

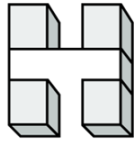


# Cherry Street Townhomes, Inc.

## Welcome to the Cherry Street Townhomes, Inc.

Enclosed is a welcome packet of important information for new homeowners.

1. Welcome letter from the Board of Directors.
2. Welcome letter from TruHome Property Solutions
3. Board of Directors & Emergency Contacts
4. Quick Tips for New Owners
5. Disaster Plan



Welcome to TruHome Property Solutions! We are the management company that manages Cherry Street Townhouses. Our office is located at 1119 North 42<sup>nd</sup> Street, our phone number is 701-620-1597. Our office hours M-Th 9am-5pm and 9am-3:30pm Fridays.

Your monthly association dues should be made payable to Cherry Street Townhouse Association. Please call TruHome at 701-620-1597 or email [jackie@truhomproperties.com](mailto:jackie@truhomproperties.com) or [derek@truhomproperties.com](mailto:derek@truhomproperties.com) for the current monthly dues & insurance rates. Members can drop off or mail their monthly dues payment in the drop box located at the Cherry Street Mail Center, drop off or mail payments at TruHome Property Solutions, located at 1119 N. 42<sup>nd</sup> St., Grand Forks, ND 58203. Monthly dues are posted on the 1st of the month and a late fee of \$25.00 is assessed if not received by the 10th of the month.

Please provide TruHome with your current information such as: owner name(s), preferred mailing address, phone number and email address. Once we have your email address an email will be sent to you with login information where you can view your account, submit requests, view uploaded documents, meeting minutes, parking maps and bylaws.

We look forward to working with you!

Sincerely,

TruHome Property Solutions  
1119 N. 42<sup>nd</sup> St.  
Grand Forks, ND 58203  
701-620-1597  
[www.truhomproperties.com](http://www.truhomproperties.com)

Dear New Member,

The Association, and the Board of Directors, would like to welcome you to the Cherry Street Townhouses, Inc. We are excited to have you as a member of the Association. Enclosed you will find a packet of information regarding the Declarations or Covenants, Bylaws, Disaster Plan, Association Map and the current Board of Directors Directory. If you have any questions, please feel free to contact TruHome Property Solutions or any of the Board Members.

The Cherry Street Townhouses, Inc is a Non-Profit Corporation operating as an Association in the State of North Dakota. In addition to owning common areas, the Association provides the following services to its members:

- ❖ Sewer & water service, trash removal, grounds maintenance, snow removal, central mail center, master condominium association insurance policy and association management.

You can pay your Monthly Assessments/Dues by mailing your payment to TruHome Property Solutions located at: 1119 N. 42<sup>nd</sup> St. – Grand Forks, ND 58203 or you can drop off your payment at the Mail Center located in the center of the Association on Clearview Drive. There is a \$25.00 late fee per month for any delinquent payments after the 10<sup>th</sup> of each month along with interest at 8% per annum.

The Association members meet twice a year, Spring & Fall, for the Bi-Annual Membership Meetings. All members are encouraged to attend. Notices for these meetings, and any other special meetings, will be both posted at the Mail Center with the date, time and agenda items and mailed to each member.

We ask that all residents be courteous to your neighbors regarding noise and parking and adhere to the Declarations of Covenants and Bylaws.

Garbage is to be placed in the big black barrels that the City will pick up each Tuesday & Friday. Any garbage placed on the ground by the barrels will not be picked up. Recycling comes every other week on Wednesdays. For more information regarding the garbage pickup and recycling services go to [www.grandforksgov.com](http://www.grandforksgov.com)

Again, Welcome!

Cherry Street Board of Directors

Welcome to TruHome Property Solutions! We are the management company that manages Cherry Street Townhouses. Our office is located at 1119 North 42<sup>nd</sup> Street, our phone number is 701-620-1597. Our office hours are 9am-5pm, Monday through Friday.

Your monthly association dues should be made payable to Cherry Street Townhouse Association. Please call TruHome at 701-620-1597 or email for the current monthly dues & insurance rates. Members can drop off or mail their monthly dues payment in the drop box located at the Cherry Street Mail Center, drop off or mail payments at TruHome Property Solutions, located at 1119 N. 42<sup>nd</sup> St., Grand Forks, ND 58203. Monthly dues are posted on the 1st of the month and a late fee of \$25.00 is assessed if not received by the 10th of the month.

