

Questions and Notes

How to pay your monthly dues? Keep your check in the office mailbox at 14200 Lakeside Trail, South Bend, IN 46627.

How to reach the Clubhouse? Contact Clubhouse Chairperson.

How to reach the Maintenance Staff? Report maintenance problem - Call 272-4342 and leave message.

How to sign up for an event? Contact your Advisory Council directly or at the monthly Board Meeting.

How to sign up for a class or course? Contact your Advisory Council directly or at the monthly Board Meeting.

How to sign up for a tour? Contact your Advisory Council directly or at the monthly Board Meeting.

Annual Meeting
The New London Lake Condominiums
Annual Meeting for Owners will be held as stipulated in the By-Laws. The agenda for the consideration of the proposed budget and other business.



The New London Lake Condominiums
Board of Directors has prepared a new set of By-Laws and the Financial Statement. The By-Laws contain 19 pages of information and the Financial Statement contains 10 pages of information.

New London Lake Condominiums

For a full up-to-date copy of the By-Laws and Financial Statement, please contact your Advisory Council or the Clubhouse.

Important Information

The following questions are most important to you as an owner and which questions are most likely to be asked. Additional questions are available upon request.

Annual Meeting

The New London Lake Condominium Association holds its Annual Meeting for Owners on the first Monday in October, as stipulated in the By-Laws. Election of Board Members and consideration of the proposed budget are two major items of business. Owners may participate in the meeting *in person* or through *Proxy* or *Absentee Ballot*.

Special Meetings of the Board of Managers

Special meetings of the Board of Managers may be held as outlined in the Association By-Laws.

The Board of Managers is very diligent in its development and monitoring of annual budgets so they reflect both immediate and long-range needs. No other aspect of association activity receives greater attention.

The Governance and Administration of New London Lake

New London Lake is an association governed and administered by a Board of Managers who follow the Association Code of By-Laws and the Horizontal Property Regime. These two documents contain 50 pages of rules, regulations, procedures, and provisions, all designed to assure sound management of our community and protection of our property investment and of our commonly owned assets. Both documents are updated, as necessary, published and distributed to all owners. Because they are so comprehensive, it is not practical to publish them in totality or even include a major part in this Guide.

For a fully up-to-date copy of the By-Laws, visit www.newlondonlakecondos.weebly.com.

The following summary statements provide information about the areas most important to governance and administration, and about which questions are most frequently asked. Additional rules and

regulations related to specific areas such as the pool and clubhouse are published in separate documents, normally issued on an annual basis.

References:

BL means By-Laws;

HPR means Horizontal Property Regime.

Cablevision

Comcast Cable Services provides NLL owners the Extended Basic Package of services. The cost of this Extended Basic Package is included in owners' monthly assessments paid to the Association. The Premium Package is not included in our monthly fee. Unless you obtain additional services on your own, you owe Comcast nothing beyond what you already pay as part of your maintenance fee to NLL.

The Advisory Council

The Advisory Council was established by the Board in 1994-95. It consists of 10 of your neighbors who meet on a regular basis to explore and discuss ideas, concerns, and enhancements related to our community as a whole. The Council forwards recommendations to the Board of Managers for consideration and action. The Council also accepts special assignments and supports different activities as identified by the Board and/or various committees. Your Council Representative is named at the beginning of your area in the resident directory.

Leasing Your Home

NLL homes may be leased, up to a maximum of one year, with the approval of the Board. Notify the Property Manager or the Office if you wish to lease your unit. It will be necessary to complete several documents for submission to the Board. Refer to the HPR, page 23 for further information.

Selling Your Home

If you intend to sell your home, notify the Property Manager. The Association must decide whether or not to exercise its first right of purchase of your unit. The Board will take final action on your intent to sell upon the completion of appropriate documents and the identification of your intended purchaser. Proper notification of the Association and the completion and filing of required documents will assure the timely processing of your sale. Refer to HPR, page 23.

What is Included in Monthly Assessments?

The total of monthly assessments paid by all owners to the Association comprises the annual Operating Budget. This budget contains some 40 line items, each of which contains an allocation for the payment of all expenses incurred by the Association in different areas of activity or service. The following are the major services, facilities, activities, and provisions which you receive or to which you have access through the payment of a monthly fee. (Refer to BL pages 6-7 and 12-13 and HPR pages 16-19).

All exterior maintenance	Grounds maintenance
Snow removal	Cablevision
Building maintenance	Pool
Streets and sidewalks maintenance	Utilities (Association)
Maintenance equipment	Clubhouse
Window washing	Ecology
Support of Assoc. Office	Income taxes (Association)
Legal and professional fees	Property taxes (Association)
Insurance (Association)	Administration
Publications	Staff salaries (2 FT, 1 PT)
Workmen's Compensation	Record keeping
Trash removal	FICA and Unemployment
Tax	

Monthly assessments are due and payable on the first day of each month. Payments may be mailed to the Association at 1950 Bridgeview Trail, South Bend, IN 46637 or dropped off in the Clubhouse mailbox. Assessments past due by more than ten days are subject to penalty. Such penalty (1.5% of monthly fee) will be imposed for any payment made after the ten-day grace period. Refer to BL pages 12 and 13.

