

# **RIVER PLACE WEST HOUSING CORPORATION**



## **WELCOME PACKET**

**TABLE OF CONTENTS**

**PAGE**

INTRODUCTION..... 3  
OPEN LETTER TO SHAREHOLDERS AND RESIDENTS ..... 4  
ADMISSION TO YOUR APARTMENT ..... 5  
ADMISSION TO THE BUILDING ..... 5  
AIR CONDITIONING - HEATING..... 6  
BICYCLE ROOM..... 6  
CHILDREN PLAYING ..... 7  
COMMON AREAS ..... 7  
CONCIERGE HOURS ..... 8  
EMERGENCY..... 8  
EXTERMINATION..... 8  
FIRE ..... 8  
GARBAGE DISPOSAL ..... 9  
GUESTS ..... 9  
LAUNDRY ROOM..... 9  
LOCK OUT..... 10  
MAIL DELIVERY..... 10  
BULLETIN BOARD CORRESPONDENCE ..... 10  
MAINTENANCE / IN-UNIT SERVICE..... 11  
MOVE IN / MOVE OUT..... 11  
NOISE..... 12  
NOTICES..... 12  
PARKING..... 12  
PARTY ROOM ..... 12  
PETS ..... 12  
PLUMBING..... 13  
WATER DAMAGE IN UNITS ..... 12  
RENOVATION AND APPEARANCE..... 14  
BALCONIES ..... 14  
SMOKE DETECTOR..... 15  
STORAGE ..... 14  
SUB-LEASE..... 15  
TV ANTENNA..... 15  
TRASH REMOVAL..... 15  
RECYCLING..... 15  
VANDALISM..... 16  
WINDOWS..... 16  
WINDOW EXTERIOR APPEARANCE ..... 15  
APPENDIX A..... 16-18

## INTRODUCTION

The objective of this brochure is to provide the information necessary to assure pleasant and comfortable living for all Residents and Shareholders.

The source of the information herein is threefold:

1. The Proprietary Lease;
2. The Corporate By-Laws;
3. Resolutions adopted by the Board of Directors.

The By-Laws of the Corporation give broad powers to the Board and their designees as illustrated in the following excerpt from that document:

### 12.1 Relief

Each shareholder shall comply with all provisions of the Governing Documents as any of the same may be amended from time to time. In the event of any lack of compliance, the Corporation, acting on its own behalf or through any of its Officers or the Managing Agent, shall be entitled to the following relief:

#### Section (e) Abating Violations within Apartments

Any violation of any provision of the Governing documents shall give the Corporation, the Board of Directors, the Managing Agent and any group of the foregoing, the right, in accordance with section 7.13 of these By-Laws, to enter the Apartment in which, or as to which, such violation exists and summarily to abate and remove, at the expense of the Proprietary Lessee thereof, any condition that may exist therein constituting such a violation.

The Board of Directors is also authorized to alter, amend or repeal any of the Rules and Regulations that have been adopted and establish new ones.

## OPEN LETTER TO SHAREHOLDERS AND RESIDENTS

Welcome to River Place West. Management looks forward to making your stay here a pleasant one. In accordance with our procedures, we are providing in this brochure the information you will need to make yourself comfortable in your new home. Listed below is a series of telephone numbers you may need:

<b>River Place West Management Office</b>	<b>703-276-1212</b>
<b>River Place West Concierge</b>	<b>703-527-1728</b>
<b>River Place Gatehouse</b>	<b>703-525-6321</b>
<b>River Place Parking Office</b>	<b>703-276-9810</b>
<b>River Place Entertainment Center</b>	<b>703-528-6690</b>
<b>River Place Valet</b>	<b>703-528-0787</b>
<b>River Place Hair Salon</b>	<b>703-528-0614</b>
<b>River Place Market</b>	<b>703-524-4567</b>
<b>River Place Pool</b>	<b>703-528-0732</b>
<b>Comcast (Cable TV)</b>	<b>703-841-7700</b>
<b>Police (Non Emergency number)</b>	<b>703-558-2222</b>
<b>Verizon (Telephone Service)</b>	<b>703-954-6222</b>

River Place West is a Cooperative Community under the direction of the Board of Directors of the corporation. If you are renting an apartment, the Shareholder who owns the apartment has already negotiated a lease and a lease addendum with you. In order that the Management may be of assistance in the event of an emergency, to enjoy the amenities and to be able to obtain Lock-Out Service, copies of the lease and lease addendum together with subsequent rental information must be provided to the Management Office to keep files current. If you are a purchaser, copies of the Settlement papers must be provided to the Management Office as well. These documents include copies of HUD I assignment of PP lease and the stock certificate. Registration is required in order to take advantage of the Entertainment Center, Swimming Pool, and the unexpected occurrence of a lock-out request. Following a Registration Fee of \$25.00 per person, the Management Office will arrange for the issuance of necessary River Place Resident Identification.

