



**PARKSHORE HOMEOWNERS' ASSOCIATION, INC.
CONDOMINIUM RULES AND REGULATIONS
UPDATED: MAY 2025**

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SECTION 1 – THE BASICS

Introduction

The following Condominium Rules and Regulations (Rules) serve to benefit all owners of condominium units at 800 F Street. They are intended to protect, promote and preserve a safe, clean and hospitable environment for the owners to ensure the peaceful enjoyment of the Parkshore community.

Amendments

The Parkshore Board of Directors (Board) is empowered to make, amend or repeal these rules. When rules are changed, the Board will provide all owners with written notice of the change at least 30 days before the rule becomes effective.

Compliance

Owners are responsible for knowing and complying with these rules, and for ensuring that all renters, occupants and guests of their unit are aware of and comply with the rules. Owners are responsible for rule violations committed by renters, occupants and guests. Any penalties or consequences will be directed towards the property owner.

Board Service

Parkshore is organized as a not-for-profit organization under State of Alaska law. As such, it must have a board. All owners share the responsibility of board service so that a few individuals do not carry these responsibilities indefinitely. Also, rotating membership brings new ideas and energy to the decision-making process that establishes policies and priorities.

Property Management

The board retains a property management service to handle general operations including ongoing maintenance and repairs, dues collection, occupant issues and emergencies. The contract for the property manager is posted on the Parkshore website. If you have an emergency that needs immediate attention, call Thomas Faust at 907-209-9319 or Christopher Burton at 801-791-5363. For non-emergency maintenance email: jprmanagement.thomas@gmail.com and c.christopher.burton@gmail.com. You may also contact them through your owner account at JPR. If you do not get a response, please call them.

Emergencies

Most emergencies involve water leaks or drainage backups. **Any unexpected water is always an emergency.** The occupant must immediately turn off any relevant valves or appliances and call the property manager for assistance. In case of fire, break-ins or other human emergencies call 911.



Responding to Board or Property Manager

Periodically the board or property manager will email notifications to owners regarding topics such as planned maintenance, cleaning, construction, safety issues or other items that owners and other occupants must be aware of, items that often require action like vacating parking areas. Notifications always go to the owners, and it is their responsibility to keep renters or other unit occupants informed of needed actions. Some notifications require a time sensitive response from owners. It is critical that deadlines are observed.

SECTION 2 – THE PROPERTY

Common Areas

Common areas are all elements of the condominium complex which are not documented as being part of an individual unit. There are also limited common areas which are for the use of a particular subgroup of condominium owners [e.g. carports, stairs, landings].

Use of the common area is a privilege of the owner and occupants or guests of the owner and is subject to Parkshore rules. The owner is always responsible for the actions of all occupants, guests, contractors, and visitors to the owner's unit or to the property. If there is a violation of these rules and action is taken, the owner will be held responsible both financially and legally. This is private property, thus anyone who is here without an owner sponsor is trespassing.

Carports

Other than your vehicle, the only items allowed to be stored in a carport, are:

1. Firewood along the back wall. Firewood must be on a raised rack or pallet and must be at least 6 inches away from the back wall allowing air circulation and application of ant and spider spray.
2. Bicycles and sleds stacked along the back wall or suspended from the ceiling.
3. 1-2 person water crafts such as canoes and kayaks.

These items must not obstruct or hinder any vents, ducts, hose outlets, or access to any part of the carport. Any new nails, hooks, or hanging devices must be approved by JPR in advance. Flammable materials may not be stored in your carport, including in your cabinets. Owners are responsible for securing their cabinets.

Entrance Areas, Stairways, Landings & Areas Below/Beside Stairways

These are limited common areas and are not unit specific. They are not storage areas. The only items allowed in these areas are:

1. Brooms, shovels, ice melt;
2. Compost bucket (empty until morning of pickup, clean and sanitized);
3. Entry mat at front door;
4. Planters and hanging baskets are permitted as long as they do not obstruct passage;
5. Benches, on ground floor landings; and,
6. Extension cord to/from the exterior common outlet for temporary day use only.

Open Decks & Patios

Allowed items are limited to items commonly kept or used on decks and patios, such as patio furniture and planters. The areas must not be enclosed with curtains, flags, netting, plastic sheeting (visqueen) or any other type of barrier or covering.

Outdoor Gazebos and Grills – Ban on Smokers, Upper Floor Grills, Barbecues, Hibachis

Gazebos and grills are available to owners, occupants and their guests on a first-come, first-served basis. After using the gazebos and grills, all surfaces and the surrounding area must be cleaned. All trash must be removed and disposed of properly. Owners and occupants may not use or store stand-alone grills, barbecues, hibachis, smokers or propane tanks or other personal items on Parkshore property.