Please provide TruHome with your current information such as: owner name(s), preferred mailing address, phone number and email address. Once we have your email address an email will be sent to you with login information where you can view your account, submit requests, view uploaded documents, meeting minutes, parking maps and bylaws.

We look forward to working with you!

Sincerely,

TruHome Property Solutions  
1119 N. 42<sup>nd</sup> St.  
Grand Forks, ND 58203  
701-620-1597

## CHERRY STREET TOWNHOUSES, INC BOARD OF DIRECTORS: ADDRESS & PHONE NUMBER

Name	Unit	Number
Deb Schuler	3802 B5	218-791-1040
Tyler Axtman	3720 N55	701-741-7431
Barb Vigen	3802 H29	701-740-0636
Michael McFarland	3720 I33	701-864-0566
Marlan Shull	3720 I33	218-791-5886

## EMERGENCY NUMBERS

<b>POLICE, FIRE, AMBULANCE</b>	<b>911</b>
<b>EMERGENCY OPERATION CENTER</b>	<b>701-620-1597</b>
<b>VAALER INSURANCE</b>	<b>701-775-3131</b>
<b>FEMA</b>	<b>1-800-621-3362</b>
<b>XCEL ENERGY</b>	<b>1-800-895-4999</b>
<b>RED CROSS</b>	<b>1-701-364-1800</b> <b>1-800-733-2767</b>
<b>ND EMERGENCY SERVICES</b>	<b>1-800-773-3259</b>
<b>EPA</b>	<b>1-800-227-8917</b>
<b>QWEST</b>	<b>1-877-348-9007</b>
<b>MIDCONTINENT COMMUNICATIONS</b>	<b>1-800-888-1300</b>

**QUICK TIPS**  
For living in the  
**CHERRY STREET TOWNHOUSES, INC.**  
**ASSOCIATION**

Whether you are an owner or a renter, there are rules for living in the Cherry Street Townhouses, Inc. Association. All persons living in the complex must abide by the Associations Declarations of the Covenants and By-Laws. You are responsible for the actions of your residents, tenants, guests, and other parties associated with you unit. If you cannot locate your copy of the Associations Declarations of Covenants and By-Laws you are responsible for requesting a replacement copy from a member of the Board of Directors, or their agent, TruHome Property Solutions.

Some items cause more problems than others within the Association such as:

**Parking:** Each unit is authorized only three (3) parking spaces within the boundaries of the Association. The first spot, (#1), is in your garage. The second spot (#2) is directly behind your overhead garage door. This spot is the width of your garage and extends out 20-feet from your overhead garage door. This space is meant to accommodate only one vehicle. The third and final spot, (#3), is for your guests. This location is assigned to you by the Association through the board of Directors. Please refer to your Parking Guide for the Association. If you have more than three vehicles you must park the excess vehicles on the street. Location #2 and #3 are to be used for parking vehicles. They cannot be used to store firewood, construction materials, trash, debris, or any other objects including growing plant material.

**Stored Vehicles:** Vehicles cannot be stored within the boundaries of the Association with the exception of within a unit garage. If a vehicle is stored outside it will be towed and impounded.

**Valley Christian Center:** This parking lot is not part of our Association. Do not park any vehicles south of our property as the church has the right to tow and compound these vehicles.

**Prohibited:** The following equipment cannot be parked on the premises longer than 48 hours: recreational equipment, boats, trailers, motor homes, house trailers, campers, snowmobiles, units without valid license plates and tags, non-operational vehicles, commercial vehicles, vehicles which pose a hazard. Violators will be towed and impounded.

**Equipment Repairs:** Must be conducted within the confines of a unit garage. Costs associated with clean-up and or repair of common area pavement due to oil/antifreeze stains will be billed to the unit owner.

**Motorized vehicles:** No motorized vehicle shall be driven on unpaved common grounds. Owners shall be liable for the replacement of Association improvements and the reseeding of grass that is a result from vehicle operation on unpaved common grounds.