We urge you to read this information and to familiarize yourself with the Rules and Regulations contained herein.

In the event you have a need to discuss any of the information, please call the Management Office.

Again, welcome and please remember we are here to assist you.

## ADMISSION TO YOUR APARTMENT

The sets of keys retained by the management office are strictly for official use, specifically for emergencies and temporary access by the registered shareholders, or their registered tenants. Shareholders are required to maintain an updated shareholder information sheet on file with the management office, designating by name those individuals who may submit maintenance requests and sign out keys from the office. To check out a key, one picture I.D. must be shown to verify the person. All keys must be logged out and in and must be returned the same day by the official office closing time. Tags on the keys shall be coded so that if the keys are lost or misplaced, no unit identification can be made. If you wish anyone admitted to your apartment during the hours that you will not be home, you must make prior arrangements with the Management Office in writing, authorizing that the pertinent party may have access to your unit keys.

Lock-outs are handled by the Management Office during regular office hours (9:00 a.m. – 5:00 p.m., Monday – Friday). A valid River Place photo ID must be provided to obtain keys.

If you are locked out of your unit after 5:00 P.M., the Patrol Officers are available to assist you. However, it is *imperative* that you provide two forms of identification and be a registered tenant with a current lease before they allow you access to your unit. There is a required *fee* for lock-out services provided after hours (see appendix A).

## ADMISSION TO THE BUILDING

Since it is our policy to lock the deadbolt (top lock) after we have entered a unit for any reason, it is essential that each resident carry the key to the deadbolt lock.

All doors to the building are locked at all times, except during move in/move outs. Otherwise, you must use the building access key which is provided to you when you move in.

When you enter the building, do not allow anyone else to enter with you. Anyone seeking entrance should be referred to the Lobby Desk Concierge or, if the Concierge is not on duty, to the Patrol Person at the Gatehouse. *EACH RESIDENT MUST CONTROL ADMITTANCE TO THE BUILDING AND NO ONE UNKNOWN TO YOU SHOULD BE ALLOWED TO ENTER.*

## AIR CONDITIONING - HEATING

The fan coil units in each apartment (excluding the 10th and 11th floor units) distribute the flow of hot and cool air generated by the central systems in the basement boiler room. Each fan coil has a filter which will be changed approximately two (2) times per year by our maintenance staff. During the air conditioning season, it is important that each resident check the area near the fan coil unit for water leaks.

Normally, heated air is provided from mid-October through mid-May and chilled air for the period between mid-May and mid-October or as weather dictates. During the spring and fall seasons, when the weather fluctuates, there will be days when the temperature in your apartment will be warmer or cooler than you wish. However, the system is not capable of changing instantly from heating or cooling. Therefore, management will do its utmost to choose the optimum time to convert systems.

To allow the system to operate at peak efficiency, nothing should be placed on the upper vents of the fan coil, nor should furniture be placed within three feet of the front of the fan coil. In addition, turning the temperature down during air conditioning season and opening windows will cause condensation leaking to units below.

**WARNING: Do not turn the fan switch to OFF position when the outside temperature is below freezing, doing so may cause the fan coil to freeze and burst.**

## BICYCLE ROOM

Bicycles may be stored in the Bicycle Room on the first floor. A non-refundable fee is required to obtain a key (see appendix A). Full details on bike storage are available from the Management Office. Bike Agreements must be renewed annually. It is a violation to carry bicycles up stairs, through the lobby, or in any elevator. Bicycles must be brought through the loading dock entrance which is located on the same level as the Bicycle Room.

**REMEMBER:** This is a storage area and when you store, you store at your own risk. You should have proper insurance coverage for your protection.

