



2010 RESIDENT GUIDE

This *Resident Guide* provides information and regulations for homeowners and residents. Changes are published in LAHA News and at our web site, www.amhurst.org. Keep this in a handy place for easy reference. If you rent your home, please make this information available to your tenants. Extra copies are available. This publication can also be emailed to you or is available at our web site in pdf file format.

How To Reach The Association & Its Manager

3680 Independence Ave. S. St. Louis Park, MN 55426-3761
Dues/Communication Drop Box @ Rockwell Court Mailbox Cluster
952-933-9747 952-988-0824 (FAX) www.amhurst.org
John O. Dizon, Association Manager, jdizon@amhurst.org

In Case of Emergency

FOR POLICE, FIRE, OR HEALTH EMERGENCIES, DIAL 911
FOR POSSIBLE GAS LEAKS, DIAL 612-372-5050
FOR ELECTRICAL OUTAGE, DIAL 1-800-895-1999

BOARD OF DIRECTORS

The Association is governed by an elected Board of Directors consisting of five (5) homeowners. Board members are elected at the Annual Meeting and the board members elect its officers, generally at its December meeting. Monthly Board of Directors' meetings are open to any homeowner. These meetings are generally held on the third Tuesday of each month. Contact the Association for further information.

2010 BOARD OF DIRECTORS

President	Linda Dingbaum	952-933-0466	31 White Oak	linda_dingbaum@cargill.com
Vice President	Barbara Stevens	952-935-2112	10 Briarwood	purplebarb@comcast.net
Vice President	John Rousseau	612-802-2687	50 Rockwell	jrousseau2000@aol.com
Secretary	Carol Chaffee	952-238-0759	10 Amhurst	carol@chaffeelighting.com
Treasurer	Mark Erickson	612-239-6397	53 White Oak	millarco@aol.com

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ACCOUNT STATEMENTS

Statements of homeowner accounts are mailed to all homeowners midyear as well as late November, included in the Annual Meeting materials. If you would like to have a statement at any other time during the year, contact the Association.

ASSOCIATION GOVERNING DOCUMENTS

All homeowners were presented with the Association's By-laws and Articles of Incorporation, Declaration of Covenants, Conditions, and Restrictions manual at their closing. This publication details the rules governing LAHA. Replacement copies are available for \$20.00 or you may download a free copy off our web site. For easy reference, many of the regulations in these legal documents are explained in this Resident Guide.

ASSOCIATION COLLECTION & NSF POLICY

All dues payments are due on the first day of each month. If payment is not received, a late fee of \$35 will be assessed on any account not having a zero balance. The homeowner will receive a statement notifying them of the late fee charged. If the Association does not receive payment by the 20th day of the month, including the late payment fee, the Association's attorney will be authorized to send a collection letter. You will be assessed the attorney's fee. If payment is not received in accordance with the attorney's instructions, court proceedings will be initiated.

Collection Policy

1. The Association must receive payments for any particular month no later than the first day of that month. For each month that a homeowner has a balance due on his or her account after the first day of the month, the account will be assessed a late payment fee of \$35.00.
2. If the balance of the account is not paid in full, including the late payment fee, by the 20th day of the month, the account will be turned over to the Association's attorney for collection. All attorney fees and costs are the responsibility of the homeowner and will be invoiced to the homeowner's account.
3. If payment is not received in accordance with the attorney's instructions, lien proceedings will be initiated. All attorney fees and costs are the responsibility of the homeowner and will be invoiced to the homeowner's account.

Non-Sufficient Fund (NSF) Policy

If the Association is notified that there are not sufficient funds to pay a check written to the Association by a homeowner, the homeowner's account will be charged an NSF penalty. If the payment is re-deposited and is paid, the NSF charge is \$10.00. If the check is not accepted for payment upon re-deposit, there will be an additional \$25.00 charge, for a total of \$35.00. The homeowner's account will be invoiced for these charges in addition to the amount of the NSF check. If a homeowner writes an NSF check to the Association, the Board may decide to accept only money orders or cashier's checks from that homeowner in the future.

ASSOCIATION DUES

Association dues are to be received by the first day of each month. **2010 dues are \$231.00.** You may pay more than the dues amount if you wish and carry a credit on your account. Historically, dues have increased 5% each year. The Association's governing documents allows the Board to increase the amount annually up to 10%. An increase over 10% takes a simply majority in approval of 'voting members' of the Association.

For your convenience, use the pre-addressed envelopes provided by LAHA. You may hand deliver your payment to the LAHA mail slot across from the tennis court, in the Rockwell mailbox cluster. If you need more envelopes, call the Association. **Do not put your check in the LAHA mail slot without enclosing in a LAHA Dues envelope.**

BULLETIN BOARDS

The glass-enclosed bulletin boards attached to the brick face in each parking lot are for Association use only. These bulletin boards are used by the Association to inform residents/homeowners of upcoming events, notices concerning dues increases, snow emergencies, parking lot closings, and notices of maintenance activities. Please take note of these bulletin boards. Many times, this is the only means of communication used for a certain issue. The non-enclosed bulletin boards are for resident use and are available in each court. Please remove your notices in a timely fashion.

CITY OF ST. LOUIS PARK

The city has numerous avenues for Amhurst residents to garner information and assistance. Check out the general phone numbers listed on page 21, or go directly to the city's website at www.stlouispark.org. There is a wealth of information at the site. The city also publishes an excellent community handbook that is a must have for all city residents. This handbook can be obtained at the reception desk at city hall.

EXTERIOR IMPROVEMENTS & LANDSCAPE PROJECTS

Written proposals with Association approval (Architectural Committee or Board of Directors) are necessary for most large or extensive improvements to the exterior of your home and patio area. Projects for consideration may include sliding glass doors, octagon shaped windows inserted into walls not to exceed the size of what is currently in use, and bay windows of similar size to those currently installed in some units, tubular skylights and satellite dishes, landscaping, and other like projects.

Only basic gardening near your patio and within your fence enclosure (on your own property) is permitted without prior approval. Major gardening projects that utilize landscape timbers, decorative concrete stones, or changes to fence structures or patios must be submitted to the Association prior to any improvements being initiated. Unapproved work begun or completed is subject to dismantling and restoration by the Association and at homeowner's expense.

Please plan ahead. If you are planning to do work in the early spring get your requests to the Association early in April. If you have any questions or are unsure whether a certain improvement or change needs prior approval, call the Association. All improvements are the complete responsibility of the current owner of that home. If gardens or other landscaping is not maintained, the current owner will be asked to maintain the area or reclaim the area or the Association will contract the work and assess the homeowner.

Questions and Answers:

Q: I want to dig up some of the grass and plant a garden in my patio area. Should I get approval from the Association?

A: NO. But it must be on your property. The Association will not maintain and will not re-sod in the future if it is not maintained by the resident.

Q: I want to add a gate. May I?

A: YES. Although, the Association does not recommend gates. After one winter season, the gate latch tends not to align with the fence post causing the gate not to swing or latch properly. You may however install a gate. Submit your request to the Association. Please refer to the procedure listed under *Exterior Improvements*.

Q: I am interested in doing a bit of landscaping on 'common ground'. Do I need permission?

A: Yes. Don't begin until your project has been reviewed and approved by the Association.

FIRE PLACE GAS INSERTS

Gas fireplace inserts are allowed. All gas lines must be buried or hidden from view. Lines are not allowed to run along the sidewalks or walls. If your plans call for removal of the patio or sidewalk, permission must be requested of the Association. Please refer to the procedure listed under *Exterior Improvements*.

FREE ITEMS

Do not place items by your garage or in the common areas or turf areas offering these items FREE for the taking. If you cannot identify a proper disposal method for items you no longer want, contact the Association for assistance.

FURNACE FILTERS

The disposable filters on your furnace should be replaced every 2-3 months, more often if you have pets. By keeping the filters clean you will allow the system to work at an efficient level and keep your home cleaner. The air conditioning unit should be kept clear of all obstructions, debris and leaves. Please note that all appliances are the responsibility of the homeowner.

