

Ambassador II Frequently Asked Questions

Revised and Updated August, 2014

Who is the Homeowners Association's Business Manager?

The Association Manager is Property Concepts. Our representative is Jack Taylor. Please call, write, or email Jack with any questions you have regarding the building.

Property Concepts Contact information:

Property Concepts
5622 California Ave SW
Seattle, WA 98136-1515
Telephone (206) 935-7951
propncpts@aol.com

How do I get more keys?

Keys to the building are available only from the Association Manager. You may not duplicate building keys. The charge for extra keys is \$20 per key, plus a deposit. You are responsible for making new keys to your unit.

Where can I get a new garage remote?

Garage gate openers are the responsibility of the homeowner. Cressy Door sells them (206- 632-0533) or you can purchase a generic door opener. Make sure the opener supports LINEAR equipment.

Where do I send my homeowner fees?

Homeowner fees should be mailed to the address provided by Property Concepts. Shortly after your closing date, and then every year in late May you will be sent coupon books with the Property Concepts mailing address, and the amount that you owe, to the legal address of the homeowner. Please use the coupon books if you are paying by check. Electronic funds transfers are also accepted, initiated by Property Concepts or initiated by the homeowner. Property Concepts will provide you with a form if you wish them to deduct money from your account monthly. Payments other than monthly may be accepted. Please contact Property Concepts directly.

Where are the garbage and recycling areas?

The green color garbage disposal bins are located in the Trash room on the East (alley) side of the East building. It is accessible through the solid door next to the elevator in the lobby. Go through the garage area and you will see the Trash Room at the back. You need a building key to get OUT of the Trash Room. The blue recycling bins are located next to the Trash Room. No food of any kind. No Styrofoam of any kind. No garbage. Break down your boxes. If the bins are full, take your recyclable items to the trash room. At this writing garbage is picked up Monday and Friday and recycling is picked up on Friday only.

What do I do when I have something too big for the garbage bins?

The homeowner is responsible for disposing of large items. The garbage trucks cannot and will not take over-sized items. No construction debris. No appliances. No furniture. The Association will assess a fine of \$100 per oversized item. This fine helps to offset the cost of having these items hauled to the refuse stations at our expense. There is a Goodwill store one block north of our buildings. They may accept your unwanted items.

The Phone or Cable installer is coming. What do I do?

In most cases, the installers do not need access to the phone and cable room. The person requesting the service should inquire in advance if access is needed. If access is needed you must check out a key in advance from a Board Member. Contact the Association Manager for a list of Board Members. There is a fee if the key is not returned in a timely manner.

May I have packages delivered here?

Yes, at your own risk. There is no one here who will sign for or store packages safely. Packages left outside, in the lobby or halls are subject to thievery. We suggest you have packages sent to work, a 3rd party, or delivered to the nearest delivery service office. Amazon, FedEx and UPS and all have delivery locations nearby. The Post Office for 98122 is located at 23rd and Union.

How do I get my name on the call box?

For privacy reasons we do not automatically add your name. To add your name to the call box, contact the Association Manager. We can only accept local numbers. Only the unit owner can request this service. In most cases, you can unlock the front gate and the lobby entrance door for visitors by pressing the "6" key on your keypad. For some cellular and cordless phones you may need to try a different number. The door unlock feature may not work with all cellular services. We can add more than one name per unit only if there is sufficient capacity in the callbox. We will make every effort to accommodate you.

What is the Ambassador II pet policy?

A maximum of 2 pets are allowed per unit, limited to cats, dogs, birds, and other common pets. Animals must not disturb other residents with their noise or smell. Dogs, especially, must be cleaned up after. A \$750 fine will be assessed to any homeowner if a resident does not clean up after their animals. The fine is assessed to the homeowner even if they are renting their unit. The Rules and Regulations document contains the full details.

What are the noise restrictions?

People should not unduly disturb the residents of other units at any time. We recognize that some noise is necessary. Vacuuming, for example. Noise restrictions are enforced between the hours of 10 PM and 8 AM every day. Fines will be assessed for any complaints. We ask that construction noise and other unusual disturbances be restricted to the hours that most people are not at home--during week days, in other words. The Board strongly urges homeowners to solve their own disputes. The Board has the authority to assess fines for loud music or televisions even during normal hours if there is an unresolved complaint. Residents are urged to verify where the noise is coming from

before writing to the Association Manager. Noise often appears to be coming from one location when it is originating somewhere else entirely. When writing the Association Manager with a complaint, be specific as to time, date, number of occurrences and the type of occurrence.

May I smoke?