Shared Plumbing

Plumbing is shared at Parkshore and is one of the single largest expense items to maintain. Owners are required to comply with all directives on plumbing without exceptions. Water leaks are an emergency and the owner must immediately contact the property manager by telephone for action. Plumbing refers to and includes all plumbing fixtures, appliances, equipment, connections, lines, drains, hardware, and access points.

Clogged Drain or Leak – It's an emergency, call the property manager. Slow Drain – It is not an emergency, email the property manager or enter a maintenance request in their online system.

When a plumber is dispatched to deal with a drain issue, the cost may be charged to the unit owner if the owner has not complied with the plumbing rules listed below.

In the event of a catastrophic failure of piping owned by the association, costs for repairs may be shared by the association and the unit owner where the owner has complied with rules and regulations related to plumbing. In those cases, the association, for ground floor/garden level units, will fund flooring replacement in affected areas with the installation of glued down laminate flooring. The association will not pay for carpet, padding or other products that require removal in a future flood. If the owner refuses the glued down laminate flooring, all future costs for flooring repair and replacement, regardless of cause, will be borne by the owner and subsequent owners and that liability must be disclosed at time of sale.

Plumbing rules that all owners and occupants must comply with to protect shared plumbing:

1. All anti-clog and slow drain products, such as Drano and Liquid Plumber, are prohibited.
2. Garbage disposals are prohibited and owners will be required to remove them at time of sale of the unit if they have not already been removed.
3. Drain screens and strainers are required on all drains (sinks, showers, bathtub).
4. Monthly use of BioClean is required. BioClean is provided by the association and available in the clubhouse. All three units in a stack, e.g., K-1, K-3, K-5, must coordinate timing in order to apply the BioClean at the same time.
5. Do not run the laundry washer or dishwasher when the unit is not occupied.



6. Do not flush anything in the toilet except human waste and toilet paper. **Do not flush “flushable” wipes.**
7. In the event of a plumbing emergency, call the property manager, JPR, to initiate the service call to the plumber.

Water expansion tanks and pressure reducing valves are in ground floor units only. Both are installed above the hot water tank. They reduce the water pressure in the entire 3-unit stack to 80 psi as required by CBJ. They must be easily accessible and must never be blocked or removed.

Trash Disposal and Recycling

Dumpsters are for typical household trash only, not remodeling, gardening or moving detritus. Cardboard is to be taken to the recycling shed on the left side of the clubhouse. If the closest dumpster is full, take the garbage to another dumpster. There is a long-handled pusher on the left side of each enclosure; use it to push bags to the back. Close the dumpster lids tightly and latch the chain with the clip. Do not leave discarded items anywhere but in the dumpster. An exception may be made if the owner applies for a one-time written waiver, arranges for pickup and pays in advance for said pickup.

You are encouraged to take all your recyclable materials to recycling on your own. For Parkshore, you must recycle all corrugated cardboard by putting it inside the cardboard shed just outside the lower entrance to the clubhouse. Flatten all boxes. You may also recycle cans and 1 and 2 plastics in the garbage containers in the recycling center. They must be clean. The 1 and 2 plastics must have tops removed. Recycling requires active owner participation to transport it to the recycling center.

Parking

Each condo unit is assigned one carport, and the owner or the owner’s approved occupants may have two non-commercial vehicles parked on Parkshore property. The first vehicle must be parked in the assigned carport.

The second vehicle may be parked in our guest parking on a “first come first served” basis. All vehicles parked in guest parking must be fully operable and moved at least once every three days.

No boats, trailers, RVs, motor homes or commercial vehicles may be parked on the property unless a contractor is granted specific permission by the board or JPR during active construction or renovation at Parkshore. Owners are responsible for advising any contractor’s working on their units of this requirement and for obtaining approval for the commercial vehicle.

Do not park in fire lanes, entryways, in front of carports or the clubhouse – even for a minute. For those with mobility issues, please ask the board for a written waiver. All other vehicles parked in these areas are in violation of association rules and may be fined.

Please do not perform repairs or maintenance in the parking lot or in your carport.



During snowfall or parking lot maintenance you may be asked to move your vehicle from guest parking. During extended absences in winter, arrange for a caretaker to move your car. Vehicles which are not moved at the requested time may be towed; the cost will be billed to the owner's account.

Seasonal Closure of Parking and "A" Exit

The parking area at the end of Building A will be closed during the winter for maintenance and snow removal. The "A" pedestrian exit will also be closed during the winter for snow removal. Please use other exits during this time. At times, the parking area at the end of Building A may be reserved for contractors and owners will be advised when that occurs.

Nuisance and Noise

No use or practice shall be allowed which is an unreasonable source of annoyance to the owners and residents of the condominium units, or which unreasonably interferes with the peaceful enjoyment of the condominium units by others.

