



## PINNACLE GARDENS CONDOMINIUMS

Dear Neighbor,

From the members of the Pinnacle Gardens Homeowners Association, It is our pleasure to welcome you to the neighborhood and to the Pinnacle Gardens Homeowners Association.

Our neighborhood is conveniently located in Jefferson County approximately twenty minutes east of downtown Louisville. From Gene Snyder Freeway, you will have easy access to I-71/64/65. Pinnacle Gardens maintenance fee includes water, sewer, trash, insect/pest control, grounds keeping, snow removal on our streets and master insurance. Visit our website [www.PinnacleGardens.org](http://www.PinnacleGardens.org) for information on the Master Deed, By-laws, Rules and Regulations, newsletters, architectural forms, and other important documents.

We are in the Eighth Division LMPD jurisdiction. Web site is: <http://www.LouisvilleKY.gov/MetroPolice/Patrol+Division.htm>.

**A Special Note to Realtors:** In 2013, the PG Board of Directors and council of co-owners approved an amendment to our by-laws which would require collection of three (3) months HOA fees to be collected at the time of sale of any and all units and deposited in the Association's Reserve Account. This was seen as a necessary step to insure that the PG reserve account continues to be adequately funded as we go forward and face increased expenditures to maintain our buildings. The collection of three months HOA fees at the time of sale provides a funding source which will allow this community to present a well financed statement to prospective buyers and lenders. This, in turn, will allow those selling to attract qualified buyers and increase property values. A properly financed and well maintained community is essential to a prospective buyer in order to secure mortgage financing. The very best way to ensure stable home values and allow for increases is having a community that is not in danger of bankruptcy or an imminent assessment. Our goal is to become a well maintained, well financed, and well managed association which will bring a fair price for all units, if sold, while providing a great place to live now and far into the future.

Please sign up for Reach Alert to receive notices and alerts from Pinnacle Gardens. We use this, when necessary, to notify of issues with water being turned off, street closings, lost pets, fires and etc. Go to [reachalert.com](http://reachalert.com) and create an account. Follow the prompts and enter "Pinnacle Gardens" when asked for the network you want to join. You decide how you want to receive the alerts. All information is confidential. There is **NO CHARGE** as this service is provided by the HOA. The **NEXTDOOR APP** is another way of keeping in touch. This is a private social network for you to stay in the know about what is going on in your neighborhood. Go to [nextdoor.com](http://nextdoor.com) and it will prompt you for your street address and email address. Pinnacle Gardens is also a participant in the Neighborhood Watch program.

**Pinnacle Gardens - Association of Homeowners** has a Facebook page. Please request to become a member of the association's closed group. This is a way to "meet" your neighbors and learn about upcoming events, issues, or current projects in our area.

The Pinnacle Gardens Board meets on the second Monday of each month. We welcome homeowners to attend the first part of the meetings. If you have any concerns or want to attend meetings, please contact the Board at: [boardmembers@pinnaclegardens.org](mailto:boardmembers@pinnaclegardens.org). Our Site Manager is Shaun Haley of Kentucky Realty Corp. He may be reached at: [sh@kyrealtyonline.net](mailto:sh@kyrealtyonline.net) or (502) 473-0003. Kentucky Realty is located at 3944 Bardstown Road, Louisville, KY 40218.

You should have received the following items from the former owner (s): 1) include all keys to your doors; 2) the garage door opener; 3) the trash can left in the garage; 4) a mailbox key with the number of your mailbox. If you did not receive a mailbox key, then please contact the USPS located at 119 Evergreen Road, Louisville, KY 40243.

This is District 7 of the Jefferson County Public School system. For all information regarding county schools, including locations and schedules can be obtained at: [www.jcpsky.net](http://www.jcpsky.net).

You can access the public Library at: [www.LFPL.org](http://www.LFPL.org).

Voting location for Precinct S154 is: **BERRYTOWN YMCA, 1300 HEAFER ROAD**. This is off New LaGrange Road.



**PARKING:** There should be no parking on the street or grass areas. Park in marked areas or utilize your garage and driveway. Grace Evangelical Free Church allows us to park in their lot when you have visitors.

**GRILLS:** The Middletown Fire Code does NOT allow grills on a deck. Grilling must be done in the driveway or at least 10 feet from the building.

**GARBAGE CANS: Trash pick up happens on Monday.** Cans should be in garages Tuesday through Sunday . **You may put your can out in the late afternoon on Sunday.** If left out after Tuesday morning, there is a \$25.00 fine. If a holiday falls on Monday, then pick up will be Tues-day. In the event you need a new trash container, please call 1-877-219-1538.

**PEST CONTROL:** Pinnacle Gardens HOA has a contract with **EnviroSafe**. Their number is **(502) 425-8110**. They treat the exterior, however if any resident calls them and makes an appointment, they will treat the inside of your unit at no charge.

**SIGNS:** Security, realtor, political, for sale or any other signs along with brochure boxes are not allowed. Please put signs inside your home in the window. These signs will be removed during our monthly walk through.

