

HOUSE RULES

ADOPTED: October 18, 1984

REVISED: July 15, 1999; Amended: August 31, 1999 - page 2 paragraph 13 – Decks

REVISED: October 28, 2013; Renting: page 1-item 1; Liability: page 2-item 5; Window Coverings: page 2-item 11; Storage: page 2-item 12; Decks: page 3 item 13; Barbeque Grills: page 3 item 13a; Garage: page 3-item 14; Garage Door Access: page 3-item 14.a; Garage Spaces: page 3-item 15; Vehicles: page 3-item 17; Bicycles: page 4-item 19; Pets: page 4-item 23; Common Areas: page 5-item 27.

REVISED: May 1, 2020; Renting: page 1-item 1, Window & Door maintenance: page 2-item 10, Decks: page 3-item 13, Garage Spaces: page 3-item 15, Vehicles: page 3-item 17, Bicycles: page 4-item 19, Garbage: page 4-item 20, Pets: page 4-item 23, Flying of flags: page 5-item 28

House rules stipulated in Association **Bylaws** and Association **Declaration** of Covenants are identified in bold italics.

- 1. Renting and Leasing: (Declaration)** A unit owner who rents or leases his or her unit to another party shall report to the management company within ten (10) days of rental occupancy or signing of a rental agreement, whichever is earlier and provide the renter's name, mailing address, email address, **vehicles and license plate numbers**, and home and work telephone numbers. ***The lease shall contain a provision that makes the provisions of the Declaration, Bylaws and House Rules a part of the lease, so that a violation of the provision of these documents is also a violation of the lease.*** The owner shall provide a copy of the House Rules and **House Rules Violations Guidelines** to the tenant at the time the lease is executed. Owner shall also provide a copy of the renter's lease to the management agency within ten (10) days and signed verification that the House Rules and Violation Guidelines are read by the tenant or owner.
- 2. Moving In/Moving Out:** All residents (owners and tenants) must check in with the Resident Manager at One South before and after moving into or out of a unit. Any damages resulting from moving in or out shall be the responsibility of the unit owner. The elevator door shall not be blocked open to hold the elevator to any one floor.
- 3. Residential Usage: (Bylaws)** ***Units are restricted to single family usage. Professional and administrative occupations may be carried on within units as long as the activity is not evident externally.*** No commercial activity is allowed in common or limited common areas.
- 4. Owner's Responsibility to Maintain: (Declaration)** ***All owners shall keep their units and their limited common area repaired and maintained in good order and condition. All repairs to internal installations shall be made at the owner's expense.*** The Resident Manager is not responsible for making repairs to individual units.

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5. **Liability for Damages:** **(Declaration)** *Each unit owner shall be liable to the Association for any damages to the common areas/limited common areas or any equipment thereon which may be sustained by reason of negligence of said unit owner*, guests or tenants. Including, but not limited to, damages caused by mud, grease, stains, or cigarette burns to carpets, walls, doors, woodwork or windows. Damaged deck railings must be repaired by the unit owner. Damages to outside landscaping will be billed to the unit owner responsible.
6. **Insurance:** **(Declaration)** *The Association is not responsible for damages due to fire, water, or theft to personal effects located within the unit.* You are encouraged to obtain personal property and personal liability insurance coverage.
7. **Access for Emergencies:** **(Declaration)** *The Board of Directors may authorize entry into a unit in the case of emergencies where the unit or any part of the project is threatened whether or not the unit owner or occupant is present at the time.* Residents must provide the management agent with emergency contact information. All unit owners must furnish the management with both their home and work telephone numbers within thirty (30) days of the purchase of their unit.
8. **Structural Alterations:** **(Bylaws)** *Structural alterations and home-done wiring are not allowed.* You are strongly encouraged, for your own protection, to use licensed, bonded and insured contractors for repairs performed within your unit. If the work is not properly done and results in damage to another unit or to the common areas, you would then have recourse against the contractor.
9. **Modifications to Common or Limited Common Areas:** **(Declaration)** *No additions, modifications, or unsightly decorations to the common areas or limited common areas, including, but not limited to, garage interiors and decks, are permitted without written approval from the Board of Directors.* Rust proof chicken wire may be used on decks for safety reasons provided it is secured by steel wire. It may not sag or become unsightly. Doormats in unit alcoves are acceptable if they comply with decorative standards.
10. **Window and Door Maintenance:** Maintenance, repair or replacement of unit windows and exterior doors is the responsibility of the unit owner to the extent not covered by the Association insurance. A Design Review form provided by the Property Management Company or resident manager is to be filled out and submitted to the Board of Directors for approval before any work commences.
11. **Window Coverings:** Window coverings must be a shade of white, intact and undamaged, when viewed from outside.
12. **Storage:** **(Declaration)** *Storage of any kind is not permitted outside of the units, including decks.*
 - (a) Storage lockers may be built within an assigned interior parking space, as long as they conform in size and appearance to the existing lockers. No storage outside of these lockers is allowed in the garage parking area.
 - (b) Personal items, including shoes and boots, are not to be left in the alcoves or hallways.