Owners and their guests must reduce noise levels during the hours of 10:00 pm to 6:00 am so that neighbors are not disturbed. This means not using noise producing equipment such as laundry or dish washing machines, vacuum cleaners, and musical instruments during this "quiet time," and reducing the volume of televisions, electronic games and music speakers to conversational level. At no time should instruments, music, televisions, or cell phone conversations, or other noises on the balconies, patios or common areas such as landings, stairs or carports, be so loud that they become a nuisance to neighbors.

Smoking and Vaping

Smoking and vaping is prohibited in all Parkshore common areas. Smoking and vaping inside a condominium unit is not permitted if the smoke or vapor enters another unit.

Pets

A maximum of 2 pets is allowed per unit, whether they live there or are just visiting. All pets, including those of renters, must be registered with the property manager, as required, with the owner's name and unit number. Pets are not allowed to roam unattended on Parkshore grounds. When outside, pets must be on a leash and can only be walked on pavement and the grass strip next to the Capital Service station.

Owners must immediately clean up after their pets, bag the waste, and dispose of it in the dumpsters. Continuous or frequent pet noises that disturb neighbors are not allowed.

Clubhouse, Gym, and Sauna

The clubhouse, gym, and sauna are available for use by owners and occupants with the owner's permission. Guests must be accompanied by an owner or occupant. Children under 15 years must be supervised by an adult at all times. Owners may reserve the clubhouse by signing up on the calendar outside the office door and paying \$50 for four hours or \$100 for the full day. The clubhouse must be vacuumed, straightened and garbage removed after every use. All equipment and areas must be left in the same condition as found.



Use of the gym and sauna is at the user's own risk. Keep noise to a minimum and respect others' use of the facilities. Drinks are permitted in the gym but must be in a spill-proof container. No glass containers. Do not leave personal items unattended. Report any issues or equipment malfunctions to the property manager. However, the gym equipment is donated and maintained by owners and the HOA and property manager will not address repair or replacement of this equipment.

Lawns and Gardens:

Lawns and gardens are for the enjoyment of all owners, occupants, and guests. These areas are maintained by professional contractors. If an area is under repair or roped off, it cannot be used until the contractor confirms it is ready for use. As lawns and gardens are a part of the common area of Parkshore, owners wishing to invest in our greenspace, make an addition, change or modification must obtain approval from the board or property management.

SECTION 3 – RENTALS, MOVING IN OR OUT

Rentals

An owner may rent the owner's condominium unit under the terms and conditions of the Articles of Incorporation, Declarations, Bylaws and these Rules.

An owner who rents a unit but does not physically reside in Juneau, Alaska, must designate a local property manager or local contact person to manage the rental of the unit, and provide the name and contact information of said property manager to the Parkshore's property manager. An owner who rents a unit must be current on all dues, fees, and penalties before entering into a rental agreement and do the following:

1. Provide the tenant with a complete copy of these rules and any amendments and direct them to the Parkshore website for additional information;
2. Provide a copy of the written lease agreement with the tenant to the Parkshore's property manager prior to the commencement of the rental, along with the name and contact information for each tenant. This lease agreement must include:
 - a) Confirmation by both owner and tenant that tenant has been provided with copies of the rules, amendments and access to the website;
 - b) Complete and submit to the property manager a registration form for the tenant and pay the \$150.00 registration fee;
 - c) Owner and tenant's written confirmation that the condominium unit cannot be leased for transient or hotel purposes;
 - d) Owner and tenant acknowledge the Parkshore Condominium Association may take legal action against the owner, including but not limited to fines and assessments for violations of the Alaska Uniform Residential Landlord & Tenant Act and other Alaska laws to enforce a violation of law or a violation of the provision of the Parkshore governing documents listed in (1).
 - e) Tenants are allowed one parking space in the unit's assigned carport space, and may park no more than one additional vehicle in the visitor parking spaces if available.



Moving In and Out

Owners that are selling a unit must obtain a resale certificate prepared by the property manager for the buyer. The request for the resale certificate must be in writing and addressed to the property manager, JPR. The fee for the resale certificate is \$315.00 and is payable in advance. Once the resale certificate is requested, the change of ownership packet will be sent to be completed. The change of ownership packet must be received by JPR prior to closing.

Owners and tenants moving in and out will abide by the rules listed in the section on rentals. In addition, the owner shall provide to the property manager the tenant's name and contact information before moving in. Changes in contact information must be provided within 24 hours of the change. Failure to return messages may result in penalties.

When moving out, do not use the dumpsters for disposal of renovation detritus or large items such as furniture, lamps, planters, etc. Instead, plan a trip to the dump for disposal of those items. (See the rule on Trash Disposal.)