## CHILDREN PLAYING

Playing in the parking lots AND loading dock area presents a dangerous situation which cannot and will not be allowed. All children under the age of 12 *MUST* be supervised by an adult. A curfew for such activity has been set at *10:00 P.M.*

### Safety Helmets:

To minimize the possibility of accidents and injury involving minors on the property, the River Place Owners Association has adopted the following revised rules and regulations regarding the use of scooters and skateboards on the property:

1. Minors 12 or under are required to wear safety helmets while using, driving or otherwise riding scooters and skateboards on River Place roadways and parking facilities. Safety helmets shall be the same type as required by Arlington County for bicycle riders 12 or under.
2. Failure to wear safety helmets may result in assessment of charges of up to \$50 for a single violation for the responsible shareholder or resident at River Place and for the loss of the right to use a scooter or skateboard on the River Place roadways and parking facilities.
3. Management, after consulting with the Patrol Service, may revoke a resident's right to use a scooter or skateboard on the premises. Any such determination will be documented in writing with a copy to the resident or his or her parent or guardian. Management is authorized to store scooters and skateboards of residents who are not permitted to use, drive or otherwise ride scooters or skateboards on the River Place roadways and parking facilities. Again, any storage is at your risk.

## COMMON AREAS

Common areas shall be kept free of refuse, offensive odors, loud sounds, playing, loitering, storage, obstructions, business meetings and animals.

No baby carriages, bicycles, scooters or similar vehicles shall be allowed to stand in the public halls, stairways, areas or courts of the Building.

Riding of bicycles, scooters, skateboards or similar vehicles in the public halls, areas or courts of the Building is strictly prohibited.

Proper dress attire (shirt and shoes) must be worn *at all times*.

Children shall not play in the public halls, courts, stairways, or elevators and shall not be permitted on the roof. **ONLY AUTHORIZED PERSONNEL ARE PERMITTED ON THE ROOF.**

## **CONCIERGE HOURS**

The lobby reception desk hours are as follows:

8:00 a.m. – 10:00 p.m. Monday through Friday\*

Lunch and Dinner breaks vary.

9:00 a.m. - 10:00 p.m. Saturday and Sunday

\* Holidays Hours may vary please consult building flier information or the Management Office for details.

## **EMERGENCY**

First number to call is 911 for fire or medical emergency then call the Gatehouse at (703) 525-6321 to report the emergency as well.

## **EXTERMINATION**

Arrangements for this service may be made by calling the Management Office. Service is provided Thursday of each week. Notices will be placed under doors at least one day before for the units on the rotation list. Items in your apartment do not need to be prepared or moved for this service as no sprays are used. The Management Office provided keys to the exterminator; you do not need to be present for this service. The exterminator will lock both top and bottom locks upon exiting the units. Please remember to keep both top and bottom lock keys with you the day of treatment. Please keep your apartments clean and food put away to help prevent pest problems.

## **FIRE**

In case of fire, call 911, which will bring immediate action from the Arlington County Fire Department (ACFD). Then, if time permits, call the Gatehouse. Evacuate the area, closing any doors adjacent to the fire. Fire extinguishers are in the hallway. If needed, simply break the plastic cover housing the extinguisher.

Whether the occupants elect to remain or leave is a matter of personal choice, and the ACFD advises there is no law requiring a person to evacuate, but both ACFD and your Management strongly suggest that each person leave the building whenever danger from fire is imminent. Proceed to the nearest stairwell; do not attempt to use the elevators since they will not be in service but under the control of the Fire Department. Once outside the building, clear the immediate area to allow access by emergency personnel.



## GARBAGE DISPOSAL

Do not use hot water when using the garbage disposal. Turn on the disposal switch and feed food waste continuously with disposal cover removed. When grinding is completed and only a motor and water sound is heard, switch off disposal and turn off the cold water.

Here are some “**Do’s**” and “**Don’ts**” to follow when using your garbage disposal:

**Do...**flush disposal for self-cleaning. Allow disposal and cold water to run after grinding or after draining the sink of dishwasher.

**Do...**grind food waste with a strong flow of cold water.

**Don’t...**turn off motor or water until grinding is complete and only a motor sound is heard.

**Don’t...**stuff large bulky food waste into the disposal opening.

**Don’t...**allow hairpins, bobby pins, other small metal items, or solvents to enter the disposal unit.

**Residents without garbage disposals** (Mainly all efficiencies) must not scrap food down the drain. This can result in a clogged drain, which can be very costly to repair.

