



## **What the Glenwood Homeowners Association (GHOA) is and what it can and cannot do for you**

Our building comprises 33 units. These are surrounded by common areas, including corridors, gardens, garages, the lobby, the facades, and the roof.

Each month all owners pay dues for the maintenance of these common areas.

The dues are spent on insurance (earthquakes, liability), cleaning, landscaping, trash disposal, pest control (termites, rodents), the elevator, water and the water heater, electricity for the common areas, internet and telephone (for the security cameras and the intercom), and general maintenance. The dues are not

meant to serve as a savings account for the maintenance of individual units.

All owners are member of the homeowners association (the *GHOA*). Some owners are elected to serve on the Board of the GHOA. This Board makes sure that the dues are spent correctly and that the rules within the building (the *CC&Rs*) are properly executed.

The Board meets once a month and all owners can request to be present at one or more of these meetings. The minutes of the Board meetings are available to all owners.

Once a year the complete GHOA comes together for a general meeting, during which financial and insurance information is presented, and current affairs are discussed.

Most comparable homeowners associations have hired a management company to take care of the daily affairs. In our building Board members of the GHOA do this in their precious free time, saving all owners a significant amount of money.

Board members do not receive compensation for this work, except the lower dues enjoyed by all owners. Their responsibility is limited to the common areas and executing what is outlined in the CC&Rs.

**In case of any issues within a unit, the owner is expected to take the appropriate action, such as calling a plumber, a gas fitter, or 911.**

Only in case of true emergencies affecting the common areas, such as significant gas or water leakages, should owners contact the Board.

For any other issue, kindly refrain from contacting individual Board members

personally or by telephone, text, or E-mail. The Board can be contacted in writing by dropping a note in the GHOA mailbox or forwarding a message to [HOA@1557beverlyglen.net](mailto:HOA@1557beverlyglen.net).

Before moving large items in or out of the building or remodeling their unit, owners must contact the GHOA for assistance.

**Renters should direct all questions and concerns to the owner of their unit, not to the GHOA or individual Board members.**

Kindly help the Board, and all other inhabitants, to keep our building safe and clean.

Make sure that all doors remain closed and locked, do not leave valuable items in your car(s), and do not let people that you do not know into our building. Do not litter common areas and in case of little accidents (spilled coffee, dropped and broken bottles), please clean up after yourself.

More information—including the CC&Rs and the minutes of the Board meetings—is readily available through our website [1557beverlyglen.net](http://1557beverlyglen.net).