GARBAGE REMOVAL & RECYCLING

Your care in understanding our garbage regulations will greatly assist in keeping litter in the neighborhood at a minimum. Knowing the procedures will also allow you to have your garbage, recycling and other items removed in a timely manner.

Mattresses and other large items will be taken by our contractor. You must make prior arrangements with Allied Waste. They will charge you a nominal fee. Christmas trees will only be picked up on two pickup days following Christmas. Please check the bulletin boards for specific pickup dates.

- Trash pickup is every Thursday. Recycling pickup is every other Thursday. Check www.amhurst.org for current pickup schedule.
- We ask that you put your trash out the morning of pickup. Also, be aware that the contractor's schedule does change without notice due to schedule adjustments, equipment breakdown, staffing, weather and holidays.
- Face the handle of the containers towards your garage and out from the door, otherwise they cannot be serviced. Please remove your containers from the lot by evening.
- All items must fit into the rolling barrels. Do not put items out next to the barrels. It may not be removed.
- If you have a large amount of trash, or large items, please call ALLIED WASTE for assistance. Call 952-941-5174. They know us as Amhurst Townhomes. There may be a charge for unusual or large items.
- Do not leave any trash at the pool shed.
- Please do not remove any of the bins or containers from Amhurst. They are the property of the Association.

- Please do not use garbage containers for dirt, mortar, concrete, plaster, building materials, toxic and hazardous materials, unwrapped animal waste, large bulky items, furniture, appliances, etc.
- Prevent undue damage and wear of the containers as well as keeping them reasonably clean. Feel free to rinse out dirty garbage containers with soap and water. If you have a broken container, contact the Association for a free replacement.
- Never place hot ashes, cinders, coals, or other burning materials into the garbage containers. Please place all garbage in securely closed plastic bags before being placed into the garbage container.
- Amhurst has **NO SORT RECYCLING**. You may mix many recyclable items in the blue containers with grey tops. Check Allied Waste's annual post card with details. You can also refer to their website at www.alliedwastetwincities.com Compost these items: plants, grass and leaf material. Take to proper disposal sites: hazardous waste, construction materials, rocks, bricks or dirt or regulated medical waste.

GAZEBO

The gazebo is open and available for general use by all residents. The gazebo may be reserved by residents for special occasions. All events must be ended and clean-up completed by 10:00 PM. Barbecue grilling is not allowed inside the gazebo.

If your event includes the use of the pool, please adhere to all the pool rules and if the pool is crowded, limit your guests. All residents and guests are expected to honor reservations for the gazebo and shall not impede use of the gazebo by persons holding the reservation. Association management reserves the right to terminate an event at any time the event violates Association rules or City ordinances.

Residents must call the Association to reserve the gazebo. A \$50 security deposit is required. Please respect the limited number of parking spaces within the adjoining parking lots. Ask your visiting guests to park on the city streets when attending your gathering. **ADULT SUPERVISION REQUIRED**. The Gazebo is not a play structure.

GENERAL MAINTENANCE

The exterior structure and common grounds are maintained by our manager, numerous contractors and some very special volunteers. Most on-going repair work is inventoried in the spring and completed throughout the summer. Work is "batched" for cost-efficiency. In some cases, items might not be repaired immediately. Annual repairs include painting, fence repair, gutter and roof repair, as well as landscaping, parking lot and walkway maintenance. In some cases, items that you might feel need repair will not be completed due to budget constraints. If you see a needed repair, please contact the Association.

GENERAL VEHICLE POLICY

In any season and under any weather conditions, the following parking policies exist: **Vehicles may be towed immediately, without notice, under the following conditions: blocking garages, blocking fire lanes at the back of the parking lots, blocking fire hydrants, and parking in the traffic lanes running parallel to the garage doors.**

Vehicles may be towed, after notice placed on windshield or other 'on vehicle' location, under the following conditions: expired license plates, inoperable vehicles, boats, trailers, buses, campers, and trucks over 9,000 pounds gross weight. Towing will occur 14 days after notice has been posted (once) on the vehicle. **Repeat offense of the above can cause towing without notice!**

ABSOLUTELY NO VEHICLES MAY BE DRIVEN OFF THE ROADWAYS OR PARKING LOTS. NO VEHICLES ON THE TURF AREAS. Do not offer permission to carpet cleaners, firewood sellers, duct cleaners, and any others to drive on the turf or sidewalk areas.

WE DO TOW AGGRESSIVELY AND AT OWNER'S EXPENSE.

Questions & Answers:

Q: My vehicle is not operating. It has been in the same place for three weeks now. Will it be towed?

A: YES. We will tag any vehicle that is inoperable or has not been moved for at least 2 weeks. This notice will give you a time period to fix the vehicle and/or move it. Vehicles must be moved at least every two weeks, or might be deemed inoperable and subsequently tagged.

Q: Some friends are visiting and want to park their RV in the parking lot? Will they be OK?

A: NO. They will be tagged and towed. Recreation vehicles are not allowed in the parking lots.

Q: Might my vehicle be towed without any warning?

A: YES. There are a number of conditions where your vehicle may be towed without written warning. Understand the rules detailed in this RESIDENT GUIDE. **Towing by FRANKIES TOWING, 763-595-0321, 5615 Highway 169 N, Plymouth, MN 55442.**

Q: I have friends that are taking a vacation and want to park their vehicle in our lot. Is this OK?

A: NO. Our lots are for residents and short-term visitors only.

Q: If I notice a vehicle that has been in the same place for a while, the plates are not up to date or it appears to be disabled, what should I do?

A: Notify the Association.

HAZARDOUS WASTE

Hennepin County Drop Off Facilities are located in Bloomington and Brooklyn Park to assist you. Call their automated InfoLine for 24 hour recorded messages at 612-348-6500 or call 612-348-3777 during normal business hours for general information. Also check their website at www.hennepin.us. The City of St. Louis Park conducts a yearly collection, usually in the spring. Call 952-924-2500 the city for specific dates and locations. It is illegal to put hazardous waste with your regular garbage. It contaminates groundwater and endangers health. Don't put batteries, pesticides, paint, paint thinner, wood preservatives, aerosols, used anti-freeze and solvents in your 'Thursday' garbage or down the storm drains. Take household batteries to Target and plastic bags to Cub. If in doubt, call the numbers above. Please, do not leave these materials at the pool shed.

HOME SALES

When you sell your home, you will need to obtain a Property Maintenance Certificate from the City of St. Louis Park. You, or your agent, will need to complete an application at the Inspections Department at City Hall at 952-924-2588.

The Association also gets involved in the sale of your home. A number of documents and certificates including fee statements, disclosure forms and property data may be requested by your agent, title company or mortgage supplier. These documents may be requested, in writing, by faxing, emailing or writing the Association. Please offer at least one week for turn-around of these items. There is a standard \$50 fee, paid by the seller at closing, for the issuance of these documents. There is no fee for refinancing.

INSURANCE & DEDUCTIBLE POLICY

Residents are responsible for properly insuring their personal liability and the contents of their home. If upgrades have been made to your home, check with your agent to make sure you have adequate coverage for these upgrades. Make sure you have at the minimum, \$5000 of coverage "A" or Real Property and a minimum of \$5000 for Loss Assessment coverage. This will cover gaps between the Association's Master Policy (with a \$5000 deductible) and your own HO-6 policy. The Association's policy provides replacement coverage on the structures and appropriate common property coverage.

Make sure you and your agent are comfortable that you have adequate coverage.

At the sole discretion of its Board of Directors, Lohman's Amhurst Homeowners' Association will assess the cost of any insurance deductibles incurred against the Association's insurance coverage to the homeowner (s) in its entirety. The deductible is 'per occurrence' (multiple homes may share one deductible) except for hail damage which is per unit or home.

Please check our web site for a more complete description of needed coverage and how the Association's coverage melds with your homeowner's policy.

