



## Resident Handbook

Retain with other governing documents of St Frances Woods

**Website:** [www.StFrancesWoodsHOA.com](http://www.StFrancesWoodsHOA.com)

# St. Frances Woods Townhomes Resident Handbook

## TABLE OF CONTENTS

### ***Introduction***

### ***Administration & Management***

- Board of Directors
- Management Company

### ***Areas of Responsibility – Insurance & Maintenance***

### ***Financial***

- Annual Budget
- Association Dues
- Collection Policy
- Reserve Study

### ***Governing Documents***

- Annual Homeowners Meetings
- Board of Director Meetings

### ***Modifications to Townhomes***

### ***Rules and Regulations***

- Antennas & Satellite Dishes
- Awnings
- Business in your Home
- Commercial Activities and Garage Sales
- Exterior Appearance of Building
- Exterior Decorations
- Fences, Clotheslines and Storage Sheds
- Flags
- Fire-Pits
- Grills
- Gutters
- Lawn Area
- Lawn Furniture
- Leasing Townhome units
- Noise
- Parking
- Pets
- Plants

***Rules and Regulations - continued***

- Sidewalk Lighting
- Signs
- Skylights/Solar Tubes
- Snow Removal
- Speed Limits
- Storage – Outside Patios, Decks, Porches
- Storm Doors

***Enforcement Procedures and Dispute Settlement Procedures***

***Utilities***

- Telephone, Cable TV, Water, Sewer, Garbage
- Garbage & Recycling

## INTRODUCTION

The Resident Handbook includes critical need-to-know information about our association. The Handbook also contains the Rules and Regulations prepared and adopted with the residents/owners' comfort, convenience, and concerns as priority. They have been established for the benefit of all homeowners. Homeowner cooperation is paramount if this goal is to be attained. Homeowners are responsible for compliance with the Rules and Regulations by their family, guests, visitors, and lessees.

If a homeowner misplaces or inadvertently destroys their copy of the Handbook or any of the governing documents, please contact Premier Association Management for another copy.

When selling a unit, the homeowner must display the Handbook and governing documents of St Frances Woods to prospective buyers.

Upon sale of a unit, the homeowner must turnover to the new owner the Handbook and governing documents of St Frances Woods.

All inquiries and requests should be directed to:

**Premier Association Management  
1120 South 2nd Street #416  
Minneapolis, MN 55415**

**Phone: 952-683-9400  
Email: [office@premieram.com](mailto:office@premieram.com)**

**Association Website – [www.StFrancesWoodsHOA.com](http://www.StFrancesWoodsHOA.com):** The Association's Website provides homeowners access to the Association's documents, Specifications and commonly used Forms, Meeting Minutes, and other information regarding the Association.

## **ADMINISTRATION & MANAGEMENT**

The St. Frances Woods Association Board of Directors is responsible for maintaining a quality of life for the enjoyment of all owners, while at the same time running a fiscally responsible not-for-profit organization and protecting the investment of the owners of St. Frances Woods townhomes.

### **Board of Directors**

The Board of Directors is composed of five homeowners elected at the annual Homeowners meeting. Board members serve a term of one year. The Board's primary function is to manage the affairs of the community. The directors serve as uncompensated volunteers for the benefit of all members.

The board has four officers: President, Vice President, Secretary, and Treasurer. The board also includes one Homeowner at Large position.

### **MANAGEMENT COMPANY**

St. Frances Woods Association has hired Premier Association Management to assist with our association's administrative, financial and maintenance functions.

All communications regarding our community should be directed to the office of Premier Association Management. By phone call 952-683-9400 or email [office@premieram.com](mailto:office@premieram.com). After hours or weekends, please leave your name, address, phone number and a brief message as to your call. For after-hour emergencies, follow the directions at the menu prompts.

## AREAS OF RESPONSIBILITY – INSURANCE & MAINTENANCE

St. Frances Woods Association has responsibility to maintain and insure the grounds and certain building components.

The association policy is a "broad form" policy meaning we cover the entire structure from the inside walls out against all perils with guaranteed replacement value. All improvements and betterments made after the initial purchase as well as personal items, appliances, etc. are the homeowner's responsibility and should be insured with an HO6 policy. Additional coverage towards the association's policy deductible is at the discretion of the homeowner, but highly recommended. It is recommended by Premier Association Management that homeowners carry an HO6 policy with a loss assessment. Carrying proper coverage protects you against large out-of-pocket expenses. Coverage should be reviewed annually with your agent to ensure loss assessment coverage is appropriate for the current Master Insurance policy. For current insurance policy information please contact the office of Premier Association Management by calling 952-683-9400 or emailing office@premieram.com

The following list of property items designates repair responsibilities. Any property items not on this list are to be the homeowner's responsibility. Please refer to the section "Modifications to Townhomes" later in the handbook for additional information regarding exterior repairs and maintenance. For more information, go to the St. Frances website - stfranceswoodshoa.com.

