

# **STONY CREEK CONDOMINIUM ASSOCIATION**

**C/O THE GALMAN GROUP**

**P.O. BOX 646**

**JENKINTOWN, PA 19046**

**(215) 886-2000 – PHONE \* (215) 886-4972 - FAX**

Dear \_\_\_\_\_ :

Welcome to the Stony Creek Condominium Association! On behalf of the Association and THE GALMAN GROUP, we are pleased to welcome you to our community. The following are a few details about your Association that may be helpful. Please review the Governing Documents as well as the Rules and Regulations for more detail.

## **Condominium Association**

You own your home in condominium form. The Condominium's common elements consist of building-related components, the land, streets and recreational facilities. A Board of Directors governs the Association, which sets policies and executes contracts, and approves the budget to name a few of their duties.

## **Management**

The Association has retained the property management services of THE GALMAN GROUP. Your GALMAN Community Manager, Barbara E. Saxton, is responsible for the daily operation of your community. She can be reached at 215-886-2000, Monday - Friday, 8:30 - 5:00. The Association has a 24-hour answering service connection. In case of an emergency, during non-business hours, please contact **215-886-2000** and the service will contact a representative from THE GALMAN GROUP.

## **Monthly Assessment Fee**

Monthly payments of \$ \_\_\_\_\_ are due on the first of the month, with a \$25.00 late fee imposed without notice if not paid by the tenth of the month. Your first payment is due on \_\_\_\_\_. You will receive monthly invoices in order to make your payments. If you would like to have fees automatically debited, please contact the management office. If you will send payments, they must be accompanied by an invoice stub. All payments received without the payment stub will incur a \$30.00 processing fee.

## Pet Registration

Owners are permitted to have one (1) dog, not over 30 lbs. (Prohibited breeds are listed in Administrative Resolution 1-2001.) All pets must be registered with the management office. If you have not returned the registration form along with the required paperwork (rabies certification) to the management office, please do so as soon as possible.

## Gas & Electric

Monitor Data is the billing company for Stony Creek Condominiums. They have been informed of your moving in and have begun service in your name. They will read the meters in the front of your unit and calculate the billing amounts. You will see the amount for utilities listed on your monthly invoice.

## Common & Limited Common Areas

The only items permitted on patios and balconies (limited common elements) are one grill and outdoor patio furniture. Although the grill can be stored on the balcony, grilling must be done in the common area 20 ft. away from the building. Nothing can be stored on the common grounds. No propane tanks may be stored in or within 15 feet of a building according to the township fire code. (Propane tanks may not be stored on the property.) Holiday decorations are permitted on limited common elements, however they must be removed within two weeks of conclusion of the holiday.

## Services

**TRASH REMOVAL:** There are dumpsters and recycling containers located near each building. Please use the one closest to your building and make sure that all trash is placed in securely tied plastic bags. There is a minimal charge for pick up of large/bulk items. Arrangements for pick up can be made by calling the management company.

**SNOW REMOVAL:** Snow removal is a contracted service provided to the community. The contractor clears the common sidewalks, roads and parking areas.

**LANDSCAPING:** To provide a uniform appearance, the Association has engaged a professional landscaping firm to maintain the property.

**POOL:** Included in your Association fee is the use of the pool. You will receive a notice regarding pool registration for the pool season. Once pool registration forms are returned to the office, you will receive pool passes. The pool opens Memorial Day and closes Labor Day. Pool hours are 12:00 p.m. to 7:00 p.m., Tuesday through Sunday. The pool is closed on Mondays.

Some forms that were sent with the resale package were not signed and returned from settlement. Please complete/sign the enclosed forms and return them to the management office. If you have any questions concerning this information, please contact the management office at 215-886-2000.

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