

PARK PLACE CONDOMINIUM ASSOCIATION, INC.

RULES

Effective Date: July 24, 2024

Table of Contents

INTRODUCTION	2
A. GENERAL RULES APPLYING TO ALL SECTIONS	2
B. HOUSEHOLD MOVES (In or Out)	3
C. LARGE ITEM DELIVERY	3
D. TRASH	3
E. GARAGES, VEHICLES, PARKING	4
F. PETS	5
G. FIRE, SAFETY, SECURITY	5
H. NOISE AND NUISANCES	6
I. COMMON AREA AND LIMITED COMMON AREA VISUAL CONSISTENCY	7
J. LEASING OF UNITS	7
K. USE OF COMMON ELEMENTS	8
L. COMMERCIAL ACTIVITY	8
M. MINOR AND MAJOR INTERIOR ALTERATIONS	9
N. ASSOCIATION DUES AND ASSESSMENTS	10
O. ENFORCEMENT	10
Appendix 1. Fee and Fine Procedure and Schedule	11
Appendix 2. Household Move Procedure and Checklist	13
Appendix 3. Notice of Violation and Potential Fine	16
Appendix 4. Notice of Fine Decision	17
Appendix 5. Unit Owner Registration	19
Appendix 6. Lease Addendum for Receipt of Rules	20
Appendix 7. Tenant Registration	21
Appendix 8. Heating Zone/Pipe Requirements for Units with Baseboard Heat	22
Appendix 9. Request for Alterations and Improvement by Unit Owner	24

INTRODUCTION

Park Place Owners share in the ownership and costs associated with the management and preservation of the Park Place Condominiums, including the resident buildings, garages, Association-owned property, and associated land (collectively “Property”).

The intent of House Rules is to protect and support Park Place Owners through increasing safety and security of, reducing nuisance in, and correcting damage to, the Property. If there are inconsistencies between the Rules and either the Bylaws or Declaration, those other governing documents take precedence.

The Executive Board (“Board”) periodically reviews the House Rules (“Rules”) and holds the responsibility for updates for the benefit of the Park Place Homeowners Association (“Association”). The Association may levy fines, recoup repair costs, and pursue legal action as necessary for violations of the Rules. The Fee and Fine Schedule is located in Appendix 1. Indicative, but not comprehensive, Fine levels for the initial infraction are included in the following Sections. The Board welcomes comments, questions and suggestions.

A. GENERAL RULES APPLYING TO ALL SECTIONS

Safety and Security

(Fine Level C)

1. No doors shall be left open without being supervised by a Unit Owner, Owner’s Representative, Tenant or Manager.
2. Each person entering a garage or building should enter using their own personal key or garage door opener. Always wait for the door or garage door to fully close behind you, not allowing another vehicle or person to follow you into the building or garage.
3. No one should admit, allow to follow, or “buzz-in” from inside their unit, any person other than their own guests or persons absolutely known by the resident to be authorized to have access.
4. If you encounter an unknown person or person(s), or if someone follows you into a garage or building and causes you concern, or if you note evidence of theft or foul play, avoid confrontation and move to safety. Once safe, call 911 if appropriate, and notify the Manager with the location, date and time of the incident.
5. Any event or condition adversely affecting the security, safety, or best interests of Park Place should be immediately reported to the Manager. An Incident Report will be created for further action, which may include video review, additional investigation, and any subsequent actions by the Association.

Responsibilities

6. Unit Owners shall be financially responsible for any physical damage to the Property caused by themselves, their pet, guest, Tenant, or contractor.
7. Delivery vehicles for Household Moves, Large Item Delivery or associated with Interior Alterations may not idle near any building or garage door. They shall be safely parked in designated spaces.
8. Fines may be levied for Rules infractions and will escalate for repeat offenses.

B. HOUSEHOLD MOVES (In or Out)

(Fine Level B)

Household Moves are most often associated with a sale of a unit or a change of tenant. They may also occur in conjunction with a remodel or refurbishing of a unit. In these cases, these rules apply:

1. Household Moves require scheduling with the Manager.
2. Household Moves are permitted Monday through Friday, 8am to 8pm and Saturday, 9am to 5pm with final exit from all Common Areas by that time. The front doors may not be utilized for Household Moves.
3. A damage deposit (see Appendix 1) will be debited to the Owner's account and is refundable following a successful post-move walk-through. Funds to repair damage caused by the Move will come first from that deposit and the remainder will be billed to the Owner's account.
4. Protective elevator pads will be hung during a weekday (Monday-Friday). Notify the Manager at least 2 business days prior to your move to schedule the pre-move walk-through and installation of the pads.
5. Refer to the Moving Process Checklist in Appendix 2 for detailed instructions including allowed parking locations. In general, you are responsible for maintaining building security, and minimizing nuisance including ingress/egress for other residents.

C. LARGE ITEM DELIVERY

(Fine Level A, B)

Large Items are defined as any bulky or heavy item that has a high risk of damaging the Property should it fall to the floor or hit a wall. In most cases, if the item requires a moving dolly, it is a Large Item.

1. Large Item Delivery is permitted Monday through Saturday, 8am to 8pm with final exit from all Common areas by 8pm.
2. Protective elevator pads will be hung during a weekday (Monday-Friday). Notify the Manager at least 2 business days prior to the Delivery for pad installation. If elevator pads are already in place for other reasons, such as a Household Move, the 2 days may be waived.

D. TRASH

(Fine Level A, B, C)

1. Household trash may include Household Move and Large Item Delivery debris if it can meet the following Rules.
2. Cardboard boxes shall be flattened and placed next to the dumpsters. They shall not be deposited into the dumpster or down a garbage chute.
3. Household trash shall be tied or otherwise sealed in bags before it is dropped into the trash chute or placed in the dumpster. Any large item that might get stuck in the trash chute shall be taken to the dumpster by hand. Do not dispose of material that causes the dumpster lid to not close.