**Quiet Hours:** Quiet hours are for the comfort of all residents and commence at 10:00 PM until 7:00 AM. If there are any complaints or disturbances after 10:00 PM you are encouraged to call the police.

**Pets:** Each unit must comply with the City of Grand Forks Ordinance in regards to pet ownership within the city limits. Pet owners must immediately cleanup pet feces. Failure to remove dog or cat feces without delay is defined under the Grand Forks Municipal Code, Article 11-0125. The penalty for violation of this code is a fine up to one thousand dollars (\$1000) per incident (11-0128).

**Changes:** Do not make changes to the exterior of your unit, including landscaping, without first obtaining approval from the Associations Architectural Review Committee/Board of Directors.

**Personal Property on Common Grounds:** Personal property, such as basketball hoops, clothes lines, etc. cannot be placed on common grounds.

**Signs:** No signs of any kind may be placed on lots, association property, or buildings with the exception of For Sale Signs which can be regulated by the Association.

**Business:** Units within the Cherry Street Townhouses, Inc. are restricted to residential use only. No business is allowed to operate on the premises.

# **DISASTER PLAN**

## **Summary of Disaster Plan**



The following is a plan of action developed for the members and residents of the Cherry Street Townhouses, Inc. This plan will be distributed to all members and residents of the Cherry Street Townhouses, Inc. The Board of Directors or their designee will keep the plan current and revised as necessary. All members and residents will be responsible for keeping their copy of the plan current. The Cherry Street Townhouses, Inc. secretary, or their designee, will keep a master file of this plan.

This plan will provide guidelines during times of natural/other disaster such as: floods, fires, blizzards, tornadoes, and hazardous materials exposure. Each item will have a section dealing with specific action to meet the disaster. A phone list of the Board of Directors and other appropriate agencies is provided. This phone list **will not** include the individual's personal insurance company. As with any plan, remember that we are concerned with **your personal safety. Possessions can be replaced, human lives cannot.**

A revision log is also provided. Please log and post all revisions as soon as you receive them to ensure your manual is current. Thank you.

## **CHERRY STREET TOWNHOUSES, INC**

## BOARD OF DIRECTORS: ADDRESS & PHONE NUMBERS

Name	Unit	Number
Deb Schuler	3802 B5	218-791-1040
Ruth Pederson	3720 S76	701-741-9101
Tyler Axtman	3720 N55	701-741-7431
Barb Vigen	3802 H29	701-740-0636
Amber Flynn	3720 Q66	701-740-0505
Marlan Shull	3720 I33	218-791-5886

## EMERGENCY NUMBERS

<b>POLICE, FIRE, AMBULANCE</b>	<b>911</b>
<b>EMERGENCY OPERATION CENTER</b>	<b>701-620-1597</b>
<b>VAALER INSURANCE</b>	<b>701-775-3131</b>
<b>FEMA</b>	<b>1-800-621-3362</b>
<b>XCEL ENERGY</b>	<b>1-800-895-4999</b>
<b>RED CROSS</b>	<b>1-701-364-1800</b> <b>1-800-733-2767</b>
<b>ND EMERGENCY SERVICES</b>	<b>1-800-773-3259</b>
<b>EPA</b>	<b>1-800-227-8917</b>
<b>QWEST</b>	<b>1-877-348-9007</b>
<b>MIDCONTINENT COMMUNICATIONS</b>	<b>1-800-888-1300</b>

## DISASTER PLAN - LOG OF REVISIONS

<b>REVISION #</b>	<b>DATE</b>	<b>DESCRIPTION</b>
<b>1</b>	<b>4-30-2009</b>	Association name correction and information updated
<b>2</b>	<b>1-17-2013</b>	Board of directors & phone numbers updated
<b>3</b>	<b>10-31-2014</b>	Board of directors & phone numbers updated. Some grammar/spelling corrections. Church key update.
<b>4</b>	<b>11-2-2015</b>	Board of directors update
<b>5</b>	<b>10-20-2017</b>	Board of directors update
<b>6</b>	<b>3-28-2018</b>	Key for the church update & general updates
<b>7</b>	<b>June 2019</b>	New Board Members
<b>8</b>	<b>Oct. 2019</b>	Management Company Update
<b>9</b>		
<b>10</b>		
<b>11</b>		
<b>12</b>		
<b>13</b>		
<b>14</b>		
<b>15</b>		

## **FIRE**

Fire is a real concern for all residents of the Cherry Street Townhouses, Inc. All residents must guard against any potential fire hazard as it may not only endanger your unit, but three other units in your building. If you have a fire in your unit, no matter the size, **DO NOT HESITATE** to call 911 for the Fire Department!