You can generate your own insurance certificate at our agent's web site at www.rjfagencies.com or at our own web site, www.amhurst.org. Look for the option to generate townhome certificates. Our customer code is 'LOH' at the RJF Agency site.

LAWN CARE & LANDSCAPING

The lawns are mowed every Thursday or Friday, weather permitting! Please make sure that your personal property is sufficiently removed for the crews to mow properly. Yards with pets present and/or an accumulation of feces will not be mowed. The homeowner may be assessed for cleanup costs.

Our fertilization program consists of 3 applications. Spring application will be done between April 15 and May 15 with a balanced fertilizer. Late spring application will be done between June 15 and July 15 with a balanced slow-release fertilizer. Fall application will be done between September 1 and 30 with a balanced fertilizer. Specific timing of applications may be influenced by weather conditions.

Weed control in lawn areas will consist of one pre-emergent crabgrass application between April 15 and May 15. Broadleaf herbicide will be applied twice during the growing season, as needed, during times of active weed growth (spring and fall). Weed control in shrub beds and sidewalks will be done throughout the growing season with herbicide application and/or manual cultivation/weed control in parking lots will be done where possible.

The turf areas are mowed to a height of approximately 3" each week with adjustments made due to weather conditions. Excessive grass clippings in the lawn areas will be dispersed or removed by the contractor.

Our contractor completes leaf pickup each spring and fall. They also clean around your patio area. They are responsible for cleanup of leaves and debris from planting beds, shrubs, and air conditioning enclosures. If the enclosures are filled with 'man-made' debris and difficult to access, the crews will not clean in those areas.

You may plant as desired within your patio space. Keep in mind the mature size of trees and bushes you may wish to plant. We recommend you add mechanical edging around gardens and trees to protect them from the weed whips and mowers. Exercise care in the placement of pots, fencing and the like with grass cutting in mind. Tree trimming, sod repair, etc. inside patio and air conditioner enclosure or within a home's property line is the owner's responsibility. Keep these areas neat and weed free.

Please place any refuse plant material in secure plastic bags, and deposit them at the compost dumpster at the side of the pool shed for proper disposal. Material received March 1-Nov. 30th only. Do not throw this material into the woods or into your weekly garbage. Any unusual material must be disposed of properly. Please call the Association or Allied Waste for assistance at 952-941-5174.

LAWN WATERING

Amhurst is equipped with underground sprinklers throughout much of the common areas. Please treat the sprinkler system with care. Do not tamper with the spray heads. If you see one stuck in the 'up' position when the system is not operating, tap it gently down. Sprinklers operate on timers, working at night.

Many hard to reach areas and all patio areas do not receive automatic watering. Please help by watering these areas to keep them green. Water with conservation in mind. Each resident is responsible for their patio area. This includes the cement slab and adjacent 'yard'. The yard is generally defined as the area within the unit's privacy fence. In some cases, a 'yard' is hard to define. The legal definition can be found in your property's title.

NATURE PATHS

These asphalt paths are for pedestrians and not for bicycles, in-line skates, skate boards and the like. Visibility is very poor with potential collisions and major injury to rider and walker a strong possibility. Please, the paths are for walking only. Please do not litter. Deposit trash in the receptacles provided in the common areas, gazebo and at the pool/tennis court area. These paths are not shoveled in the winter. Use them at your own risk.

NOISE POLLUTION & CONTROL

The Lohman's Amhurst governing documents as well as the City of St. Louis Park have ordinances and regulations dealing with intrusive noise which may violate the privacy of other residents.

Our governing documents speak to this issue in Section 7.10 (Page 16) of its Declaration entitled "Quiet Enjoyment; Interference Prohibited. Owners and Occupants and their guests shall have a right of quiet enjoyment...and shall use the property in such a manner as will not cause a disturbance or nuisance, nor unduly restrict, interfere with or impede the use of the Property by other Owners and Occupants and their guests."

The City of St. Louis Park ordinance states... "Noise pollution and vibrations and their causes are declared to be a nuisance and a hazard to the public health, safety and welfare. No person, in any public or private place, may make or assist in making, permit, or allow the making of, by

any manner or means, any noise which is injurious to human health, welfare, or property, to animal life, or which could interfere unreasonably with the enjoyment of life or property.”

The following acts are declared to be hazardous noise and a nuisance violation of this section, but this enumeration is not all inclusive: No person may use, operate, or permit to be used or operate any radio receiving set, musical instrument, phonograph, stereo, other machine or device used for the production or reproduction of sound in such a manner as to disturb the peace, quiet, or comfort of a person in its vicinity. The operation of any receiving set, instrument, phonograph, stereo machine, or device between 10:00 p.m. and 7:00 a.m. shall be prima facie evidence of a violation of this section if done in such a manner as to be plainly audible: (a) at the real property boundary of the building, structure or residence or other area in which it is located, or, (b) at the property line of the area or premise owned, rented, leased, or used within a multi-use or apartment building, or, (c) at a distance of 50 feet from any motor vehicle in which it is located.

Power equipment (lawn equipment, construction equipment, etc) can only be operated from 7 AM-10PM on weekdays and 9AM to 10PM on weekends and holidays. Please be courteous to your neighbors. The times above are city regulations not Amhurst.

No person may own, harbor, keep, or have in his possession or on his premises any animal which, by barking, howling, yelping, or emission of other such sounds, disturbs the peace, quiet, or comfort of a person in the vicinity.” (The conditions and stipulations continue). Contact the City of St. Louis Park, (Nuisance Complaints) 952-924-2588 for further information or to file an official complaint. Violations of these rules can result in a citation from the City of St. Louis Park Police Department.

The Association does not mediate nuisance issues between neighbors.

OUTSIDE WATER FAUCETS

Your unit's outside water faucet must be shut off at the inside valve and drained every fall to prevent it from freezing and bursting. At the beginning of each winter season, close the valve inside your home's utility room or closet, open the outside faucet and drain any remaining water in the copper line. Many units have 'bleeder' valves next to the inside valve handle. This valve, when removed, will drain any remaining water in the line. Store the small brass cap by taping it on the inside pipe. This will make it easy to locate the 'bleeder' valve in the spring. Some homes share an outside faucet with their neighbor. If this is the case, coordinate these procedures with your neighbor.

If this procedure is not completed, you may very likely burst a pipe when the water is turned back on in the spring. You will have a major mess and expense. For assistance, call the Association number at 952-933-9747. Many homeowners have replaced these valves with frost free valves that do not need draining in the fall.

Questions and Answers:

Q: I forgot to prepare my outside faucet for the winter and my pipes did burst. Will the Association pay the repairs?

A: NO.

Q: I did prepare my faucet according to the directions and the pipe still burst. Will the Association pay for the repair and damage to the inside of my home?

A: NO. The steps above do not guarantee your pipes won't freeze, just reduces the risk.

PATIO USE

Patios are to be used for their intended use. Do not store garbage or garbage containers, motorcycles, building material and other items causing the area to take on an unsightly look. Please remember that recreational fires cannot be contained in the patio area. City regulations require an enclosed fire to be at least 25 feet from any structure. Fire permits are required from the city.

PETS

Our pet rules are designed to offer a pet friendly community and to protect the rights of all residents. Both dogs and cats must be on a leash no longer than 6 feet in length. A maximum of three pets per unit is allowed. Pet behavior that results in a bite or other physical harm to a human being must be reported to the City of St. Louis Park immediately.

Cat and dog feces must be picked up immediately by the pet's owner or caretaker both in common areas and in patio areas. You may dispose of the waste in your weekly garbage or use the boulevard waste containers that are provided by the Association at many convenient locations.

Pet houses, kennels or other containment devices or sleeping areas for pets are not allowed outside a home. Any pet behavior, pet noise or pet odor that infringes on another resident's right to a peaceful, quiet and safe environment must be corrected by the pet's owner/caretaker immediately, regardless of whether the behavior occurred inside or outside of a home. Failure to control the behavior, noise or odor promptly will be considered a violation.

