GOOD HOPE Community TOWNHOUSES

POLICY

HANDBOOK

Good Hope Community Townhouses \* #106C Estate Whim, Box F12 \* Frederiksted

St. Croix 00840 \* (340) 772-2033 – Temp. (340) 244-8441

Board@goodhopetownhouses.com

Mailing – 291 Good Hope Community Townhouses, F’sted. VI 00840

**Good Hope Community Townhouse**

**Policy Handbook (Tenants)**

**A WELCOME NOTE**

**TO ALL RESIDENTS OF**

**GOOD HOPE COMMUNITY TOWNHOUSE**

On behalf of the Board of Directors of Good Hope Community Townhouses Owners’ Association, Inc. we would like to welcome you to this well-planned residential community. We hope that your stay will be long and enjoyable.

**FACTS ABOUT GOOD HOPE COMMUNITY TOWNHOUSE:**

This complex was created in November 1978. It is situated on 5.83 acres at Plot 106C Estate Whim, Frederiksted, St. Croix U.S. Virgin Islands. The complex is comprised of 10 (10) walk-up garden townhouse buildings consisting of seventy-one (71) units as follows:

 20 Duplexes (each housing two one-bedroom apartments)

 46 Two-Bedrooms

 2 Three-Bedrooms

 2 Four-Bedrooms

 1 Two-Bedroom (Separate Unit)

 **71 Total Units**

Please note there are Ninety-One apartments in this complex. The buildings are alphabetically lettered from ‘A” to “J’. Buildings A, D, G, I and J each consist of eight (8) units and buildings B, C, E, F and H consist of six (6) units. Each unit is individually owned and either occupied by the owner or rented to a tenant.

Please familiarize yourself with all the amenities, rules and guidelines provided by the association. (Several of these current amenities are under repair due to hurricane damage and pandemic safety guidance and are not available until further notice.)

AMENITIES

(Specific Rules, Regulations and Fines are Located on Pages 12)

1. **Swimming Pool:** The pool is located in the rear of buildings ‘C’ and ‘G’. It has a depth range from three (3) to nine (9) feet. For your safety convenience as well as that of other resident owners and tenants, regulations have been outlined by the Board of Directors — a copy of which is included in this handbook and is also posted in pool area. Please take time to read the rules. **NOTE: There is no lifeguard on duty — Swim at your own risk.**

Page 1

**Good Hope Community Townhouse**

**Policy Handbook (Tenants)**

1. **Tennis Court, Basketball Court, Play areas:** The tennis court is located in the rear of buildings 'E' and 'F'. It is to be used by resident owners and tenants only. Outlined in the rules and regulations governing the complex are specific rules pertaining to the use of the tennis court; we urge all owners and residents to observe and abide by these rules.

The basketball court is to be used by resident owners and tenants only. Please be respectful of residents living in the ‘C’, ‘G’, and ‘E’ buildings keeping noise level to a minimum. It should not be used after dark.

There are designated play and sitting areas in the complex. All children under the age of 13 must be accompanied by an adult. It is strictly prohibited to climb trees or walls or residents. Please be respectful of residents living in surrounding areas keeping noise level to a minimum. Play areas are closed after dark.

1. **Laundry Facility:** The laundry room is located at the north end of building 'G'. Normally the laundry opens at 7:00 am and closes at 9:00 pm daily. However, when our water supply is low, we may have to rotate the laundry schedule or even close the laundry for a period of time. Patrons are asked to keep the laundry room clean at all times. A bin is provided for your laundry garbage – **NO household garbage is permitted.** Only refuge (garbage) resulting from laundry activities is permitted, e.g., empty soap containers and lint. Please refrain from dumping lint or emptying containers on the floor. Residents under the age of eighteen (18) are not allowed in the laundry room unless accompanied by a resident adult or owner.
2. **Parking Lots and Sidewalks :** The parking area is 36,000 sq. ft. and has adequate parking space for at least 115 vehicles. However, since some owners and occupants own more than one vehicle, only one parking space near or in front of your apartment is allotted to each apartment. Second and third vehicles must be parked in Visitor’s parking. In designated areas around the complex there are parking spaces reserved for resident seniors and handicapped occupants**. Please do not park in those spaces or perform extensive vehicle repairs (including changing oil, engine work, etc.)**. Parking spaces have also been assigned for visitors— please instruct your guests to park in these designated areas. It is a violation to have any inoperative unregistered vehicle occupying space in a parking area. Should this occur by any owner or tenant, notice will be given to you to remove or relocate said vehicle. Failure to comply will result in the inoperative vehicle being towed away at the owner's expense.