4. Cooking grease should not be disposed of in sinks and garbage disposals. Enzyme drain cleaners are to be used monthly to prevent backed-up drains.
5. Items for recycling must fit in the recycle bin and allow the lid to fully close. Only items approved for Park Place recycling may be placed in the recycling bin. No plastic bags are allowed.
6. Non-household large waste may not be disposed of through the Association resources. Examples include crates, pallets, paints, painting materials, furniture, appliances, and construction waste.
7. Hazardous waste shall not be placed in the Association trash or sewer system. This waste includes any ignitable, corrosive, or reactive substance. Examples include automotive grease and wet paint.
8. Burying waste anywhere in the Common Elements is forbidden. No waste of any kind may be dumped into the floor drains in the garages.
9. Use of the central vacuum system for disposal of animal litter or fireplace ashes is forbidden.

E. GARAGES, VEHICLES, PARKING

(Fine Level A, B, C)

1. Parking is for standard passenger vehicles including motorcycles, SUV's and pickup trucks. Vehicles may not protrude outside of the painted lines or into areas that block building access. An Owner may seek a variance from the Board. Residents and Owners are responsible for keeping the area visually tidy and free from grease and other hazards. No cardboard or other floor covering is permitted in a parking space. Residents may park in the car-wash stations only while washing the vehicle. Association-provided wheeled carts for Residents transporting **light items** are to be returned, cleaned of debris, to the garage immediately after use. Use rugs provided in front of elevator lobbies to reduce tracking dirt on to the carpet.
2. An Association-approved storage unit may be placed at the wall end of the parking space, following approval by the Manager, and must be attached per Manager instructions. Personal-use bicycles may be kept at the wall end of the parking space. It is recommended they are locked against the wall.
3. Unit Owners may rent their unused garage space(s) to other Park Place Owners for a maximum of one year, renewable.
4. Engine block heaters, battery chargers or other items placed or used by individual Unit residents may be plugged in for no more than 24 hours into the Common Element outlets.
5. Vehicles parked in the garage will need to be moved at least twice a year for garage cleaning and at other pre-announced times for maintenance or in case of emergency. It is recommended someone local has keys to do that if you are away.
6. In addition to the garages, the West lot, between Park Place and Inlet Towers, is available for outside parking for a maximum of seven days in a row, towing enforced. The East lot is for guest parking, and for occasional very short-term resident parking (drop-off/pick-up). Any vehicles parked outside must be moved within 24 hours of a snowfall or any other time a notice is posted for lot maintenance.

7. Vehicles may not park in designated and signed loading/unloading areas except for active loading and unloading.
8. Vehicles that are leaking oil or other fluids are not allowed anywhere on the Property, inside or outside, including the East and West lots.
9. Boats, trailers, campers and recreational vehicles are not allowed in garages or parking lots on the Property.
10. Vehicle repairs including oil changes and any use of flammable liquids may not be performed anywhere on the Property.
11. Vehicles may not be warmed up, idled or revved in the garage.
12. Electrical outlets in the Common Elements, including garages, may not be used to charge or power electric vehicles.
13. All must observe the posted 5mph speed limit in the garages.

F. PETS

(Fine Level A, B)

Pets are defined as dogs, cats, caged birds and fish. No other animals are allowed on the Property.

1. Residents are limited to having two pets of each kind and a fish tank of not more than 150 gallons.
2. Pets must be attended and **physically** restrained at all times (caged or leashed, not just held) when outside a Unit, anywhere on the Property. Animals shall not be tied on or to Common Elements, or left unattended on decks/patios under any circumstances.
3. Pets may not be allowed to urinate or defecate anywhere inside the buildings, the garages, in the courtyard, within 25 feet of a building entrance or exit, and in posted areas. Feces shall be immediately picked up and disposed of in a sanitary fashion.
4. Residents should file a complaint with the Municipality and forward a copy to the Association for any nuisance or injury caused by an animal on the Property.
5. The Board may ban any pet deemed to be causing a danger or nuisance to others.

G. FIRE, SAFETY, AND SECURITY

(Fine Level A, B, C)

In addition to Fire, Safety, and Security, some of the following Rules are in place due to Municipal or State code and/or have a direct impact on the Association's insurance.

1. To ensure designated fire exits are not restricted, no personal items, including shoes, shall be stored in the Unit door alcove.
2. In the event of a fire alarm or other emergency all occupants must exit the buildings by the closest stairway. Do not use the elevator.
3. Access to a Unit, whether the Unit Owner is present or not, may be granted by the Manager or Board in case of emergency. The Manager will make reasonable attempts to first contact the Unit Owner unless immediate actions are required to preserve life or property. Emergencies may

include leaking pipes, fire, roof leaks, and similar conditions. Emergency Response personnel may enter a Unit as needed. (Declaration, Section 6.3)

4. Storage of flammable liquids (including gasoline, solvents, oil-based paint or cleaning fluids) is not allowed anywhere on the Property. Only flameless electric grills may be used on the decks, patios, and in courtyard.
5. Municipal Code forbids full or empty propane tanks, barbeques or open-flame cooking devices being stored or used on the Property. Per Municipal Code, firewood (except for one bundle smaller than 20" x 12" x 8") and other combustibles shall not be stored on decks or on courtyard patios within 10 feet of combustible building surfaces.
6. Smoking or vaping is permitted only inside a Unit.
7. To comply with fire codes, Unit doors must not be propped open. Doors left open to vent cooking odors or smoke may set off the building fire alarms.
8. Hallway fire doors, stairwells and stairway exit doors must not be propped open, blocked or obstructed. Stairway exit doors are fire blocks which must be kept closed at all times.
9. Unit Owners are required to always maintain electrical service within their Unit, as disruption of power compromises the portion of the fire alarm system within the Unit.
10. Unit Owners must ensure that smoke and CO detectors within their Units contain functioning back-up batteries. Removing any smoke detector is strictly prohibited.
11. Each Unit Owner with any baseboard heating must maintain a properly functioning ball valve at both ends of every heat loop, a working coin vent just ahead of the farthest downstream valve in each loop, and a properly functioning thermostatic controller in each heat loop affecting their Unit. Unit Owners must use a plumbing contractor approved by the Manager for any work impacting the heating systems, piping or zone valves. See Appendix 8.
12. Unit Owners are responsible for interior maintenance of their Unit(s), including cases where interior damage may arise from failure of a Common Element roof or pipe (Declaration, Sections 6.1 and 6.2). Owners should periodically monitor their units and report or address any problems including leaks, clogs, etc., as they may be responsible for enhanced repair costs to adjacent property that could have been prevented through reasonable diligence.
13. To enhance the safety of all residents, Park Place employs a network of video and audio security cameras. Damaging, altering or tampering with any security system, including but not limited to cameras, locks, building entry systems, and fire alarm systems, is strictly prohibited.
14. No Owner, their pet, their guest, their tenant, or their contractor shall access the roof of any building. Any work requiring roof access is managed by the Manager.
15. Lock boxes are prohibited on the Property, except where designated by the Manager.