Violation of the foregoing rules may result in police action and civil penalties. In addition, the Association may impose fines of up to \$100 per incident as determined by the Board of Directors and/or its pet committee. Fines imposed by the Association shall become a lien upon the property.

All complaints made against a pet and or owner/caretaker must be made in writing and signed by the complainant and mailed or delivered to the Association.

Pet breeding is prohibited. Should accidental conception occur, all offspring must be removed from the home and Lohman's Amhurst before the end of the ninth week following birth subject to the 'three pet' rule.

Landlords must communicate these rules and regulations to their tenants. Please make sure children that are walking dogs know to pickup.

Questions and Answers:

- Q: My leash is the retractable type which comes on a reel. Is this type of leash permitted?
A: YES, provided that it is *at no time* extended to a length greater than six feet.
- Q: I grew up with cats allowed to roam free. Must my cat be kept leashed outside?
A: YES.
- Q: I currently own two dogs and two cats. Is this situation permitted?
A: NO. You are in violation of Association Rules and City ordinances. You must reduce the number of pets to three.
- Q: Do fish aquariums come under the three pet rule
A: NO.
- Q: Your rules seem to be only about dogs and cats. Does that mean other kinds of pets (birds, gerbils, hamsters, etc.) are exempt from the rules? 097855045607
A: NO.
- Q: My child sometimes walks our dog. Can we be fined if the child fails to pick up the dog's feces?
A: YES.
- Q: My pet did its duty in a "wild" or "wooded" area. I could hardly find the feces. Is it O.K. to leave it in this circumstance.
A: NO. You may be fined unless you remove it.
- Q: Does a "dog run" (for the purpose of defecation) area exist at Lohman's Amhurst?
A: NO. City of St. Louis Park statutes prohibit this. For pet exercise off leash, the upper tennis court may be used but feces must be picked up immediately.
- Q: My dog occasionally barks while in my patio space or in my home. Is this a violation?
A: NO. Occasional barking is not considered a violation. We live in a pet and child friendly neighborhood. These 'neighborhood sounds' are expected when one lives in a multi-dwelling living situation.
- Q: My neighbor's dog barks constantly, both inside and out. I does not appear that my neighbor attempts to quiet the dog. Might his be a violation?
A: YES. Amhurst residents have the right to a peaceful existence by City Statute and Association Rules. Ongoing and constant barking is a violation. When a pet continually barks (inside or outside a home) one must *immediately* silence the animal.
- Q: My neighbor tells me that my dog barks constantly inside my home while I am gone. Is this a problem?
A: YES. Excellent and permanent results can be achieved by renting an electronic collar.

- Q: If someone in my family was bitten by a dog, what do I do? If someone in my family was charged by a dog acting aggressively, what do I do?
- A: Call the City of St. Louis Park at 952-924-2618. All bites or aggressive behavior *MUST* be reported to the City. This is a police matter. The City has taken rapid action following a past incident at Amhurst. After you have contacted the City, write the Association and keep it informed on this issue.
- Q: How does the Association enforce its Pet Rules?
- A: A violation is likely subject to civil procedures or police action on the part of the City. Remember, the Association is mainly adopting City rules. A violation may also be subject to Association fines of up to \$100 per incident as determined by the Board of Directors. An Association fine can only follow the "due process" procedures spelled out in its Pet Rules & Regulations document.
- Q: May I chain my pet outside my patio area?
- A: NO. Your pets may not be chained on common land. It is also a danger if a pet runs out on its chain possibly tripping one walking by.
- Q: I would like to report a violation to the Association. What do I do?
- A: The Association will accept *ONLY* written complaints. Furthermore, such a complaint must be post-marked or hand delivered to the Association *within 72 hours* of the incident being reported. Telephone calls about problems will *not* be accepted. Complaints about a problem which occurred weeks ago will not be accepted.
- Q: I understand I can use the upper tennis court to run my dog?
- A: YES. If the court is not being used for basketball or general play, you may have your dog off leash. You must pick up after your pet.

RENTERS & GUESTS

Any lease between an owner and a tenant must provide that the lessor is subject, in all respects to the Association's Declarations, By-laws and Articles of Incorporation and published rules and regulations. Fines are assessed for some infractions. A tenant's claim that they did not know the rule is not acceptable. **It is the unit owner's responsibility to make tenants/renters and guests aware of Association policies, rules, and regulations.**

SATELLITE DISHES

Resident members must submit to the LAHA Board of Directors their plan to add a satellite dish. This is consistent with current practice for architectural changes. The request will be approved by the LAHA Board of Directors. Installation shall be in an area within the member's exclusive use and control. At Lohman's Amhurst, that area is presumed to be the patio area immediately adjacent to the living unit, out to the fence line, or on the living unit.

Installation on the roof or siding is restricted in instances where ground level installation will allow signal reception. In instances where a dish must be installed on the living unit, installation on the siding is preferable to roof installation. All 'cabling' must be hidden from

view. Satellite dishes should be a neutral color so as to blend with Lohman's Amhurst's color scheme. The homeowner should make a "best effort" attempt to screen the dish from view from the common area or street.

Installation, including all related insurance, is the responsibility of the homeowner. The homeowner may be charged for repair to the roof or siding if it is later determined that dish installation caused or contributed to the damage.

Consistent with current practice, TV antennae must be installed in attics. Attic installation offers excellent reception.

LAHA shall not be responsible for installation, maintenance or repair of satellite dishes on individual units. LAHA is not obligated to make architectural or landscaping changes.

SIGNS

"FOR SALE" or "FOR RENT" signs are prohibited. "OPEN HOUSE" signs are permitted only on the day of the open house. At no time are "FOR SALE" or "FOR RENT" signs allowed in windows. Political signs are permissible based on criteria below.

Homeowners may post political campaign signage within their residential unit property boundary from August 1st in a state general election year until ten days following the state general election. Signage is not to exceed two feet by three feet size and is limited to only two political signs per residential unit. No political campaign signage may be posted on exterior of Garage unit. Automobile signage is restricted to bumper sticker size only while on the Association property and parking lots. Penalty of up to \$100.00 will be assessed if residential unit owner does not remove signage within 24 hours of written notification of violation.

SMOKE & CARBON MONOXIDE DETECTORS

Home fires and carbon monoxide leaks pose serious threats. The U.S. Consumer Product Safety Commission recommends monthly testing of home detectors. For smoke detectors, testing is usually performed by using smoke from a blown-out candle or lit cigarette for photoelectric units. For ionization detectors, use a lit candle. Put the candle or cigarette approximately 6 inches away from the detector. Within 20 seconds the alarm should sound. To stop the alarm, remove the source of smoke away from the unit. It is recommended that the small filter on the unit be cleaned with a vacuum cleaner at least once per year. If the unit operates on battery power, replace battery each year.

Battery and AC powered carbon monoxide detectors have a test button to verify that the detector is working. CO 'sensor' cards have a sensor 'spot' on the card that changes color when CO is in the air. This type does not have a shrill alarm like fire detectors and battery and AC

carbon monoxide detectors. The card detectors are NOT recommended since most CO poisoning occurs while sleeping. Lethal levels of carbon monoxide gas can be reached in minutes so having an alarm on the detector is critical.

SNOW REMOVAL & SANDING

Parking Lots

All lots will be plowed within 12 hours following the cessation of 1.5 inches of snowfall or more. For snowfalls that accumulate to over 5 inches with more snow expected, a plow will open up the parking lots by 7:00 AM (5" on the ground and more on the way) and/or 5:00 PM (5" on the ground and more on the way). The contractor will return after the snow fall has stopped to plow the lots.

Please move your vehicle to a plowed parking stall after the plows have cleaned the lots. Try to park in an area that allows the plows to perform a second pass (normally after 48 hours after snow fall ends). This second clean up may be delayed due to large snowfall accumulations.