**A = Association      H = Homeowner**

### **Asphalt Driveways**

A - Sealcoat, repair, overlay/replace

### **Patio**

H - Repair, replace

### **Concrete Sidewalks & Stoops**

A - Repair, replace

### **Door - Front Entry**

H - Repair, replace frames, glass, hardware, weather seal.

### **Door - Storm**

H - Repair, replace frames, glass, screens, hardware.

### **Door - Sliding**

H - Repair, replace frames, glass, screens, hardware.

### **Lights - Exterior**

H - Repair, replace fixtures, bulbs.

### **Garage Doors**

A - Repair, replace, paint, door & trim.

H - Repair, replace hardware, opener and weather seal.

### **Gutters & Downspouts**

H - Repair, replace, clean.

### **Landscape & Irrigation**

A - Maintain, replace trees, plants, shrubs, sprinkler system.

### **Roof & Flashing**

A - Repair, replace.

### **Siding, Trim & Brick**

A - Repair, replace, paint, caulk

### **Windows**

H - Repair, replace frames, glass, screens, hardware.

# FINANCIAL

## Annual Budget

The St. Frances Woods Association annual budget is based on history of expenses, current inflation factors, projected increases in contracts and utilities, and projected capital improvements (reserve expenses).

## Association Dues

Association dues are used to pay ground maintenance, utilities, administration expenses, sanitation, insurance, and capital reserve contribution. Fees are due by the 10th of each month and may be paid quarterly, semi-annually, or annually in advance. Statements **are not** sent out each month to the homeowners. Instead, Premier Association Management provides a coupon sheet prior to the start of each year. Statements are only sent to those homeowners with a balance on the 10<sup>th</sup> (either credit or balance due).

## Mailing Address for Association Dues

Premier Association Management  
1120 South 2nd Street #416  
Minneapolis, MN 55415

## Collection Policy

Dues are the only source of income for the association, so it is critical that payment is made in a timely manner each month. For that reason, St. Frances Woods has adopted the following collection policy:

1. **Amounts payable to the Association** include, but not limited to, homeowners dues, special assessments, rules enforcement fees, repairs to townhomes or common areas that are owner's responsibility and other costs associated with the collection of funds on behalf of the Association.
2. **Payment Schedule:** The Association Dues are payable by the 10<sup>th</sup> of each month. Dues not received by the 10<sup>th</sup> of the month are considered past due.
3. **Late Fees & NSF Charges**
  - a. A fee of \$30 will be charged monthly for all delinquent payments.
  - b. A \$30 NSF charge will apply to any returned checks.
4. **Past Due Policy**
  - a. Accounts 60-Days past due will be turned over to an attorney for collection. All collection fees and attorney costs will be assessed to the homeowner's account.
  - b. Continued non-payment will result in a lien against the property. Liens will be filed for the entire annual assessment, as non-payment of the assessment deprives the homeowner of the privilege of payment of the annual assessment on a monthly basis.

## GOVERNING DOCUMENTS

St Frances Woods Association is governed by several governing documents: Declaration, Article of Incorporation, By Laws, Board Resolutions and Covenants. The Board is authorized and responsible to operate the St. Frances Woods association in accordance with these documents. Copies of these are contained in the Homeowners Book received at the time of purchase of your townhome.

## MEETINGS

### **Annual Homeowners Meetings**

The Annual Homeowner Meeting is held in September of each year. Business includes the election of the Board of Directors. A quorum of homeowners (25% of the current association members) is required to hold a meeting. It is extremely important that you attend the meeting since directors are being elected and business is discussed that affects your home and community. If you cannot attend, be sure to return your proxy ballots to the secretary before the appropriate time.

### **Board of Director Meetings**

The Board of Directors meets four times a year. The exact date, time and location are communicated no later than seven days prior to each meeting. Homeowners are welcome to attend all board meetings. If you want to discuss an issue of business with the Board, please follow the agenda protocol on the HOA's website. Agenda items must be emailed to the Premier Association Management office at [office@premieram.com](mailto:office@premieram.com). Minutes from the board meeting will be placed on the website ([stfranceswoodshoa.com](http://stfranceswoodshoa.com)) no later than 21 days after a board meeting.

