



Welcome To Hopkinson House

Congratulations. In purchasing a Hopkinson House apartment, you have selected one of the finest condominiums in the City of Philadelphia.

To protect your interest and investment we have established *Community Rules and Regulations* and posted various signs throughout the building regarding personal conduct. These *Community Rules and Regulations* were originally approved and adopted by the building Council on August 24, 1983, and have since been continuously updated.

Enclosed is a copy of the updated and amended *Community Rules and Regulations*. They have been written to ensure your safety, security and peace and quiet of your apartment. In a building of over 500 dwelling units housing more than 800 residents, these regulations are necessary so that everyone can reside in our community in harmony.

If there is an infraction of the *Community Rules and Regulations*, you will be notified of the alleged violation. If a difference arises concerning your conduct in relation to the regulations, you may be requested to attend a meeting of the Dispute Resolution Committee which is comprised of fellow unit Owners. They will review the violation with you and discuss a resolution of the matter.

Please take the time to read the *Community Rules and Regulations* carefully and become familiar with them. The Management Office will assist you if you have any questions. Please refer your questions to the Resident Services Desk at (215) 923-1776.

Welcome aboard!

Hopkinson House Owners' Association

Contents

<u>Subject</u>	<u>Page Number</u>
Peace and Quiet	1
Safety	1
Access to Building & Apartments	2
Entry Permit	2
Parking & Deliveries	3
Alterations to Units	4
Contractor Procedures	6
Working Hours for Contractors	8
Maintenance	8
Washing Machine, Check Valves	8
Association Fee Delinquency Policy	8
Work Order Penalty Fees	9
Insufficient Funds	10
Pets	10
Restrictions	11
No Smoking Resolution	13
Swimming Pool	15
Leasing	15
Unit Owner's Liability	18
Infractions and Dispute	19
Utility Sales Tax: Investor Owners	22
Housing Inspection Fee	22
Moving Policy and Procedures	23
Trash Disposal	24
Bicycle Registration and Storage	24
Resolution Governing Balconies	25
Solarium Use Policy	27
Insurance Deductible	29
General Provisions	29
Index	31

Peace and Quiet

1. No unit owner, resident, guest or invitee shall act in such a manner as to disturb the safe, clean and peaceful enjoyment of life in the building.
2. No unit owner, resident, guest or invitee shall engage in any activity that would create a nuisance, or interfere with other residents, or make any noise or disturbance that could be heard in another apartment.
3. Each unit owner or resident shall provide sufficient floor covering to prevent passage of sound to any other apartment. This requires the use of rugs or carpet on at least 80% of the floor of each room, foyer and hallway. Kitchens and bathrooms are excluded from this rule.
4. Each unit owner or resident shall take all reasonable steps to prevent the passage of sound to other apartments. These steps include setting reasonable volumes on TVs and stereos, and using good judgment in the size and nature of entertaining, and in playing musical instruments -- particularly after 10 pm.
5. No repairs, renovations, or other work likely to create noise, shall be performed in any apartment except during the hours of 8:00 am to 5:00 pm, Monday through Friday, and 12 noon to 4:00 pm Saturdays. Quiet staging is not permitted at times outside these hours. No work will be permitted on Sundays or on legal or religious holidays. For information about dates of holidays, consult the Resident Services Desk. Essential emergency repairs may be performed at any time.

Safety

1. Pursuant to the Fire Code of the City of Philadelphia, the use of any barbecuing equipment, hibachi, flame space heater, or any device with an open flame other than a carefully protected candle, in any apartment, balcony or common area is strictly prohibited.
2. In the interest of safety, all residents, guests and invitees must respond to the building's fire alarm. Become familiar with the location of the fire towers which are at both ends of each floor. In the event of an alarm, go immediately to the closet fire tower and wait for further instructions, which are broadcast over the intercom speakers. Do not go down the fire tower until and unless instructed to do so.

3. All holiday decorations and ornaments shall be fire proofed. As provided for within the Fire Code of the City of Philadelphia, live trees cut from their roots are considered a fire hazard and are not permitted in the building.
4. No flammable, combustible or explosive material or fluid, chemical or substance shall be kept or used in any apartment. No substance which is hazardous to the health of others, or which will cause damage to pipes, drains or property shall be brought to, stored or used in any apartment.

