



255 N. Michigan Lawrence, KS 66044
Managed by Meadowlark Property Management
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Frequently Asked Questions

To whom do I direct complaints and questions? Wood Creek property is managed by Meadowlark Property Management. Please direct questions, comments or concerns to Meadowlark by phone (**785-842-5930**) or email (**WoodCreekMail@gmail.com**). Regular business hours are Monday – Friday 9am – 4pm. The phone is answered 24 hours a day either by a Meadowlark manager or an answering service. Emergencies are handled immediately.

How are Common Plumbing issues handled? While the maintenance of the interior of your unit is your responsibility, there is one exception: if you have any problems with your sinks or bathtubs backing up, please call Management immediately (785-842-5930) and they will call to set up repairs. This is generally considered an Association expense. Do NOT attempt to use chemicals to clear the drain!

What is the Association Fee for? The Association is responsible for care and maintenance everything outside of your unit. This includes exterior maintenance on the building, grounds upkeep, snow removal, and Common Area improvements. It also carries a blanket casualty insurance policy which covers your unit. These services are carried out by the Wood Creek Townhouse Association, which pays the bills and gets the work done. The Association is funded by the monthly assessments.

Where are the trash and recycling receptacles? There are seven dumpster bins on the property, adjacent to Buildings 1, 4, 10, 11, 13, 17, and 20. These are emptied by the city twice a week. Residents are asked to make certain the trash deposits go into the bins, and are required to use trash bags. There are two recycling bins located adjacent to Buildings 1 and 20. Please see signage on the exterior of the recycling bins for information on which recyclable materials are accepted.

Do I need to obtain Insurance? Casualty Insurance is provided for the buildings with a blanket insurance policy paid for by your Association dues. You should make sure you are not double covered, as many times your mortgage company will set up insurance for you as well. The Association blanket policy, however, does not cover the interior of your unit including all personal property, equipment, furnishings, and upgrades. If your unit is in the flood plain you will need to obtain flood insurance. Talk to your insurance agent to be sure you have the correct coverage; ask about a HO6 policy.

Are there restrictions on pets? Owners are allowed to have pets. Tenant pets must be approved by the Board of Directors. City of Lawrence leash laws are in effect at Wood Creek. Pets cannot run free, and when out, they should be on a leash and attended at all times. **It is important that they be picked up after each time they are out.** If this becomes an issue, fines will be assessed.

How are the units addressed? Over the years the address has always been the building number, hyphenated into the unit number, as in #5-25. However, the Postal Service requires residents to ONLY use the unit number. Their sorter does not recognize building numbers and your mail will be returned if addressed incorrectly.

What are the boundaries of the Common Area? The Common Area is all area of the property immediately outside the townhouse or condominium. There is no outside land ownership with the units.

If I wish to build a deck or put down a patio, do I need the permission of the Association? There is a deck and patio amendment in which the area behind the townhouses can be used for decks and patios. The parameters are 10' out from the living room wall, and running from the drain pipe to the stoop. The deck can also be built over the stoop. This area technically becomes *limited* common area, still not your property but designated for your use alone.

What is the Association responsible for as opposed to the homeowner? The responsibility of everything inside the unit falls on the owner, except pipes that serve more than one unit. This includes most of the drain plumbing, as there are common drains. When these common drains get stopped up or break, call Management and you will be advised how to proceed. The Association will be billed for the work. Any pipes that serve only one unit are owner responsibility. The doors and windows both inside and outside are designated by the Association Handbook to be the property of the owner of the unit.

What are Wood Creek's common facilities? There is a playground located behind Buildings 11 and 12 for use by children in the complex. Parents are responsible for their children playing outside, and should monitor them carefully as they use the playground.

Where do these rules come from, and how are disputes settled? All rules and regulations and the Bylaws are contained in the Wood Creek Declaration. Each owner should have one of these books. If you need a copy, please contact Management and one will be provided to you.

Should you have a specific issue you would like addressed, please direct your concerns, in writing, to the Board of Directors. Communication with the Board can be left at the office or emailed to WoodCreekMail@gmail.com