## MODIFICATIONS TO TOWNHOMES

**Alterations** to the exterior of the townhomes are strictly controlled and must follow Article IX of the Declaration, Architectural Control. In addition, the exterior color combinations, and detail requirements, as spelled out in the supplements of the Declaration or as currently constructed, must maintain their integrity, and cannot be changed. This includes repairs and replacement of items that are the homeowner's responsibility. Homeowners wishing to make any other changes should submit to the board a letter of application, with all necessary attachments, 60 days prior to any projected commencement of changes.



## RULES AND REGULATIONS

Certain rules and regulations control the use of St. Frances Woods's common property as is covered in Article VII, Miscellaneous Covenants, of the Declaration. The Declaration also authorizes the Board, from time to time, to enact necessary and reasonable rules. This is done for your protection and to safeguard your property value. All owners, renters, and guests are subject to these rules and regulations.

### **Antennas and Satellite Dishes**

Installation and placement of antennas and satellite dishes to the exterior of the townhomes are limited as detailed below:

1. Roof mounted satellite dishes are allowed if installation is consistent with the rules listed in this section.
2. Satellite dishes must be installed by professional, insured, licensed, and bonded companies.
3. Not more than one dish per Unit is allowed and they shall be no more than 40 inches in diameter and with the manufacturers' original finish and color.
4. Dishes must be mounted on the roof of the Owner's Unit. In the rare case that an adequate signal cannot be obtained in the locations described, the Owner must supply documentation of the lack of signal and suggestions for an alternate location to the Management Company for approval before installation proceeds. Dishes shall not be mounted on walls, foundations, posts, yards, or on decks.
5. The approved locations are as follows:
  - a. On the main roof of the Unit, rear slope, below the ridge on the back portion, and located so it is not visible from the street at the front of the Unit.
  - b. On the garage roof, as close to the main part of the Unit as possible and as low as possible, on the right side as viewed from the street in front of the Unit.
  - c. On the garage roof, as close to the main part of the Unit as possible and as low as possible, on the left side as viewed from the street in front of the Unit.
6. Only one cable run is allowed per dish and the cable entry to the Unit must be as close to the dish as possible. The cable entry point must be sealed to be watertight. All cables must be securely attached to the Unit and have attachment device penetrations sealed to be watertight. Dishes mounted near the roof edge are allowed to have the cable routed over the roof edge, back to the siding, run horizontally hidden by the siding to a corner or window, then down, hidden by the siding trim to an entry point.
7. No other types of external signal receiving equipment, including external mounted antennas for shortwave radio are allowed.
8. Owners are responsible for installations, removals, repairs, and damage to the exterior or interior of the Owners Unit or adjacent Units as a result of the dish installation.
9. Maintenance of the satellite dish is the responsibility of the Unit Owner. The Association shall be held innocent of any responsibility of liability. Any revisions to existing installations must meet the requirements of these rules.

10. Prior to the installation of any new roofing material by the Association, the Owner must have the dish and cables removed by a professional installer. The dish may be reinstalled, according to these rules, after the installation of the new roofing material is completed. The cost of the removal and reinstallation is the responsibility of the Owner.
11. Upon sale of the Unit, any satellite dishes and installation on the Unit must be made to comply with these rules.

**Arbors:** Arbors are not permitted.

**Awnings:** Retractable awnings may be installed over patio decks in accordance with the policy dated March 2006. Please contact Premier Association Management for information.

**Businesses Conducted Within Your Home:** Businesses that generate outside traffic to the homeowner's unit are not permitted.

**Commercial Activities and Garage Sales:** No commercial activities of any kind shall be conducted in any dwelling or on any portion of the property except those outside businesses intended to service residents of the Association. Garage sales are permitted once a year during the city-wide garage sale. Watch local newspapers for dates and times.

**Exterior Appearance of Building:** No owner or occupant of any unit may hang, display or place anything on the outside windows (except draperies, blinds, or shades) or the outside exterior doors or on the outside walls or roofs. See rules for satellite dishes above and refer to current policy for retractable awnings.

**Exterior Decorations:** Exterior decorations are acceptable but must be done in good taste as interpreted by the Board.