**WATER SPOUTS:** Behind every building, there are three inground water hydrants for a water hose hook up. They require a special key and if you want one please contact the boardmembers@pinnaclegardens.org. **Make note that when using the water, check to make sure the water is completely turned off. The water bill is the most expensive item on the budget. If you have difficulties, please notify the board immediately.**

**DOG OWNERS:** We welcome and love animals here in Pinnacle Gardens, but pet owners must be responsible for having their animals on a **leash. No tethering.** This is an ordinance in Jefferson County. Please clean up after your pet and dispose of properly, as this will help keep disease down for other pets and keep our grounds from looking unsightly. **This includes Grace Evangelical Church property.**

**FLOWERS:** Planting flowers to your front entrance or patio area is always welcomed. Be sure they are **ANNUALS (Not Perennials)**. If you want to make a permanent change then submit the **GROUNDS/LANDSCAPING/ARCHITECTURAL DESIGN REPLACEMENT/REQUEST** form on the PG website. This **MUST** be completed and submitted to the Board for review and approval **BEFORE** the actual work is done.

**GROUNDS:** Lawn mowing is done on a regular schedule with a contracted care company. Shrub trimming, seeding, tree trimming, plant replacement, seasonal cleaning, etc. is also under contract. These items are taken care of in a timely manner as stated in the contract with the landscapers. Any concerns, please contact the Board.



**TO: ALL ASSOCIATION OWNERS**

**FROM: ACCOUNTING DEPARTMENT OF KENTUCKY REALTY CORPORATION**

**REFERENCE: AUTOMATIC MAINTENANCE PAYMENT**

**Each homeowner is responsible for paying their portion of the Association assessment. This obligation is due on the first day of each month. All delinquent accounts will be subject to late charges, attorney's fees, and other miscellaneous collection costs. Payment coupons can be used to pay these monthly fees or an automated payment arrangement. We have included a request for the Automatic Maintenance Payment in this pamphlet for your convenience.**

**KENTUCKY REALTY CORPORATION is offering automatic maintenance fee payments directly from your bank. This is strictly on a volunteer basis and will take a few minutes for you to fill out the form and return it to our office. The service should be activated by your next maintenance fee payment. If your bank has other means to make this payment, (ie Zelle), please contact our office for more information.**

**This will help eliminate issues with paying your maintenance fee on time.**

- 1. Eliminates the postage each month.**
- 2. Eliminates the cost of the envelope.**
- 3. Eliminates any service charges for late payments.**
- 4. You have the satisfaction of knowing your maintenance fee is going to be paid on time.**
- 5. Allows you to contact the office at any time and have the automatic payment process held or canceled without any charge.**

**The management office is happy to help you with the process to start the payment. Please call our office (502) 473-0003 for further details. The form is included in this packet.**

# AUTHORIZATION FOR AUTOMATIC PAYMENT

I authorize Kentucky Realty Corporation and the financial institution named below to initiate entries to my checking/savings accounts. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution (3) days before my account is charged. I can have the amount of an erroneous charge immediately credited to my account up to (15) days following issuance of my financial institution statement or (60) days after posting, whichever occurs first.

NAME OF FINANCIAL INSTITUTION

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Address of financial institution

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Street Address

City

State

Zip

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Please print)

NAME OF

COMPLEX \_\_\_\_\_

UNIT # \_\_\_\_\_

Checking Account Number

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Savings Account Number (if funds are drawn against saving account)

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Financial Institution Routing

Number \_\_\_\_\_

(between these symbols “: :” on the bottom left side of your check)

## A VOIDED CHECK MUST ACCOMPANY THIS FORM

On, \_\_\_\_\_, I authorized Kentucky Realty Corporation to initiate  
Month

electronic entries to my checking / savings account and agreed to the terms on the authorization for payment of my monthly maintenance fee dues.

**Grounds/Landscaping Replacement or Change Form**

The Rules and Regulations of Pinnacle Gardens require that an owner obtain the prior written approval of the Board of Directors for any structural integrity alteration to your unit or changes to common elements and also the planting of plants, flowers, trees or shrubbery (annual flowers excluded).



In order to obtain approval, this form must be filled out completely, all Association fees are paid and current and there are no fees and/or fines owed to the Association. No work on this request shall commence until written approval is received from the Board of Directors. If you have not been contacted by the Board of Directors, please do not assume your request was received.

**Homeowner Information**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Description the changes you would like to make** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Use additional page if necessary. Please provide sketch or photo**

**Homeowner Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Board of Directors Response

\_\_\_\_ **Reviewed and Approved as submitted** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **Reviewed and conditionally Approved:** the following changes are required or additional information is needed by the Board of Directors \_\_\_\_\_  
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\_\_\_\_ **Rejected** \_\_\_\_\_  
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\_\_\_\_\_

Board of Directors Authorized Signature

\_\_\_\_\_

Date \_\_\_\_\_