H. NOISE AND NUISANCES

(Fine Level A)

1. Quiet Hours: Residents and their guests must observe Municipal quiet hours of 10 pm to 7 am. During these hours, reduce or eliminate noise from pets, music, appliances and electronic devices

in the Unit or Common Elements. Outside of quiet hours, be considerate of the shared environment of Park Place. When leaving the buildings, residents and their guests should minimize noise in hallways, garages and outdoor parking lots.

2. Any equipment or activity that creates excessive or unusual noise, vibration, fumes or odors, or interferes with electronic equipment is prohibited on the Property. Windchimes and other noisemakers are not allowed outside.
3. Smoking is prohibited outdoors on decks or within 20 feet of any entrance, open window or ventilation duct.
4. Residents or their guests using the courtyard at any time must not disturb other residents. Children must be supervised.
5. Use of bird feeders or the feeding of any wild animal on the Property is prohibited.

I. COMMON AREA AND LIMITED COMMON AREA VISUAL CONSISTENCY (Fine Level A)

1. Unit doors and alcoves must be kept in good condition and may not be defaced, including by nail holes or tape. A doormat matching the hallway carpet provided by the Association must be used. One decorative item is allowed on the door, provided it is hung in a way it can be removed without residue or damage (examples: door hanger, wall-safe tape, removable hook).
2. No personal items (including plastic bags or items left for charity pick up) may be left unattended within the Common Elements or placed in building entrance areas. Bicycles and other items may not be left within sight of the building entrance.
3. All window and door coverings must be white or light beige when visible outside the Unit. Nothing else may be visible outside the Unit windows except for a single "For Sale" or "For Lease" sign, with a maximum size of 24" x 30", placed inside only one window of a unit. No other items are allowed to be placed in windows.
4. Patios and decks are to be kept neat and uncluttered with nothing showing above planter boxes except flowers, hanging baskets, flags or seasonal decorations. Dead or dying flowers or plants must be removed.
5. Any change to the building exterior must have prior approval from the Board. Screen doors in the approved color may be added with prior approval by the Manager.

J. LEASING OF UNITS

(Fine Level A, B)

1. Any Unit Owner permitting another party to reside in their Unit must use a written lease which requires compliance with the Declaration, Bylaws and Rules as a condition of occupancy. Section 8.1 (a) of the Declaration designates a maximum overnight occupancy of two persons per bedroom. The attached Tenant Registration as Appendix #7 and Lease Addendum as Appendix #6 forms must be signed and sent to the Manager prior to scheduling move-in and within five days of signing a rental agreement, or within five days of any later changes to occupancy.

2. All lease agreements must be for a minimum of six months and Unit Owners may not lease less than the entire Unit. Unit Owners must provide immediate notice of any residency changes and must comply with moving procedures per Section B. Any sub-letting or assignment is considered a "new lease" with required submission of revised Registration and Lease Addendum forms.
3. Each Unit Owner is responsible for the actions of their tenants/occupants. A copy of these Rules should be present in all tenant-occupied Units. If fines become applicable, they are levied against the Unit Owner rather than tenant.
4. Each Unit Owner should provide a completed Owner Registration Form to the Manager, including contact information. Contact information will be published in the Owner Directory per the Registration Form instructions. Contact information must be updated each year at the time of the annual meeting, whenever a Unit's occupants change, or when otherwise requested by the Manager.

K. USE OF COMMON ELEMENTS

(Fine Level A)

1. To avoid damage, the following are not allowed: climbing trees or the gazebo, pruning or otherwise disturbing trees, plants, flowers, fruits or vegetables or doing any private gardening.
2. The Landscape Committee manages the seven raised planters around the gazebo as well as all landscaping of the Property. Requests for landscape changes may be submitted to the committee through the Manager.
3. Damaging or littering Common Elements is prohibited, including disposal of potting soil, plant material, or cigarette butts.
4. Foot traffic should be confined to sidewalks wherever possible to prevent wear patterns in the lawn. Climbing over deck railings is prohibited. Moving items over deck railings requires pre-approval by the Manager. Under no circumstances is foot traffic permitted on any sloped gravel areas, which are especially susceptible to erosion and damage.
5. No self-propelled vehicle (bicycle, rollerblades, scooter, skateboard) may be ridden on lawns, in hallways or in garages. Toys or other items may not be left in the courtyard or hallways outside Units except when in actual use under proper supervision.
6. Use of the Meeting Room (North Building, 4th floor) or Solarium (South Building, 8th floor) is permitted with the approval of the Manager. In consideration of neighbors, noise should be minimized, and the areas should be cleaned up after use.

L. COMMERCIAL ACTIVITY

(Fine Level B, C)

1. Operating a Unit as a short-term rental of any kind is prohibited.
2. Soliciting for any purpose and real estate "Open Houses" are not allowed.
3. Garage sales and yard sales are not allowed on the Property.

4. Units are limited to single family residential use. Professional and administrative occupations must not be externally evident.

