

Hohn Apartment Condominium Association House Rules

REVISED 06/28/23

Common Areas of the Building

- A. No personal property to be unattended in common areas of the building (hallways, stairs, lobby, storage, laundry, etc). Personal property includes doormats, shoes, boots, garbage, bicycles, etc. Failure to remove personal property is subject to penalty.
- B. No personal property is to be left unattended in the storage area on the first floor. All spaces not covered by a storage locker are common areas and not to be obstructed by items on the floor outside of lockers. Doors to lockers should be fully closed when items are not actively being moved in and out of storage.
- C. There are two (2) grocery carts in the storage area for the use of the residents of the building. Please use the cart, unload, and immediately return it to the storage area; another person may be waiting to use a cart.
- D. Any personal property (excluding delivered packages and/or mail) that is left overnight in common areas will be considered abandoned and may be disposed of.

Garbage

Garbage and refuse must be deposited in the dumpster. Nothing should be left on the ground around the dumpster. Do not stack garbage so high as to keep tops from closing. Boxes should be broken down before going into the dumpster. Oversized items must be deposited off site or taken to the dump.

Construction debris of any kind is not permitted to be disposed of in the dumpster. Any and all remodel debris must be disposed off site. Failure to remove construction debris is subject to a fine at the discretion of the board.

Parking

Each unit has an assigned space. Please refer to the parking map layout for details. Use your assigned space and stay within the perimeter of that space. Non-compliance could lead to the towing of the vehicle and or fines.

No oversized trucks, vans, suvs, or cars, or other vehicles with a width of more than 8 feet or longer than the length of the parking space may be permitted to park in the Hohn parking lot. Per municipal code, parking spaces are nine feet wide and no obstruction is permitted for five feet from the center line.

The parking lot periodically needs to be cleared of obstructions and closed for snow plowing, maintenance, or other projects that require the evacuation of the entire lot. Notice for closure will be posted at least 24 hours prior to the event. Any vehicle remaining in the lot at the time of the closure event will be towed and the unit owner of the parking spot will be fined for the expense, regardless of whose vehicle is using the parking space.

It is the responsibility of the unit owner to ensure that any vehicles parked in their spaces can be removed from the property with at least 24 hours notice.

There is no guest parking in the Hohn parking lot. Unauthorized vehicles will be towed at the vehicle owner's expense.

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Laundry Room

No clothes shall be left unattended in any machine after the cycle is finished. Keep the area clean, wipe down the machines, clean out lint filters, clean up any spills that may occur. Close windows and doors, and turn out light after use.

No personal storage of any kind is permitted. Any items left in the laundry room overnight may be confiscated and disposed of.

Roof

Unauthorized individuals, including owners and renters, are not permitted to be on the roof for any circumstance. Any incidents will result in fines to the unit owner to be determined at the discretion of the board.

Rentals/Leases

Any rentals of units by unit owners must be for a minimum of thirty days. This includes any transient rentals through first or third party arrangements or subletting. Units caught renting for less than thirty days will suffer a penalty amount subject to discretion by the board.

Repair / Maintenance

Please report all common area leaking faucets, waterlines, plugged drains ASAP to the management office.

Remodel/Construction

A plan must be submitted for board approval for any construction, structural change, or remodel including but not limited to changes to the plumbing, carpeting, flooring, etc. Failure to submit a plan prior to construction, structural changes, and remodel will result in a fine to be determined at the discretion of the board.

Pets

No animals are permitted on the premises, with the exception for actively working service animals per ADA.

Residents who require a service animal must turn in an application for board review prior to the animals' arrival on the premises. This is to ensure that the animal fits the ADA requirements. Falsely representing an untrained animal as a service animal is a federal offense.

Residents have 30 days in order to submit their service animals' complete applications for board approval. An application is considered complete if it includes all additional documentation listed in the application as required, including but not limited to: vaccination records, an affirmation of what service the animal has been trained to provide, and a confirmation of the resident's medical need for the service animal.

Failure to submit a complete application within 30 days will result in a \$500 fee. Fees will increase every 30 days until a completed application is submitted. Unpaid fees will be sent to collections.

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Furthermore, any approved animals are not permitted to relieve themselves on the premises. Incidents of animal urination or defecation on the premises is subject to penalties.

Noise

No excessive noise from inside any unit should be heard outside the walls of the unit during quiet hours. Please be considerate of your neighbors.

Posting

Posters, signs, advertisements on doors, in hallways, or in windows, is prohibited.

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HOHN APARTMENT CONDOMINIUM ASSOCIATION ENFORCEMENT POLICY

I. ENFORCEMENT OF RULES AND HEARINGS

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 to impose reasonable fines for infractions of all rules and regulations.

The Board of Directors adopted the following schedule of fines for violations: First violation \$50; second violation \$100; third violation \$200, with discretion to increase the fines for additional violations after the third. **NOTE:** The aforementioned schedule of fines does not include fines for not following parking lot closures or items previously listed as at the discretion of the board.

If the violation continues, the Board of Directors may seek injunctive relief by legal action, the cost of which will be billed back to the unit owner involved or may decide on further consequences based on the infraction.

Fines are enforceable liens against a property. Unpaid fines may be subject to collections.

The application of terms in the above shall be interpreted by the Board of Directors as that which a reasonable person, under reasonable circumstances, would normally interpret the application of terms to be.

A. Procedure.

1. Notification of Violation. Upon receipt of a complaint, the association will investigate the complaint. If the complaint bears merit, the association will issue a notice of violation to the accused party.
2. Notice of Fines. The owner will have the right to Notice and Hearing. The owner will have the right, personally or by a representative, to give testimony orally, in writing or both. **If the owner wishes to exercise this right, they will need to contact the management office in writing to request a hearing be scheduled or submit their testimony in writing no later than twenty one days from the date of the letter unless otherwise stated.** If no response is received, the fines levied will become due and no longer be disputable.
3. Conduct of Hearing

The case against the homeowner shall be presented first. The homeowner will be provided no more than 15 minutes to present verbal testimony. Once completed, the hearing is over and the homeowner is to leave.

 - a. Rebuttal evidence may be received if such evidence rebuts evidence presented.
4. Decision.
 - a. After hearing and taking into account all the evidence presented, the Board of Directors shall make appropriate findings and render a decision within thirty (30) days. The decision shall be sent or delivered to the owner within two (2) weeks of the Board of Directors' decision.

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- b. If the Board of Directors find that the violation did occur and the owner is responsible, the decision shall state the penalty assessed against the owner by the Board.
5. Penalties. Penalties for infractions of Association Declaration, Bylaws, and House Rules.
- a. If the Board of Directors, after a hearing, finds that a violation or infraction of any rule or provision of the Declaration, Bylaws or House Rules of the Association has occurred, it may assess the owner of the unit to which the violation or infraction is attributed a fine. The amount of the fine, unless otherwise specified in the rules of the Association, may be up to:
 - i. \$50 for a first occurrence;
 - ii. \$100 for the second occurrence;
 - iii. \$200 for the third occurrence;
 - iv. Penalties after the fourth occurrence shall be determined at the discretion of the Board.

Adopted: October 28, 1998