

April 1, 2019

Stover Mill Community Association Owners & Residents

**RE: Amendment to Association Bulk Dumpster & Recycling Facility Rules and Policies**

Dear Stover Mill Owners & Residents:

As part of the Association's continuing efforts to reduce overall trash removal expenses for the community, the Association recently installed an electronic locking system for the community bulk dumpster and recycling facility. In conjunction with the existing video surveillance system, the installation of this electronic locking system is intended to allow the Association to track usage of the facility to determine who is violating the usage policy, including illegal dumping.

Since installation of the new locking system, there have been issues, including a few technical glitches with the system and some confusion in the community about how to operate the key cards. We are continuing to work with the vendor to address any technical issues with the system, and expect that these issues will be few and far between moving forward. The primary confusion by owners and residents concerning usage of the key cards has to do with the lights and confusing signage that is posted at the gates. Please note that you should not wait for any lights or sounds when you are using your key card. All you need to do is swipe your card in front of the sensor and pull the man gate open or slide the rolling gate open. Despite numerous reports and complaints from owners and residents, the Association has not found a single card to be defective, so please make sure you swipe and pull hard when trying to open the gates. Please also note that there is a clearly marked emergency release button inside the gates.

While the Association and Board have attempted to address all rules and policies in previous communications and signage, issues have arisen since installation of the system which have necessitated additional rules and policies to be implemented by the Association. The primary issues concern how to deal with owners and residents who violate the usage policy, and limitation of access to the facility for those violators along with owners who carry significant Association balances.

Please see the list below for new rules and policies which are effective immediately with respect to the Association bulk dumpster and recycling facility:

- 1. Hours of Operation** - Hours of operation are from 5:30am to 9:00pm, 7 days a week. If the appropriate dumpster is full when you arrive or the gates do not open for any reason including after hours, you may not leave anything on the ground, either inside or outside the gates, and must return at another time.
- 2. Prior Warnings** - As a general rule, owners are entitled to a written warning from the Association prior to being fined or losing access privileges. However, in the sole discretion of the Board, any owner may be fined and/or lose access privileges without receiving a prior written warning, depending on the nature and severity of a given offense.
- 3. Immediate Charges** - Regardless of whether an owner has received a prior written warning, the Association may charge owners for the costs to the Association to remedy a particular misuse of the facilities, including but not limited to the costs to load items left outside the dumpsters or to dispose of hazardous dumped items. Costs are distinguished from fines in that they are to reimburse the Association for costs actually incurred for a violation, and do not require any prior warning to be issued.

**4. Suspension of Access Privileges** – Whenever access privileges are suspended for violations, the Association will notify said owner in writing. However, depending on the nature and severity of a given violation, access privileges may be suspended immediately upon the Association becoming aware of a given violation, which may be before said owner has received written notification. Whenever an owner's key card is not working or when an owner whose access privileges has been suspended and has subsequently paid all outstanding fines and charges, it is their responsibility to contact property management to request restoration of their access privileges.

**a. Bulk Dumpster & Recycling Violators** - Any owner who incurs any fine or charge related to misuse of the facilities will have their access privileges suspended until all such charges have been paid in full.

**b. Owners with Substantial Association Balances** – Any owner with an Association balance in excess of \$500, not including fines for architectural violations, will have their access privileges suspended until their entire past due balance is paid in full.

**c. Owners & Tenants Who Are Moving In & Out** – A large percentage of the excessive use and other violations occur when owners and residents are moving in or out of a property. Therefore, it is the policy of the Association to suspend access privileges a week prior to any settlement or change of occupancy. The suspension of access privileges in these situations will occur automatically and no written notice will be provided to an owner or resident. Should an owner or resident need to dispose of a proper bulk item during this window of time, he or she will need to contact property management to schedule specific access for disposal of the permitted item(s).

**5. Excessive Use Violation** – Owners and residents may recycle as much and as often as needed. There is no limitation on disposal of your own household recycling. Use of the bulk dumpster is available to owners and residents for a maximum of disposal of 2 bulk trash items per week. Only large items which do not fit in the regular trash dumpsters, including but not limited to furniture and mattresses, is permitted to be disposed of in the bulk dumpster. Regular trash, renovation, construction or landscaping debris, and anything considered hazardous is not permitted.

**6. Fines & Costs** – Owners will always be charged for the costs to the Association to remediate a violation, whether or not an owner has received a prior written warning. Fines may be assessed by the Association for any type of violation of these rules after an owner has been issued a prior written warning. Examples of the types of violations that may result in assessment of fines are: failure to properly close the gate after use; leaving any items on the ground either inside or outside the gates; disposing of hazardous materials; and excessive use. The Association, in its sole discretion, reserves the right to increase or decrease the amount of any fine assessed, depending on the nature and severity of a given violation.

These additional rules and policies are being implemented to reduce or eliminate the dumping issues and the costs associated with it. Fines that are assessed for violations are intended to help subsidize the costs incurred by the Association to prevent these issues, including video surveillance, lighting and electronic locking system. Please add this document to your Association rules and regulations, as this supplements the existing rules and regulations.

Thank you to everyone for your efforts in abiding by these rules and policies for the benefit of our entire community.

Sincerely,

Board of Directors  
STOVER MILL COMMUNITY ASSOCIATION

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