

**Rules and Regulations
for
Residents and Guests
Of
Summit Chase Condominiums**



The High Point In Urban Living
Grandview Heights, Ohio

Revised - June, 2011

Summit Chase Rules and Regulations*

This manual contains Rules and Regulations for the Summit Chase Condominium Unit Owners' Association established by the Board of Directors. It is provided to enable Unit Owners and residents of Summit Chase to have a convenient reference to the Association rules in one document.

The document is organized in five sections: (1) Common Area Rules, (2) Limited Common Area Rules, (3) Residential Unit Rules, (4) Safety and Security Rules, and (5) Miscellaneous Rules. As new rules are established or old rules amended, they will be issued to Owners and residents for inclusion in this booklet.

These rules are not intended to replace nor take priority over the Declaration of Summit Chase Condominium and the Bylaws of Summit Chase Condominium Unit Owners' Association. The Association and Unit Owners continue to be bound by the requirements of the Declaration and Bylaws.

*Unless Indicated otherwise, all rules were adopted during or prior to 2010.

THE FOLLOWING RULES WERE ADOPTED, AMENDED OR ELIMINATED ON 12/17/14

SUBJECT: GARAGE – SECTION 1.03 (Rule 4 amended 12/17/2014)

SUBJECT: FITNESS ROOM – SECTION 1.08 (Rule 3 amended 12/17/14)

SUBJECT: SWIMMING POOL AREA – SECTION 1.10 (Entire section amended 12/17/14)

SUBJECT: LOADING DOCK AND RESERVATION PROCEDURE– SECTION 1.12 (Rule 1 amended and 7 adopted 12/17/2014)

SUBJECT: ELEVATORS– SECTION 1.13 (Rule 3 and 4 amended 12/17/14)

SUBJECT: ELECTRICAL, PLUMBING, HEATING, AND COOLING – SECTION 2.03 (Rule 1 amended 12/17/14)

SUBJECT: ASSESSMENTS AND FEES– SECTION 5.01 Fees and Other Charges(Rule 4 adopted 12/17/14)

SUBJECT: ASSESSMENTS AND FEES– SECTION 5.01 Payment of Assessments and Fees(Rule 2 amended 12/17/14)

SUBJECT: PETS – SECTION 5.02 (Rule 2, 7, and 8 amended 12/17/14)

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SECTION ONE – COMMON AREAS

SUBJECT: ALL COMMON AREAS - SECTION 1.01

These general rules apply to all Common Areas of the building designed for the shared use of all Unit Owners and residents:

1. The Common Areas and Facilities shall be used only by the Unit Owners and their agents, servants, tenants, family members, customers, invitees and licensees subject to the Rules and Regulations established by the Board.
2. No Common Area shall be used for any purpose other than the health, safety, welfare, convenience, comfort, recreation or enjoyment.
3. The use of Common Areas shall not be obstructed by any Unit Owner and no Unit Owner may hinder or encroach upon the lawful rights of other Unit Owners to Common Areas, except areas designated by the Board that may be reserved for exclusive use during limited periods (i.e., Guest Suite and Suite 100).
4. The yards, sidewalks, halls, passages, elevators, fire towers and stairways shall not be obstructed by any of the Occupants, or used by them for any purpose other than those of ingress and egress to and from their respective Units; nor shall any unauthorized person go upon the roof under any circumstances.
5. Children shall not be allowed to play in the public halls, stairways, elevators, gatehouse, lobby, garage, laundry room or locker rooms.
6. If any damage shall be caused to the Common Areas of the property due to the act or neglect of a Unit Owner, or his/her tenant, agent, guest or pet; the Unit Owner shall pay for such damage, maintenance, repair and replacement, as may be determined by the Association.
7. Summit Chase has a "No Tobacco Products" policy in all common areas.

SUBJECT: GROUNDS – SECTION 1.02

1. Posted speed limits and traffic signs shall be obeyed at all times for vehicle traffic.
2. Outside flowers and plants are common property and cannot be taken for private use.
3. Pet owners are required to observe restricted areas for pets.
4. Sledding on the hillside is prohibited during winter.
5. Vehicle traffic on the circle to the gatehouse shall follow a counter-clockwise direction as indicated by the arrows painted on the pavement.
6. The first half of the circle drive to the main entrance is a fire lane. This lane must be kept open for emergency vehicles, and parking is not permitted at any time. Parking in this area may result in a fine by the *City of Grandview Heights*.
7. The second half of the circle, past the main entrance, is reserved for valet parking and brief parking. People who park in this area must either leave keys in the car or with the doorman. The maximum allowable time for parking in this area is 20 minutes.
8. *The space directly in front of the main entrance is not a parking space.* This space is reserved for brief stopping to receive and discharge passengers or goods. The driver must remain with vehicle when stopped in this space.
9. The Summit Chase West parking lot (toward building) is reserved for residents and visitors. The East parking lot (away from building) may be used by service personnel as well as residents and visitors. (Service Personnel must register with the front desk attendant.)
10. Boats, trucks, trailers and recreation vehicles shall not be parked in the parking lot for more than 24 hours without approval of the Management Office. All vehicles should be operational, which includes a valid license plate and current registration.
11. When the Red, White and Boom fireworks display is held in July of each year, only residents and handicapped guests will be allowed to park in the parking lot. Security people will be at each entry to ensure that only residents of the

building are allowed to drive in. Guests will be instructed to park on Urlin Avenue or in the city parking lot across the street on Goodale. Residents who are expecting handicapped guests should obtain a special pass from the Management Office authorizing the handicapped guests to park in the Summit Chase Parking Lot.

SUBJECT: GARAGE – SECTION 1.03 (Rule 6 adopted 2/13/2010)

Assignment of Space

1. Because the demand for garage spaces is usually greater than the availability, two waiting lists will be maintained in the office for the assignment of garage space; (1) A *Change of Location List* for residents who currently hold a garage space but prefer a change of location (i.e., a larger space, an outside space, or two spaces that are together) and (2) a *Garage Waiting List* for those who currently do not have garage space or who desire a second garage space.
2. When any space becomes available, it will be offered first to the residents on the *Change of Location List* (beginning at the top) in exchange for their current space. After all residents on the *Change of Location List* have been offered the option to move to a different space, available spaces will be offered to residents on the *Garage Waiting List* (beginning at the top). If more than one space is available, the Resident at the top of the list will have a choice of available spaces
3. Any Resident of a Unit may request a garage space and have his/her name placed at the bottom of the *Garage Waiting List*. However, only one space will be assigned per driver with a maximum of two spaces per Unit (Units that are connected are treated as one Unit).
4. All residents (whether or not they have a garage space) may park temporarily (less than 20 minutes) on the right side of the aisle on "B" Level for unloading groceries and other items. However, vehicles must be moved after loading or unloading. If the vehicle is to be parked in a garage space, keys may be left for the valet to park the vehicle. If the Resident does not have a garage space, the Resident must move the vehicle after unloading within the 20 minutes grace period.
- 4.
5. Any resident who vacates his/her Unit (either by selling or leasing the Unit) will forfeit the garage space, without exception; and the space will be reassigned.
6. No resident shall be permitted to charge plug-in electric vehicles in the parking garage until such time as the board can determine technical requirements and a fee schedule.

Valet Parking

1. Valet parking is available 24 hours per day for all residents who have a garage space. Those residents who choose to use valet parking must leave keys in the vehicle or leave a spare set of keys with the garage man.
2. Cars to be parked may be left in the front circle in the designated area (see Rule 1.02) or in the aisle on "B" Level. Keys must be left in the vehicle or given to the doorman or garage man.
3. Residents who hold a garage space may request their vehicles and have them delivered to the front circle or "B" Level by the garage man. The garage phone is 486-5919 ext. 5. If the garage man is not able to answer the phone after several rings, the doorman will answer for him and inform him of your request (please do not call the doorman first).
4. Residents are expected to get their vehicles promptly when delivered. Vehicles are not permitted to remain in the front circle for more than 20 minutes.
5. Residents who leave the same time every day may inform the garage man to have the vehicle delivered the same time every morning. However, such residents will be responsible to inform the garage man of those days when the vehicle will not be needed at that time (i.e., holidays, vacations).
6. Residents may choose to park their own vehicles and not use the valet service. However, if such vehicles are parked against the wall, they may need the assistance of the garage man to move another vehicle.
7. Allow one-half hour for delivery of vehicles requested between 6:00 am and 9:00 am and between 4:00 pm and 6:00pm. This rule also applies for requesting the garage man's assistance to move another vehicle in order to get out.

Use of Garage Space

1. One motorized vehicle may occupy one space (i.e., if a Resident has two one-and-a-half spaces together, they may only park two cars in the two spaces. Three cars will not be permitted even though there may be sufficient room for three cars).

2. Garage spaces may not be used to store items (boxes, etc.). Items found will be disposed of by building personnel.
3. *No Resident is permitted to enter or move another Resident's vehicle in order to get in or out.* If assistance is needed, the garage man must be notified in advance. If a vehicle is blocked, the garage man can get the vehicle and park it in the aisle on "B" level.
4. All residents (whether or not they have a garage space) may park temporarily at the side of the aisle on "B" Level for unloading groceries and other items. However, vehicles must be moved after loading or unloading. If the vehicle is to be parked in a garage space, keys may be left for garage man to park the vehicle. If the Resident does not have a garage space, the Resident must move the vehicle after unloading.
5. When driving through the Garage, residents are expected to drive carefully with headlights on and observe the five mile per hour speed limit. residents should sound horn and exercise extreme caution when approaching the ramp between "A" and "B" Level.
6. Residents may utilize the garage at their own risk. Summit Chase is not responsible for damage to vehicles by other residents, etc. Summit Chase will only be responsible for damage caused by employees.