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- 13. Decks:** The decks are not to be used at any time as a storage area. Only the following items may be kept on the decks: electric barbeques, patio or outdoor furniture, flowerboxes and flowerpots. Clothes drying racks are not permitted. Do not hang items from the railings.
- (a) **Barbeque Grills:** Gas and charcoal grills are not allowed. Only electric grills may be used on the decks.
 - (b) **Decorative Lights:** All multi-colored lights must be removed within fourteen (14) days after the observance of the winter holidays. Small white lighting associated with the City of Lights program can be displayed from October 1 through March 31.
- 14. Garage:** For safety reasons, automobiles are not permitted to idle in the garage for more than a few minutes. Major repair of automobiles is not allowed in the garage or parking areas. Allowable minor repairs such as wiper replacement, washer fluid and battery maintenance are acceptable. Oil changing of vehicles is not allowed. During the months from October through March, the garage doors are not to be left open for periods exceeding two minutes. Garage doors are not to be unplugged by anyone except the Resident Manager or appointed designee. Car washing is not permitted inside the garage due to poor water drainage conditions. The use of outside common areas for car washing is acceptable providing that the area is left clean, and that the water is completely shut off.
- a. **Garage door access:** Do not use the garage doors for pedestrian access. Use those doors only for vehicle (including bicycle and wheelchair or shopping cart) access. Movement through the garage is only in one direction. Do not exit through the entrance door. Do not allow children to play or ride bicycles in the garage. Bicycles must be walked into and out of the garage using the correct access.
- 15. Garage Spaces:** Garage spaces are limited common areas. Unit owners are responsible for the cleanliness and upkeep of their parking area. Vehicles leaking oil or other fluids must have a drip pan placed underneath to contain the spill. Absorbent material is acceptable for prompt clean-up of a spill. Using spaces for carpentry or similar type work is prohibited without prior approval of the board or resident manager.
- 16. Parking:** Parking is only permitted in marked spaces. It is not permitted in the driveway or roadway because they are fire lanes. Parking is not permitted in front of garage doors, in front of the elevator doors, in front of the lobby entrance, or parallel to the building (a fire lane). Violators will be towed.
- 17. Vehicles:** Only two resident vehicles per unit shall be parking within the complex at any one time. Exceptions will be made upon approval from the Board of Directors. Inoperable vehicles shall not be parked or left in the common areas. This applies to both the interior and exterior parking lots. All cars parked in the lot or in the garage must be validly licensed. Expired or unlicensed vehicles will be tagged. If the problem is not resolved, the vehicle may be towed at the owner's expense. Vehicles may not be stored in outside parking areas. A vehicle is considered stored when left for a period exceeding two weeks. Again, exceptions will be made only upon approval from the Board of Directors. Do not use "auto-start" on any vehicle parked next to the building until you are in the parking lot. Outlets are available along the building to plug in an engine heater in winter, however a timer must be connected to the outlet and set to be on for no more than 2 hours.