Sidewalks are not to be encumbered with stationary equipment including cars, motorcycles, bikes, etc. Sidewalks are not to be used for skateboarding, rollerblading, cycling or playing.

**Good Hope Community Townhouse**

**Policy Handbook (Tenants)**

1. **Electronic Gates:** Electronic gates were installed to enclose our community and reduce any unwelcome activity. The gates are operated by Entry Card or Remote. Two entry cards are issued by the office for each unit. Only two entry cards will be issued to homeowners, or the individual indicated in their notarized Power of

Attorney. Remote devices may be purchased at the office by owners for a fee. The entry cards or remote devices are the property of Good Hope Community Townhouse Association and should be used by the person to whom they were issued. Lost, stolen, damaged (including damages caused by tampering) and entry

cards/remotes not returned when vacating the premises are subject to a $250.00 fine to the owners to whom they were issued. Gate directories are programmed according to the request of the owner. To help reduce harassment of residents, please refrain from issuing access numbers freely.

1. **Reverse Osmosis Unit and Generator:** The R/O unit produces and provides common water to the residents. The water quality is tested on a regular basis to meet the Federal Safety Drinking Water Standards. The generator provides power to the common area lights, laundry, and entry gates during a power outage.

**UPKEEP OF UNITS**

Ultimately, the upkeep of each unit(s) is the owner’s responsibility. Per Article Seven (7) of the Declaration of Covenants and Restrictions of Good Hope Community Townhouse Owner’s Association, **‘No structure, fence or wall shall be commenced, erected or maintained upon the Property, Good Hope Community Townhouses, nor shall any exterior addition, alteration or change in color shall be made until the plans and specifications showing the nature, kind, shape height, materials and location of the same shall have been submitted to and approved in writing by the Board of Directors of the Association**.’

All residents are expected to keep their area clean. It is a violation to leave discarded bottles and other refuge in common areas or to place rugs, clothing and other materials on fence lines or over railings.

Only adults are permitted to dump bags of household garbage in the bins located at the south west corner of the complex. It is a violation to leave bags of garbage on the common area grounds outside the bins.

**Good Hope Community Townhouse**

**Policy Handbook (Tenants)**

**RULES AND REGULATIONS**

1. The sidewalks, entrances and stairways of buildings shall not be obstructed or used for any purpose than ingress and egress from the units. It may contain an enclosed storage unit, plants, small table and outside chair. However, **no garbage cans, clothesline, clothing rack, rugs and clothing are permitted on the staircases or landings**.
2. Sidewalks and parking lots are **not** designated play areas. Scooters, bikes, miniature cars and all toys are not to be placed or used in these areas.
3. No article of clothing shall be placed in any of the stairways or landings. Nothing shall be hung or shaken from the doors, windows, railings, or placed upon windowsills of any building including clothes, rugs and towels without board approval. Clothes or other articles shall not be dried or aired in the front areas of the buildings nor on the backyard fences.
4. Each unit owner is responsible for maintaining the roof (not the water catchment system on roofs E, G and J) and shall keep their property in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown there from, or from the doors, or windows thereof, any dirt or other substance. Specifically each owners must maintain their roof so cracks, resulting in leaks, do not interfere with their neighbor. The water catchment system is the responsibility of the Association and will be maintained by the Association.
5. No awning, dish, radio or television aerial shall be attached to or hung from the exterior of any building and no sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of any building except as shall have approved in writing by the Architectural Committee or Board of Directors; which approval may be granted or refused is the sole discretion of the Architectural Committee or Board of Directors; and if approved, such attachments can only be erected at the rear of the building. No owner shall permit any appliance to leak condensation, or to make any noise, which may be unreasonably disturbing or interfere with the rights and comforts, or conveniences of any other occupant of the building.
6. Air conditioning units may be installed with permission of the owner(s) only. Window style units may only be used at the rear of the unit, never in the front. Only compressor style units may be installed in the front. No noisy appliances shall be installed in any unit without prior approval from the Architectural Committee or Board. Approval may be granted or refused at the sole discretion of the Architectural Committee or Board of Directors. No owner shall permit any appliance to leak condensation, or to make noise, which may unreasonably disturb or interfere with the rights and comforts, or conveniences of any other occupant of the building.
7. All radio, television or electrical equipment of any kind or nature installed or used in each unit shall fully comply with the rules, regulations, requirements or recommendations of the public authorities having jurisdiction. The unit owner or tenant shall be liable for damage or injury caused by any radio, television or other electrical equipment in said unit or owner’s apartment.