SUBJECT: GATEHOUSE, MAIL ROOM, FIRST FLOOR AND SECOND FLOOR LOBBIES – SECTION 1.04

1. The Gatehouse is the main entry into the building and must be unobstructed. While the doorman may receive small package deliveries on behalf of residents, space does not permit the delivery of large packages in the Gatehouse.
2. The Summit Chase Business bulletin board in the Mail Room is for Summit Chase business only. The Miscellaneous bulletin board is for the use of Unit Owners and residents only. All items on the Miscellaneous bulletin board must have a unit number and name of the owner or resident clearly displayed, or it may be removed by Management. Others may not post information on the bulletin board.
3. While it is acceptable for residents to meet their guests in the Lobby, the Lobby is not intended for entertaining. Business meetings or conferences comprising three or more people shall not be held in the Lobby.
4. No food, beverages, or snacks are to be consumed in the Lobby except at specified building parties.
5. Owners and residents may use mailboxes opposite the U.S. Postal mailboxes to send mail to other residents.

SUBJECT: SUITE 100 – SECTION 1.05 (Rule 4 amended and rule 6 adopted 2/13/2010)

1. Suite 100 is available for use by all residents and their guests.
2. A continental breakfast with a limited menu is available in Suite 100 between 6:30 am and 9:30 am weekdays (excluding holidays) for all residents.
3. The Suite may be reserved by any adult Resident for private parties except during weekday mornings when breakfast is being served. During private parties, other residents will not have access to the suite.
4. Reservations for private parties will be accepted at the front desk on a *first-come/first served* basis. A charge will be made for any coffee or food supplies used. A deposit check of \$50.00 will be required for events with expected attendance exceeding ten persons. The check shall be left with the resident manager and shall be returned to the resident after a satisfactory walkthrough of suite 100. The resident reserving the room shall be responsible for clean-up, which includes but is not limited to, wiping off tables and countertops, washing dishes and replacing items used in their usual locations.
5. When the Suite is not reserved for private parties, it is available for residents to use on a non-exclusive basis during afternoons, evenings, and weekends. The key can be obtained at the desk in the Gatehouse or Management Office.
6. Suite 100 can only be reserved for a maximum of two consecutive days by the same resident.

SUBJECT: GUEST SUITE – SECTION 1.06

1. The Guest Suite may be reserved by any adult Resident for overnight house-guests with the front desk attendant. The continental breakfast in Suite 100 is available to guests using the Guest Suite.

2. Reservations for the Guest Suite will be accepted on a *first-come/first-served* basis. It is advisable to make the reservation as far in advance as possible. The Suite may be reserved for no more than 14 consecutive days, but may be used longer if no one else has requested it.
3. A 24 hour notice is required for cancellation of reservations without penalty. If a 24 hour notice is not given, the Resident will be charged for use of the room unless someone else requests use of the Suite.
4. Check-in time is 1:00 pm. Check-out time is 11:00 am.
5. The Suite will be thoroughly cleaned and changed between occupants. For extended stays of the same occupant, beds will be made and linens changed every third day.
6. No pets or smoking are allowed in the Guest Suite.
7. Any missing items or damage incurred will be the responsibility of the Unit Owner or Resident making the reservation.
8. The charge for the guest suite will be made to the owner/resident reserving the guest suite.

SUBJECT: BILLIARD ROOM – SECTION 1.07

1. The door will be kept locked while the room is not in use. Residents may obtain the key at the desk in the gatehouse and return the key after use.
2. If any damage to the room or its contents is caused by residents or their guests (i.e., broken cue sticks), the Resident will be responsible for repair or replacement.
3. If damage is observed by a Resident upon beginning use of the room, it should be reported immediately to the doorman.
4. Children under 16 years of age must be accompanied by a responsible adult in the room.

SUBJECT: FITNESS ROOM – SECTION 1.08

1. The Fitness Room is available to all residents, but it may not be reserved for the exclusive use of any Resident. Other residents may walk in while the room is in use.
2. The Association does not provide supervision in the use of equipment, and residents use the Fitness Room at their own risk.
3. The door will be kept locked while the room is not in use. A “commons key” enables entry into the room.
4. If any damage is observed by a Resident upon beginning use of the room, it should be reported immediately to the doorman.
5. Use of equipment is on a *first-come/first-served* basis, but residents should not monopolize equipment for extended periods when others are waiting to use it. If a piece of equipment (i.e., treadmill, bicycle) is in use and someone else is waiting to use it, the user should restrict the time of use to no more than 30 minutes.
6. Weights must not be dropped or thrown on the floor, and each user is responsible to return weights to the weight rack when finished.
7. Each Resident is responsible to turn off all equipment when finished, and the last person to leave the room is responsible to turn off lights and lock the door.
8. No food or beverage except for water is allowed in the room.
9. Radios are permitted in the Fitness Room, but volume must be kept low to avoid disturbance of others.

SUBJECT: SAUNA ROOM – (FORMERLY SECTION 1.09:) Deleted by board action 2/13/2010)

SUBJECT: LAUNDRY ROOM – SECTION 1.09

1. The laundry room is located on the East side of "B" Level across from the freight elevator and is for the use of all residents. The room contains washers, dryers, coin changer, folding table, sink and ironing board.
2. Clothing must be removed from washers and dryers when finished in order to allow other residents to use the machines. If clothing is left in machines more than 15 minutes after completing their cycle, the contents may be removed by others who want to use the machine. The Association assumes no responsibility for lost or missing items.
3. Each resident using the Laundry Room is responsible to clean up after each use. Spilled soap and lint must be removed to keep the room and equipment clean.
4. Food and beverages shall not be placed on the folding table or equipment
5. Users are responsible to notify the office of any machine that is in need of repair. On weekends, the doorman should be notified.
6. Pets are not permitted in the Laundry Room.
7. The last person to leave the room is responsible to turn off lights.
8. There are forms in the laundry room to be completed and submitted to the office or gatehouse, as well as magnetized signs to place on machines to warn other users that the machine is not operational.

SUBJECT: SWIMMING POOL AREA – SECTION 1.10

1. Residents will each be issued a blue colored wrist band with their unit number inscribed on the wrist band. Residents are the only parties permitted to wear a blue wrist band, and no blue wrist band shall be worn by any guest of the resident.
2. Each unit will be issued three red colored wrist bands with their unit number inscribed on the wrist bands for the use of their guests.
3. Additional green colored wrist bands with the resident's unit number inscribed on the wrist bands can be purchased (2 maximum at any one time) for \$5 each to cover the cost of a single access to the pool with a resident. These wrist bands must be returned to the office at the end of the day to avoid an owner/resident reimbursable expense of \$25 for each green wrist band not returned.
4. Owners who are leasing their unit and want to use the swimming pool are subject to the same rules as the residents, and will be issued 2 blue and 2 red wristbands.
5. Only residents and visitors with wrist bands will be permitted in the pool area. Residents and visitors must wear their wrist bands at all times in the swimming pool area as frequent checks will be made throughout the day by Summit Chase staff. Residents or visitors not wearing wrist bands will have to immediately leave the pool area.
6. Visitors must at all times be in the company of a resident or an owner (as defined in 4 above). Any visitor not accompanied by a resident will have to immediately leave the pool area.
7. Residents are permitted to hold 1 private pool party per year (one per unit). A private pool party must be approved 24 hours in advance by the property manager, and a maximum of 6 visitors will be allowed. The resident will be able to purchase up to 3 green wrist bands under the same conditions as outlined in 3. Please note that a private pool party does not have exclusive use of the pool.
8. No horse-play or loud music is allowed in the pool area. Any resident or visitor in violation of this rule will have to immediately leave the pool area.
9. No glass items (bottles, glasses, etc.) are permitted in the pool area. Any resident or visitor in violation of this rule will lose pool privileges for the rest of the season.

10. No child under 16 years of age will be permitted in the Pool Area unless accompanied by an authorized adult.
11. Positively no pets are allowed in the pool area.
12. Only infants in swim diapers are allowed in the pool.
13. *Adults only* "lap-times" are before 9:00 AM. and between 5:30 and 6:00 PM daily. No one under 16 years of age shall be permitted to use the pool at these times.
14. Wrist bands will be issued to each resident prior to the start of each pool season and collected at the end of the season. Any wrist bands that are lost will result in a \$25 owner/resident reimbursable expense for each one.
15. Summit Chase is not responsible for any injuries occurring in the pool area.
16. All residents and owners swim at their own risk and acknowledge and assume such risk by entering the pool area.

SUBJECT: STORAGE AREAS – SECTION 1.11

1. Articles of personal property belonging to any Unit Owner, such as baby carriages, bicycles, wagons, toys, furniture, clothing and other articles shall not be stored or kept in the corridors, hallways, Lobby or other Common Areas and Facilities, except in the common storage areas designated by the Board.
2. Storage areas are located on both "A" and "B" Levels and can be accessed by use of a common key.
3. One storage locker will be permitted per unit. No Unit Owner may have more than one storage locker unless he/she owns more than one Unit.
4. A unit owner may retain the storage locker as long as he/she owns the Unit or if the Owner sells the Unit and buys another Unit in Summit Chase. If the Unit Owner rents the Unit, the storage locker will be available for his/her tenant.
5. Residents are responsible to properly secure their storage locker. Management assumes no responsibility for lost or stolen items.
6. There is a small storage room on each floor for the shared use of the Residents on that floor. Each Resident is allotted a space for small items that may require more immediate access than the storage areas on "A" and "B" Levels. The storage room is not secured and the Association assumes no responsibility for lost or stolen items.
7. An area of the Garage on "B" Level has been designated for the storage of bicycles by any Resident. Bicycles stored in this area must be identified with an ID tag available from the office.
8. Paint and other combustible materials are not allowed in any storage area.
9. The Association is not responsible for any property stolen from storage areas.

