.

Gramercy Place will be supplying an updated copy of the HOA insurance paperwork for any owner that needs to send a copy to their mortgage lender. The renewal for 2012 should arrive soon and will be sent out as soon as possible.

Plumbing Leaks

Please take a few minutes to check your faucets and toilets. If you find a leak or that your toilet is running constantly please have them repaired. If you need a handyman to assist you we can schedule for maintenance to do the repairs. Keep in mind that even a small drip raises the water bill. Although you do not pay the water bill directly your homeowners dues cover this expense. We have recently audited the utilities in the buildings and will be contacting owners in buildings that may have plumbing issues. Management is doing their best to cut costs for you and would greatly appreciate your assistance in the matter.

Window Clutter

Take a moment and look at your blinds. If your blinds are bent or missing pieces, please have them replaced. If you have clutter that can be seen from the outside of your unit needs to be moved away from the windows. Gramercy will be checking all windows for clutter and broken blinds on March 1, 2012. Any broken blinds or clutter that can be viewed from the exterior will be subject to a \$50.00 fine and/or replacement at the cost of the owner.

Cigarettes

Please dispose of your cigarettes. The property continues to have issues with cigarettes being thrown on the ground. Fines have been issued and will continue to be issued for this problem. If you have renters that are littering the property, please be aware that you will be fined and are responsible for the behavior of your tenants. The improper disposal of cigarettes and other waste will not be tolerated. Be considerate of your neighbors and please clean up after yourselves.

YOUR DOLLARS AT WORK

Completed:

- Second day of plumbing scope 10100/10104
- Two emergency calls for sewer back-up
- Repair of broken sewer line at 10232S-10216S
- Old carport lights removed from Perry Lane
- Trim work painted on two buildings & two loft units
- Five window ledges painted
- Hallway painted in 9618 Perry Lane
- Clubhouse interior painted
- Several exterior lights replaced
- Election of new HOA Board Members
- Water bill audit
- Inspection of chimney caps
- Gutters cleaned by maintenance staff
- Attic vent repaired
- Roof repairs by maintenance staff

In Progress:

- Scope of work for 10100B foundation
- Reserve study bids
- Plumbing repair bids for 10104A
- Rental & Signage Ballots
- Trim work & door painting
- Owner Insurance Updates
- Inspection of laundry room windows
- Lighting Study

Top Four Expenses for Gramercy Place - January 2012

- Patio fence replacement \$3,950
- Emergency Plumbing and repairs \$3,152.45
- Water & Sewer Common Area \$2,429.79
- Electric for Common Area \$1,560.94

Avoid late fees and pay your homeowners dues at:

www.smartstreet.com

Please remember if you are mailing your payment you need to mail it 2 weeks early to allow processing or sign up for automatic withdrawal.

Please call the office if you need a form!