**Good Hope Community Townhouse**

**Policy Handbook (Tenants)**

1. Disturbing noises, odors, or objectionable actions which interfere with the rights, comfort or conveniences of others are not permitted; this includes any musical instruments, but is not limited to stereo, radios, television sets or other loud speakers. If you are having a party, guests should be restricted to your enclosed unit. The first violation of this rule will result in a warning letter addressed to the primary resident of the unit in violation.
2. People with children on premises are responsible for their conduct and safety at all times. All community members under 18 yrs. old must be inside by 10:00pm.
3. No vehicle belonging to a unit owner or to a member of the family or guest, tenant or employee of a unit owner shall be parked in such a manner as to impede or prevent ready access to any entrance to or from any building or block another vehicle.
4. Complaints regarding the service to any common area should be made in writing to the Board of Directors.
5. NO unit owner(s), their families, guests, servants, employees, agents, visitors, or licensees shall at any time bring into or keep in their unit flammable, combustible or explosive fluids, materials, chemicals, or substances, except for normal household use.
6. Water is a precious commodity - PLEASE USE WISELY. Overdue water bill of $400.00 or more will be disconnected until the bill is paid in full including a reconnection fee of $150.00.

1. Visitors are always your responsibility, and they must abide by the rules and regulations and Bylaws of the Association. When using the pool or tennis court, visitors must be accompanied by an adult owner/tenant.
2. The occupancy of a one-bedroom apartment is limited to two people or a family situation consisting of two adults and one or two minor children. The occupancy of a two-bedroom apartment is limited to five people or a situation consisting of two adults and three minor children.
3. **LAUNDRY ROOM (currently closed)**: The laundry is located at the north end of the "G" building. Normally the laundry is open from 7:00 am to 9:00 pm daily.
4. No children (under the age of 18) are allowed in the laundry room unless accompanied by a parent.
5. Coin dryers provided. We recommend you use them rather than drying your clothes on the outside of your unit. (No material can be thrown over the fence line)
6. Laundry room patrons are responsible for keeping the laundry room clean and orderly — a trash bin is in the laundry. Please refrain from disposing of your household garbage in the laundry room.
7. Report machine malfunction to the manager at the office of leave a note in the Office’s mail-slot.
8. Noise level: please refrain from slamming the machine lids or any loud noises-
9. **SWIMMING POOL**: The swimming pool is to be used in accordance with “Rules of the Pool” posted outside and inside the pool area.
10. The pool is open from 10:00 AM to 5:00 for resident adults and parent/guardian supervised children.
11. The pool is NOT A PUBLIC CONVENIENCE. All residents are asked to cooperate for their own personal safety and convenience and report any violation or disturbances.
12. Rinse prior to entering the pool.
13. NO bicycles, skateboards, mini or toy cars or music allowed.
14. ALL residents under the age of eighteen (18) must be accompanied by the owner or adult resident lessee. If an unsupervised child is in the pool at any time without a chaperoning adult resident or owner, the resident/unit owner will be fined $200.00 per incident.
15. Children may not invite non-residents to the pool.
16. Non-residents must be accompanied by the owner or adult resident lessee.
17. Glass containers are **NOT** permitted in the pool area.
18. NO running or throwing any items around the pool.
19. NO climbing the pool perimeter fence.
20. The pool gate must remain locked at all times.
21. All swimmers must wear swimming suits and trunks (**no cut-off jeans, pants, diapers or T-shirts).**For those whose religious beliefs prevent from wearing swimming attire, the chosen swimwear must be made from 100% Lycra, polyester or nylon based fabric. These fabrics will not harm the chlorination system.
22. Prior approval from the GHCT Board must be obtained before giving parties in the pool area. There is a $500.00 deposit per gathering. $250.00 is refundable within 30 days if pool area is returned in the same condition as it was prior to the party.