## GUESTS

(See Admission to the Building)

## LAUNDRY ROOM

The laundry room is located on the first floor next to the elevators. A laundry card is required for access to the room and for payment. These cards can be purchased from the wall-mounted machine across from the elevator on the first floor for \$10. Please note you must insert a \$10 bill to receive a card. This same card machine also adds value to your card. The initial card will not contain any value. Once you have a card, you may enter it back into the value station and add increments of \$5, \$10 and \$20. \*Cards from the other River Place buildings will not work in our Laundry Room.\*

There is an emergency phone that connects with the Gatehouse to be used only to report fire or other emergencies. As a courtesy to other residents, **DO NOT**:

1. Use tints or dyes, as the color will wash into the next user’s clothes.
2. Allow clothes to remain in the washer or dryer after the cycle has completed.

## LOCK OUT

(See admission to your apartment)

## Mail and Package Delivery

### Mail

The U.S. Post Office (Rosslyn Branch) has advised Management that for all new residents to receive their mail they must leave a note in their mailbox stating their name, apartment number, and the fact that they are a new resident. This requirement is in addition to filling a "Change of Address" card with the Postal Service. River Place West cannot accept U.S. Mail for previous residents or forward mail for previous or current residents. The concierge cannot sign for registered mail. Please make accommodations accordingly.

If you will away for any extended period of time please make arrangements with the Post Office to hold your mail as the concierge cannot accept overflow mail.

### Package Service

**Our package service is a courtesy service. The concierge accepts packages for registered residents ONLY. Please read the package restrictions listed below.** If a package is delivered by a professional carrier (FedEx, UPS, DHL, Amazon, US Mail or Laser ship) to the front desk and not picked up by the resident within 10 days, it is returned to the delivering carrier. Certified letters are not accepted by the concierge. Personal items, checks and rent payments will not be accepted by the concierge. River Place West cannot provide package return service for any packages. River Place West is not responsible for any items left for pick-up.

River Place West cannot accept the following packages:

- Packages over 30 pounds
- Packages over 2' by 3'
- Perishable items including food, flowers, bottled water or groceries
- Hazardous materials
- Furniture, mattresses, etc.
- Leaking packages

If you are expecting a delivery outside the parameters listed above please make alternative delivery arrangements when you can be available to receive your packages personally. Packages cannot be left outside your apartment or in the hallways as it poses a fire hazard.

Airborne, FedEx, UPS, and other courier-type service personnel are responsible for leaving notices on your door when packages are left with the Concierge. It is not the Concierge's responsibility to notify you.

Please refrain from using the mail chute and deposit outgoing mail in the lobby mailbox. From time to time, mail gets stuck in the mail chute on its way down into the main lobby mailbox. Please let the Concierge know if you notice this, so they may contact the Post Office for service.

### **BULLETIN BOARD CORRESPONDENCE**

Resident/shareholders wanting to put up a notice should take the ad to the front desk. The front desk staff will review, date stamp and in turn, have it posted inside the locked glass bulletin board. Given the small space available in the glass bulletin board, the management office has the discretion of limiting the size or number of ads placed inside the locked cabinet by a RPW resident/shareholder. The notices will remain posted for 14 days unless the office is notified to remove it earlier.

As a courtesy, the building also maintains a cork board in the laundry room for ads. At this point, the management office is not controlling the ads or duration that the ads remain on the cork board.

### **MAINTENANCE / IN-UNIT SERVICE**

Routine maintenance requests may be made via email from the owner or shareholder through the Management Office during the hours of 9:00 a.m. to 5:00 p.m. Problems with appliances are the Shareholder's responsibility. If Maintenance is called due to the Resident's negligence (*e.g.*, to turn off an iron or stove), the resident will be charged accordingly. Charges applicable to maintenance work are listed in Appendix A.

NOTE: Residents who rent are responsible for some maintenance; please contact your Landlord first.

### **MOVE IN / MOVE OUT**

Moving into or out of an apartment requires prior approval of the Front Desk staff. All household moves and bulky deliveries must be made through the loading dock using only the service elevator at the scheduled times.

A fee is required for the administrative process of registering a new Resident or Shareholder. See Appendix A for Registration fees.

The freight elevator is to be used for moving only between the hours of 9 a.m. and 4:30 p.m. Monday through Sunday.