SUBJECT: LOADING DOCK AND RESERVATION PROCEDURE – SECTION 1.12

1. The loading dock is secured and may be accessed by Residents by signing out the key at the front desk or delivery personnel by signing in, obtaining a badge, leaving "picture" identification (e.g. driver's license) at the Gatehouse and picking up the key. The key must be returned when finished. The elevator lock out key will no longer be issued.
2. The location of the Loading Dock is on the building's East side next to the garage entrance. It is available for use by Residents in moving in or out of the building and for the delivery of furniture or large items.
3. Residents who are moving in or out and may require use of the Loading Dock for several hours must make arrangements 24 hours in advance with the Management Office. Otherwise the Loading Dock may not be available. Summit Chase asks that all parties reserving the dock for several hours or more make every reasonable effort to accommodate other owners or residents who may need the loading dock for a few minutes during this reservation period. Building Management will also help to facilitate these efforts.
4. Residents moving furniture, equipment or other items will be responsible for any damage to walls and floors. Damage will be repaired by the Association and the Resident will be required to reimburse the Association in full.

5. The area around the entrance to the Loading Dock is to be used only for loading and unloading. It is not to be used for parking.
6. When moving in or out of the building or having items delivered to your unit, please call maintenance in advance so carpet and wood floor protection can be installed on the hallway floors. This will keep the hallway clean and help prohibit damage.
7. The inner door to the loading dock will be closed for security reasons when users are not present

SUBJECT: ELEVATORS – SECTION 1.13

1. The building has two Passenger Elevators centrally located in the building and one Freight Elevator located at the East end of the building.
2. The Passenger Elevators are designed for passengers and are not to be used for large items. However, Residents are permitted to bring a shopping cart on the Passenger Elevator for the purpose of bringing groceries or small personal items into the building. The Passenger Elevators are not to be locked on any floor.
3. . The Freight Elevator is to be used for transporting large items, including bicycles (with the exception of children's 3 wheel tricycles), and taking trash to the trash room. The Freight Elevator may be reserved through the Management Office for moving any item(s) in or out of the building. A minimum of 24 hours notice is required.
4. Residents shall use only the Freight Elevator for the entry and exit of pets. Pets are not allowed on the Passenger Elevators except when the Freight Elevator is reserved and in use. When pets are on a Passenger Elevator, the owner must carry the pet (if possible).
5. Smoking is not permitted on any elevator.
6. No personal notices may be posted on any elevator.
7. Grocery carts are not to be left on the Passenger or Freight Elevators. Boxes or trash are not to be left on *any* elevator.
8. Owners/occupants will be responsible for any damage they cause to elevators.

SECTION TWO – LIMITED COMMON AREAS AND OTHER COMMON PROPERTY

SUBJECT: BALCONIES AND PATIOS – SECTION 2.01

1. While Balconies and patios are for the exclusive use of the Units from which there is direct access, they are Limited Common Areas, owned by and are subject to the rules of the Association.
2. All maintenance, repair, restoration and replacement of the *basic structure* of Balconies and Patios shall be done and performed only pursuant to authorization given by the Board, and the cost shall be common expense.
3. Unit Owners *are not* permitted to make improvements to Balconies and Patios (painting, floor coverings, etc.) without approval of Management and the Board of Directors. Unit Owners who plan to make improvements to Balconies or Patios should contact the Management Office for guidelines. The Association assumes no responsibility for the cost of such improvements nor the maintenance, repair, or replacement of the improvements. All ground improvements are at the owners' expense.
4. Residents may place and maintain outdoor furniture and decorative foliage of a customary nature and appearance on balconies and patios. However, the Association assumes no responsibility for any damage or loss of contents of Balconies or Patios.
5. Unit Owners or Residents *are not* permitted to change the appearance of Balconies and Patios that may be visible from outside the Building. Residents are not permitted to display or hang clothing, sheets, blankets, laundry or other such articles on Balconies or Patios that may be visible from outside the Building. Decorative lighting may only be placed on balconies and patios between Thanksgiving and January 10 of each year for the holiday season.
6. Residents are not permitted to drop anything from the Balconies including cigarettes, liquid, or solid matter. Any damage resulting from fallen objects will be the responsibility of the Owner of the Unit from which it fell.

7. Only electric barbecue grills are permitted to be used on Balconies and Patios. Grills fueled by charcoal or propane are not permitted to be used at any time, pursuant to the city of Grandview.
8. Hot tubs are not permitted on Balconies or Patios.
9. After the restoration of the balcony and patio floors was finished in 2001, no glued down, cemented down, or otherwise attached materials of any kind such as, but not limited to, slate, tile, brick, concrete pavers, carpeting, etc., are permitted to be made thereon by any unit owner so as to maintain their structural integrity. Unattached area rugs or carpeting will be permitted on the condition that they be taken up and stored during winter months.

SUBJECT: FLOORS, CEILINGS AND PERIMETER WALLS – SECTION 2.02

1. The *basic structure* of the floors, ceilings, and perimeter walls (including windows, doors and door sills in the perimeter walls) of each Unit are Limited Common Areas. While they are reserved for the exclusive use of the Unit where they are located, they are owned by and subject to the rules of the Association.
2. Each Unit Owner shall be entitled to the exclusive use of the interior surfaces of the perimeter walls, floors, and ceilings of his/her Unit and shall maintain the interior surfaces in good condition at his/her sole expense. Decorating and maintenance may include painting, wall papering, washing, cleaning, paneling, floor covering, draperies, window shades, lighting and other furnishings and decorating.
3. Unit Owners are not permitted to make changes in the windows and doors in the perimeter walls that will be visible from outside the Unit. Residents may use draperies, curtains, or shades on windows; but window coverings must be of a color and material that presents a **neutral appearance** visible from the outside of the Building. Unit Owners may paint or refinish the interior surface of the entrance door to the Unit, but the exterior surface visible from the hallway may not be changed.
4. The interior surfaces of all windows forming part of a perimeter wall of the Unit shall be cleaned and washed by or at the expense of the Unit Owner. The exterior surfaces of all windows forming part of a perimeter wall of the Unit shall be cleaned and washed by or at the expense of the Unit Owner, except the kitchen windows on end Units. The exterior surfaces of kitchen windows on end units will be cleaned and washed by the Association twice a year.
5. The Association is responsible for the repair, maintenance, and replacement of the *basic structures* of floors (concrete slab), ceilings (plaster), and perimeter walls (brick, plaster, windows, doors, and door sills), unless damaged by the negligence of Unit Owner, occupants, their agents, guests, or pets.,
6. The Unit Owner is solely responsible for the repair, maintenance and replacement of any *improvements* upon the floors (floor covering), ceilings (painting, light fixtures, etc.), and perimeter walls (painting, wall covering, paneling, draperies, window shades, lighting, kitchen and bathroom cabinets).

SUBJECT: ELECTRICAL, PLUMBING, HEATING, AND COOLING – SECTION 2.03

Heating and Cooling System

1. All plumbing system, pipes, connections, and equipment forming a part of a system serving more than one Unit or the Common Areas, are owned by the Association and are considered Common Property. All maintenance, repair, restoration and replacement of the Common Property plumbing system shall be done and performed by the Association, and the cost shall be common expense except when the problem was caused by an owner, resident, contractor, invitee thereof, or agent thereof. In case of the latter, the owner, resident and/or contractor will be liable for the cost of the maintenance, repair, restoration and replacement.
2. Each Unit is served by a central system that provides heating during the Winter and cooling during the Summer. The temperature is controlled centrally and maintained at a constant level.
3. Each Unit has a thermostat within the floor convector which can be adjusted a bit higher or lower than the central temperature. Some convectors do not have a thermostat. Usually, these are in a bedroom and are controlled by the thermostat on the convector in the adjoining bedroom.
4. Air pressure can be changed only by the Maintenance Department making an adjustment to the air flow.

5. The convectors have plastic *diffusers* on top to direct the air. The *diffusers* should be directed toward the window in the Winter to minimize the chance of condensation of windows. The *diffusers* should be directed away from the window in the Summer when the air conditioning is operating.
6. Outside doors and windows must remain closed during the Summer when the cooling system is operating. Open windows and doors may cause internal condensation on the convector and the drip pans may overflow.
7. All maintenance, repair, restoration and replacement of the Heating and Cooling System and equipment (except routine cleaning of convectors and removal of water from drip pan) shall be done and performed by the Association, and the cost shall be a common expense. Residents are expected to inspect the convectors periodically for dirt (which should be vacuumed off the inside screen) and water (which should be removed from the drip pan if not evaporating fast enough). The Association is not responsible for damage caused by drip pan overflow. Unit Owners may be held liable for damage to his/her Unit and the Unit on the floor below if drip pan overflows.