**Good Hope Community Townhouses**

**Policy Handbook (Tenants)**

1. Unit owner(s) will be responsible for any damage to furniture, equipment, buildings, or other common area property caused by their tenants and will be charged accordingly.
2. The owner or adult lessee may invite no more than four (4) guests at a time.
3. Removal of pool furniture is not permitted.
4. Users are responsible for keeping the pool area clean.
5. A pool key may be obtained from the owner of your unit, if you are entitled to use the pool.
6. Use of the swimming pool is restricted to owners in good standing or their tenants. Guests must be accompanied by an adult owner or a tenant.
7. **NO LIFEGUARD IS ON DUTY – SWIM AT YOUR OWN RISK.**
8. **TENNIS COURT:** The tennis court is provided for playing the game of tennis only.
9. Normal hours are from 8:00 am until Sunset. Please be considerate in the use of the court. Keep the noise level at a minimum.
10. Do not climb on the fence.
11. Any consent or approval given under these rules and regulations may be added to, amended, or repealed at any time by resolution of the Board of Directors.
12. Use of the tennis court is restricted to owners in good standing or their tenants. Guests must be accompanied by an adult owner or a tenant.
13. Only tennis shoes may be worn on the court.
14. **PETS:** ONLY RESIDENTIAL OWNERS ARE ALLOWED TO HAVE PETS. Due to the presence of children on the premises and health hazards that can be caused by dogs or other large pets, strict control of pets must be imposed. Animals posing a danger to others are not allowed. The dog breeds listed by the Animal Humane Society as dangerous are not allowed within Good Hope. Residential owners with pets must have animal liability insurance.
	1. Only resident owners may keep dogs, cats, or other pets. The Humane Society list of vicious or dangerous dogs is not permitted in Good Hope. **Tenants may not have pets. (Tenure Policy)**
	2. Keeping or harboring dogs or other large pets permanently outside of a unit is **prohibited**. Dogs may be exercised within fenced area of one’s unit while on a leash. However, owners with dogs are expected to walk their dog off Good Hope property to defecate. If the dog does defecate on Good Hope property, owners

 must remove the feces and properly dispose of it.

c. Pets are not permitted within the pool area.

d. The Board shall have the right to restrict any pet from becoming a nuisance. The unit owner will be responsible for legal fees used to enforce compliance.

e. Loose and/or stray pets will be impounded at the discretion of the Board.

1. **GARGAGE DISPOSAL**: Bins are located west of the ‘B’ Building at the west entrance to GHCT. Cleanliness and sanitation are everyone’s responsibility.
	1. Children (under the age of 18) are not allowed to dispose of garbage.
	2. Garbage is only to be disposed of through the interior of Good Hope Community Townhouses. It is a violation to dispose of garbage through the West entrance/exit road through the locked gates or leave garbage at this entrance.
	3. No garbage should be stored outside a unit.
	4. Household garbage should be properly secured in garbage bags before being placed in the dumpster.
	5. No garbage is to be dumped over the fence-line or next to the bins or gate.

