



# STEEPLE GLENN

Condominium  
Association

## Welcome to our Steeple Glenn Community

We are a 55+ community and hope you will be happy in your new home. We offer a number of community activities such as summer cookouts and holiday parties, “Ladies” breakfast & lunch outings. “Gentleman’s “breakfast” outings, Saturday morning coffee, and are always open to new ideas. Activities are open to all community members, if you want to participate.

Please take some time and get yourself acquainted with our Steeple Glenn website  
<https://www.steepleglenn.com/>

You have received a copy of the Steeple Glenn Condominium “Code of Regulation”. Because it is written in “legal speak” it can sometimes be a bit overwhelming so we have put together this information for you, our “new neighbor”!

The following contains highlights of the Code of Regulations, frequently asked questions, and key contact information.





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**General “move in” information:**

- Please do not park on the sidewalks
  - All cars and trucks need to park on the asphalt next to the sidewalks or in your driveway
    - The cement sidewalks are not built to withstand the extra weight of the vehicles
    - There is parking on the streets and in the overflow parking lot areas
  - Please be watchful that moving/delivery trucks do not dig up the grass with tires
- The window shades must be white and curtains lined with white linings.
- Potted plants must be on the concrete part of walkways and patios. They can also be placed on porches and decks. Potted plants can be placed in the mulched areas but not on any grass.

**Trash/rubbish removal - We have an HOA contract for Waste Removal, no need for individual contracts.**

For the Townhomes -

- Trash is picked up every Friday (early in the morning)
  - It is suggested that you put your cans out either Thursday evening or before 6:30 am Friday morning.
  - Please do not put the trash cans out too early on Thursday and be sure to put them back in your garage as soon as possible on Friday.
- Recycle items are picked up every other Friday
  - Please break down/collapse all boxes
  - The large trash bin by the condos is for their use only. Only in an emergency would it be used for additional trash
- Bins are to be kept in the garages and not on the driveway or the side of end units.
- If you want to get rid of a large piece or item, you must call the waste management company and for a small fee they will remove it on the next trash day.
  - Please do not leave the item on the curb until that day.

For the Highrise -

- There is a large trash bin at the end of the parking lot for your use.
- There is no recycling available at this time for the Highrise



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## Outside/around your home

- As a reminder, all landscaping & grass around your home is part of the “common areas” and is overseen by the Homeowners Council
  - Changing any plants or bushes out of the garden will need prior approval utilizing the Architectural Review (AR) forms(s)
    - Forms are available on the website and through the Management Company
    - Completed requests are to be submitted to the Management Company
- The Homeowners Association hires a landscaping company for all grass and landscaping maintenance
  - The HOA will communicate when fertilizing, spring & fall cleanup projects will be done
    - The exception is watering. It is recommended that unit owners water the grass (if they do not want it to burn in the summer)
- Changes to the exterior must have a written approval utilizing the AR form(s) and process noted above
  - Examples of “changes” that have been submitted and approved
    - Storm door installed
    - Retractable awning installed over the patio/deck
    - Addition of/or change to existing patio/deck
    - Security camera
  - Examples of “changes” that are not permitted
    - Replacing or addition of spotlights/flood lights
    - Exterior ornaments attached to the siding of the units, this includes any water hose fixtures.
- American flag can be placed in a bracket attached by garage door

## FREQUENTLY ASKED QUESTIONS

### Parking

1. Do we have reserved parking?
  - a. For the townhomes, your driveway and garage are the only “Reserved” parking areas owners/tenants have, all other areas are on a “first come, first serve” basis. Handicap parking is provided in the complex and requires a handicap license plate or placard
  - b. For the Highrise, your garage is reserved for your use. Other parking in front of the highrise is on a first come, first serve basis. There are no reserved parking spaces.
2. Where do I park my second car
  - a. If you are unable to fit your second vehicle in your garage or driveway, there are 4 overflow lots on Grand National Lane. As stated above, all extra parking spots are on a “first come, first serve” basis. There is also parking available in front of the highrise.
3. Where do I park if I want to get my mail?



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- a. You can pull up to the mailboxes but make sure you are facing the proper way on the street, it is the law. If you park on the opposite side, make sure you are up against the curb, so cars can move freely in and out of the community.