Electrical System

1. All electrical wiring and equipment forming a part of a system serving more than one Unit or the Common Areas are owned by the Association and are considered Common Property. All maintenance, repair, restoration and replacement of the Common Property electrical system shall be done and performed by the Association, and the cost shall be common expense.
2. Electrical equipment and fixtures attached to the Common Property electrical system for the sole use of a single Unit (light fixtures and appliances) are owned by and the sole responsibility of the Unit Owner.
3. While Unit Owners are permitted to change light fixtures or appliances within their own units (at their expense), no Unit Owner is permitted to overload the electrical wiring in the Building or modify the electrical system.

Plumbing System

1. All plumbing system, pipes, connections, and equipment forming a part of a system serving more than one Unit or the Common Areas, are owned by the Association and are considered Common Property. All maintenance, repair, restoration and replacement of the Common Property plumbing system shall be done and performed by the Association, and the cost shall be common expense.
2. Plumbing equipment and fixtures attached to the Common Property plumbing system for the sole use of a single Unit (bathroom and kitchen fixtures) are owned by and the sole responsibility of the Unit Owner.
3. Residents are not permitted to install washers and dryers for laundry within their Units.

SECTION THREE – RESIDENTIAL UNITS

SUBJECT: UNIT USE AND OCCUPANCY RESTRICTIONS – SECTION 3.01 (Rules 7 and 8 adopted 2/13/2010)

1. The individual Units of the building are designed and intended for residential use only. Commercial use of Units is prohibited, except for the following:
 - Professional and quasi-professional residents may use their residence as an ancillary or secondary facility to an office established elsewhere,
 - Residents may maintain a personal professional library, and
 - Residents may keep personal business or professional records and accounts and handle personal or professional telephone calls and correspondence.
2. No unlawful, noxious or offensive activities shall be carried on in any Unit, nor shall anything be done which shall constitute a nuisance to other residents.
3. A Unit Owner shall not do or allow anything to be done in his/her Unit which may damage the property of others, increase the cost or cause the cancellation of insurance on other Units or the Common Areas. Each Unit Owner is responsible for any damage caused to other Units or Common Areas by the Unit Owner, Resident, his/her agent, guest, or pet.

4. Residents are expected to be reasonably quiet within their Units and Common Areas and shall not engage in activities that will interfere with quiet and enjoyment of other occupants of the Building:
 - Doors into the hallway must be closed quietly and not allowed to slam. Stereo and television equipment must be kept at a reasonable volume, particularly late at night.
 - All remodeling, repairs, hanging pictures, moving furniture in or out, and other noisy activities, are to be performed during the daytime in order to avoid disturbing other residents at night and
 - Residents who have a Unit below them shall keep the floors of their Units (other than floors in kitchens and bathrooms) covered with carpeting or equivalent sound-resistant material in order to reduce noise for the lower Units.
5. Residents shall not create or permit any objectionable odor to emanate from the Unit
6. Residents shall not display, hang or use any sign outside his/her Unit, in a hallway or elsewhere that may be visible from the outside of the Unit. Seasonal decorations on hallway doors will be permitted at the discretion of the Board of Managers.
7. Any individual occupying any Summit Chase unit for more than four consecutive weeks in any year is considered a resident. For security purposes, all residents must be registered with the Summit Chase office.
8. Soliciting is strictly prohibited on the premises. This includes not only offers for sale of items but also the distribution of political literature. Any violations should be reported to the Summit Chase office in writing. Posting of sale notices on the community bulletin board located in the mail room is permitted.

SUBJECT: REMODELING – SECTION 3.02

Residents are permitted to decorate and remodel their Units to their own tastes and requirements. However the following rules apply:

1. Unit Owners are not permitted to alter, modify or improve any Common Area or Limited Common Area reserved for his/her exclusive use, without prior approval of the Board.
2. Any Unit Owner may, at his/her own expense, make alterations, additions or improvements within his/her Unit without the prior approval of the Board, but Unit Owners are required to notify the Management Office before any remodeling that involves structural modification of the Unit. In some cases a building permit may be required.
3. The Summit Chase Maintenance Department does not do renovation or remodeling of Units. Residents may obtain qualified outside contractors of their own choice. Contractors or workers who perform the remodeling must show evidence to the Management Office of employee workers compensation and general liability coverage.
4. If plumbing connections require a general building water shutoff, residents will be charged a cut-off fee.
5. Unit Owners are responsible for hauling away all debris (i.e., plaster, dry-wall, cabinets, lights, flooring, etc.) resulting from remodeling.
6. Residents are required to allow an inspection of renovation in progress on a regular basis by the Maintenance Department. There is no charge for the inspection.
7. Unit Owners are responsible for any damage to other Units or Common Areas resulting from their remodeling.
8. The Association is responsible for damage to any Unit resulting from remodeling or maintenance of Common Areas by the Association.
9. Remodeling must be completed between 8 AM – 5 PM Monday through Saturday. **No work will be permitted on Sunday.**
10. Owners are responsible to have building maintenance install carpet at wood protection on the hallway floor prior to the start of the remodeling to help keep the floors clean.

SUBJECT: UNIT MAINTENANCE – SECTION 3.03

1. Each Unit Owner is responsible to furnish and be responsible for maintenance, repair, and replacement within his/her own Unit and maintain his/her Unit in good condition and in good order of repair, at his/her own expense. Unit Owners may, at their own discretion, use outside contractors for routine maintenance or, for a charge, use the services of the Summit Chase Maintenance Department.
2. Residents are expected to notify the Management Office immediately (or doorman when office is closed) in the event of maintenance emergencies, such as plumbing, electrical, heating or cooling problems. If the emergency is the result of a Common Area or Common Property problem, no charge will be assessed to the Unit Owner. If the emergency is the result of equipment or furnishings belonging to Unit Owner, a nominal charge will be made for the parts and labor.
3. If the Board determines that maintenance, repair or service of any part of a Unit is necessary for public and health safety and or in order to prevent damage to or destruction of any other part of the Property, the Board may demand that Unit Owner perform such service. If Unit Owner fails to comply within 10 days, the Board may authorize such maintenance, repair or service to be done and the cost of such maintenance will be assessed to the Unit Owner. If there is an immediate danger to public safety or damage to other property appears imminent, the 10 day notice will be waived.
4. Each Unit is subject to the right of access by persons so authorized by the Board for the purpose of maintenance, repair or service of any Limited Common Area or Common Property located within its boundaries or any portion of the Unit itself or for the purpose of preventing damage or destruction to other Units or Common Areas.
5. If any damage shall be caused to the Common Areas or Units owned by others due to: (1) the act or neglect of a Unit Owner or his/her tenant, agent, guest, or pet; or (2) lack of access to the Unit by the Maintenance Department staff: the Unit Owner shall pay for such damage, maintenance, repair and replacement, as may be determined by the Board of Directors. The Owner of a vacant Unit may be considered *negligent*, unless the Unit Owner makes arrangements for a periodic inspection of the vacant Unit to assure that all equipment and fixtures are functioning properly and present no imminent danger to other Units or Common Areas. The Owner of a vacant Unit may make arrangements with the Management Office for a regular inspection of the vacant Unit for a nominal fee.

SUBJECT: RESPONSIBILITY AND INSURANCE – SECTION 3.04

Each Unit Owner must recognize the limited responsibility of the Association and his/her personal responsibility for any damage caused by fire, theft, water, injury, or any other hazard. The following rules apply:

1. The Association assumes responsibility for any damage to the Common Areas and Limited Common Areas of the building unless such damage is caused by negligence of a Resident or any other person or organization. The Board of Directors carries appropriate insurance to cover the Association's liability, but damage caused by negligence of others will be the responsibility of the person who caused the damage.
2. **Unit Owners are responsible for any damage or loss to their Residential Units, improvements and contents of their Residential Units, improvements and contents of Limited Common Areas to which they have exclusive use, and personal property stored elsewhere on the Property. The Association assumes no responsibility for these damages unless it is caused by negligence of the Board of Directors, its contractors or employees. Owners and residents are responsible to purchase and maintain appropriate insurance to cover any potential damage to their Units, improvements, contents of their Units, contents of Limited Common Areas serving their Units, and personal Property stored anywhere on the Property.**
3. Unit Owners are responsible for damage to other Units or Common Areas of the Property if it is caused by negligence of the Unit Owner, Resident, agent, guest, or pet. Owners and residents are urged to carry appropriate insurance to cover their liability for such damage or loss.

SUBJECT: SALE OR LEASE OF UNIT – SECTION 3.05A

1. Anyone who leases a Unit is bound by and subject to all of the obligations under the Declaration and Bylaws of the Unit Owners and all Rules and Regulations of the Board.
2. The Unit Owner executing a lease shall not be relieved from any obligation under the Declaration and Bylaws of the Unit Owners and all Rules and Regulations of the Board.

3. When a Unit Owner leases a Unit, the Unit Owner's assigned storage space may be passed on to the lessee. Upon *sale* of a Unit, the assigned storage space will be assigned to the new Unit Owner.
4. Upon *sale* or *lease* of a Unit, the Unit Owner's garage lease (if any) will be cancelled and the lessee or new Unit Owner may apply for a garage space according to the Rules and Regulations established by the Board.
5. Any Unit Owner who leases his/her Unit is responsible for all monthly assessments, supplemental assessments, maintenance invoices, and other applicable fees.
6. Unit Owners are required to provide the Management Office with a copy of any sales contract or lease agreement.