**Good Hope Community Townhouse**

**Policy Handbook (Tenants)**

 **FINES AND LEGAL ACTIONS**

**All violations will result in an initial letter to the offending party and the Unit Owner(s) of the offending party’s residence from the Board of Directors, Manager and/ or legal representative. The schedule of fines is as follows:**

1. **Initial offense described under Rules and Regulations 1. Thru 23. except for Rule 17 (Swimming Pool) and the destruction of ‘Common Area Property.’**
	1. **Initial/first offense will result in the resident and unit owner receiving a formal letter of warning from the Board of Directors or/and Manager.**
	2. **Second offense by the same party or refusal to correct the behavior in question will result in a $50.00 dollar fine and a formal letter to the offending party and his/her unit owner.**
	3. **A third offense by the same party or refusal to correct the behavior in question will result in a $100.00 fine or a daily fine of $50.00 (at the discretion of the Board) until the offensive activity stops.**
	4. **If the negative behavior continues, the Board will pursue legal action against the Unit Owner with a mandatory fine of $1,000.00 and legal fees.**
2. **Violation of Rules and Regulations 16, Swimming Pool:**
3. **Initial/first offense will result in the resident and unit owner receiving a formal letter of warning from the Board of Directors or/and Manager.**
4. **Second offense by the same party or refusal to correct the behavior in question will result in a 30-day suspension of pool privileges, a $200.00 dollar fine and a formal letter of reprimand to the offending party and his/her unit owner. Pool privileges will not be reinstated until the fine(s) has been satisfied.**
5. **Repeated offenders (3 or more times) will lose pool privilege for 1-year and a fine of $500. Pool privileges will not be reinstated until the fine(s) have been satisfied.**
6. **If the fines are not paid within 30 days, the Board will pursue legal action against the Unit Owner with a mandatory fine of $1,000.00 and legal fees.**

**Good Hope Community Townhouse**

**Policy Handbook (Tenants)**

1. **Destruction, Gate Tampering and defacing of Common Area Property: The unit owner of any tenant or tenant guest(s) responsible for destroying property belonging to the Association: including meters, pipelines, plants, furniture, common area walls, electrical lines, pool equipment, electric and walk in gates, water system, generator, sidewalks, parking lots, fence-line, lights, etc., will be responsible for replacement and or repair costs as identified by the Board and a fine of $500.00. The fine(s) will be added to the owner’s financial responsibility to the Association. Non-payment will result in legal action and the unit owner will be held responsible for all legal fees and costs used in pursuit of collection of replacement and repair costs.**
2. **Unauthorized Construction: No structure, fence or wall shall be commenced, erected or maintained upon the Property (within Good Hope Community Townhouses) nor shall any exterior addition, alteration or change in color shall be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external designing and location in relation to surrounding structures and topography by the Board of Directors of the Association.**
3. **Initial/first offense will result in the resident and unit owner receiving a formal letter from the Board of Directors or legal representative to remove the structure within a designated time.**
4. **Refusal to comply with the Board’s directive within the allotted time will result in an initial fine of $5,000.00 and legal and removal costs of the unauthorized structure.**

**The purpose of these fines and penalties for those violating Good Hope Community Townhouses Rules and Regulations is to help safeguard the quality of life and security of all residents.**

IMPORTANT TELEPHONE NUMBERS

**GHCT Office 772-2033**

**Police Department EMERGENCY 911**

 **Golden Grove – 778-2211**

 **Frederiksted – 772-2800**

**Fire Department Grove Place – 692-2410**

 **Frederiksted - 772-0213**

**Hospital AMBULANCE**

 **Gov. Juan Luis Hospital -778-6311**

**Water & Power Authority 773-2250**

**Power Outages 773-0150**

 **Good Hope is Feeder #8B**

**Public Works Dept. Estate Anna’s Hope 773-1290**

**VIYA Repairs 912 or 340-778-1742(mobile)**

 **Customer Service 779-9999**

**Governor’s Office**  **All Departments 774-0001**