After any snow fall over 1.5 inches, you **MUST** move your vehicles to a plowed parking space or a garage within 48 hours of the cessation of the snow fall. After 48 hours, your vehicle most likely will be towed at your expense.

You will not receive any notice of pending towing. Make arrangements with neighbors or friends to move your vehicle if you are unable to do so for whatever reason.

After a large snow fall - 8 inches or more, parking lots may be closed for extensive snow removal. Notices will be placed on the parking lots bulleting boards, at the website and at the entrance of the complex. Lots will not be closed with less than a 48 hour notice. When the parking lots are closed, all vehicles left in the lots will be towed.

Please consider the plows and their need to navigate the lots and move snow. Stay away from the large piles of snow during snow removal. As snow piles 'shrink' the lots, leave space at the back of lots for traffic flow; especially enough room for large trucks to circle the lots. Be cautious while the plows are working the lots.

Sidewalk Shoveling

After the snow fall has stopped and when accumulation has totaled 1 1/2 inches or more, the contractor shovels all sidewalks up to your front door but not your patio area. When accumulations are between 1 1/2 and 6 inches, the contractor has 12 hours to finish shoveling. When over 6 inches accumulate, blizzard conditions, or dangerous wind chills or temperatures,

a delay may occur. Asphalt nature trails are not shoveled in the winter so use them at your own risk.

Slippery or Icy Walking Conditions

Slippery or icy walking conditions are the responsibility of the individual homeowner and not that of the contractor or the Association. The Association's governing documents require that it plow snow but does not require that the Association remedy slippery conditions. If you rent your home, your lease, if legal, must contain a clause which makes you subject to the governing documents of the Association and its rules, including its Snow and Ice Removal Policy.

We understand that we have all chosen to live in Minnesota and thereby have accepted responsibility for our own safety under slippery winter conditions. When you selected your home for purchase or rental you were presumed to have considered your physical condition and the climate, and any potential winter walking conditions while getting to your car, mail box, garage and the like. Please exercise caution when walking and driving; sanding does not guarantee your safety or that of your neighbors.

To assist in reducing icy conditions, each home is offered a container of ICE MELT. Refills are available at the pool shed. Do not throwout the containers, use each year. Sand barrels are placed in each parking lot for resident use. During serious icy conditions, the Association may have our contractor apply salt or sand to the lots. If this policy creates a problem for you, write to the Association and fully explain your situation.

Questions and Answers:

Q: If I feel that my sidewalk is slippery and needs to be sanded should I do it?

A: YES. Use the ICE MELT given you by the Association at the beginning of the winter. If you are in need of assistance, call the Association.

Q: I travel on business and do not park in a garage. Might my car be towed from the parking lot when it snows and I am out of town?

A: YES. Leave your keys with someone responsible who will move it.

Q: I am planning a winter vacation and plan to leave a vehicle outside of the garage. If it snows when I am gone, might my vehicle be towed at my expense?

A: YES. Again, leave a set of keys with someone responsible who will move your vehicle or keep in garage.

Q: What if my spouse/child/roommate/guest doesn't see this notice or is unaware of it and violates the policy? What if a new tenant of mine moves in and is not aware of this policy?

A: Make sure each family member, guest and tenant understands this policy.

Q: What if I park on the city streets (Gettysburg and Independence) after a snowfall?

- A: No parking 8 AM to 5 PM after a 2" or more snowfall on city streets until the city has plowed curb-to-curb. The city does ticket and tow.
- Q: If my vehicle gets stuck in snow or breaks down so that I must leave it in a traffic lane or somewhere else where it shouldn't be left, might I be towed?
- A: YES. Leave a note with your name, address, and work and home phone numbers under your windshield wiper so we can locate you. Then get help or a tow immediately.
- Q: Will such a note exempt me from towing?
- A: NO. The note might blow away, not be seen or the attempt to contact you might not succeed, so get help immediately.
- Q: All designated parking spaces were occupied. Might I be towed if I park my vehicle where you say I shouldn't.
- A: YES. You may be towed. You must park your vehicle on the street or in another parking lot at Amhurst which is not full; we have nine lots for your use.
- Q: The snow plows might block me while parked in a legal parking space. Could I be towed any way?
- A: YES. You have 48 hours to move to a plowed parking stall which is more time than any of the cities around us grant even when a city snow plow blocks a street parked vehicle.
- Q: Does the snow removal contractor tow my car?
- A: NO. **Towing is completed by Frankies Towing, 5615 Highway 169 N, Plymouth, MN 55442, 763-595-0321.**
- Q: Will the Association attempt to contact me prior to towing?
- A: NO. The Association does not know which car is yours and the police will not give us the information from your plate number. However, if your vehicle is disabled, and you have placed a note on the windshield with name, phone numbers, etc., we will attempt to reach you (as explained above).

STORAGE PODS & DUMPSTERS

Temporary storage pods and construction and clean out dumpsters are allowed at Amhurst. There is a two week (14 day) limit on premises. These devices cannot be placed in our parking lot drive areas or FIRE LANES. They can be placed in a parking space. Please contact the Association prior to ordering to discuss 'drop' location. Any damage to parking lots is the responsibility of the homeowner.

SWIMMING POOL

The pool officially opens Memorial Day weekend and closes after Labor Day. Pool rules are posted at the pool. Children must be at least 12 years of age to swim without a supervising adult present. There is no lifeguard. Residents are advised to use the pool at their own risk. Children not toilet trained must be fitted with diapers designed for swimming pools. The pool closes at 10:00 PM nightly. The St. Louis Park Police will be called for those in the pool after hours. Trespassers will be prosecuted. **Please, no glass at pool! The pool gate must be closed**

and latched at all times. This is a safety requirement to avoid unattended, small children from wandering into the pool area and potentially falling into the pool.

TENNIS & BASKETBALL COURTS

Our tennis/volleyball/badmitton court with rebounder net and basketball hoop/backboard are open approximately May 1 and close approximately November 1. If you require assistance adjusting the playcourt net, contact the Association manager.

TUBULAR SKYLIGHTS

Solatube™ tubular skylights are approved for installation at Amhurst. A Solatube's™ patented reflective system, which is located inside the skylight dome, redirects low angle light and more ambient light down through highly reflective tubing into your home. Contact Garlock French, Amhurst's selected installer of tubular skylights. You must request installation approval from the Association. Any maintenance on the unit due to the skylight is the owner's responsibility. Any reinstallation costs at time of roof repair or roof replacement is also the homeowner's responsibility.

UTILITIES

Residents are responsible for the following utilities: Gas, Electricity, Telephone and Cable (if desired). To order or cancel service, contact the following services:

Gas	CenterPoint Energy/Minnegasco	612-372-4727
Electricity	Xcel Energy	800-895-4999
Cable	Comcast	800-266-2278
Telephone	Qwest	800-244-1111

(Other service providers are available for local phone service)

Water, sewer & storm drain management are part of your monthly dues payments.

WEBSITE

Amhurst has a totally new website designed specifically for residents. You will find this site at www.amhurst.org. This new site contains the following documents available for viewing or downloading as Adobe PDF files: Newsletters, this RESIDENT GUIDE, our governing documents including the Bylaws and Declaration, maps, floor plans, many links to needed services, photo gallery, special announcements, a document called the DATA SHEET prepared for realtors, closing agents, mortgage bankers, and insurance agents and a link to generate an insurance certificate on your property. Please become familiar with the website and all the information it has to offer.

WINDOW TREATMENTS & SCREENS

Blankets, sheets, towels, aluminum foil, etc., are prohibited window treatments. Please use acceptable blinds, curtains or drapes. Broken screens must be replaced or removed. Replacement window screens are available from the Association at a cost of \$36.00. Please call the Association with the necessary width (in inches) of the screen needed. Replacement patio screens may be obtained from local home improvement stores such as Menards, Home Depot or American Screen (612-432-6949). Torn screens can be repaired by American Screen or at any hardware store.