SUBJECT: SALE OR LEASE OF UNIT – SECTION 3.05B (Entire section adopted 2/13/2010)

1. **Community-wide lease limitation.** At no time may more than 20% of the total number of Units, or such lower number as may be required by any so-called secondary mortgage market source, be leased, rented, licensed or let (collectively referred to as "leased.")
2. **Written requests.** To ensure that this limitation is not exceeded, any Owner who intends to lease his/her Unit shall first send a written request to the Association at the following address: Summit Chase Condominium Association, 1000 Urlin Ave, Grandview, Ohio 43212.
3. **Response Time.** Upon receiving a written request to lease, as referred to in paragraph 2, above, the Association shall, within 14 days thereof, notify the Owner if the limitation set forth in paragraph 1, above, has been met and, in either case, if the Owner's request has been accepted or declined.
4. **Written consent.** No Owner may lease his/her unit until he/she receives written consent to do so from the Association. As long as the limitation set forth in paragraph 1, above, has not been met, permission shall not be unreasonably withheld. The Association shall try to ensure that all Owners who wish to lease their Units are granted an opportunity to do so. To accomplish this, and to other wise ensure that the opportunity to lease Units is provided in a fair and equitable way, the Association may, from time to time, establish Rules and Regulations as it may see fit.
5. **Minimum and maximum term.** No Unit may be leased for a term of less than twelve (12) months or more than two (2) years.
6. **Lease must cover entire Unit.** All Unit leases must be for the entire Unit, except a lease between a resident /owner and a roommate. Roommate leases between a resident/owner and a roommate are not subject to this rule. No more than one lease may be signed for the same Unit and same lease term.
7. **Occupant bound by governing documents.** No Unit may be leased unless pursuant to a written agreement acceptable to the Association in form and content, including but not limited to, the inclusion of a clause whereby all occupants agree to be bound by the Association's governing documents, and by the Rules and Regulations promulgated pursuant thereto, all of which the Association shall provide to the occupants for such reasonable fee as the Association may from time to time determine.
8. **Attorney-in-fact.** No Unit may be leased unless pursuant to a written agreement acceptable to the Association in form and content, including but not limited to, the inclusion of a clause whereby it shall be deemed during the period of such occupancy that the Owner has irrevocably appointed and constituted the Association as the Owner's Attorney-in-fact to seek, at the Owner's expense, the eviction, equitable relief and/or damages of and/or from such occupants upon any breach of said agreement or a violation of the Association's governing documents and/or Rules and Regulations promulgated pursuant thereto, provided that the Association first gives the Owner notice of said violation and a reasonable period to affect a cure.
9. **Copy of lease to Association.** A copy of the lease agreement must be provided to the Association prior to the occupancy of the Unit pursuant thereto.
10. **Subletting.** Subletting by occupants is not permitted.
11. **No landlord-tenant relationship exists.** In no event shall it be determined that a landlord/tenant relationship exists between the Association and the occupant.
12. **Extensions.** If, during the course of occupancy of any lease, an occupant demonstrates such a disregard for the provisions of the Association's governing documents and/or Rules and Regulations, that the Association determines it to

be in its best interest to preclude the Owner from extending said lease, the Association shall so notify the Owner, in writing, of that determination, and the Owner shall thereupon be precluded from extending said lease beyond its original term.

13. **Exceptions.** The provisions and restitutions on leasing as contained in this Section shall not apply to the following:

- (a) **Grandfathered units.** Units leased as of January 1, 2005 time of the recording of this instrument shall be defined as "Grandfathered Units." Such Grandfathered Units shall be exempt from the lease restrictions as set forth in this section subject to such reasonable conditions as the Association may by rule and regulation impose.
- (b) **Hardship situations.** A Owner suffering from a financial or personal hardship that renders the Owner unable to reside in his/her Unit may apply to the Association to lease the Unit, even if the limitation referred to in paragraph 1, above, has been met. In such situations, the Association, in its sole discretion, shall be authorized to permit the Owner to lease his/her Unit.
- (c) **Lender's foreclosures.** The provisions and restrictions on leasing as contained in this Section shall not apply to foreclosing lenders or impair the right of First Mortgagees to foreclose or take title to a Unit, to accept a deed (or assignment) in lieu of foreclosure in the event of a default by a mortgagor, even though the limitation referred to in paragraph 1, above, has been met, or to otherwise act upon their mortgages.
- (d) **Immediate family members.** Units occupied by an immediate family member of the Owner shall not be considered rental units for purposes of this bylaw.

14. Failure to obtain approval from the Board under circumstances where such approval shall be required [where owner-occupancy is, or will with the occupancy of the Unit or Units in question, fall below 80%, and where such occupancy is not exempt under subsections (a) through (d), above] shall render the Unit Owners and Occupants in violation of this rule, and shall render the occupancy terminable by the Association at any time thereafter that the owner-occupancy level in the Condominium is below 80%, and the Association may, in accordance with Section 5311.19(b)(1) of the Ohio Revised Code, initiate eviction proceedings pursuant to Chapters 5321 and 1923 of the Ohio Revised Code, to evict the Occupants. Additionally, the Board may impose fines for permitting the occupancy of a unit in violation of these requirements, both initially and for each day that such occupancy continues until such violation is corrected, and is entitled to collect the costs of enforcing the foregoing restrictions, including without limitation, the collection of attorney fees and court costs expended in such enforcement.

SECTION FOUR – BUILDING SAFETY

SAFETY FEATURES OF SUMMIT CHASE - SECTION 4.01

1. The original structure was built with structural steel, reinforced concrete, and brick siding. The structural steel is encased in concrete to protect it from the heat of fire. The walls are plaster on steel studs. The construction type is called protected, noncombustible.
2. Randomly placed **balcony assemblies** around the building's exterior, may help to retard vertical extension of fire through windows.
3. **Exit Stairways** near each end of the building are constructed of noncombustible materials, and accessible through fire-rated door assemblies. These stairways provide a means of egress from the fire, or a place of refuge from fire and smoke.
4. Partial **sprinkling** of the building provides limited protection. Fire sprinklers in the trash chutes, maintenance room, paint storage room, trash room, all storage areas, and both levels of the parking garage, will likely keep most fires originating in these areas from extending into a major catastrophe.
5. **Fire Alarm Boxes** (pull-stations) are located near the stairways in each hallway, and at each egress door at ground level. These boxes allow anyone to transmit a fire alarm and immediately notify the other occupants of the building, as well the Division of Fire.
6. A **fire detection system** (smoke detectors) exists throughout the building. The system does provide a smoke and/or heat detector in each living unit, in hallways, all common areas, and in all rooms outside the living units.
7. The **fire alarm system** is designed to alert occupants and the Division of Fire when a fire detection or fire suppression device has been activated. This system will transmit a fire alarm when any one of the following occurs: activation of a smoke or heat detector; activation of a manual pull station; water-flow through the standpipe or sprinkler systems; and by activation of the fire pump.

When the **main control** panel senses the activation of the above devices, it simultaneously alerts the fire monitoring company, displays a zone indicator on the annunciator panel, and activates the local alarm. Except for fire pump or water-flow alarms (which are not zoned to particular floors) the control panel will identify the location of the alarm, and notify the fire floor, the floor above the fire, and the floor below the fire. In the event that there is not a corridor on the floors above or below the fire floor, the next floor above or below will be notified.

Upon arrival of the Fire Division, we have ability to make live voice announcements over the PA system, and we make further announcements about the emergency to selected floors when deemed necessary or prudent.

8. **Fire extinguishers and occupant hose stations** are provided to assist residents extinguishing or controlling a small fire before it grows. Extinguishers are located in each exit stairway, in the trash room on each floor, and at various strategic locations throughout the building. Occupant hose stations, connected to the "standpipe" system (supplied by the fire pump) are located in the refuse rooms and the west stairwell of each hallway.
9. **Emergency lighting** is provided in each hallway, both stairwells, each garage level, each elevator car, and in certain other areas of the building. In the event of power interruption, these lights come on to provide ample illumination of egress areas.
10. In the event of a fire alarm, the **elevator recall** is activated. All elevators are programmed to return directly to the first floor when any fire signal is activated. Each elevator is then locked in the open position, awaiting takeover by the Fire Division.
11. **Smoke Detectors** must be installed in sleeping areas of living units, and immediately outside each sleeping room pursuant to the State Fire Code. These detectors do not have to be connected to the fire alarm system, but will alert occupants to a fire in their own dwelling unit. This is the responsibility of each unit owner to make sure these smoke detectors exist and work properly.

SUBJECT: BE ALERT – SECTION 4.02

The building is designed to provide safety for all residents by preventing unauthorized persons from entering the building. Access to the building can be gained through the main entrance or through locked doors. Each resident has a common key to locked entry ways.

1. Residents should not open locked doors for people that they do not know. He/she should be referred to the doorman or garage man for access.
2. If residents discover locked doors propped open or that have failed to close completely, residents should close the door and report the incident to the Management Office or doorman.
3. Residents should report immediately to the Management Office or doorman any person, persons, or activities observed in or around the building that are considered suspicious.
4. Any common keys that are lost or stolen should be reported immediately to the Management Office or doorman. A nominal fee will be charged for replacement keys.

SUBJECT: FIRE SAFETY AND EVACUATION – SECTION 4.03

This document provides recommendations on egress and evacuation for residents of Summit Chase. It also provides recommendations on high-rise fire safety for occupants and staff of the facility.

This document addresses the following subjects:

- What to do when you hear the fire alarm.
- What to do if a fire occurs in your unit or in common areas.
- What to expect from the Grandview Heights Division of Fire
- What to do and what not to do to avoid a potentially tragic fire.
- Summary.
- Safety features of Summit Chase.