**Coordinate with management office to reserve the freight elevator if more time than the four hour increments. The Concierge will have a key to enable the elevator to be dedicated to moving.**

## **NOISE**

No disturbing noises that will interfere with the rights, comfort or convenience of other residents will be permitted in the building. No musical instrument, radio or television loudspeaker shall disturb or annoy other occupants of the building. Apartment repair operations are limited to Monday through Friday 9:00 a.m. to 5:00 p.m.

Arlington County Housing Regulations require 80% carpet or other sound-absorbing material in all apartment rooms except the kitchen and bathroom.

## **NOTICES**

No sign, notice, advertisement, or illumination shall be inscribed or exposed on or at any window or other part of the building. No door-to-door solicitation of any kind is allowed in the building. The bulletin boards in the mail room and laundry room are provided for Shareholders and Residents only. Notices should be typed or printed on 3 x 5 cards; otherwise they may be removed.

## **PARKING**

All matters pertaining to parking are handled by the Owners' Association Management Office. There are separate requirements for your vehicle. All parking spaces at River Place are reserved. There is no visitor's parking. Make sure visitors park in authorized place or they may be booted and/or towed.

No parking in the fire lanes in the front of the building as this space must be kept free of vehicles in case of a fire or emergency. Vehicles parking in the fire lanes are subject to being towed. To park in the loading dock, at the rear of the building, obtain a pass from the Gate House.

## **PARTY ROOM**

Party Room facilities are reserved for the private use of residents and their guests. They may be used when the proper forms are completed and when the required deposit is given at the Front Desk. There are limitations on the types of gatherings that are allowed. Occupancy limits are posted in the Party Room. Full details on the use of the Party Room may be obtained by calling the Front Desk at 703-527-1728. See Appendix A for the required deposit.

## **PETS**

Pets of any kind are not allowed except for seeing-eye dogs and other dogs professionally trained to assist humans.

## **PLUMBING**

The plumbing maintenance and repair is the responsibility of each apartment Shareholder. Each kitchen sink, bathroom sink, and toilet has a shut-off valve under the appropriate fixture. If you have a problem with water running constantly in the toilet or faucets contact the Water Management Company or building management office. If these shut-offs are not sufficient, please contact the Maintenance Office for assistance. The Owner and/or his Resident are responsible for preventing stoppage of the waste line. We have Maintenance personnel that will perform certain plumbing services and bill the owner accordingly.

**WATER DAMAGE IN UNITS** (These procedures approved by the Board of Directors clarify responsibility for water damage and the steps that need to be taken if a water leak or water damage occurs. )

Process: It is essential that all residents report water damage or leaks immediately upon detection. Identifying the source of water leaks is difficult enough when walls or ceilings are wet, but it is virtually impossible after the damage is done and the walls or ceilings are dry.

Upon notification to the management office of water damage or a leak, the maintenance engineer will survey the situation and attempt to identify the source of the problem. There are many instances where a unit may have a leak from a tub or toilet to a unit below and not be aware that water is leaking from their apartment into the units below or adjacent. Water problems are very difficult to trace and often travel great distances and many floors. The Bylaws are very clear on the responsibility of water leaks. Shareholders are “responsible for all damage to any other Apartment or to any Common Element.” The maintenance engineer will identify whether the source of the leak is the responsibility of the Housing Corporation or the Shareholder. Defective seals, gaskets, or overflowing sinks are all the responsibility of the shareholder. The Bylaws are also clear that “the Shareholder is responsible for the Upkeep of his apartment, including keeping it and its equipment, appliances and appurtenances in good order, condition, and repairs and in a clean and sanitary condition.”

Once the management office surveys a water damage problem, if it is a problem stemming from a pipe servicing multiple units, the Corporation will assume responsibility and take steps to fix the problem. If the water problem is traced to a unit and is a Shareholder responsibility, the management office will contact the Shareholder of record. This underscores the need to maintain current contact information with the Management Office and an update Shareholder information sheet indicating who is empowered to authorize maintenance requests.

The Shareholder who is responsible for the water damage will need to take immediate steps to stop the water leak. The Shareholder is also responsible for any damage done to another unit(s). The Management Office will make contact with both parties and provide them the necessary contact information that the shareholders agree to share.

