



## **Quincy Court Frequently Asked Questions**

### **How can I stay in touch with what is going on in Quincy Court?**

E-neighbors.com is a great way to access current information about Quincy Court, including contacting board members, reading minutes from past board meetings, and information about the pool, landscaping, and many more topics. Quincy Court Restrictions, Bylaws, and Articles, Covenants and Restrictions, and Amendments can all be found on the Legal Documents tab. This is NOT the correct forum for maintenance questions or requests. Those should be emailed to the property manager at Sentry Management. Sentry does NOT monitor e-Neighbors.

If you need assistance obtaining a login for E-neighbors, please contact Sentry Management.

### **Where does my yard begin and end? Also, where's my property line?**

As a townhome community, Quincy Court is what's called a "zero lot line" community. Therefore, all space outside the structure is community property and there are no yards. Our covenant allows for a specified amount of area to have a fence or deck behind each unit for personal use. Also, the area between the walkway and the building can be used for personal plantings, if you wish and have received ARC (Architectural Review Committee) approval. It's the homeowner's responsibility to maintain both areas, including weeding and watering.

### **What steps do I need to take to make exterior changes to my home such as deck, patio area, doors, windows, lighting, stucco, trim, downspout/gutters or landscaping?**

**Deck / Landscaping / Patio Area / Windows / Lighting / Stucco / Trim Changes / Other** - If a homeowner desires to make changes to the exterior, including staining of your deck or fence, an architectural review committee (ARC) change request form must be prepared and submitted to the HOA board for approval. The ARC form "Architectural Review Form" can be found in the Documents Forms section of e-Neighbors.

**Landscape Changes** - If a homeowner desires to make changes to their exterior landscape, including adding or removing bushes, trees, flower beds, rock/mulch beds etc., a "Land Landscape Review Form" request must be prepared and submitted to the HOA board for approval. The "Landscape Review Form" can be found in the Forms section of e-Neighbors.

### **How do I submit a Repair Request for Landscape or Sprinklers?**

A homeowner can submit a request for repairs by going to the Forms section of e-Neighbors. There is a form titled, "Repair Request: Landscape" and "Repair Request: Sprinklers."

### **What type of homeowners insurance should I have?**

An "HO6" insurance policy is the type that is used for condominium owners. For more details about your insurance needs, please contact your insurance company. A copy of the HOA's master insurance policy is in the Documents section of e-Neighbors.

### **What day is trash and recycling collection?**

Tuesday is trash day. ***Bins should be placed at the street curb no earlier than 5 p.m. the evening prior to the trash and recycling collection day and must be returned to the garage to be stored on the same day the trash service is provided.*** During weeks with an observed holiday, trash & recycle pickup will be delayed one (1) day for customers whose normal pickup day is later in the week than the observed holiday. IMPORTANT: To save our curbs, please pull your bins onto the curbs so the trash truck does not drive on the curbs.

### **What services are provided to homeowners by the homeowner's association?**

- a) Exterior building casualty insurance
- b) Roof replacement, repair and maintenance
- d) Exterior painting
- e) Trash and recycling service.
- f) Snow and ice removal on streets, driveways, sidewalks, and front porches if a minimum of 2" of snow or ice have fallen.
- g) Common areas grounds care, including mowing, irrigation, fertilizing, and tree and shrub trimming outside of fenced patio areas.
- h) Common area utilities
- i) Scheduled seasonal leaf removal (to be determined seasonally).

### **As a homeowner in Quincy Court, what are my responsibilities to maintain?**

- a) Interior and content insurance (HO6) and property insurance deductible
- b) Exterior maintenance (stucco, trim/wood rot, windows/doors/screens, excluding roof and painting
- c) Driveways and sidewalks
- d) Exterior lighting
- e) Patio concrete
- f) Decks and patio enclosures/fencing and sprinklers inside fenced area
- g) Watering of trees and shrubs between sidewalks and homes which are not irrigated by the in-ground sprinkler system
- h) Individual home utilities
- i) Gutter replacement and underground drain lines
- j) any interior damage to home from roof or gutter leaks.

### **Are there any restrictions on what I can put in flower beds or other outside area?**

Yard art must not exceed 3' in height. Yard art and flowerpots are only allowed in mulched areas continuously with the house or next to the house, in the case of flowerpots. *Flowerpots are limited to four. All empty pots must be removed in the winter and stored indoors.* Flowerpots and yard art cannot interfere with turf or snow removal. One flag, size not to exceed 3' by 5', is allowed per household.