SECTION 4 – RENOVATIONS, MODIFICATIONS OR CHANGES

Additions, Modifications, Changes to Exterior of Building

Owners are not allowed to make any alterations to the exterior surfaces of any buildings. The association is responsible for the exterior of the buildings and the areas immediately adjacent to the buildings such as patios and decks, building entrances, and carports. No part of the exterior of a building or structure, including the limited common areas, may be altered or changed in appearance in any way. Don't decorate, attach, suspend, or drape anything on, to, or from the exterior, including the limited common areas. Every nail, screw, hook, fastener or hole creates the potential for water and moisture to penetrate the building causing rot, thus any attachments or insertions are prohibited.

Additions, Modification, Changes to Interior of Unit

Owners are responsible for the condition, maintenance, and well-being of the interiors of their respective units. Owners are responsible for their heating system. However, work done on the interior of a unit may impact common areas or Association-owned infrastructure.

Contact the property manager before planning a remodel, change or modification to your unit – this includes all changes to the walls, doors, windows, building structure, plumbing, or heating. Some items are easily approved but others may not be approved, so contact JPR before starting the project or engaging a contractor. All modifications to the interior require the owner to submit a detailed plan to the property manager and receive written approval prior to commencing.

The board has determined that the use of wood and laminate flooring in 2nd and 3rd level units constitutes a noise nuisance, with the exception of the bathrooms, kitchens, and entry ways. If it has been installed outside these areas, it must be replaced as follows: (1) upon sale of the unit; (2) when the owner is entering into a rental or other agreements for non-owner occupancy; or (3) if there have been multiple noise complaints about the unit to the board or property manager.



Items that can be approved quickly include painting of interior walls, window treatments, replacement of existing appliances and fixtures provided the item is not significantly larger, heavier or noisier than the item being replaced.

Important Note: Units where the tub/shower valve and trim sets were not updated during incoming piping updates (D, H, K, M, N, and P) may ask the association to replace those when they are doing a bathroom update or if repair is needed.

Any owner who modifies their unit without the written approval of JPR will be subject to penalties. Copies of the written approval are maintained by unit for verification of approvals.

As a courtesy, inform residents in your stack in advance of any renovation activity after it has been approved.

SECTION 5: ENFORCEMENT

Enforcement Costs and Fines

The board or property manager will work with owners to quickly resolve any owner non-compliance with rules. It is the expectation of the board and the property manager that owners will first attempt to resolve the issues with other owners before elevating the issue to the board or property manager. Continued non-compliance will result in owners being fined in accordance with a Board-adopted schedule of penalties.

Complaints

Complaints of violations of these rules must be written, signed by the owner, and directed to the board or property manager. Complaints should identify the rules allegedly violated, describe the actions resulting in the alleged violation, the time and place of occurrence, and the facts that give rise to the complaint in chronological order. The complaint must also describe actions taken by the complaining owner to resolve the situation before elevating the issue to the board. The unit number or name of the party violating the rule should be included if known. All complaints should include the complainant's name, unit number, email address and telephone number.

Complaint procedure

Upon receipt of the complaint, the Board or the property manager shall investigate the complaint and determine whether it is founded.

1. If the Board or property manager determines that the complaint is founded, it shall give both verbal and written notice (via email) to the owner who is the subject of the complaint. The notice shall include the date, time and place of the alleged violation, the rule violated, and request that the owner cease the conduct.

2. If the notice recipient wants to contest the facts asserted in the notice, they shall notify the Board or the property manager in writing.
3. After review, the Board or the property manager will determine whether the rule violation is sustained. If a violation is found, a fine may be imposed.
4. If a violation or fine is contested, the Board shall conduct a hearing to consider relevant facts and come to a decision about next steps. The decision will be documented and a written copy provided to the owner. The decision shall state the facts found and any fines or legal action taken. All fines are considered assessments against a unit and shall be payable within 10 days of the date the Board's decision was transmitted to the owner.
5. The owner may, after payment of all fines, appeal the decision to the Board and request a meeting with the Board.

Penalties

Violation of these rules will result in penalties, including fines and legal action.

1. A first violation may result in a warning or a \$150 fine.
2. Subsequent violations shall result in increased fines for each offense.
3. Failure to pay a fine will be deemed a separate violation of these Rules. Unpaid fines will serve as liens against the owner's condominium unit.
4. Continued or extreme violations will result in legal action to enforce the Rules. Legal fees and costs incurred by the Board will be assessed against the violating unit owner. Notice required by this section shall be provided to the owner via email, by hand or US mail.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that:

1. I am the duly elected and acting secretary of the Parkshore Homeowners Association, as nonprofit Alaska corporation; and
2. The foregoing Condominium Rules and Regulations, consisting of ten (10) pages including this page, constitute the revised Rules duly adopted as the Condominium Rules and Regulations of the Parkshore.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 7th day of May, 2025.

[signature on file]

Brenda Knapp, Secretary