M. MINOR AND MAJOR INTERIOR ALTERATIONS

(Fine Level A, B, C)

Minor Alterations refer to changing carpet or flooring when no demolition is required, painting, wall treatments and exchanging lighting fixtures. Major Alterations refer to any other demolition or construction activity in a Unit. **Penetrating the roof, the building exterior or the concrete slab roof over the garage are strictly prohibited as this risks severe damage to the structural integrity of the buildings.**

1. Minor Alterations are permitted Monday through Saturday, 8am to 5pm. Minor Alterations require notification to the Manager.
2. Major Alterations are permitted Monday through Friday, 8am to 5pm. Major Alterations require (1) submission of a Request for Alterations and Improvement by Unit Owners form, (2) approval of the Board, and (3) all required Municipal permits. The Park Place Declaration gives the Board up to 60 days to respond to a Unit Owner after receiving a complete Request for Alterations and Improvements. Every effort will be made to respond more quickly; however, Unit Owners may not begin work, including demolition, until they have received authorization from the Board.
3. For Major Alterations, a fee for extra Manager administration will be charged, and a damage deposit will be debited to the Owner's account. See the Fee and Fine Schedule in Appendix 1. The damage deposit is refundable following a successful post-construction walk-through and after a copy of the Municipal Occupancy Certificate is provided to the Manager. Any repairs necessary will come first from that deposit and then billed to the Owner's account.
4. When making modifications to their units, Owners have both a legal liability and responsibility to the Association to ensure that renovation projects are safe, compliant with Municipal regulations, including acquiring all required Municipal permits, in alignment with community standards, and have as small an impact on fellow residents as possible.
5. Refer to the Request for Alterations and Improvements by Unit Owners for detailed instruction, information, and requirements. Following is a high-level summary of the process and key elements.
 - a. The Remodeling Review Committee will review the submitted Request form and make a recommendation to the Board. Three possible outcomes from the Board are "Approved As Submitted", "Approved With Modifications", and "Denied and Returned." If a Request is not Approved As Submitted, the response will be accompanied by a detailed explanation of actions or changes required to get full approval. An "Approved As Submitted" outcome is required to go forward with the Major Alterations.
 - b. All Municipal permits are required before commencing work. All permits must be properly posted.
 - c. Other than staging materials as described in an "Approved As Submitted" Request, no construction work of any kind may take place in any garage by any Owner. The HOA contractors may use the garage if outside work is not possible for construction activities for Common and Limited Common Elements.

- d. All work must be performed by a properly licensed and bonded contractor, who carries all necessary insurance policies. Unit Owners are also responsible for worker compliance with these House Rules.
- e. All moving of construction materials is considered a Household Move and subject to the Rules in Section B in these House Rules. Specific transit routes for materials should be part of the submitted Request. Manager approval is required for temporary storage of construction materials. See D.4 for disposal of construction materials.
- f. The Unit Owner must notify the Manager if work extends past the completion date on the form.

N. ASSOCIATION DUES AND ASSESSMENTS

1. Dues and assessments are due on the first of each month and delinquent on the 16th. Late fees, NSF charges and any other actual costs of collection will be charged to the Unit Owner, including legal expenses. See the Fee and Fine Schedule in Appendix 1.

O. ENFORCEMENT

1. The Board may appoint and delegate all or a portion of its responsibilities to the Manager.
2. Fees and Fines will be levied per the Fee and Fine Procedure and Schedule located in Appendix 1. The Board may take any action under the law and the Governing Documents to protect the interests of Unit Owners on matters affecting the Common Interest Community of Park Place.

Appendix 1. Fee and Fine Procedure and Schedule

FEE SCHEDULE

Household Move (In or Out)

1. \$500 deposit. Check or credit card information held until after post-move inspection.
2. If no damage is caused by the Household Move, the deposit is 100% refunded. If damage is caused, deposit is applied to repairing the damage and the Unit Owner is charged for any additional repair costs.

Additional Building Keys

1. Five keys were authorized to each Unit in 2021 when the external building locks were changed.
2. A request for additional keys should be made to the Manager with the reason for the request. The Manager will keep track of how many missing keys are reported so that the locks can be changed when it is deemed Park Place security risk warrants that expense.
3. Original broken keys may be exchanged for a new key at no expense.
4. Any broken key with part of the key remaining in the lock must be reported immediately to the Manager. The Owner will be responsible for any actual costs associated with that key extraction.
5. Additional Key Fees
 - a. Keys 6 and 7 \$50 each
 - b. Keys 8 and 9 \$100 each
 - c. Keys 10+ \$150 each

Interior Alterations

1. \$500 deposit. Check or credit card information held until after post-construction inspection and compliance with procedures including submission of Certificate of Occupancy from the Municipality of Anchorage.
2. If no damage is caused by the construction activities during Interior Alterations, the deposit is 100% refunded. If damage is caused, the deposit is applied to repairing the damage and the Unit Owner is charged for any additional repair costs.
3. \$100 non-refundable Fee to cover extra oversight and administrative costs.

Late Fees for Delinquency of Dues and Assessments

Dues and assessments are due on the first of each month and delinquent if not received by the 16th. Late fees will be charged each month when any amount of the balance remains unpaid.

Payments returned by the bank as NSF and not rectified by the 16th are delinquent. Actual costs assessed by the bank for processing NSF payment will be charged back to the Unit Owner and an administrative fee of \$35 will be additionally assessed by the Manger.

Amount Delinquent	Late Fee Charged Each Month Delinquent
\$0.01 - \$2999.99	\$25.00
\$3000.00 - \$4999.99	\$50.00
\$5000.00 and higher	\$75.00

FINES

The Board reserves the right to fine at a higher Level than listed in the House Rules for ongoing, recurring or intentional violations, up to any amount deemed “reasonable” for purposes of AS 34.08.320(a)(11).

Fine Schedule

Level	Examples of Category, not limited to:	Representative Fine Range
A	Excessive Nuisance: noise, pet disturbances including elimination in Common Elements, garages and storage areas	Up to \$100
B	Major Infraction: Unauthorized Household move, storing hazardous or other materials in violation of Rules, violating municipal or state code	Up to \$250
C	Severe Infraction and/or Irreparable Damage: compromising the security of Park Place, disposing hazardous waste on-site, safety and fire risk	Over \$250

Fine Procedure

1. In most cases, the Board will delegate the investigation, hearing, and decisions regarding fines to the Manager. Owners have the right to appeal any decision to the Board.
2. Notice of Hearing will be provided to the Unit Owner using the Notice of Violation/Potential Fine form (Appendix #3) or similar document.
3. Following the noticed hearing and the time allowed for appeals to the Board and its decision on the appeal, the Notice of Fine Decision (Appendix #4) is provided to the Unit Owner.
 - a. In the case of violations which may be easily remedied, the hearing officer will consider evidence that the Unit Owner has corrected the violation and may reduce or waive the fine, conditioned upon no similar violation occurring within the following 12-month period.
4. In addition to fines, the Board may institute legal proceedings or correct violations (e.g., repairs, restoration, vehicle towing, etc.), charging all associated costs back to the offending Unit Owner as additional assessments. If the Association retains legal counsel to enforce Rules, Declaration or Bylaw provisions, legal costs will be assessed against the Unit Owner as additional fines.