### **How does the entrance gate work?**

If you don't have your remote, at brick column enter the pound (#) sign followed by the four-digit number assigned to you (you can choose or change this code by contacting the Property Manager at Sentry Management.) The access code you were issued should not be given to anyone other than those people living with you. The system tracks all transactions and logs all the codes used to gain access. Guests should use the panel at the entrance gate. Instruct your guests to choose your name using the arrow keys and follow the directions on the panel. Upon their

selection, the phone number you've chosen (this will work with a cell phone) will be called and you can speak directly to your guest at the gate. You can then PUSH THE 9 BUTTONS ON YOUR PHONE and the gate will open. Anyone driving an emergency vehicle (police, fire, ambulance) knows how to enter the gate. To exit, just pull up to the gate and it will open after a few seconds. Any deliveries outside of the gate being opened will be coordinated by the resident with the delivery company.

**When does the homeowner's association board meet?** The board meets monthly. Meeting dates, times, and locations are posted on e-Neighbors.

**When is the homeowner's association's annual meeting?**

The Quincy Court HOA annual meeting is in June or July each year.

**Are there any restrictions regarding staining decks and fencing?**

Yes, any staining of decks or fences will require an ARC form, found in the Documents section of e-Neighbors. When you complete the ARC form it can be submitted directly from e-Neighbors. ***No work can be done without ARC approval.***

**Are there any restrictions regarding front door paint colors?**

Repainting your front door will require an ARC form, found in the Documents section of e-Neighbors. When you complete the ARC form it can be submitted directly from e-Neighbors. No work can be done without ARC approval.

**What paint is to be used for exterior repairs and touch-ups?**

Paint for exterior trim touch-ups and stucco is available to homeowners at no charge. Request submitted to Board member with at least 5 days' notice via phone call or email. Do NOT post on e-Neighbors.

**Is there a speed limit in QC?**

Yes! It's 15 miles per hour. Please ask your guests to also comply with this speed limit. And be respectful to walkers when entering and exiting the entry.

**Where can I park?**

Our covenants state "overnight parking of motor vehicles of any type or character in common areas (other than designated off-street parking areas) or on any street is prohibited. No commercial truck, bus, boat, trailer, camper, mobile home, or similar apparatus shall be left or stored overnight, except in an enclosed garage...*No motor vehicle shall be parked in any designated off-street parking area or any driveway for more than 48 consecutive hours...*The board may enforce the foregoing restrictions by levying enforcement charges, having such vehicles towed away at the expense of the vehicle owner..."

**Can I leave my garage door open for an extended period?**

*No. Garage doors should be kept closed except when necessary.*

**When are the HOA dues due?**

HOA dues are due on the first of each month and sent to Sentry Management. You can also contact Sentry Management to set up your payments for auto-deduct. Late fees will be assessed if 10 days past due.

**Where do I get my mailbox key?**

Contact the HOA board

Any mailbox repair needed contact the HOA board.

**What is the pool policy and hours?**

The pool is open from Memorial Day to Labor Day. The pool is open from 10 a.m. to 10 p.m. daily. If the key to the pool was not left by the previous owner, contact the property manager at Sentry Management.

**Are there any pool rules?**

*Four guests are allowed per household and guests MUST always be accompanied by a homeowner. See additional rules posted at the pool.*

**What is my responsibility as a pet owner?**

It is the responsibility of the homeowner or pet walker to pick up all pet waste and properly dispose of it. This does not include putting the waste down the sewer drains. Pets are required to be on leashes.

Any Quincy Court Unit Owner that allows their pet to deposit its waste in the common areas of the Community and does not pick up after their pet will be issued a fine as follows:

First offense \$50.00.

Second and any further violations \$100.00 per occurrence.

**Who is responsible for cleaning my gutters?**

The HOA will have the gutters cleaned once a year at the board's discretion.

**Can I put a political sign in my yard?**

Kansas law supersedes the information from the Covenants. According to Kansas law, political signs are allowed during the 45-day period prior to any election and the two-day period following any such election.

**Can I put any Sign or For Sale sign in common areas or next to my home?**

"No sign of any kind can be displayed to the public view on the property of a Townhome or common area except on the common areas, from Friday evening - Sunday evening, limited to no more than three professionally made signs advertising the sale of a Unit by the homeowner during the period of the Unit's sale."

**Can I have a garage sale or an estate sale?**

Garage sales are only allowed during board approved garage sale dates. There are usually two approved garage sale dates, one in the fall and one in the spring. Dates will be posted on

e-Neighbors. Estates sales are only allowed with board approval.

**May I Lease/Rent My Home?**

*No Leasing or Renting of Residences by Owners with the exception to: Those that were Grandfathered in prior to adoption of Amendment dated October 13th, 2009, and Hardship Exception - see Amendment for clarification.*

**Sentry Management and Property Manager Info?**

Community Association Manager - Teri Vargas  
Sentry Management

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Prairie Village, KS 66207  
W: 913-749-5570  
Email Teri directly from e-Neighbors.