1. **Bird Houses, bird feeders, windsocks, wind spinners, statues (less than 36 inches) wind chimes and other hanging outdoor ornaments** are permitted as long as they are not a distraction to your neighbors as interpreted by the Board. The Association has established a rule of no more than 6 decorations of this type in the front and 6 decorations of this type in the back of each townhome to follow the good taste guideline.
2. In general, **holiday decorations** can be placed up no earlier than two weeks before a holiday and must be taken down no later than two weeks after a holiday.
  - a. **Christmas Lights** can be placed on porches, decks, trees, and bushes (surrounding unit) no earlier than Thanksgiving Day and must be taken down by Jan 15.
  - b. **Thanksgiving/Halloween lights** can be placed on porches, decks. Halloween lights cannot go out earlier than Oct. 15 and must be taken down by Nov. 15. Thanksgiving lights may be put up starting two weeks before Thanksgiving and taken down no later than two weeks after Thanksgiving.

- c. **Holiday decorations** may be placed on porches, decks, and surrounding front porch. They may also be placed in the front trees and/or bushes if no damage is incurred to them. Homeowners will be assessed damage fees, if damage occurs. In general, the decorations must be usual or customary, and in general good taste.
- d. **Holiday decorations** may not be affixed to the siding of the home. If damage is caused, the owner is responsible for repair at their expense.

**Fences, Clotheslines and Storage Sheds:** No clothes lines, services sheds or storage sheds shall be constructed or placed anywhere in the community. Additional patio privacy fencing matching existing fencing design is permitted with approval from the Board. This is the only type of fencing allowed.

**Flags:** U.S. or State of MN Flags may be displayed with approval by the Board for the mounting of flag holders. The longest dimension of any flag is limited to 5 feet.

**Fire Pits and Free-Standing Fireplaces:** Exterior wood burning fire pits and chimneys are prohibited. Note that this does not preclude the use of gas or charcoal grills used in compliance with the rules on Grills in this section of the Rules and Regulations.

**Grills:** Gas and charcoal grills may be used only outside the Units, including garages, and located at least 5 feet from any exterior walls. The use and storage of any type of BBQ grill is prohibited on and under decks or under any building structure. Exception: Electric barbeque grills bearing the mark of an independent testing laboratory, such as Underwriter Laboratory. Grills are allowed on concrete patios that do not have a wood deck above. Please be considerate of your neighbors and do not allow excessive smoke from grills to blow in their direction. The attached Risk Prevention Report should be reviewed in conjunction with the handbook.

**Gutters** may be installed on the townhome units but must be in accordance with the amendment found in your Homeowners Book.

1. All gutters must be of the same color and style for entire development and include leaf guards.
2. Gutters must be a manufactured one-piece design.
3. Homeowner is responsible for cost, installation and maintenance.
4. Homeowner is responsible for wet basements, damage to shingles, soffit, leakage of roofs or siding, damage to driveways or any other damage due to gutter installation.
5. Location of downspouts will be determined and approved by association before installation.
6. Gutters must be installed by a licensed and bonded installer.
7. Certificate of insurance must be provided by the installer to the association before installation.

**Lawn Areas:** Please keep lawn areas clear of all ornamentation, furniture, and equipment to allow the grounds maintenance company access to mow and maintain all lawn areas.

**Lawn Furniture:** Lawn furniture is allowed on decks, patios and porches. Furniture must be of a type intended for outdoor use and well maintained.

**Leasing of Townhome Units:** Owners may lease their townhome under the following regulations:

1. All leases are to be in writing.
2. No lease shall be for less than 30 days.
3. Any lease must be for the entire unit. Leasing of bedrooms is not allowed.
4. All leases shall stipulate that the tenants and their guests are subject to all respects of the Governing Documents and Rules and Regulations and failure by the lessee to comply with the terms shall be in default under the lease. The unit owner shall be solely responsible for providing a copy of the governing documents to tenants.
5. Unit owners will be solely responsible for the actions of tenants of a rented unit. All correspondence pertaining to the unit will be directed to the unit owner.
6. The owner shall keep the Association advised in writing of their current address or change to and the names of their tenants.
7. Any unit owner wishing to commence a lease must provide a copy of the written lease to the Board of the Association prior to the commencement of the lease.

**Noise:** Offensive and loud noise, from inside or outside of a unit, that is disturbing to neighboring units is prohibited.