Appendix 2. Household Move Procedure and Checklist

Moves are among the most disruptive activities at Park Place. Please be aware that failure to comply with these procedures can result in fines of up to \$500 plus any damages.

Owner or Representative: _____ Unit# _____ Phone# _____

IMPORTANT: The Owner or Owner's Representative must be **onsite** to supervise the entire move.

A MINIMUM OF THREE (3) BUSINESS DAYS BEFORE MOVE:

1. Owner or Owner's Representative (“**Owner/Rep**”) **must** contact Park Place's management office, PMSI, at 907-562-2929 or info@pmsialaska.com a minimum of three (3) business days in advance of the desired move date to schedule a Household Move (In or Out).
2. **PMSI** will advise the most convenient days/times for your move. Scheduling, fees, rules, and any conflicts due to our limited staging area and limited access on trash pickup days will be clearly outlined.
3. **Owner/Rep and PMSI** will agree on a schedule and Owner/Rep will advise the name and contact for the moving company. The date/time of the move will be confirmed and the Scheduling/Pre-Move Checklist must be reviewed, and initialed as accepted by the Owner/Rep.

Scheduled date/time for move is: _____

Moving company: _____ Phone: _____

Initial Acceptance	SCHEDULING/PRE-MOVE CHECKLIST
	Three business days' advance notice is given to PMSI (management office)
	A \$200 moving deposit is debited to the Unit Owner's account.
	Household Move hours are Monday-Friday 8a-8p and Saturday 9a-5p.
	No moving noise allowed during Municipal Quiet Hours 10p – 7a
	Moving through the front entrances is not permitted unless authorized.
	Protection of Common Area floors and walls discussed
	Trash pick-up may not be hindered. Trash pick up schedule is _____. A \$200 fine will be assessed if garbage pickup is impacted.
	Permissible parking areas are acknowledged and understood on the provided map.
	A person must always be attending any open doors.
	The Unit Owner is financially responsible for any building damages.
	Any oversized moving debris must be disposed of offsite.

4. PMSI will send the checklist with a work order to an assigned Park Place Representative (“PP Rep”) advising them of the date/time of move and in which elevator to hang pads. That Park Place Representative will do a walk-through along the moving route and note, video, or photograph pre-existing damage. On moving day, the checklist is followed by the Owner/Owner’s Representative.

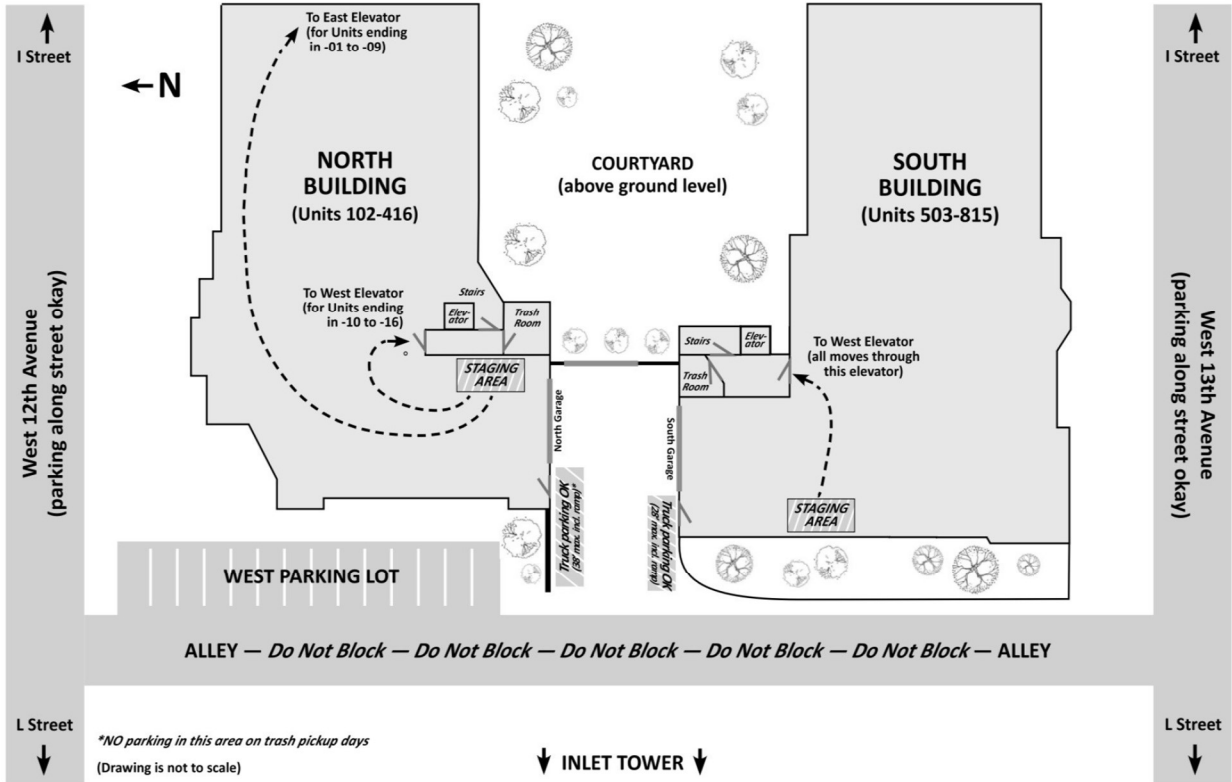
Initial Compliance	MOVING DAY CHECKLIST
	Refer and adhere to the parking diagram for the entire moving process.
	Owner/Rep and moving crew meet on site. Discuss approved parking areas depending on size of the moving truck, security of doors and the requirement to dispose of oversized debris off site.
	Prior to the Move, the Owner/Rep and moving crew complete and video-record a walk-through of the approved path to conduct move.
	The Owner/Rep’s highest priority is to always keep the building secure. This includes monitoring that parking is correct, and ensuring the open doors are attended. The Owner’s Rep and the moving crews may not allow anyone not known to them through open doors.
	Moving through the front entrances is not permitted unless authorized.
	Movers unload the truck into a staging area in the garage. Move the truck(s) to the approved parking area. Secure the garage doors. Move items to the Unit. The Association-provided light duty carts are not allowed to be utilized.
	The Park Place Representative verifies actual moving hours, does a site inspection for damage, verifies correct cleanup and that debris is disposed of off-site.
	All parties confirm that the building is secure.
	The Owner/Rep completes a post-move video inspection. Both pre- and post-move inspections are provided to PMSI for credit of the moving deposit.
	The Moving Process/Checklist completed and returned to PMSI