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- 18. Recreational Vehicles: (Bylaws & Declaration)** *Trailers, snowmobiles, motor homes, boats and other recreational vehicles may not be parked in the complex.* The parking of motor homes is by permit only and is limited to twenty-four (24) hours for loading and unloading. Permits can be obtained from the Resident Manager.
- 19. Bicycles:** Bicycles are not permitted to be stored on decks. There are bike racks in the garage to accommodate them. Bicycles, skates, scooters, and skateboards are not permitted to be ridden in the hallways or garage. Tags should be affixed on bicycles with unit number on them.
- 20. Garbage: (Bylaws)** All garbage must be put into plastic bags and securely fastened before being put down the garbage chute. Do not dump garbage into the chute between the hours of 10pm and 8am. After 10pm, carry garbage down to the dumpsters. All boxes must be broken down and taken to the garbage room in the basement as they can jam the garbage chute. No liquids of any kind are to be put down the chute, use your garbage disposal for such. Use the metal ash can in the garbage room for any fireplace ashes. ***Do not place garbage outside of the dumpster.*** Do not dispose of appliances, furniture, or any large items in the garbage room. Do not drag trash bags along floor hallways. No disposal of oil is allowed in the drain of the garage or any other area on the premises including the dumpsters. Disposal of oil can be accomplished as local service stations.
- 21. Hazardous Substances:** Explosives, flammables or illegal products may not be kept on the premises.
- 22. Nuisance or Unlawful Activities: (Bylaws)** Residents may not cause a nuisance to others. This includes, but is not limited to ***noise producing activities***, obstructions and litter. No unlawful use shall be made of any part of the project.
- 23. Pets: (Declaration)** *Pets are not permitted.* This includes pets who are “just visiting” with friends and emotional support animals.
- 24. Advertisements: (Bylaws)** ***Advertisements, posters or signs may not be displayed except with written approval from the Board of Directors provided, however, that the restriction shall not apply to any single sign of reasonable size which states that the unit is for sale.*** Said “For Sale” sign may be displayed from the inside of the unit window only. No advertisements, posters, or signs may be displayed on the building exterior or on the common grounds. Lockboxes may be placed on the exterior entry rails only not on the entry doors. Lockboxes may not remain after the unit sale has closed. They must also be labeled with the unit number.
- 25. Authorized Access Areas:** Access to the boiler room, roof, telephone room and One South office shall be restricted to the Board Members, Resident Manager or appointed designee.
- 26. Board Authority: (Bylaws)** ***The Board of Directors reserves the power to establish, make and enforce compliance with such additional rules and regulations as may be necessary with the right to amend the same from time to time, and impose reasonable fines for infractions of all rules and regulations.*** House Rules Violation Guidelines and Enforcement Policies are separate documents provided to owners and available from the management company.

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27. Commons Areas and Limited Commons Areas:

- a. **Lobby:** Do not leave items such as magazines, books and furniture in the lobby for others. A note may be posted on the lobby bulletin board offering such items.
- b. **Windows:** Any common area window that is opened must be closed by 10 PM.

28. Flying of flags: Residents can fly the U.S. Flag and Alaska flag only from their deck. Installation of a flag mount must be approved by the board of directors unless the flag is on a vertical free standing mount on the resident's deck. The maximum size of the flag shall be 2.5 ft. by 4 ft. on a 5 ft. flagpole.

Any resident flying the flag must follow the United States Flag Code - Section 1 of Title 4 of the United States Code (4 U.S.C. § 1 *et seq*). Portions of the code state:

- It should be displayed only between sunrise and sunset, although the Flag Code permits night time display "when a patriotic effect is desired." Similarly, the flag should be displayed only when the weather is fair, except when an all-weather flag is displayed.
- It should be illuminated if displayed at night.

Failure to follow the Flag code, or fly flags other than the U.S. or Alaska Flag will be a House Rules violation.