WINDOW & PATIO DOOR REPLACEMENT

There are two recommended replacement windows for use at Amhurst. They are the Wellington Slider and the Cornbelt Insuliner Horizontal Slider (Triple Glaze). If a homeowner's window is defective and needs to be replaced at the Association's cost, the window will be replaced with the Cornbelt window. If the homeowner insists on using the Wellington window, the association will replace the window with the Wellington, but any cost over the cost of replacement with a Cornbelt will be the responsibility of the homeowner.

If the homeowner is replacing windows at their own cost (the current window(s) is not defective), the homeowner has the choice of using the Wellington or the Cornbelt window. Cornbelt is the recommended window. **ALL window and door replacements must be approved by the Association.** Do not purchase a new door or window without prior approval. For information on CornBelt Windows, contact Pat Tanner at Dorglas 952-253-0097 or Scott Rubin at Wellington 952-933-6300.

ST. LOUIS PARK PHONE NUMBERS

General City Number: 952-924-2500

Assessing	924-2535	Public Library	847-6125
Animal Control	924-2618	Public Schools-General Number	928-6000
City Clerk-licensing	924-2504	Aquilla Primary Center	928-6500
City Manager	924-2525	Cedar Manor Primary Center	928-6555
Council Member Sue Santa (Ward 3)	938-2436	Susan Lindgren Intermediate Center	928-6700
Crime TIP LINE	924-2165	Peter Hobart Primary Center	928-6600
EMERGENCY	911	St. Louis Park Senior High School	928-6100
Fire Department Administration	924-2595	St. Louis Park Junior High School	928-6300
Parks & Recreation	924-2540	Public Schools-Community Education	988-6060
Police Administration	924-2600	Adult basic education	988-5343
Police Non emergency	924-2618	Adult enrichment classes	928-6442
Senior Program at Lennox Community Center, 6715 Minnetonka Boulevard, 952-928-6444			

CITY PARKS NEAR AMHURST

Aquila	31st & Pennsylvania	●Basketball, Softball, Playstructures, Picnic Shelter, Trails
Oak Hill	34th & Quebec	●Basketball, Horseshoe Courts, Playstructures, Hockey, Skating, Softball, Swimming, Picnic Shelter.
Tower Park	34 1/2 & Wyoming	●Softball, Playstructures.
Walker Field	Quebec & Walker	●Softball, Soccer.
Knollwood Green	Flag & Minnehaha Cr.	●Basketball, Playstructures.
Wolfe Park & SLP Recreation Center	3700 Monterey Dr.	●Pavilion, trails, ponds, playground, basketball, volleyball, ice skating, indoor and outdoor aquatics, gymnasium and much more!

BUS SCHEDULE

**Amhurst /Downtown Minneapolis
Bus Schedule Route 667, Weekdays Only**

East Bound (To Downtown Mpls)		West Bound (To Amhurst)	
Leaves Amhurst Shelter	Arrives 7th& Nicollet	Leaves 8th& Nicollet	Arrives Amhurst Shelter
6:13 AM	6:42 AM	3:15 PM	3:42 PM
6:43 AM	7:16 AM	4:16 PM	4:51 PM
7:03 AM	7:39 AM	4:45 PM	5:21 PM
7:33 AM	8:08 AM	5:15 PM	5:42 PM
7:49 AM	8:21 AM	6:20 PM	6:48 PM
8:14 AM	8:46 AM	612-373-3333, TTY Service: 612-341-0140 www.metrotransit.org	

- Frequent week-end service via number 17 bus to or from Target and Knollwood.
- During snow emergencies, bus service is available only at our entrance bus shelter and not at stops on Independence and Gettysburg Avenues.
- Reduced fares are available to seniors, persons with disabilities, youth and children.
- Fareboxes accept \$1 bills and US. coins only. No change given by drivers or fareboxes.
- Prices and schedules are subject to change without notice. Bus passes are available.
- Route 667 runs Monday through Friday traveling east on Minnetonka Blvd.

This schedule and related information is effective 12/13/08. (Above data verified January, 2010)

IF IT IS BROKEN, WHO IS RESPONSIBLE?

CATEGORY	LAHA	OWNER
Air conditioners/furnaces		✓
External SAVER'S SWITCH (Xcel)		✓
Air conditioner condenser pad		✓
Air conditioner switch box (exterior)		✓
Gas or electric meters		Utility
Appliances (all)		✓
Drapes and blinds		✓
Internal window molding		✓
Garage door tracks and cables		✓
Springs		✓
Electric garage door mechanism		✓
Emergency release mechanism		✓
Garage door panels	✓	
Garage door panels-painting	✓	
Garage door molding/frame	✓	
Garage door rubber seal	✓	✓
Garage door exterior handle		✓
Garage door locks and keys		✓
Exterior entry doors (Garage & Front)	✓	
Painting	✓	
Hinges		✓
Locks, keys, deadbolts, handles, knobs		✓
Rubber or magnetic weather seals		✓
Storm doors and screens		✓
Exterior walls & roofs	✓	
Wall & attic insulation		✓
House numbers	✓	
Vents (furnace, dryer, sewer, roof)	✓	
Chimney cap	✓	
Fireplace air vent		✓
Building foundation		✓
In slab heating and cooling ducts		✓
Interior Electrical fixtures, fittings, etc.		✓
Front door light fixture & bulb		✓
Garage door light fixture and bulb		✓
Fences (Maintenance of existing fences only. Posts dislodged due to gates are not maintained by the Association)	✓	
Fence gates & hardware		✓
Floor & wall coverings		✓
Interior antennas and cabling		✓
Improvements (interior and exterior) by current and past homeowners		✓
Mailboxes and keys	Maintained by USPS	
Patio & redwood divider		✓
Pest control		✓

CATEGORY	LAHA	OWNER
Plumbing fixtures & fittings & outside water faucets		✓
Interior plumbing		✓
Common plumbing drains and stacks (up to the individual trap connection)	✓	
Exterior windows and tracks	✓	
Wood window frames-interior		✓
Patio door/side light pane (seal leak)		✓
Glass		✓
Locks		✓
Window screens and door screens		✓
Sidewalks	✓	
Garage steps (interior)		✓
Garage steps (exterior)		✓
Garage floor (slab)		✓
Garage sheet rock		✓
Telephone, Cable, Satellite		✓
Front door light fixture & bulb		✓
Garage door light fixture & bulb		✓
Outside electrical outlets		✓
Security and walk way lights	✓	
Landscaping by prior residents incl. low voltage lights, solar lights, planters, shrubs and trees, etc.		✓
Solatube™ tubular skylight (including any future roof adjustments including at re-roofing.)		✓

Neglect or misuse will be the responsibility of the homeowner. Many additions on the outside of your home must have prior approval from the Association.

Refer to other sections of this RESIDENT GUIDE for specific requirements.

If you have any questions, call the Association.