Acknowledged by (Park Place Representative Signature) _____

Date _____

Park Place Condominiums

1200 I Street



Appendix 3.

Notice of Violation and Potential Fine

Unit Number

Unit Owner and Address of Record

Description of Violation:

Provision of Rules, Declaration, or Bylaws Applicable to Violation:

Nature of Corrective Action Required:

Date(s) of Any Prior Warning(s):

Amount of Potential Fine _____ for the infraction that occurred on _____.
Fine will escalate if violations continue.

Hearing Time and Location (at least 10 days after notice):

Please be advised that the Association, acting through its Manager, shall consider the evidence and may levy fines against you for the reported violation as described above. You have the right, personally or by representative, to give testimony orally, in writing, or both, subject to reasonable rules of procedure established by the Hearing Officer in order to assure a prompt and orderly resolution of the issue. The Hearing Officer must consider evidence you present, although such evidence will not bind the Hearing Officer in making a decision. The Unit Owner shall be notified of the decision on the fine in the same manner in which notice of the hearing was given. Pursuant to Section 20.3 of the Declaration, decisions

of the Hearing Officer become final unless the Unit Owner files a written appeal to the Executive Board within ten days after notice of the decision.

Note: Immediate Correction may result in Fine reduction or waiver conditioned upon no similar future violations. Please present proof of remedy at the Hearing.

Written evidence, if applicable, should be delivered to:

PMSI
601 W. 41st Avenue, Suite 201
Anchorage, AK 99503

Email: info@pmsialaska.com

The undersigned hereby certifies that:

- A copy of this Notice was mailed by First Class mail sent to the Unit Owner's address listed in Association records and reflected above on the date below.
- A copy of this Notice was hand-delivered to the Unit on the date below.

Signature of Manager/Representative

Date

Appendix 4.

Notice of Fine Decision

Unit Number

Unit Owner and Address of Record

Description of Violation:

Provision of Rules, Declaration, or Bylaws Applicable to Violation:

Date of Hearing Notice: _____ Date of Hearing: _____

Decision: Please be advised that the Hearing Officer considered the evidence and determined to levy a fine of _____ for the infraction which occurred as stated above. Additional fines may accrue at an enhanced rate if the problem **I** is not immediately addressed.

Pursuant to Section 20.3 of the Declaration, the Hearing Officer’s Decision may be appealed to the Executive Board within ten (10) days, after which the decision otherwise becomes final.

Written notice of appeal must be delivered to:

PMSI
601 W. 41st Avenue, Suite 201
Anchorage, AK 99503

Email: info@pmsialaska.com

If the Unit Owner appeals this decision, the Executive Board shall conduct a hearing within thirty (30) days. The Executive Board may also increase the fine by \$200 if it determines that an appeal is frivolous or if the Unit Owner files an appeal and fails to attend the hearing.

The undersigned hereby certifies that:

A copy of this Notice was mailed by First Class mail sent to the Unit Owner’s address listed in Association records and reflected above on the date below.

A copy of this Notice was hand-delivered to the Unit on the date below.

Signature of Manager/Representative

Date

Appendix 5. Unit Owner Registration

This form is to be completed and returned to PMSI Management within seven (7) days of Unit closing or when requested by the Manager for periodic updates.

It is the responsibility of the Unit Owner to maintain accurate information with PMSI, as this information is used as the official contact information for each Unit Owner.

Unit Number _____ Storage Number _____ Parking Space(s) _____

Unit Owner Name(s): _____

Unit Owner Mailing Address: _____

Primary Phone: _____ Text ok? Y/N Alternate Phone: _____ Text ok? Y/N

Preferred e-mail Address: _____

Publish all (Y/N) or only this _____ contact information in Owner Directory.

Names of adult occupants and number of minors residing in the Unit:

See Article VIII, Section 8.1(a) of Declaration for occupancy limits

List and describe any pets, including type, breed and description:

See Section F of Rules for pet limits

Vehicles normally parked in Park Place Garage:

Make _____ Model _____ Year _____ Plate _____

Make _____ Model _____ Year _____ Plate _____

Unit Owner affirms receipt of House Rules, Declaration, and Bylaws

Signature of Owner(s)

Date

Please return the Unit Owner Registration to:

PMSI
601 W. 41st Avenue, Suite 201
Anchorage, AK 99503

Email: info@pmsialaska.com
Fax: 907.562.3550

Appendix 6. Lease Addendum for Receipt of Rules

Unit Number _____ Unit Owner _____

Tenant Name _____ Tenant Phone _____

Tenant Address _____

Management Company (if applicable) _____

Contact Name and Phone _____

NOTICE: PARK PLACE occupants shall comply with all governing documents, including the current House Rules. TENANT acknowledges receipt of a copy of the House Rules and agrees to comply (including any amendments uniformly passed) and that this is a condition of occupancy. This commitment shall supersede any conflicting language in the rental agreement. A copy of the Rules will be maintained at all times within the leased Unit.

_____ (Tenant initial) Tenant acknowledges notice of Household Move (In or Out) procedures stated in the House Rules, including advance scheduling requirements, allowable moving times.