### **Parking**

1. Resident parking should be limited to the garage or driveways. Visitor parking areas should be reserved for homeowner's guests.
2. Vehicles belonging to family members or friends of Association residents may not be left in guest parking areas for more than three (3) consecutive days without prior written notice to the Association Board.
3. Only licensed and operating vehicles for personal use are allowed.
4. No driving on or parking on the Owners and Association lawns or grass areas is permitted. Any damage caused to the lawns, sidewalks or plantings by Owners and/or guests' vehicles will be charged to the corresponding Owner.
5. RVs must be stored off-site, temporary street parking limited to 48 hours.
6. Trailers, snowmobiles, jet skis, all-terrain vehicles and boats must be parked in the garage or off-site. Tractor trailers of all types and trucks over one (1) ton are prohibited.
7. Any abandoned vehicle will be towed at the owner's expense without prior notice. An abandoned vehicle is defined as a vehicle that is parked in a guest parking area that has not moved in three (3) consecutive days, is inoperable or has expired tags.
8. Overnight street parking is prohibited between November 1 and April 1 of the following year, or any other time when the national weather service forecasts accumulated snow of two or more inches, until the street has been plowed.
9. Vehicles parked in the driveways or Guest Parking should be removed after any snowfall of 1 1/2 inches or more to allow proper snow removal.

**10. *The Board maintains the authority to remove vehicles or recreational equipment not in compliance with the above Parking Rules and Regulations by towing at the owner's expense.***

**Plants:** Live plants may be planted in pots and placed near your unit but should not be placed in the common grassy areas. Plants may also be planted directly into the ground only in rock areas at the rear of the units and located not to interfere with the growth and maintenance of shrubs planted by the Association. The Association has established a rule of no more than 6 plants of this type in the front and 6 plants of this type in the back of each townhome to follow the good taste guideline. Plants and flowers are not to be planted around any of the trees planted and maintained by the Association. The plant limitations in this paragraph do not apply to the homeowner's deck area.

Shrubs and trees will be groomed by the maintenance crew. Management will notify homeowners prior to doing this work. Homeowners may opt out of the maintenance by marking shrubs and trees with ribbon/tape indicating that they wish to keep shrubs as is.

**Pets:** Domesticated pets are welcome at St. Frances Woods, but we ask you to follow these guidelines:

1. Occupants or owners shall be permitted to have no more than 2 dogs, one dog and one cat or 2 cats per Unit. Small birds and fish shall also be allowed. All pets are to be housed and maintained within the occupant or owner's home except when under the direct control of their owner.
2. All pets must be under owner's control (carried or leashed) when in the common areas.
3. Clean up after your pets in all areas. Damage to lawns and shrubs due to pets will be repaired at owner's expense.
4. Barking must be strictly controlled.
5. No pets should be left outside unattended, leashed or otherwise.
6. Breeding for commercial purposes is forbidden.
7. All pets must be licensed with the City of Lakeville as required by ordinance.
8. Tags for current inoculations must be attached to the collars of all pets.
9. Invisible fences, kennels or any type of fencing to contain pets is strictly prohibited.

**Sidewalk Lighting:** Solar and low-voltage lighting may be installed in the rock and mulch areas along sidewalks in the front and rear of townhomes for additional lighting with advanced Board approval. Please limit the number of light strings in your planning process to stay within the good taste guideline.

**Signs:** Only one For Rent or two (2) For Sale signs measuring not more than five square feet is permitted to be placed on any unit or in the common area. Only step-in style signs are permitted; no in-ground posts are allowed. No advertising signs, political signs, billboards, objects of unsightly appearance or nuisance will be allowed.

**Skylights and Solar Tubes:** Skylights and solar tubes may be installed after advance approval by the Board.

**Snow Removal:**

Snow removal is part of our grounds maintenance contract. Each year the Board will inform the homeowners in writing what the contractor's responsibilities and priorities will be. Residents will be responsible for the following:

1. Removal of snow less than 2 inches from porches, steps, walkways, and driveways within 24 hours after snowfall ceases.
2. Treatment of ice accumulations on driveways, walkways, porches, and steps with the use of de-ice materials as is necessary.
3. Snow removal underneath and around resident's vehicles not moved during plowing.

Every effort shall be taken by the hired contractor to prevent property damage. It is the Owner's responsibility to notify Property Manager in a timely manner of any damage caused by the contractor. It is expected that any notice of damage be received within 24 hours of occurrence. Plow damage to turf will be inspected each spring by the Property Manager and the contractor for replacement orders.

**Speed Limit:** The speed limit on Association controlled streets is 20 mph. Association streets are Kearney Path, Kaiser Way and Kalmeadow Court.