**Gardens**

4. Is the “front/side” garden mine to do what I want with it?
  - a. The garden areas in the front of the townhomes may be modified slightly such as small decorations and annuals added.
  - b. Major modifications such as changing out bushes, enlarging the area, must be approved by utilizing the AR form/process
5. What can I have in my garden? Can I grow vegetables?
  - a. You can grow vegetables in pots only on your patio or deck. They must be out of the way of grass cutting and garden mulching.
6. Can I hang a water hose on the back of my unit?
  - a. No, a unit owner may not alter the exterior of their unit (no holes in the siding) A hose caddy is allowed, but not the ones that have to be affixed to the unit.
7. Can I plant bushes in the back of my unit?
  - a. You will need to utilize the AR form and process

**Common Grounds**

8. What is considered common grounds?
  - a. Common Grounds are the areas around the subdivision that we share – all grass and walkways, empty lots, and spaces between the parked cars at the high-rise condo complex.
9. Who waters the grass?
  - a. The grass at the high-rise condo area is watered by a sprinkler system. The townhomes are not equipped with a sprinkler system, if you want to water your section of grass, you certainly may, and in hot weather is advised so that the grass does not wilt or die.
10. Do I need to fertilize the grass?
  - a. Please do not fertilize the grass. We have a lawn/landscaping service that does that for us (you are already paying for this as part of your monthly Condominium Dues)

**Clubhouse**

11. How do I get my code to get into the clubhouse?
  - a. After closing, the Management Company will mail instructions on Clubhouse use and your Clubhouse Code. Do I need to rent the ClubHouse or is it free?
12. Club house is free for events that are community related
  - a. A deposit of \$150.00 is required for personal events and returned once the room is inspected.
  - b. Call the Management Company to request the date and they will send out the contract to you.
13. Pets are not permitted in the clubhouse at any time.



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**Exterior area (deck/patio)**

14. What can I put on my deck?
  - a. Outdoor furniture, a rug, potted plants.
  - b. Never a grill, gas, electric or charcoal
15. What can I put on my patio?
  - a. Outdoor furniture, a rug, potted plants
  - b. Grills, gas, electric or charcoal can be stored on a back patio
    - i. Grills must be at least 5 feet away from any siding

**Your home's Interior**

16. What if I want to change something inside my unit do I have to tell someone?
  - a. You can complete work in your condo or unit, but if it is structural, like removing a wall, you must request an AR approval.
    - i. These changes could compromise the safety of the other units.

**Pets/dogs**

17. I have a dog, where do I walk him/her?
  - a. Please walk your dog in areas of the community that have been left to be wild.
    - i. Wild refers to areas that do not appear to be lawns or sodded.
    - ii. Please do not have your dog relieve itself on anyone's lawn, which is technically about 20 feet from the units in all directions, this is requested as a courtesy to your neighbors who have no pets.
    - iii. Also, you must always clean up after your dog
  - b. Townhome owners can decide to walk their dogs within their own unit's grass area. The responsibility of clean up and grass maintenance is the unit owners.
18. Do I need to register my dog and cat with the HOA? County and state requirements.
  - a. All pets shall be registered with the HOA and Management Company using the form that is provided.
  - b. Pets must be inoculated as required by law and dogs are specifically required by State and County law to have a license
19. Is it OK for my visitors to have a dog with them, do I need to register them?
  - a. Residents are responsible for the pets of guests who visit their unit; such pets are subject to the same restrictions as resident pets. No pet(s) of guests can stay in the unit for more than 14 days (consecutive or staggered) in any one-year period without written permission of the HOA Council. Day visits do not need to be registered.

**Visitors**

20. Where to find the information on visitors and having my grandchildren over?
  - a. Information can be found in DECLARATION ESTABLISHING A PLAN FOR CONDO OWNERSHIP SECTION on page 6, section 4 on age restrictions regarding grandchildren staying with you.



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- b. Guests cannot exceed ninety days within the same calendar year.

## Homeowners: Condominium (HOA) Monthly dues

21. Dues are to be paid the 1st of each month
  - a. Please refer to the Management website for payment options
22. Penalties will be incurred for late payments

## Key Contact Information

- **Property Management Company**
  - *BC Communities* <https://bccommunities.org/>
    - Our representative is Lisa Taylor
      - 302-234-7710
      - [ltaylor@bccommunities.org](mailto:ltaylor@bccommunities.org)
- **Landscaping Company**
  - *Forever Green Landscaping*
    - 302-322-9535
    - <http://www.forevergreenlandscapinginc.com/>
- **Snow Removal**
  - *Forever Green Landscaping*
- **Waste removal**
  - *Waste Management*
    - <https://www.wm.com/>
- **Steeple Glenn Website**
  - <https://www.steepleglenn.com/>
- **HOAC (Homeowners Association Council) members**
  - President: Paul Hannan
    - [pauljhannan@gmail.com](mailto:pauljhannan@gmail.com)
  - VP/Secretary: Thea Eckman
    - [teckman930@aol.com](mailto:teckman930@aol.com)
  - Treasurer: Carlton Lampkins
    - [olschq112303@comcast.net](mailto:olschq112303@comcast.net)