Signature of Tenant

Date

Signature of Tenant

Date

Please return the Lease Addendum for Receipt of Rules to:

PMSI
601 W. 41st Avenue, Suite 201
Anchorage, AK 99503

Email: info@pmsialaska.com
Fax: 907.562.3550

Appendix 7. Tenant Registration

This is to be submitted to PMSI with any change of Tenant, or annually.

It is the responsibility of the Unit Owner to maintain accurate information with PMSI.

Unit Number _____ Storage Number _____ Parking Space(s) _____

Tenant Name(s): _____

Tenant Mailing Address: _____

Primary Phone: _____ Text ok? Y/N Alternate Phone: _____ Text ok? Y/N

Preferred e-mail Address: _____

Names of adult occupants and number of minors residing in the Unit:

See Article VIII, Section 8.1(a) of Declaration for occupancy limits

List and describe any pets, including type, breed and description:

See Section F of Rules for pet limits

Vehicles normally parked in Park Place Garage:

Make _____ Model _____ Year _____ Plate _____

Make _____ Model _____ Year _____ Plate _____

Tenant affirms receipt of House Rules, Declaration, and Bylaws

Signature of Owner(s)

Date

Please return the Unit Owner Registration to:

PMSI

601 W. 41st Avenue, Suite 201

Anchorage, AK 99503

Email: info@pmsialaska.com

Fax: 907.562.3550

Appendix 8. Heating Zone/Pipe Requirements for Units with Baseboard Heat

RESOLUTION OF PARK PLACE CONDOMINIUM ASSOCIATION, INC. REGARDING HEATING ZONE/PIPE REQUIREMENTS INSIDE UNITS OF SOUTH BUILDING

WHEREAS, the Executive Board of Park Place Condominium Association, Inc., has determined to replace the boilers and water heaters in the South Building (expecting to increase comfort levels for the occupants, decrease maintenance costs, and gain significant utility cost savings);

WHEREAS, AS 34.08.320 and Section 21.2 of the declaration authorize the Association, acting through its Executive Board, to establish policies regarding maintenance and operation of the project and Section 10.1(a) of the declaration prohibits any Unit Owner from altering, modifying, or improving mechanical systems without written consent of the Association;

WHEREAS, the boilers and water heaters are Common Elements maintained at shared expense from common assessments, and the gas consumed by same is also a common expense;

WHEREAS, Section 4.2 (d) of the declaration provides that “space heating” apparatus and “pipes” within Unit boundaries constitute part of each “Unit” and Section 6.2 of the declaration requires that each individual Unit Owner “maintain, repair and replace, at his or her own expense, all portions of his or her Unit”;

WHEREAS, the Association’s boiler replacement contractor has advised that the new boiler equipment may be damaged or its efficient operation may be impaired unless the piping within each individual Unit contains isolation ball valves at the far ends of each heating zone, a coin vent just above the downstream ball valve, and an operational thermostatic control on each zone;

WHEREAS, the isolation ball valves, coin vent, and thermostatic control on each zone are all items that should be integral to the “Unit” space heating pipes, which are to be “maintain[ed], repair[ed], or replace[d] at each individual Unit Owner’s expense pursuant to Section 6.2 of the declaration and AS 34.08.380(a);

WHEREAS, the Association, after consulting its design and construction professionals, has determined that all future work to the South Building heating systems should be accomplished by the same contractor that will be installing the new boilers and water heaters (having 49 separate contractors work on the unit pipes and then tie into the Association’s heating system would be virtually impossible);

WHEREAS, the there are also safety concerns associated with allowing individual Unit Owners to use their own selected contractors to install heating valves and zone valves, as the North Building fire was caused by such work within a Unit;

WHEREAS, the Association anticipates utility savings associated with the new boilers, which savings will not be realized if Unit Owners have non-functioning thermostatic controls and instead open windows to control heat;

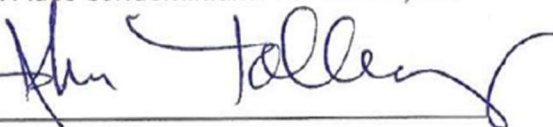
NOW, THEREFORE BE IT RESOLVED that the following policy is hereby adopted:

1. Effective immediately, no Unit Owner may perform any work on the heating pipes, valves, zone valves, or vents, without the Association’s advance written approval, which shall also require the owner to retain Dokoozian/Circle Plumbing as the sole authorized contractor to perform the work. The Association may designate another entity as the sole authorized contractor in the future, such that a single firm is responsible for satisfactory operation of the entire heating/mechanical “system” inclusive of the Common Element boilers and the piping inside each individual Unit. A single vendor shall also be selected for the North Building heating system, and all heating work shall be performed exclusively by that vendor.

2. Each Unit Owner in the South Building, at their own expense, shall ensure they have a properly functioning ball valve at both ends of every heat loop, a working coin vent just ahead of the furthest downstream valve in each loop, and a properly functioning thermostatic controller in each heat loop.
3. Within thirty days of boiler replacement in the South Building, each Unit Owner shall schedule an inspection with Dokoozian Construction/Circle Plumbing to ensure compliance with the above requirements and to complete any work necessary to bring the Unit into compliance. The Association will pay the cost of inspection as a common expense, funding up to one hour of time for each Unit, inclusive of inspection and any work that is performed to bring the Unit into compliance.
4. Any repairs or work within the Unit boundaries shall be deemed to occur "at the request of the Unit Owner" for purposes of separately assessing the cost pursuant to Section 15.2(a) of the declaration. The cost of the initial inspection/repairs described in the paragraph above (beyond the initial hour which the Association will pay as a common expense) must be paid by each individual Unit Owner in the South Building. The cost may be reimbursed to the Association by equal installment payments over 6 months following the work. For any expense exceeding \$1,000, however, the Association may also obtain an assignment of the contractor's lien rights and may record a mechanic's lien against the Unit until full payment is received.
5. Costs not recoverable under the above paragraph shall be deemed as necessary repairs to avoid damaging the Common Element boiler system, reimbursable under Section 6.4 of the declaration (following Notice and Hearing). The Association further gives notice that it intends to incorporate this policy as a "Rule" of the Association (following Notice and Comment as a future amendment to existing Rules), such that enforcement of same and collection of any associated reimbursement expenses may alternatively be addressed as a "Rule violation."