The objective of a well thought-out fire plan is to provide for the safety of residents and other persons in the building in the event of fire. With prompt detection and notification of the occupants, followed by a quick action of same, a potentially tragic fire can be reduced to mere property damage.

Please read and understand thoroughly. If you have any questions, please see Coralynn in the Management Office.

A. WHAT TO DO WHEN YOU HEAR THE FIRE ALARM

1. **Do not stay in your apartment if the alarm has sounded on your floor.**
2. When you hear the fire alarm on your floor, exit your unit, and using the **East stairway**, go to a location at least four (4) stories below your floor – or exit the building.
3. **DO NOT** call the gatehouse/doorman to ask what is going on. This phone must be kept open for emergency communications only. If you do not have information about the emergency to report, or other official business, do not call the gatehouse.
4. Before you exit your unit, check your fire detection device (smoke detector) located at the entrance to your unit. If the indicator light is on, call the gatehouse to inform the doorman that the alarm is coming from your unit. (However, please do not stay in your unit to make the call if there is smoke or fire in your unit).
5. Before you exit your unit, test the exit door by placing your hand against the door to feel the heat. If the door is hot, **DO NOT OPEN THE DOOR.** If there is no other way out, call 911 to report that you are trapped and give the dispatcher your exact location.
6. If the door is not hot, look through the security sight glass. If there is nothing unusual in sight, open the door slowly and carefully. Close it quickly if fire or smoke comes through it.
7. If heavy smoke or fire in the hallway prevent your escape from the floor, retreat to your apartment. Dampen some towels and place them at the base of your hallway door. Then call 911 and notify the dispatcher that you are trapped and state your location.
8. When you are sure there is no smoke or fire immediately outside the door, look up and down the hallway. If there is no flame or appreciable smoke in the hall, proceed to the EAST STAIRWAY and evacuate the floor.
 - a. The Fire Division requests that residents evacuate the floor by using the EAST STAIRWAY because fire fighting forces normally will be coming up the West stairway.
 - b. The stairways provide a means of egress from the fire or a place of refuge from fire and smoke.
9. Always go down the stairs when possible. Moving upward only increases your chance of being trapped.
10. If conditions in the East stairway prevent your continued downward movement, exit the stairway at the nearest floor, and go to the other stairway to continue your descent. If both stairways are impassable, find the nearest phone and call 911 to report that you are trapped and give the dispatcher your exact location.
11. **NEVER USE ELEVATORS TO EVACUATE DURING A FIRE**

B. WHAT TO DO IF A FIRE OCCURS IN YOUR UNIT OR IN COMMON AREAS

1. **Call The Fire Division (Dial 911)** - (Never assume that the building's Alarm system will call the fire division for you)
2. If the fire occurs in your unit or a common area and is very small, and you think you can put it out or smother it easily – **do so!** – then, call the Fire Division immediately. Do not assume that you have the situation under control! (Others have made this potentially deadly mistake in the past!) The Fire Division prefers that you call even when you think you have extinguished the fire. Firefighters will come to your unit and verify that the fire is out. This protects both you and your neighbors.
3. If there is any doubt in your mind as to whether you can extinguish the fire, close the door to the room where the fire is and immediately leave unit. Close, but **do not lock**, the door to your unit as you leave. Pull the hall fire alarm as you head for the east stairway. If possible, go directly to the gatehouse and give the doorman as many details of the situation as you can.

4. If there is a fire **in your unit** and you feel you cannot descend the stairs, call 911 from your unit. Tell the dispatcher the exact location of the fire and state that you are impaired. Then, if you can, leave your unit and close but do not lock the door to your unit. Stay in the hall near a stairwell until help arrives. If you can reach the fire alarm pull station nearest your unit, pull the lever. This will quickly alert your neighbors, the building staff, and the Fire Division.

C. WHAT TO EXPECT FROM THE GRANDVIEW HEIGHTS DIVISION OF FIRE

The Grandview Heights Division of Fire is part of the City's Department of Public Safety, along with the Division of Police and the Division of Communications. The Division operates one fire station, with a full-time staff of 18 personnel.

The fire station is located approximately ½ mile from Summit Chase. Average response time to Summit Chase (from receipt of alarm to arrive) is about 2 minutes, if the fire company is in headquarters. All GHFD personnel tour the Summit Chase building at least once per year and all are trained in high-rise fire fighting.

The Division of Fire is active in a multi-community automatic response agreement, which enables it to dispatch not only their own personnel and equipment to a fire alarm at Summit Chase, but also simultaneously to dispatch equipment from other communities – including Upper Arlington and Columbus. Fire alarms from Summit Chase normally bring 5 pieces of fire apparatus and about 20 fire fighters on the initial response.

WHAT YOU CAN EXPECT THE FIRE DIVISION TO DO DURING A FIRE

1. You can expect the Division of Fire, or its allies in other fire agencies, to respond to all alarms and to investigate all fire calls thoroughly.
2. You can expect the Division of Fire and its allies in other responding agencies to attack and confine any fire found in the building aggressively.
3. You can expect the Division of Fire to establish an incident management system intended to deal with the inherent chaos of a major fire.
4. You can expect the Fire Division to assume control of the Lobby, Gatehouse, and Elevators soon after their arrival. Please assist by staying clear and out of the way of the response personnel. The lives of fire fighters and your neighbors may depend on it.

WHAT YOU CANNOT EXPECT THE FIRE DIVISION TO DO DURING A FIRE

1. You cannot expect the fire fighters to start a rescue effort right away. Studies of fire in high-rise buildings indicate that more lives will be saved by aggressive and early fire attack, than by a manpower intensive search and rescue effort. The fire agencies will begin a search and rescue effort after sufficient resources are amassed. Confirmed reports of trapped persons will get earliest attention.
2. You cannot expect fire fighting personnel to answer questions or discuss the incident while the emergency is still in progress.
3. You cannot expect the fire agencies to concentrate on retrieval of personnel belongings until after the fire is contained.

WHAT TO DO AND WHAT NOT TO DO TO AVOID A POTENTIALLY TRAGIC FIRE.

No one ever expects a fire to happen. It should be realized, however, that in a building with a population the size of Summit Chase, it is only a matter of time before the next fire occurs. How you prepare for that eventuality, and how you react when it occurs, will make the difference between a nuisance incident and a catastrophe.

BE PREPARED

1. Keep the emergency phone numbers for the Fire Division posted near all phones. In Grandview Heights, the number is **911**.
2. Be sure that management has a copy of your key so that it may be placed in the Fire Division lock box. This will enable the Fire Division to enter your unit, without damaging the door, when searching for fires or victims. Failure to provide a key could result in damage to your door every time an alarm occurs on your floor.
3. Keep a flashlight or battery-powered lantern available.

4. Have a fire extinguisher near the kitchen. Learn how to use it before a fire starts, and review the instructions frequently. If you have to learn after a fire has started, you will not be successful in its use.
5. Trash should be removed from living units routinely. Accumulations of waste add greatly to the fire load of a building.
6. Smoking materials should be completely cold before placing in wastebaskets or trash chutes
7. Waste receptacles should be made of metal. Plastic not only burns, but gives off extremely toxic gases when burning or melting.
8. Be prepared. Locate the pull-station in the hallway, and know how to activate it. Read and discuss this Safety & Evacuation plan with your family. Don't let anyone convince you that you live in a "fireproof" building – there is no such thing.
9. Plan for escape from every area of your living unit, and any area of the building you enter. Discuss escape routes with your family and actually rehearse your escape.
10. Establish a meeting place for your family. Go to it when you rehearse your escape. Always take a head count at the meeting place and let the Fire Division know if anyone is missing.

WHAT NOT TO DO

1. Never smoke in bed or while lying down.
2. Do not leave cooking unattended.
3. Do not overload electrical outlets. Avoid hanging cords over nails or putting them under carpets. These actions cause insulation to crack and fray. Replace worn or aged extension cords.
4. Do not store flammable materials in living units or storage closets on each floor. To dispose of flammable liquids or hazardous wastes, contact the management office.
5. Do not alter the design integrity of your unit. Before remodeling or making utility changes, inform Summit Chase Management and contact the Grandview Heights Building Department. Many times contractors and do-it-yourselfers do substandard work due to unfamiliarity with local codes, or ignorance of the proper standards for the work being done. This is why a building permit is required for most remodeling work. A call to the Building Department can help you avoid costly mistakes that can jeopardize the safety of you and your neighbors.
6. Use of **gas, charcoal or propane** grills is **illegal** in all parts of the building, including balconies.

FIRE EMERGENCY PROCEDURES SUMMARY

FIRE IN YOUR UNIT (if it's just "burnt toast" and your alarm goes off - call the front desk)

1. Call 911.
2. Extinguish small fires if you can do so safely. Do not waste precious time trying to control a fire! If you cannot quickly extinguish the fire. Activate the hallway alarm and leave the floor.
3. Do not try to save possessions before leaving your unit.
4. Close, but do not lock, the door to your unit.
5. Don't stay on a floor where the alarm has sounded. Go DOWN (never up) at least 4 stories or exit the building. NEVER USE THE ELEVATORS IN A FIRE.
6. Do not travel through a fire or heavy smoke to reach safety. You stand a better chance of survival if you can shelter yourself away from the fire and alert responders to your whereabouts.

SUBJECT: EMERGENCY PROCEDURES FOR HIGH WINDS AND POWER OUTAGES – SECTION 4.04

(This section adopted 2/23/2010)

Residents may contact the Resident Manager to have their unit door marked with a red dot to notify emergency responders regarding handicapped or other special needs occupants. The resident manager shall maintain an up to date list of such units for emergency responders.