The Pool

The pool is an amenity available to all owners. The pool is overseen by The Pool Council, a group of owners who use the pool on a regular basis. Council members will establish a proposed calendar, enforce rules and regulations, and perform tasks and procedures to keep the pool operating for the benefit of all users.

Pool Rules and Regulations:

A. Rules mandated by St. Joseph County Health Department:

1. Street clothes are not allowed in the pool.
2. Spitting, spouting water, blowing the nose, and similar behaviors in the pool are prohibited.
3. Anyone who has or has had diarrhea in the past two (2) weeks shall not use the pool.
4. No running or rough play is permitted in the pool, on the runways, on the diving boards, on floats, on platforms, in dressing rooms, or in showers.
5. Anyone who has an area of exposed subepidermal tissue, open blisters, cuts, etc. is advised not to use the pool.
6. **All persons shall take a cleansing shower before using the pool.** A bather leaving the pool to use the toilet shall take another cleansing shower before returning to the pool.
7. Children under 14 years of age and non-swimmers shall not use the pool unless accompanied by a responsible adult.

(Owners MUST exercise supervision over their family and friends for their safety and compliance with these rules.)

B. Additional Pool Rules for NLLCA

1. **All persons using the facilities do so at their own risk and sole responsibility. The NLLCA does not assume responsibility for an accident or injury in connection with such use. No life guard is on duty.**
2. Badges are to be *displayed* by all owners and guests.
3. Owners are allowed to have a *maximum of five (5) guests* at one time at the pool. Owners are responsible for their guests' actions.
4. Infants and toddlers who have not been toilet trained cannot be allowed in the pool. Also, no diapers are allowed in the pool.
5. **The pool will open at 8:00 a.m. and be closed at 10:00 p.m.**
6. Only regulation swim wear is permitted.
7. Running, pushing, wrestling, ball playing, and pets are not permitted in or around the pool area.
8. Excessive noise from yelling, radios, etc., is not permitted.
9. All trash is to be put in containers located in the picnic area.
10. *Any* property damage will be charged to the responsible owners.
11. It is not permissible to block the pool steps.
12. In compliance with the rules of the St. Joseph County Health Department, there can be **NO EATING, OR SMOKING** on the pool decks.
13. Clubhouse parties are not permitted to use the pool.

Code of By-Laws, Article VI (Restrictions on Use)

The internal lanes and trails of New London Lake were designed by the developer specifically for the passage of motor vehicles from the owners' garages to the surrounding county and city streets and also for the passage of service, emergency, transportation vehicles and our maintenance equipment. The use of these passage ways for other purposes, such as walking, jogging, running, biking, skating, sledding, animal exercising or any other unauthorized activity is prohibited. Those who choose to ignore this prohibition do so entirely at their own risk.

The Clubhouse

The New London Lake Clubhouse is one of the finest facilities of its kind in the area. It is an amenity available to all owners and their guests. Owners who wish to use the Clubhouse have specific responsibilities, which are outlined in the Clubhouse Use Agreement. Contact the Clubhouse Chair to reserve this facility.

Volunteerism

New London Lake depends heavily on residents to provide a wide array of activities and services through membership on the Board and on committees. Likewise, the members of the Board of Managers volunteer their time and energy to administer and manage the business, policy and the community aspects of the Association.

Pet Policy

Pets are welcome; however, owners must adhere to BL rules, page 14. NLL rules limit the number of common household pets to three per unit. Owners must pay a \$100 pet deposit, which is held until the time the owner sells their property or no longer have the pet.

Pets must be walked on a leash, not to exceed six feet in length, on the outer rim of the property and pet owners are responsible for immediate clean-up. Aggressive pets are prohibited. "Aggressive" is defined as even 1 instance of aggressive contact on—or conduct toward—a human being or a pattern of aggressive conduct. Every owner has the right to contact Animal Control if they have a concern about an animal and the safety of the residents and their visitors.

Plantings/Landscaping

New London Lake is widely recognized for the beauty of its grounds. The planting of annuals in common areas is done by volunteers. In addition, many owners adorn their patios and entries with annuals. There are certain restrictions on the planting of flowers and shrubs. Refer to BL page 15.

Structural Changes -- Exterior and Interior

Any owner wishing to make structural change in either the interior or exterior of his/her home must obtain prior approval from the Board of Managers. Examples of such changes would be removal of an interior wall, replacement of windows, modification of a patio, and/or decoration of an entryway. Refer to BL pages 13-15.

Requests for Maintenance Services

All requests for maintenance services in those areas for which the Association is responsible **should be made in writing or through a telephone call to the maintenance staff at 272-1882** If no one answers, please leave a message on the answering machine. This machine is in the maintenance building and is checked during working hours.



Questions and Answers...

Selling or leasing your home? Contact the Property Manager.

Your monthly assessment fee? Contact the Bookkeeper.

How to pay your monthly assessment? Drop your check in the office mailbox or mail to 1950 Bridgeview Trail, South Bend, IN 46637.

How to reserve the Clubhouse? Contact Clubhouse Chairperson.

How to reach the Maintenance Staff? Report maintenance problem - Call 272-1882 and leave message.

How to share an idea or concern? Contact your Advisory Council representative or attend monthly Board Meeting.

What happens if your monthly assessment is not paid by the 10th of the month? A penalty will be added to your payment due.

NLL materials or assistance for a new owner and where to obtain pool badges? Contact your representative on the Advisory Council.

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