The Management office can arrange to have work performed by licensed contractors if authorized by the responsible Shareholder including notices to any tenants about impending work on the unit. All invoices for work performed stemming from damage attributed to a Shareholder will be the responsibility of the Shareholder and be sent to the address provided by the Shareholder. If the Management Office has to contact a plumber or cleaning team to respond to an emergency leak that is the responsibility of the Shareholder, the invoice will be sent to the Shareholder.

Emotions often run high when water damage occurs. The Management Office will help facilitate a solution, but the involved Shareholders must mutually agree on a solution. The involvement of the management office is a courtesy that the Corporation provides, but it is not required. The Board of Directors has given the property manager discretion of not getting involved in issues involving water damage involving two units that does not involve common areas.

If the building engineer is called to review water damage and the wall or ceiling is dry, the source of the water damage will not be able to be attributed outside of the unit and the Shareholder with the damage will have to assume responsibility for any necessary repairs. This underscores the criticality of all residents notifying the management office of any water leaks as soon as they are identified.

## **RENOVATION AND APPEARANCE**

Interior changes to fixtures, appliances, structures, conduits and plumbing, mechanical and electrical systems require Board Approval. Painting or ornamental changes affecting the exterior appearance of the building are not allowed. Exterior blinds must be uniform. No household appliances or other objects and equipment, or anything overhanging the balcony is allowed.

Drying clothing on the balcony is strictly forbidden. No article or plant may hang beyond the outer edge of windows, patios, terrace balconies or balcony/patio canopies. Plants and flowers may not extend more than two feet above the top edge of the balcony or patio rail and adequate plant containment and drainage must be provided. Articles may not be thrown, dropped, swept or shaken outside doors, windows, balconies or patios.

## **BALCONIES**

Per the Arlington County Fire Code, cooking is not allowed on balconies or patios.

Carpeting on your balcony MUST be prior approved by the board. It must be specially made outdoor carpet and it is NEVER to be secured to the balcony by glue, tape, etc. This can be considered an obstruction and there are applicable fines. Furnishings on your balcony need to be outdoor furnishings.

## **SATELLITE DISHES ON BALCONIES**

If you choose to have a satellite dish installed on your balcony, it must not extend past the balcony railing.

## **SMOKE DETECTOR**

Each unit is equipped with a smoke detector. According to the Arlington County Tenant - Landlord Commission, the Resident is responsible for testing the detector, replacing batteries and reporting any malfunction to Management. At River Place, we regard the smoke detector as a life-saver and will install batteries if the occupant requests it.

To be in compliance with the Fire Code, and for the safety of the residents, smoke detectors will be tested during the semi-annual convectector filter replacement program. Any smoke detector found inoperable at that time will be repaired accordingly and the responsible Shareholder will be billed without notice. The charge for replacing the battery will be \$10.00 and the charge for replacing the smoke detector will be \$20.00.

## **STORAGE**

Storage bins are available for your use at an annual fee of \$100.00. Bins are limited to one per unit you must be a current resident or shareholder residing in your unit at the RPW building. If a resident or shareholder moves out of the building the agreement will be considered voided and items from the bin must be removed. Please contact the Management Office for details. You store at your own risk.

## **SUB-LEASE**

Shareholders who sub-lease their apartments shall make certain that leases required to be filed for move-in authorization shall comply with all provisions of the Corporation's By-Laws and with all other building rules and regulations. (Amendments to a lease to include additional Residents not related to the original tenants will require the completion of a *new lease* and re-application for written authorization from the Management Office.)

Please note Air B&B is against the River Place West Bylaws without exception. Please note fines will be assessed accordingly without warning.

## **TV ANTENNA**

Cable Television is available. For details call Comcast Cable at 703-841-7726.

## **TRASH REMOVAL**

A trash chute is located on each floor. Only bagged trash should be dropped down the chute. Neither glass objects nor oversize bags or **boxes** shall be sent down the chute. Units violating guidelines will be fined. Large articles and boxes shall be placed in the dumpster outside at the loading dock. Residents are required to make arrangements for removal of large items such as mattresses, furniture etc. Flammable articles, such as cigarettes and oily rags, shall be kept out of the trash room.

## **RECYCLING**

The West building has a recycling program for mixed paper, aluminum and glass. Items to be recycled should be placed in the bins provided in the trash room on each floor or in the appropriate recycling bin. Please take any large cardboard boxes broken down and/or flat boxes to the appropriate recycling bin located on the loading dock area.

## **VANDALISM**

Stealing, damaging property and activating false alarms are crimes. A \$250 reward is given to persons who provide information leading to the arrest and conviction of violators.