**Storage:** Outside storage of any items, including but without limiting the generality of the foregoing, sporting equipment, pools and spas, exercise equipment, toys, outdoor cooking equipment (except lawn furniture and one grill per unit which may be left on the deck or patio), yard and garden tools, tools and garbage containers (except on pick up day) shall not be allowed.

**Storm Doors:** Storm doors may be installed on the townhome units according to the following guidelines.

1. Doors must be white and have a full view.
2. Hardware finish can be at the homeowner's choosing (brass, brushed nickel, etc.)
3. Doors manufactured by Anderson or Pella are preferred.

**Trellises:** Trellises are not permitted.

## Enforcement Procedures

Homeowners who are in violation of any Rules and Regulations will be sent notification of the violation. The notice will indicate the deadline allowed for the violation to be brought into compliance and a fine schedule as outlined below. Homeowners will have a 10-day period from the date of a notice or fine letter to correct the non-compliance before the next level of fine is applied. Please note that this DOES NOT apply to parking violations that are on a “per occurrence” basis for warnings and fines according to the same schedule. The Association reserves the right to have vehicles parked in violation of parking rules towed without further notice to the vehicle owner in addition to the fine remedies listed below.

|                                |  |
|--------------------------------|--|
| 1st instance of non-compliance | Written Notice   |
| 2nd instance of non-compliance | \$25.00 fine   |
| 3rd instance of non-compliance | \$50.00 fine   |
| 4th instance of non-compliance | \$100.00 fine  |
| 5th instance of non-compliance | Board of Directors will bring the unit into compliance at the owner’s expense or \$100.00 fine per month until violation is brought into compliance. |

**Fines assessed for parking violations will be assessed per occurrence.**

## Dispute Settlement Procedure

The homeowner(s) will be allowed an opportunity to be heard by the board of directors:

1. Submit the dispute in writing to the Board of Directors, mailing it to the Association’s address.
2. Upon receipt, the homeowner(s) will be notified of the next board meeting and the dispute will be placed on the agenda.
3. Following the hearing, the Board of Directors will determine appropriate and reasonable action. The Board’s decision is final and binding.

## UTILITIES

The homeowner's association pays for common area water, electricity, and sanitation. Homeowners pay for all other utilities that service your home. Here is a list of area utility companies:

Spectrum Cable TV 855-757-7328

CenterPoint Energy (Gas) 612-372-4727

Frontier Communications (Telephone) 952-435-1504

City of Lakeville (Sewer & Water) 952-985-4540

Lakeville Sanitary Inc. 952-469-5161

Xcel Energy (Electric) 1-800-895-4999

### **Garbage and Recycling**

Each townhome unit is provided with one 65-gallon cart for garbage and one 65-gallon bin for recycling. Except for collection, containers must always be stored inside the garage area. Containers should be placed on the curb no later than 6:00am on the day of collection. Recycling pickup is every week. Please return containers to the garage by the end of the day.





### ***Risk Prevention Report (Grills) - Your Attention is Required***

Dear Residents,

As a result of a recent insurance audit the following safety issues were identified as potential insurance loss exposure(s) that need corrective action taken. Please review the attached information and take necessary action to correct this potential safety hazard. This is a new rule and is a supplement added to your Rules and Regulations Documents.

**St. Frances Woods now prohibits use and storage of BBQ grills on all decks and under any building structure. Open flame devices such as fire pits are strictly prohibited anywhere on the property. *Exception: electric barbecue grills bearing the mark of an independent testing laboratory, such as Underwriter Laboratory.* Severe fire potential exists when residents use barbecue grills (propane, natural gas, charcoal) and open-flame devices on decks and near buildings.**

**Some of the many fire hazards associated with BBQ grills and open-flame devices:**

- Windblown grill embers near structures, especially roofs.
- Careless disposal of charcoal briquettes.
- Flame-ups from igniting lighter fluid under porch overhangs.
- Unattended grills that tip over.
- Proximity to structures or combustibles, such as draperies and window coverings, around open doors, or windows
- Part failures, gas leaks, blocked tubes, cracked and brittle hoses, and overfilled propane tanks.
- Fires from grills cause more than property loss - they can result in severe injury or death to residents.

This recommendation is based on codes from the National Fire Protection Association (NFPA) and the 2000 International Building Code (IBC), on BBQ grills and open flame devices near multi-family dwellings. Multi-family dwellings are defined as structures containing three or more living units with independent cooking and bathroom facilities.

We appreciate your time and effort. If you have any questions about policy, please call Premier Association Management.

Sincerely,

St. Frances Board of Directors