The Summit Chase concierge desk is equipped with an ALWAYS- ON AC and Battery Powered NOAA weather monitor and TV.

- A. Management: In the event of a **watch that specifically mentions Grandview, Marble Cliff area.**

The Concierge

1. Broadcasts the recorded WATCH announcement over the PA system.
2. Calls management who will put appropriate staff on “standby”
3. Calls the President and/or Safety Chair to be on “standby.” If one of them is not available, the concierge is to call the following in order until at least one board member assures him/her that they report to ground level if the watch turns into a warning. Systems and Engineering, Health and Safety, President, Vice-President, Secretary, Finance Chair, other board members. The board member on “standby” should immediately do steps 1 thru 5 of the WATCH instructions.

The senior board member should have access to the office key for the list of persons needing assistance (red dot residents) and know where emergency supplies and equipment are kept.

In the event of a **warning**:

1. Concierge leaves front door unlocked.
2. Garage personnel close garage and B-level ramp doors.
4. Staff take shelter in the billiard room.
5. The board member on “standby” should quickly report to the front desk with their emergency kit. The board member should have access to the office key for the list of persons needing assistance (red dot residents) and know where emergency supplies and equipment are kept.

B. Recommended Emergency Supplies and Equipment Kit:

1. Batteries
2. Cell Phone & Cell Phone Batteries
3. Battery operated radio/TV
4. Flashlights (hands free)

SEVERE THUNDERSTORM OR TORNADO WATCH

1. Be vigilant. Tune to local TV or radio (610 WTVN-AM). Make sure your cell phone is charged.
2. If you are disabled, unlock your door so that neighbors can assist/check up on you.
3. Disconnect computers.
4. Know where your emergency kit is and make sure it is readily available.
5. Remove items from your balcony or patio that could become damaging or lethal objects in high winds.
6. Check on a neighbor who has a Red Dot (disabled or may need assistance).

SEVERE THUNDERSTORM OR TORNADO WARNING

1. Sirens will go off. **Do Not Use The Elevators.**
2. Move valuables away from windows.
3. Close and lock all windows. Wedge patio and balcony doors to prevent vibration from ripping them loose.
4. Put a rug against the inside bottom of your hall door. Hi-rises create an updraft that puts major pressure on the roof.
5. Keep your hall door closed (not locked) – no meetings in the halls.
6. Move yourself and your pets to a windowless interior room such as the bathroom.

AFTER THE STORM PASSES

1. Do not call the front desk, officers or management for “updates”. Only emergency calls will be taken. An “all clear” or other informational message will be given over the PA system as the situation warrants.
2. Check your RED DOT neighbor.
3. If you or your neighbor has a medical emergency call **911** and call the front desk.
4. If substantial window or door breakage occurs call the front desk 486-5919 extension 0.

SECTION FIVE – MISCELLANEOUS RULES

SUBJECT: ASSESSMENTS AND FEES – SECTION 5.01

Each Unit Owner is responsible to pay his/her proportionate share of the common expenses of the Association. The proportionate share for each Unit shall be based on the percentage of ownership in the Common Areas and Facilities as described in the Declaration.

1. Each year the Board of Directors shall establish a monthly assessment for each Unit Owner to cover routine operating costs based on an approved annual budget. The monthly assessment is due and payable in the Management Office on the first day of each month. The amount of the monthly assessment may be changed by the Board if anticipated expenses increase or decrease.
2. In addition to the budget, the Board of Directors may from time to time approve a supplemental budget to cover the costs of unexpected expenses of the Association. The supplemental budget is a one-time payment and is due in a lump sum at a time determined by the Board of Directors. The Board may approve an optional method for payment of the supplemental budget in monthly installments at an interest rate determined by the Board. Monthly installments, including interest, are due and payable in the Management Office on the first day of each month.

Fees and Other Charges

In addition to assessments, residents are responsible for the payment of fees for some services provided by the Association:

1. Residents who hold a garage lease are responsible for payment of the garage fee as established by the Board. Garage fees are due and payable in the Management Office on the first day of each month.
2. The Association charges a nominal fee for some services provided by the Association including maintenance of individual Units, key replacement, or other services not covered in the monthly assessment. The Management Office will provide an invoice to Unit Owners for these charges. Payment is due in the Management Office on the first day of the month following billing.
3. Unit Owners also are responsible for costs resulting from damage to the Common Areas caused by residents, their agents, guests, or pets. The Management Office will provide an invoice to Unit Owners for these charges. Payment is due in the Management Office on the first day of the month following billing.
4. Resident/Owner Reimbursable Expense covers all the expenses that have been paid by the Home Owners Association that are actually the responsibility of the owner or resident of a unit. These expenses will be billed to the owner or resident by the Home Owners Association and will be liable to a late fee charge if not paid by the owner or resident within the required time frame.

Payment of Assessments and Fees

It is the policy of the Board of Directors that all assessments and fees be paid promptly by Unit Owners to the Association office when due. Assessments and other fees are due on the first day of each month and will be considered to be delinquent after the fifteenth day of the month. The following actions will be taken when assessments and fees are delinquent:

1. A late fee of 10% of delinquent assessments and fees shall be charged to Unit Owners who have not paid by the fifteenth day of the month. The late charge is expected to be paid along with the delinquent assessments and fees, and the account will continue to be considered as delinquent until the full amount is paid.

If assessments and fees remain unpaid for a second month (the sixteenth day of second month), the Unit Owner will be reported to the Board of Directors.

2. If any Unit Owner's assessments and fees remain unpaid for a third month (sixteenth day of third month), the Association will place a lien on the Unit and Unit Owner will forfeit his/her right to garage space. If Unit Owner has a garage lease, it will be cancelled. If Unit Owner is on the *Garage Waiting List*, the name will be removed. After the delinquent assessments and fees are fully paid, Unit Owner may reapply for garage space and be placed at the bottom of the waiting list. However, any further delinquency of assessments and fees within the following 12 months, after fully paying the initial delinquent assessment and fees, will automatically trigger the forfeiture of a garage lease and/or the removal of the resident's name from the garage waiting list. Subsequently, the resident will only be eligible for a garage lease after a 12 months period free of any delinquent assessments and fees.
3. If the assessments and fees continue to remain unpaid, the Board of Directors will determine the appropriate course of action to collect the delinquent amount and protect the interests of the Association.

4. Application of Payments: Pursuant to O.R.C. Section 5311.18 (A) (2) (a)-(d) the association shall credit payments made by a unit owner for the expenses in the following order of priority:
 - (a) First to interest owed to the association;
 - (b) Second, to administrative late fees owed to the association;
 - (c) Third, to collection costs, attorney's fees, and paralegal fees incurred by the association;
 - (d) Fourth, to the principal amounts the unit owner owes to the association for the common expenses or penalty assessments chargeable against the unit.

SUBJECT: PETS – SECTION 5.02 (Entire section revised 2/13/2010)

The following rules and regulations set forth the conditions under which the Owners of Units in Summit Chase may bring or keep pets or other animals on the condominium property:

1. A maximum of two pets, (excluding fish) may reside in a unit. All existing dogs/cats residing in the building as of 2/13/2010 will be permitted to stay.
2. Certain type of dogs, cats and other domestic pets (fish, birds, hamsters, etc.) may be kept in residences provided they do not disturb or annoy other residents of the property. Wild or exotic animals shall not be considered domestic pets and are not permitted. Examples of exotic animals are bees, snakes, lizards, felines typically found in the wild, and any other animal that the Board in its reasonable judgment deems exotic.
3. None of the following animals shall be kept by residents;
 - a) American Staffordshire Terriers, American Pit Bull Terriers or Staffordshire Bull Terriers, or other dogs commonly known as Pit Bulls; Doberman Pinschers; Rottweillers; Chow Chows; Presa Canarios; Wolf or wolf hybrids
 - b) Any dog of any breed or mixed breed which has been trained to attack persons, property or other animals, or any dog of any breed or mixed breed which has been trained to guard persons or property;
 - c) Any dog of any breed or mixed breed used in any manner as a fighting dog or bred specifically for fighting;
 - d) Any dog with a prior history of causing bodily injury to a person, or attacking or biting another animal.
4. The owner of a pet will be responsible for any and all damages caused by the pet, including damage to personal property and personal injury.
5. The restrictions set forth in Section 19(J) of the Declaration of Summit Chase Condominium shall apply at all times to the bringing or keeping of animals on the property.
6. All pet owners should be familiar with and shall comply with all ordinances and regulations of the City of Grandview Heights pertaining to animals and pets.
7. The following rules apply to keeping any animal in the building:
 - a. Pet owners are responsible for controlling any barking and other noises and actions of the pets so as not to disturb other residents of the building.
 - b. . A dog walk area has been established for residents to walk their pet. Pet owners shall remove any droppings left by their pets in the dog walk and in any part of the common areas, which includes exterior and interior spaces. A fine may be assessed to anyone that does not pick up after his or her pet.
 - c. Owners or residents shall not provide day care or kennel services (whether as a favor or for a fee) in the building for pets belonging to persons not owners or residents of Summit Chase. This provision does not prohibit a resident from having a visitor with a pet. However, visitors shall not be permitted to be accompanied by a pet which is prohibited to owner, i.e. exotics or other breeds prohibited under this rule or other ordinance.
 - d. Pet owners are required to promptly remove from the Property any pet that is determined to be a *vicious animal* or *dangerous animal* under Section 505-21 of the *Grandview Heights City Code*, or to be a *nuisance* as determined by the Board of Directors pursuant to Section 19 (J) of the Declaration.
8. The following rules apply to transporting pets in and out of the building:

- a. Each pet must be on a leash or other physical control device at any time that it is in the Common Areas and Facilities (as that term is defined in the Declaration).
 - b. Except when impractical due to ice, snow or other conditions, pet owners shall use the East exit "B" Level door (the doggie door) and not use any other door to enter or leave the building with a pet except the "A" or "B" Level garage doors at times when the pet is being transported to a motor vehicle or when entering the building through the B-level garage door. Residents of A level may use their own unit's egress to reach the dog walk area
 - c. Pets shall be transported in and out of the building on the Freight Elevator. Pets may not be transported on the Passenger Elevators at any time unless the Freight Elevator is in use.
 - d. No pets, with the exception of service dogs, are allowed in the ground floor commons area, including the gatehouse, breezeway and lobby. All pets, with the exception of service dogs, must be carried while in any other Common Area including elevators or in stairwells, unless the pet is too large to carry.
9. Any pet which the Board determines to be either a nuisance to health safety or welfare of person or property or any pet, whose owner repeatedly violates the rules covered by this section, will be subject to having the Board order the pet to be permanently removed from the property.