## **WINDOWS**

Interior window cleaning is the responsibility of each Resident. As a courtesy, the exterior windows are cleaned periodically by a contractor.

## **WINDOW EXTERIOR APPEARANCE**

Window coverings shall be white, off-white or beige curtain liners or blinds. Units that currently display blinds of other colors or wooden blinds in good condition may remain until the unit is sold. Upon replacement of blinds or curtains or resale of unit, they must comply with the above standards. Covering such as but not limited to: sheets, blankets, towels, aluminum foil, cardboard, broken or tattered blinds, curtains in bad condition, flags of any nationality or signs are not permitted. Display of window air conditioners, fan ventilators, antennas, or animal feeders of any kind are not allowed. Articles of clothing or material of any type are not to be hung from windows. Objects of any nature such as but not limited to: bottles, knick-knacks, books and plants are not to be placed on window sills.



## APPENDIX "A"

### **BIKE ROOM:**

\$50.00 1 year rental and 1<sup>st</sup> issue of non-refundable fee for a Bike Room key

### **Maintenance Program:**

Hourly rate for service\*: \$60.00 per hour for Shareholders in 15 minute increments for in-unit service Mon-Fri 9AM-5PM.

For any after hour in-unit service or emergency Service will be billed at \$120.00 per hour for Shareholders in 15 minute increments.

**\* There is a \$15.00 minimum charge per service call**

### **FEES:**

Lockout: \$15.00 (weekends and after 5:00 p.m.)

Registration: \$25.00 - per person on the Lease Agreement

Registration Renewal: \$20.00 - per person on the Lease Agreement

Key Duplication: \$ 5.00 per key

Party Room Rental: \$150.00 per scheduled event

### **DEPOSITS FOR PARTY ROOM AND ELEVATOR:**

\$100.00 Refundable Deposit - if no damage

## FINES

### General:

1. Failure to file Lease Addendum: \$50.00 fee and denial of recreational and parking privileges and registration fee charge added to Shareholder's assessment.
2. Illegal move-in or move-out: \$50.00 each occurrence; no warning.
3. Unauthorized people in apartment: \$25.00 each day after 10-day warning. Each Shareholder will be required to provide a current listing of all people residing in an apartment, with exceptions only for temporary visitors (i.e., weekend guests).
4. Failure to provide key and/or access to apartment at Mgmt. request: \$50.00 each week after 10-day warning.
5. Noise: \$25.00 each occurrence after initial warning and/or resident eviction.
6. Pets: \$25.00 each week after 10-day warning and/or resident eviction.
7. Misconduct in lobby: \$25.00 each occurrence after warning (includes unsupervised children).
8. Obstruction of hallways /stairways: \$25.00 each occurrence after warning.
9. Unsanitary conditions: \$25.00 each occurrence after warning and/or resident eviction: includes wet garbage in trash rooms; improperly bagged trash or garbage in the trash room; obstructed drain causing overflow; unsanitary conditions within apartment.
10. Inadequate carpet covering: \$25.00 each week after 10-day warning if carpet covers less than 80 percent of

floor area of apartment.

11. Unauthorized construction in an apartment: \$25.00 each occurrence after warning.
12. Unsightly balcony/ including plantings if dangerous or cause nuisance: \$25.00 each week after warning.
13. Unsightly window coverings: \$25.00 each week after 10-days.  
  
Window coverings should conform to building standards and kept in good condition; windows should be clean on the inside and free of curtains, decorations, etc., which otherwise are not in conformity with building standards.
14. Unsightly awning or any unauthorized obstructions (such as air conditioner or radio or TV aerial) from apartment. \$25.00 each occurrence after 10day warning.
15. Signs or notices distributed or posted within building (except on bulletin board): \$25.00 each occurrence.
16. Bicycle in elevator (other than freight elevator): \$25.00 each occurrence; no warning.
17. Unauthorized use of elevator for moving furniture or heavy objects: \$25.00 each occurrence; no warning.
18. Improper use of laundry room: \$25.00 each occurrence after warning.
19. Improper use of party room: \$25.00 each occurrence after warning.
20. Improper use of storage bins: \$25.00 each week after warning.
21. Improper use of bicycle room: \$25.00 each occurrence after warning.
22. Improper disposal of trash/refuse \$50.00 each occurrence after warning.