Small fires turn into large fires very quickly! Exit your unit and call from your neighbors or a cell phone, if you have one. Make sure your unit is clear of all persons, then, try to ascertain whether anyone is in the rest of the building. If there is, get them out of their units as well, if you can do so safely.

Fire Department personnel will be on the scene within minutes, please allow them to do their job and fight the fire.

Once the fire has been extinguished, the incident must immediately be reported to a Board Member, or their agent, and your personal insurance carrier.

## FLOOD

Floods can be devastating; not only from the loss of property and displacement, but the time it may take residents to get back into their units/homes. The best protection for our association is: 1) to dike each building to the height of 3-4 feet with sandbags, and 2) for everyone to take out flood insurance.

Our complex is too large to allow diking for the entire area. Consideration for landscape diking has been considered, but we cannot block off drives and streets and there lies a weak point. Each building can be successfully diked with sandbags to protect it. The flood of 1997 provided that as some residents did sandbag their building and received no damage. The sandbags will require that vehicles be parked outside until the flood threat has subsided and the sandbags can be removed.

If there remains sufficient snow cover, our snow removal contractor will have to remove snow from around each building to ensure that snow piled around the complex does not add to the flood threat as it melts. This will require effective communication with the snow removal service and proper supervision to preclude any additional flood threats.

Residents should plug drains and pull downstairs toilets and plug them as well to prevent sewer backup. If you live in a one level unit, we suggest you pull and plug at least one toilet. Residents that may have questions or feel they are unable to plug/pull ground level toilets are advised to ask for assistance ahead of time and neighbors will be able to help them.

Residents living in two-story units are advised to move all valuables/furnishings to the upper level.

If a flood threatens our complex, and all reasonable precautions have been taken, all residents should pack a bag of clothing and toiletries and leave it in your vehicle. This will aid in your evacuation should it become necessary.

For More Info: <http://www.grandforksgov.com/government/city-departments/inspections/helpful-resources/flood-information-resources>

# TORNADO

Tornadoes are very unpredictable and violent. Current forecasting of conditions that foster the development of tornadoes is still being developed. If there is a tornado watch posted for our immediate area, one must pay close attention to radio or television broadcasts to remain informed.

Once a tornado warning has been issued or a tornado has been sighted, take cover immediately. The designated shelter for residents of the Cherry Street Townhouses, Inc is the Valley Christian Center Church, in the basement. **The key for the church is held at Unit 3720 D13 (Laurie McHenry).**

If for any reason, one cannot get to the church and you have to take shelter in your residence; the following are recommendations:

1. Find the most interior ground floor room, away from windows.
2. Do not attempt to get in your vehicle and outrun the storm. Tornadoes are very unpredictable and can change direction at any time. They are not limited to the road system as you are in your vehicle.
3. Once again, it would not hurt to pack a small survival kit to include a battery powered radio, clothing, toiletries, etc.
4. Remember: **Always be prepared for the unexpected!**

# BLIZZARDS

Winter blizzards are a fact of life in North Dakota. One need to be prepared anytime from September through April for winter type storms that include heavy snowfall, high winds, low wind chills, and occasionally freezing rain. Once again, the key is to be prepared.

Some items to consider are as follows:

1. Adequate food supplies to last your family for 3-5 days.
2. Consider alternative ways to heat your home with your fireplace in the event of electrical failure. This may be done with wood or pressed wood fire logs.
3. Consider the addition of a gas-powered generator to run at least some of the house items, such as furnace and fans, refrigerator. This will require a generator of at least 5000 watts and wiring by an electrician to your existing circuit breaker panel.
4. Please remember that you will have to place the generator outside of your garage or unit to prevent the chance of fumes or fire during operation.
5. You may need to remain in your home until the storm has subsided, and you may not be able to exit through the normal doors due to snow/ice accumulation.
6. Be extremely careful about removing heavy snowfall to avoid overexertion.