SUBJECT: GROCERY CARTS – SECTION 5.03

1. Grocery carts are available near the building entrance ramp on "B" Level. These carts are provided for the convenience of residents in transporting groceries and other items to their units.
2. When the garage person is available, he will assist residents in loading groceries into carts and pushing the carts up the ramp into the "B" Level hallway. He is not permitted to take the carts to the unit.
3. Because there are a limited number of carts, the carts must be returned after use. Residents are responsible to return grocery carts immediately after use to the Garage on "B" Level, to the utility room by the freight elevator on "A" Level. The garage person will collect carts from the utility room on "A" Level and return them to the Garage.
4. Residents are not permitted to keep grocery carts in their Unit or leave carts in hallways, except for loading or unloading, or passenger elevators. During the loading or unloading of the carts the residents should make sure the carts are kept close the wall to provide maximum space for the other residents to walk. Carts left in passageways create an obstruction and a violation of Fire Department safety regulations. Violators are subject to penalties.

SUBJECT: TRASH – SECTION 5.04 (Rule 8 adopted 2/13/2010)

1. Residents are expected to keep all trash, garbage, and other waste in sanitary containers and dispose of it in a clean and sanitary manner. It is not the responsibility of the custodial staff to dispose of trash for residents.
2. On each residence level, a trash chute is located in the area to the East of the Passenger Elevators. The chute falls to a compactor on "B" Level. The chute is for small items of trash and everything that goes down the chute must be contained in a *paper* bag. Plastic bags and boxes are not permitted because they tend to clog the chute. Jam-ups in the chute require considerable time and expense to clear.
3. Residents are not permitted to deposit any inflammable materials or anything that is burning in the trash chute.
4. Residents are permitted to deposit newspapers in the trash chute. Residents are not permitted to leave any trash in the room where the trash chute is located.
5. Plastic bags, boxes and large items of trash must be taken by residents to the trash room on "B" Level.
6. Containers are available in the trash room for recyclable materials.
7. Residents and guests are not permitted to leave trash on the ground or in Common Areas except in designated trash containers. Trash containers are available in the Garage, Parking Lot, Lobby, mail room, and most Common Areas.

8. If it is determined by the Board and/or Management that a resident, guest or owner has abandoned furnishings, paint cans or other large or hazardous items in the B-level elevator lobby or in other common areas, the owner shall be billed for the cost of disposal of such items and may be subject to fine/enforcement assessment as set forth in Rule 5.07 D.

SUBJECT: VISITORS AND GUESTS – SECTION 5.05

1. Residents are permitted to have visitors, guests, service personnel or others visit their units at their own discretion. However, the doorman will not permit any unauthorized person to enter the building without permission of the resident.
2. When expecting a delivery or service call, residents should notify the doorman in advance in order to expedite entry.
3. When expecting a group of people for any occasion, Residents should provide the doorman with a list of expected guests to expedite entry.
4. When unexpected visitors arrive or when the doorman has no previous notice, he will call the designated Unit to get authorization before allowing visitors to enter. If there is no answer, the visitor will not be permitted to enter.
5. Unit Owners and residents are responsible for any damage or rule violation that may be caused by their visitors, guests, and service personnel.

SUBJECT: OWNER INFORMATION TO THE BOARD – SECTION 5.06

Pursuant to Ohio Revised Code Section 5311.09 (A) (2) (a) and (b), within 30 days after a unit owner obtains a condominium ownership interest, the unit owner shall provide the following information in writing to the Association.

1. The home address, home and business mailing addresses, the home and business telephone numbers of the unit owner, and all occupants of the unit.
2. The name, business address, and business telephone numbers of any person who manages the owners' unit or agent of that owner.
5. Within 30 days after any information mentioned in the above changes, a unit owner shall notify the association in writing of the change. When requested, a unit owner shall verify or update the information.

SUBJECT: ENFORCEMENT PROCEDURES – SECTION 5.07

1. The owner shall be responsible for any violation of the Declaration, Bylaws or Rules by the owner, guests, or the occupants, including tenants, of his/her unit.
2. Notwithstanding anything contained in these Rules, the Board shall have the right to proceed, immediately or otherwise, with legal action for any violation of the Association's governing documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorney fees, shall be added to the account of the responsible owner.
3. All costs for extra cleaning and/or repairs stemming from any violation will also be added to the responsible owner's account.
4. In addition to any other action and in accordance with the procedure outlined in Section E below, actual damages and/or and enforcement assessment of up to, but not exceeding \$50.00 per occurrence, or if the violation is of an ongoing nature, per day, may be levied by the Board against an owner in violation.
5. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed.
 - a. Written notice(s) will be served upon the alleged responsible owner specifying:
 - b. A reasonable date by which the owner must cure the violation to avoid the proposed charge or assessment; and
 - c. A description of the property damage or violation; and

- d. The amount of the proposed charge and/or enforcement assessment; and
- e. A statement that the owner has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and/or enforcement assessment.

To Request a Hearing

1. To request a hearing, the owner must mail or deliver a written "Request For A Hearing," notice which must be received by the Board not later than the tenth day after receiving the notice required by Section 5.07 Rule 5a above.
2. If an owner timely requests a hearing, at least seven days prior to the hearing, the board shall provide the owner with a written notice that includes the date, time, and location of the hearing. If the owner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and/or an enforcement assessment will be immediately imposed; and
3. At the hearing, the Board and alleged responsible owner will have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence, or written notice to the owner to abate action, and intent to impose an enforcement assessment shall become a part of the hearing minutes.
4. The owner will then receive notice of the Board's decision and any enforcement assessment imposed within thirty (30) days of the hearing.
5. The Association may file a lien for an enforcement assessment and/or damage and charges which remains unpaid for more than ten (10) days.

A SUMMARY OF THE RULES THAT ARE REALLY IMPORTANT FOR THE EVERYDAY ENJOYMENT OF ALL.

SECURITY

- We provide 24/7 security. If you are expecting guests, please call front desk.

SHOPPING CARTS

- Do not leave carts in the halls. It is inconsiderate and a violation of Grandview Fire regulations. They are to be returned to the cart corral on B-Level.

PETS

- Do not walk pets through the lobby. Only seeing-eye dogs are permitted to use the front door.
- Unless it is locked, use the service elevators for pets. If you must use the passenger elevators, small pets must be held in arms.
- Do not walk pets in the lawns at the front of the building. Use the pet walk area or the South Lawn.
- Unless you live on the A (Garden) level use the doggie door to access the pet area.

TRASH

- Only use the trash chute for kitchen/bathroom trash and it must be in paper bags. Do not leave items on the floors of the trash room chute. In 2009 repairs to the trash chute compactor cost \$8900 (about \$50 for every resident) because a few people through everything from toasters to microwaves down the chute. Plastic bags gum up the compactor machinery in the trash room.

CONSTRUCTION WASTE

- No paint cans, construction waste, furnishings or electronics is permitted on B-level. It is the obligation of the owner to have these items removed from the premises.

CONTRACTORS

- Electrical and plumbing contractors, or those who will be moving/modifying walls, must have proper insurances and certifications and be cleared with the building engineer. No contractor work may be done in the building before 9AM or after 5PM Monday through Saturday.

GARAGE

- Only vehicles are to be stored in the garage. The Grandview Heights fire code requires us to remove other objects

LAUNDRY ROOM

- Do not remove laundry carts from the laundry room.

STORAGE

- Please do not store anything on the floor of the hallway cubby hole storage areas. It is a violation of the fire code.

SUITE 100

- Users are required to clean up after gatherings/parties. This includes wiping down tables, putting dishes in dishwasher etc. Suite 100 is used for coffee and danish for all residents in the mornings. If the room is not clean and neat it disrupts the pleasant mood. Under no circumstances is Suite 100 furniture to be moved out to the lobby to accommodate large parties.

TOILETS

- Toilets are not for the disposal of kitty litter or other "foreign" objects.

MOVE-INS/MOVE-OUTS / DELIVERIES

- No moves or loading dock deliveries may be done before 9AM or after 5PM Monday through Saturday. No moves are permitted on Sunday. Loading dock access must be reserved through the building manager. Large Fed EX/UPS deliveries (furniture etc) will not be accepted at the gatehouse.