In witness whereof, the undersigned has caused this Resolution Increasing The Periodic Assessment to hereby be adopted and executed this 12th day of JUNE, 2013.

Park Place Condominium Association, Inc.

By: 
(signature)
JOHN TALLEY Its: President
(print name)

Appendix 9. Request for Alterations and Improvement by Unit Owner

General Information

Alterations and Improvements are defined as any flooring, painting, wall treatment changes as well as all demolition and construction activities.

Background: Article X, Section 10.1-Additions, Alterations and Improvements by Unit Owners, has been in the Declaration for Park Place Condominiums since the buildings were built in the early 1980's. Rules on Interior Alterations have been in effect in some version since the early 1980s. However, the Association found when the North building burned in 2007 that despite these safeguards in the Declaration and Rules, various structural alterations and modifications to the mechanical and electrical systems in the Common Interest Community by Unit Owners had jeopardized those systems.

Procedures on alterations and improvements by Unit Owners were implemented to ensure that the Common Interest community of both buildings is protected. **All activities associated with alterations and improvements by Unit Owners must abide by the Amended Declaration, the ByLaws, and the House Rules.**

Detailed Plans: Detailed plans are floor plans, elevations, and details as needed to clearly describe the requested alterations so that an engineering/architectural firm of the Executive Board's choice can review them for compatibility with the Common Interest Community. At a minimum, detailed plans must be scaled, dimensioned, and show the locations of all existing walls, plumbing, electrical outlets and fixtures, thermostats, sprinkler heads (if applicable), and built-in vacuum outlets in the area of the requested alterations. In addition, all requested alterations must be shown on the detailed plans.

A written narrative alone is not sufficient for alterations affecting structural integrity (moving walls) or common utilities (heat, water, electric). Depending on the complexity of the alterations requested by a Unit Owner, detailed plans may be drawn by a contractor, a draftsman, or an architect/engineer.

Bearing Walls: With few exceptions, all walls in the complex are bearing walls and cannot be removed without compromising the structural integrity of the building. One exception is the 4th floor of the North Building, which was torn down and rebuilt after the fire and was framed differently than the rest of the complex.

Post Tension Slab: The roof of the garage (the floor of some of the 200 and 600 level units) is a post tension slab and as such cannot be penetrated without risk of severe damage to the structural integrity of the buildings. **No drilling into floors is permitted.**

Roof Membrane: In the past, both roofs posed leak problems. After 2007, both roofs were replaced and are under warranty and as such, no new roof penetrations are allowed.

Ventilation: Existing ventilation in bathrooms and kitchens must be used as no new penetrations are allowed through the roof.

Construction Materials and Parking: Refer to House Rules.

Please return the completed Request for Alterations and Improvement by Unit Owner to:

PMSI
601 W. 41st Avenue, Suite 201
Anchorage, AK 99503

Email: info@pmsialaska.com
Fax: 907.562.3550

Date of Request _____ Unit Number: _____

Unit Owner

Name(s): _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

E-mail Address: _____

Contractor

Company and Contact Name(s): _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

E-mail Address: _____

Business License Number: _____ Bond Number: _____

Insurance Provider: _____

Attach a copy of Insurance Certificate

Requested Schedule:

Requested Start Date: _____ Completion Date: _____

Note: The Declaration provides 60-days for the Executive Board to answer a Unit Owner’s written request for alterations and improvements. While every effort will be made to respond as quickly as possible, Unit Owners may not begin work, including demolition, until the Executive Board has given written approval to the Unit Owner.

Description of Work: Describe the requested alterations and improvements below. Attach more sheets or detailed drawings as necessary to clearly outline your plan.

Work Requiring Municipal Permits

Do you propose to move or structurally alter any walls? Yes _____ No _____

Do you propose to alter the heat, water, plumbing or electric? This includes interchanging a tub and shower. Yes _____ No _____

Municipal permits are required for ‘Yes’ to either of the two previous questions. Please refer to the Municipality’s “Guide to Residential Safety Permit Process” and the Municipality’s “Residential Permit Worksheet” for additional permit requirements.

Prior to applying for the Municipal permits, attach detailed plans for submittal to the Executive Board for review and approval.

Are the required detailed drawings attached to this request? Yes _____ No _____

An engineering/architectural firm of the Executive Board's choice will be paid to review such required plans for completeness and compatibility with the Common Interest Community before the Unit Owner applies for Municipal permits and before any work begins. Cost of review will be passed on to the Unit Owner.

Certification by Unit Owner:

I certify that the above is complete and correct to the best of my knowledge.

Owner Signature _____ Date _____

Approval Process

If work does NOT require Municipal Permits:

Approved As Submitted _____ Denied and Returned _____

Comments: _____

Manager Signature and Date

If work requires Municipal Permits and detailed plans (examples include structural modifications, common utilities, noise and/or noxious odors)

_____ Detailed plans submitted to Manager to be forwarded to engineering/ architectural firm for review.

_____ Review Complete

_____ Review Result (Denied/Approved with Modifications/Approved as Submitted)

Comments: _____

_____ Issues Identified have been addressed and resubmitted for review if necessary

_____ Request Conditionally Approved

The Unit Owner may apply for Municipal permits. The Unit Owner provides copies of permits and any attachments, including copies of approved plans stamped by the Municipality, to the Manager **before** any work on the unit begins. The Unit Owner shall provide notification to the Manager 48 hours in advance of inspections required by the Municipality so that the Executive Board may have a representative present. Additionally, the Unit Owner shall provide notification to the Manager 48 hours in advance before any work in ceilings, walls or floors is covered or concealed so that they may be inspected. The cost of inspections will be passed on to the Unit Owner. The Unit Owner will also provide the Manager a copy of all documents issued by the Municipality to be placed in the Unit file.

_____ Stamped permits have been provided to Manager

Work can Proceed when the Request is Approved As Submitted, all necessary permits and documentation have been supplied to the Manager, and all pre-work inspections are completed.

Board President/Representative

Date

Final Project Closure is given once any post-work inspections are complete and the contractors have completed all work and left the building.

_____ Project Closure

Comments: _____

Manager

Date