You may smoke inside your unit. Smoking outside your unit subjects the smoker to the same regulations adopted by the City of Seattle. No smoking in halls, stairs, walkways, garages or within 30 feet of doors, windows or vents. Smokers should take care to keep the by-products of their smoking out of other units or common areas. You may be required to install extra weather-stripping, outlet insulation, and other measures to keep the smoke within your unit. The Board reserves the right to assess unit owners the costs of cleaning or repairing damage caused by smoking. These rules apply to all legal forms of smoking products.

Do I need permission to remodel?

Generally, any project that occurs inside the walls does not require Board permission. This does not mean that you can ignore existing regulations. You may need municipal permits and you should use licensed contractors. You may not use our dumpsters for construction debris. As long as the changes do not affect the common areas or disrupt common elements such as shared plumbing lines and drains no permission is required. There are several rules that apply to this situation. There's not a specific restriction on hardwood floors, but there is the issue of them creating a noise / disturbance violation after they're in. The Board has asked owners to provide a proposal for hard surface flooring installation so the installation of a sound-deadening substrate can be confirmed, downstairs residents notified and a proposal from the contractor provided. The Board refers all homeowners to section 8.7 of the Condominium Rules and Regulations. "Any unapproved alteration to the building or to an individual unit if it involves the common structure, may be required, by the Board, to be removed and the building or unit be restored to its original condition. Any modification to flooring must not cause disturbances in other units." All this being said, the Board will provide advice if requested.

Something is wrong in my unit. What is the Association responsible for?

The Association is responsible for repairs to all aspects of the area outside of your unit, including the common areas, the building exterior, unit decks, exterior paint colors and care of the grounds. The unit owner is responsible for damage caused accidentally or deliberately regardless of the location, excepting normal wear and tear. If window glass seal fails, or the glass is broken from within or from outside, then the owner is responsible. If a window frame is destroyed because of fire or other disaster, the Association will replace the window out of funds allocated for these repairs, assuming the unit owners insurance is not primary.

The homeowner is responsible for all water leaks caused by failure of dishwashers, washing machines, sinks, toilets, showers, etc. The homeowner is responsible also for damage to other units caused by these leaks. If a pipe breaks that is located inside the

walls, it is the Association's responsibility and the Association will also be responsible for reasonable repairs to a damaged unit. Any non-shared internal structure that needs repair or maintenance will be the responsibility of the homeowner. Examples include dryer and bathroom vents. Unit owners are generally responsible for all damage caused by a fire sprinkler head that is activated. A leaking sprinkler pipe inside the ceiling will generally be the Association's responsibility.

May I paint my front door?

You cannot paint your front door, or any make any changes to any part of the exterior of your unit without the specific, written permission of the Board.

When are homeowners' dues increased?

The Association budget year runs from July 1st through June 30th. Homeowner fee changes will be decided at a Board of Directors meeting two months prior to the end of the fiscal year and all owners are notified at least one month in advance.

When are Board Meetings?

Board meetings are generally held the second Monday of every month at 6:30 PM. Homeowners are invited to attend. For the exact day and location of the next meeting, see the previous month's Board minutes. They are mailed to all homeowners after every meeting.

Will there be Special Assessments?

The Board does not anticipate imposing Special Assessments. The Association regulations require us to maintain the building and grounds to certain standards. From time to time it may be necessary to raise funds through special assessments. All special assessments must be voted on by the membership. The policy of the Board is to collect enough money through regular homeowner fees to pay for all of the operating costs, including regular scheduled maintenance and upgrades. As of 2014, our Reserve Study Specialist has informed the Board that we are currently collecting enough for all anticipated repairs and upgrades.

Where are all of the Rules and Regulations?

Every condominium buyer receives, as a part of the purchase, the Resale Certificate. The Resale document contains the Condominium Declaration, the By-Laws, the Rules and Regulations, and a schedule of fees and fines, amongst other documents.* These documents are the official and final determiner of conduct, and outlines the rights and responsibilities of the homeowners, the Association, the Board, and the Association Manager. We urge all homeowners to familiarize themselves with these documents, and to keep it handy for reference. We urge all homeowners who rent their unit to tenants make sure that the tenant is familiar with all the Rules and Regulations. Remember that all fines and correspondence go directly to the unit owner.

*The website www.ambassadoe2.com contains copies of the Declaration, the By-Laws and the Rules and Regulations. The documents included in the Ambassador II Condominium Resale Certificate are the documents of record and will prevail in any dispute. The Rules and Regulations document is subject to change at anytime. Homeowners will be provided with Rules changes and, when appropriate, new copies of the Rules and Regulations documents.