TAXI CABS & HANDICAB SERVICES

Suburban Taxi/Green & White	952-884-8888
Airport Taxi	952-928-0000
Metro Mobility	651-602-1111 (TTY Service 651-291-0904)

Recommended Service Providers

APPLIANCE REPAIR	D & T Installation and Service	952-934-5522
APPLIANCE INSTALLATION	Standard Heating & Air Conditioning	612-824-2656
BANKING	Bremer Bank	952-932-6593
CARPET CLEANING	Zerorex	952-224-5085
CONCRETE & CONCRETE RAISING	Phil Herbst of Metro Concrete Raising	952-440-8004
DUCT & CHIMNEY CLEANING	Jon Weber of Weber Chimney	763-425-0025
ELECTRIC REPAIR	Nate Karol of Nate Karol Electric	763-544-0091
FENCE GATES	Dan Grossman of Fenc-Co	763-588-5191
FIREWOOD	Rosie of Rosie's Firewood	320-632-9377
GARAGE DOORS	Jeff of Performance Plus Garage Door	763-560-7521
GAS FIREPLACE INSERT	Joe Weyandt of All Seasons Fireplace	952-546-6162
HANDYPEOPLE SERVICES	Kris Arnold of The Arnold Group	612-991-8805
HANDYPEOPLE SERVICES	Bob Schultz	952-546-3889
INSURANCE	Nicole Martinson of Allstate Insurance	763-473-0718
LANDSCAPE	Rob Glaser of Timber Creek	952-473-7166
LOCKSMITH	Lock Squad	612-623-1086
PAINTING & PAPERING	Brett McMahon of Wall Trends	952-949-4918
PEST CONTROL (Bugs and stuff)	Plunkett's	763-571-7100
PEST CONTROL (Rodents, Sm. Mammals)	Matt Weiss of North Country Pest Control	763-424-9111
PET GROOMING	Jen of Clean as a Whisker	952-935-9114
PLUMBING	Joel Swanson of Plumbing & Heating of Hopkins	952-938-2010
PLUMBING	Steven Pokorny of Pokorny Plumbing	952-938-7933
REAL ESTATE	Ruth LeVine of Edina Realty	952-915-7956
RUBBISH HAULER	Customer Service of Allied Waste Service	952-941-5174
SCREENS & STORM DOORS (and handyman services)	Steve Wichterman of American Screen	612-432-6949
STORM/SHOWER DRS, MIRRORS, GLASS	Pat Tanner of Dorglass, Inc.	952-253-0097
TOWING	Frankie's Towing	763-595-0321
VETERINARIAN	Oak Knoll Animal Hospital	952-929-0074
TUBULAR SKYLIGHTS	Glenn Downes of Garlock French Roofing	612-722-7129
VETERINARIAN-Emergency	Emergency Vet Services	952-942-8272
WATER SOFTENER & HEATERS	Surge	952-938-1880
WINDOW CLEANING/PRESSURE WASHING/CAR STARTING	Ron Jackman	952-938-3483
WINDOW & PATIO DOOR REPLACEMENT (Amhurst approved replacement windows & patio doors)	Scott Rubin of Wellington Window & Door or Pat Tanner of DorGlass, Inc.	952-933-6300 952-253-0097
PLEASE NOTIFY THE ASSOCIATION WITH YOUR RECOMMENDED SERVICE PROVIDER OR PRAISE OR CRITICISM		

AMHURST EMERGENCY PREPAREDNESS

What to do when experiencing an emergency or hazard

1. Fires

Fire is the most common of all hazards that are experienced by townhome residents. Improper cooking methods cause most fires. Other major causes are improper use of candles, clogged dryer vents and careless smoking. Amhurst has had three major structure fires. One was caused by improper storage of flammable materials, one by improper cooking methods used by a young child and the third by children playing with a lighter. The repairs cost close to \$50,000 per home. When it comes to fire, prevention is the key.

Planning Considerations:

- Take care in the handling, storage and disposal of hazardous and toxic materials.
- Remember, many common household-cleaning supplies can be very dangerous.
- Be very careful if you are a smoker.
 - Do not smoke in bed.
 - Make sure your finished cigarette is completely extinguished and placed into an appropriate receptacle (ashtray).
 - Do not throw cigarette butts in the garbage until you are sure they're completely extinguished.
- Ensure that all matches and lighters are out of the reach of children. One of Amhurst's major fires was due to a child playing with a lighter.
- Use candles very carefully. Do not leave lit candles unattended in your home, even for a moment. Do not go to sleep until all candles in the house are completely extinguished.
- Make sure your dryer ductwork is inspected and cleaned at least every two years. The same goes for chimneys. Do not leave your clothes dryer operating when you are away from your home.
- Make sure all appliance cords are in good shape.
- Do not overload household circuits. Be extra careful in your home offices. Check amperage requirements of all electrically powered equipment. Most circuits can handle no more than 15 amps.
- Never leave items cooking unattended. Make sure children are supervised when using cooking appliances.
 - Do not store excessive quantities of firewood on patios or in your garage.
 - Utilize fireplace screens or glass doors when having fires.
 - Use caution when cooking with barbecues and using outdoor fire pits. Proper clearances should be maintained between grills and the fencing or other items on patios.
- Make sure you have working smoke detectors. Smoke detectors should be placed in bedrooms within a door length of the room entrance. Smoke detectors should also be installed in common areas and hallways of your home.
- **As of August, 2009 Minnesota State Law requires that every 'dwelling unit in a multifamily dwelling' must have an approved and operational carbon monoxide alarm installed within 10 feet of each room lawfully used for sleeping purposes.**

- Fire extinguishers are strongly advised for every homeowner. A five pound ABC fire extinguisher (UL Rated 2A;10B:C) is recommended.
- Limit the use of extension cords to temporary needs. The extension cord should be rated to provide at least as much power as the supply cords for the appliances being used. Otherwise, overheating of the cords can lead to shorts and fires. Be careful in your home office with all of its electronic equipment. If you have added aquarium heaters, coffee pots, etc. to the same outlet as your office equipment, you might be overloading the circuit.
- Plan what you and your family would do in a fire. Discuss emergency exits. Can you get out of your home via the second floor? If you have one of the Amhurst homes connected to the one-story garage structures, this route might be an excellent 2nd story escape.
- Develop a family emergency communication plan to be used as soon as possible after the immediate emergency situation is under control. Consider a plan where each family member calls, or emails, the same contact person. An out of state contact is suggested. Make sure each person knows the phone numbers well.
- If there is a resident who is physically or mentally challenged, make sure you carefully plan and practice evacuation scenarios. Enlist a neighbor's assistance in case of an emergency. Discuss this potential now with your neighbors.
- Learn how to shut off the power in your home.

What to do when experiencing a fire:

- If the smoke alarms sound, exit your home immediately. Do not gather any personal belongings. Make sure all occupants are out safely. Close all doors behind you as you leave.
- Call 911 from a safe location. Do not call 911 while in the home. Do not call the Association.
- If the fire is contained in a small area of your home, you may attempt to extinguish the fire if you have a safe escape route and you are confident you will be successful.
- If the fire is a major structure fire, leave immediately, making sure all persons are out of the house. Depending on the scope of the fire, you might be instructed to go to an off-site location or be removed from the area on buses.
- Make sure you stay away from the immediate area and allow the emergency workers and police to deal with the situation.

2. Floods

Floods are the most common and widespread of all natural disasters. We experience some level of flooding at Amhurst almost every year. The Park Lane parking lot and a number of garages flooded many years ago after torrential rains. So far, none of our homes have experienced ground water flooding, but it can happen. Remember the 1987 floods that occurred throughout the metro area? The good thing about floods is that they don't happen quickly. You usually have some warning. Flash floods, however, do not give that type of warning. Fortunately, flash floods in the metro areas of Minnesota are very rare. However, while not a community-wide problem, many of our residents have experienced major water damage in their homes due to broken water pipes, backed up sewers and the like.

Planning Considerations

- Inspect and replace, per manufacturer's guidelines, dishwasher and washing machine water lines with "burst proof" hoses. Burst hoses are a major cause of household flooding at Amhurst. These lines are always under pressure and do wear out.
- Do not flush inappropriate or large items down the toilets, which can cause backups and plugged drain pipes.
- Make sure you turn your outside water line (faucet) off and drain the line in the fall. Instructions for this are listed in the RESIDENT GUIDE and on our web site.
- Periodically check your home's water softener and water heater to make sure there are no signs of leaks. Also, ensure that your utility room floor drain is functioning properly. Backed up drains may cause flooding.

What to do when experiencing a flood:

- If flooding is occurring just in your home: shut off the main water supply to your home (located in your front hall closet or in your utility room).
- Call a plumber for assistance. It is also recommended that a firm be hired to handle the results of all water intrusion. They will make sure your home is completely dried out to avoid mold and other water damage. (Such firms are listed in the yellow pages under "Fire and Water Damage Restoration. Lohman's Amhurst has successfully used Clean Response and ServPro.)
- If flooding is widespread throughout Amhurst; quickly gather your wallet/purse, lock your home and get to high ground. If the roads are flooded, do not attempt to drive out. Get to high ground.
- If you hear the public warning sirens, dangerous weather or emergency conditions exist. (These sirens are sounded at 1:00 PM on the first Wednesday of each month to test the system. No action is required at those times.)
- Assist other neighbors in evacuating.
- Allow emergency personnel to assist you.

