

MILLENNIUM HEIGHTS ASSOCIATION INC.

General Information on Millennium Heights

1. The ***contact information*** for the Association is as follows:

Millennium Heights Association Inc.
Millennium Heights
Welches
St. Thomas BB22026
Tel/Fax.: 421-8680
email: mh@caribsurf.com

Office hours are: Mondays to Fridays 7:30am to 4:30pm

Property Manager:	Lee Gooding - # - 421-8680 or 826-6133
Asst. Property Manager:	Rondell Robinson - # - 421-8680 or 826-6131
Property Maintenance Mgr:	Gregory Smart - 421-8680 or 826-6136
Office Administrator:	Sophia Arrindell - #421-8680
Asst. Office Administrator:	Tricia Grant - #421-8680

2. A ***Condo owner*** is responsible for:
 - All utilities – **Water** is paid to the Association.
 - Handling any issues relating to the interior of the unit
 - Handling all matters concerning the windows and doors
 - Payment of contents insurance
 - Payment of the land tax (not applicable to Ridge condo owners)
 - Service of the air conditioning units AND solar systems in his/her unit
3. A ***Townhouse owner*** is responsible for the above plus:
 - Painting the exterior of the townhouse
 - Handling any roofing problems
 - Payment of building insurance
4. A ***Lot/Duplex owner*** is responsible for all the above (*excluding payment of water to the Assoc.*) plus:
 - Lawn and garden maintenance
 - Pool maintenance (where applicable)
5. ***Monthly Dues*** – These are to be paid on or before the 1st day of every month. However, we give a grace period to the 15th day of the month before late fees are applied to the account.
6. ***Gate remote controls*** are sold at the Association's office for BDS **\$140.00** each.
Gate remote control batteries are also sold; these are BDS **\$10.00** each.
7. A ***Homeowner/tenant*** may invite guests to use the facilities at Millennium Heights but must accompany him/her/them. The Homeowner/tenant is responsible for any guests and for their actions when they are on the property. Unaccompanied guests will be asked to leave the property.

8. If your *unit is tenanted* you, the homeowner, give up the right to the use of the common facilities: including the gym, the tennis courts, the pools, the jogging track and the clubhouse.
9. Any issues concerning your *internet, cable, TV, electricity* and *water*, please contact the respective service providers for assistance. Should further assistance be required, please contact the homeowner (if you are a tenant) or Property Manager.
10. **Security** – the front gate is manned from 4pm to 8am Mondays to Fridays and 24 hours on Saturdays, Sundays and bank holidays. The back gate is manned 24 hours, seven days a week with the implementation of a security barrier. We also have a guard who patrols the entire property at different times throughout the night.

The telephone numbers for security are as follows:

- **Front gate – 421-8679**
- **Back gate – 438-7255**

11. **Tennis courts'** opening hours are 8am to 9pm Monday to Saturday and 9 am to 9pm on Sundays. **Tokens for the tennis lights machines** can be purchased during the Association's office hours for BDS\$15.00 each. Each token lights the court for an hour. Tennis courts can be booked in advance through the Association's office or by Security at the front gate.
12. The Association organizes the **spraying of the exterior** of all common area, blocks A, B, C, D, E, F, G, H, J and the Ridge, including the manholes. This is done on the first Monday of every month, weather permitting. The homeowner/tenant is responsible for organizing any interior treatments required.
13. **Gym** – opened 24 hours a day. Persons using the AC units are kindly asked to close all doors and windows. The AC units are to be turned off when exiting the gym. **Please avoid dropping the weights as this will damage both the weights and the floor;** also, ensure that all weights are returned to the racks when you have finished using them. If any of the equipment is not working, we ask that you inform the office right away so we can have it checked and repaired if necessary.
14. **The Pools** – The pools are cleaned on Mondays, Wednesdays and Fridays. Please obey all rules for the use of the pools. Pool parties are strictly prohibited; there is to be no 'wild' playing and no glass bottles in the area of the pools. Any children under the age of 16 must be accompanied by an adult.
15. **The Pond** – This area is out of bounds for swimming as it is dangerous and we ask that all homeowners around the pond keep their gates locked. There are life-rings/life-buoys positioned around the pond to assist anyone in difficulty. The pond however is populated with fish. There is a fish-feeder which dispenses fish-food for every BDS \$0.25 inserted into the slot. You are welcome to feed fish-food to the fish.
16. **Garbage** is collected on Mondays, Wednesdays and Fridays. We have a garbage skip behind the garbage house in Phase 1 into which large items may be dumped.
17. **Each general worker** is responsible for an assigned area. If you have any issues regarding the area manned by any of our employees, please contact the Property Manager or his Assistant. Weather permitting, **lawns** on the common areas are cut weekly between Wednesdays and Fridays.