3. Tornadoes

Tornadoes are rare in the densely populated portions of the metro area. The Twin Cities lie along the northern edge of the area of maximum frequency in the US. Four severe tornadoes have struck Minneapolis and St. Paul in the past century: one each in 1904 and 1951, and two separate funnels during the evening of May 6, 1989. There have been other tornadoes in the greater metro area, but again, they are rare. Tornadoes begin with severe rainstorms and can be unbelievably destructive.

Planning Considerations:

- Choose a place in your home to gather if a tornado is headed toward Amhurst. It is recommended that you go to the first floor bathroom or pantry (in two story units), or to the internal utility room in one-story units. You want to be in an internal room, with no windows. If you are caught upstairs, try to get into the bathtub or the center hallway. Attempt to cover yourself with a mattress or blanket.
- Develop a family emergency communication plan to be used as soon as possible after the immediate emergency situation is under control. Consider a plan where

each family member calls, or emails, the same contact person. An out of state contact is suggested. Make sure each person knows the phone numbers well.

- Have your emergency kit ready to go; especially a battery operated radio and flashlights.
- Know the difference between a TORNADO WATCH and TORNADO WARNING. A WATCH means a tornado is possible in the area; a WARNING means a tornado has been confirmed as being in the area. SEEK SHELTER AND SAFETY IMMEDIATELY.

What to do when experiencing a tornado hazard:

- Listen to local radio and TV stations for up to date storm information.
- Be aware of major blowing debris and the sound of a 'freight train'. Both are signs of an approaching tornado. Be observant.
- If you hear the public warning sirens, dangerous weather or emergency conditions exist. (These sirens are sounded at 1:00 PM on the first Wednesday of each month to test the system. No action is required at those times.)
- Do not stand in your window looking for the funnel. Leave that up to the news media.
- Gather in the safe spot you have identified in your home. Make sure you have your emergency kit with you. Attempt to cover your face and head. You can protect your head with your arms and crouch down.
- Be calm and wait for the storm to pass. Take direction from the emergency broadcasts.
- When the storm has passed, emerge carefully. There might be major structural damage to your home. Move out of your home immediately.
- After a tornado has passed, survey the damage in your home.
- Do not use candles if the power is out. Use flashlights.
- Avoid all downed power lines. Stay well away from these potential hazards.
- Move quickly out of the immediate area of the destruction.
- The emergency responders will assist you.
- Attempt to stay calm, assist other residents and make sure your neighbors are out of their homes. If in doubt, let an emergency worker know your neighbor might still be in their home.
- Depending on the scope of the disaster, you might be instructed to an off-site location or be removed from the area on buses.
- Make sure you stay away from the immediate area and allow the emergency workers and police to deal with the situation.

4. Severe Winter Storms

These types of storms bring heavy snow, ice, low temperatures, strong winds and freezing rain. Our concern at Amhurst is the effect of this type of storm on the buildings, and the potential loss of heat and power. These storms can cause major power outages and frozen water pipes.

Planning Considerations:

- Make sure you have blankets and your home emergency kit available.
- Develop a family emergency communication plan to be used as soon as possible after the immediate emergency situation is under control. Consider a plan where

each family member calls, or emails, the same contact person. An out of state contact is suggested. Make sure each person knows the phone numbers well.

What to do when experiencing this hazard:

- If you hear the public warning sirens, dangerous weather or emergency conditions exist. (These sirens are sounded at 1:00 PM on the first Wednesday of each month to test the system. No action is required at those times.)
- If there is major structural damage, stay out of your home.
- If there are life threatening situations, call 911
- Contact the Association immediately, but only after calling 911 should that be necessary.
- If you are in your home and have lost power, attempt to stay warm or if possible, leave your home and go to a safe location.
- Do not light fires other than in a fireplace to stay warm.
- Try to avoid using candles if the power is out. Use flashlights or other battery-operated lights.
- Avoid downed or live power lines.
- Move quickly out of the immediate area of the destruction.
- Let the emergency responders assist you and follow their instructions.
- Attempt to stay calm, assist other residents and make sure your neighbors are out of their homes. If in doubt, let an emergency worker know your neighbor might still be in their home.
- Make sure you stay away from the immediate area and allow the emergency workers and police to deal with the situation.

5. Hazardous Materials Incidents

Hazardous materials are substances that are flammable or combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. What might Amhurst experience, very rare as such an incident might be? One possible scenario could involve some type of tanker truck that is involved in a traffic accident on Hwy 169 or on 36th St. Another possibility would be an accident on the rail system just north of Minnetonka Blvd.

Planning Considerations:

- Develop a family emergency communication plan to be used as soon as possible after the immediate emergency situation is under control. Consider a plan where each family member calls, or emails, the same contact person. An out of state contact is suggested. Make sure each person knows the phone numbers well.

What to do when experiencing this hazard:

- If you observe fumes or clouds in your immediate area, avoid contact. Cover your mouth and nose with layers of fabric or paper towels.
- Stay upwind and/or leave the area.
- Stay away from, and avoid, breathing vapors involving spills of hazardous materials. If possible, evacuate the area.
- If you hear the public warning sirens, dangerous weather or emergency conditions exist. (These sirens are sounded at 1:00 PM on the first Wednesday of each month to test the system. No action is required at those times.)

- Emergency responders will assist you. Follow all their instructions.
- Attempt to stay calm, assist other residents and make sure your neighbors are out of their homes. If in doubt, let an emergency worker know your neighbor might still be in their home.
- Depending on the scope of the disaster, you might be instructed to an off-site location or be removed from the area on buses.
- Make sure you stay away from the immediate area and allow the emergency workers and police to deal with the situation.
- Depending on the scope of the disaster, you might be instructed to an off-site location or be removed

6. Terrorism

A few years ago, this topic would not have been part of an Amhurst Emergency Preparedness Manual. Terrorists around the world are obtaining chemical, nuclear, biological and radiological weapons. An attack near Amhurst is probably a very rare possibility but a potential, nonetheless. Preparation is the key to planning for this event.

Planning Considerations:

The material below was extracted from the U.S. Department of Homeland Security brochure entitled

Get Ready Now. The complete brochure can be seen or downloaded at www.ready.gov. Need a copy? Call the Association.

- Prepare an emergency kit.
- Develop a family emergency communication plan to be used as soon as possible after the immediate emergency situation is under control. Consider a plan where each family member calls, or emails, the same contact person. An out of state contact is suggested. Make sure each person knows the phone numbers well.
- Decide in advance under what conditions you might stay in your home at Amhurst or decide to leave the area. To do this, you need to understand the different potential terrorist threats and plan for each accordingly. For assistance, go to www.ready.gov.
- If staying put, review the procedures for preparing a 'shelter in place'.
- Listen to local emergency reports on radio and television, if possible. Take direction from the officials.
- Plan for the possibility of leaving. Plan in advance how you and your family will gather, and from where you will leave.
- Make sure your emergency kit is ready.
- Keep your car's gas tank at least half full at all times.
- Take your pets with you unless you are going to a public shelter. In most cases, the shelters will not take pets. (Is there a shelter in the area?)

What to do when experiencing this hazard: Review the Department of Homeland Security brochure for specifics steps for each potential threat.

Other sources of information on emergency preparedness:

- St. Louis Park Fire Department at www.stlouispark.gov
- FEMA: www.fema.gov

- Department of Homeland Security: www.ready.gov
- American Red Cross: www.redcross.org
- Hennepin County Library

www.amhurst.org



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**2010 Association Annual Meeting
WEDNESDAY, DECEMBER 8TH
ST. LOUIS PARK CITY HALL
7:00 PM**