Access to Building and Units

1. Every unit owner and resident who changes or adds locks to his or her apartment shall provide the Management Office with a key to such locks for emergency access. If emergency access to a unit is required (see 2. below) and access is barred because of supplemental locks for which no key has been provided, the apartment door will be forcibly opened. In such cases, repairs shall be the responsibility of the unit owner.
2. Council, its agents and employees shall have the right of access to any apartment for the correction of any emergency situation and/or performance of maintenance, repair or replacement of the common elements or limited common elements situated in or accessible from said apartment. When an emergency situation does not exist, Management shall give reasonable notice of its intention to enter said apartment where the consent of the resident has not been obtained for such entry.
3. For the purpose of applying regulations 1. and 2. above, emergency situations include, but are not necessarily limited to:
 - a. Presence of gas or other offensive odors (excluding cooking odors).
 - b. Evidence of plumbing leaks.
 - c. Evidence of smoke or fire.
 - d. Evidence of medical emergency.
 - e. Evidence of violence, endangerment, or illegal activity (police will be summoned prior to entry in such cases).

Entry Permits

1. Entry Permits have been designed for your protection and the protection of the Association. Management has no legal authority to admit anyone to your apartment without your written approval except pursuant to a court order, or the Police, Fire Department or Paramedics in an emergency.

2. **Permanent Entry Permits authorize access to your apartment at all times. Such permits must be signed by the unit resident. It is the resident's responsibility to ensure that entry permits are current. (See paragraph 5. below.**
3. **Temporary Entry Permits authorize access to your apartment on a particular date for a particular purpose.**
4. **Access to your apartment will not be given to any visitor during your absence unless the visitor's name is listed on the Entry Permit. Entry Permit Forms may be obtained at any time and are held by the Resident Services Desk. Verbal authorization or telephone authorization will not be honored by Management. All authorizations must be in writing and submitted on the appropriate Entry Permit Form.**
5. **It is recommended that you frequently update your Permanent Entry Permits. For example, if you hire a new domestic employee, the name of the new employee should be added and the name of the former employee should be deleted.**
6. **The Association assumes no responsibility for the holding or storage of keys at the Resident Services Desk, or for activity, damage, or losses of any nature during unit occupancy associated with Entry Permits.**
7. **If you wish to grant admission to your apartment, you are required to follow the Entry Permit process, and you must assume responsibility for the consequences of granting such access to your unit during your absence.**

Parking and Deliveries

1. **Parking is made available in the garage to owners, residents, guests and invitees. The terms and conditions for parking may vary subject to the terms and conditions of the agreement granted by the Association to the entity operating the garage.**
2. **Loading and unloading of large items such as furniture or appliances may be done in a designated area of the garage at no charge for a limited time and not to exceed 20 minutes.**
3. **The delivery of larger or heavy items will be made by the use of the service elevator only. Advance arrangements for such deliveries must be made through the Resident Services Desk.**

4. As stipulated by the Fire Department for the City of Philadelphia, parking in the driveways, east or west leading to the front entrance of the building is not permitted. Loading and unloading of small items is permitted for a period not to exceed 10 minutes for that purpose. At no time is any vehicle to be left in the driveway unattended. Violation of this provision could result in the vehicle being towed from the property at the owner's expense.

Alterations To The Unit(s)

1. Certain alterations are subject to Council's approval and are more specifically identified in the **"Renovation Requirement Policy"** which is available at the Resident Services Desk. Such alterations would include, but not limited to:
 - a. Combination of two or more adjacent apartment to form one apartment.
 - b. Restoration of two or more combined units to the original apartments as shown on the Declaration Plan as originally recorded.
 - c. Any bathroom alterations.
 - d. Any kitchen alterations.
 - e. Removal or installation of interior partitions.
 - f. Any installation, removal, reconstruction or repair of any electrical power circuit or electrical outlet box, or any item of plumbing, master antenna, heating or air conditioning equipment, any of which is located within or connected to an interior partition of the unit, or common wall.
 - g. Any installation of clothes washers and dryers, whether or not the apartment was originally equipped with such equipment at the time of the building's conversion to condominium.
 - h. Any changes or alterations to the balcony area. (See pp. 23 - 24 **"Resolution Governing Balconies."**)
2. Council may, at their sole discretion, deny permission for any alteration if the Unit Owner is not in compliance with his or her obligations as set forth within the *Declaration of Condominium, Code of Regulations* or the *Community Rules and Regulations* of the Condominium.
3. No alteration will be permitted that will in any way jeopardize the soundness or safety of the property or impair any easement or hereditament therein; impair the structural integrity or any plumbing, HVAC, mechanical or electrical system of the building, or encroach upon the common elements or common areas of the Condominium.
4. All proposals for alterations must be submitted to Council for approval at least six weeks prior to commencement of work. The proposal must

include:

- a. **Two complete sets of plans at ½ inch = 1 foot minimum scale, other drawings and specifications, in sufficient detail and in a form to disclose adequately and fully the proposed alteration. This documentation shall include identifications and descriptions of fire-rated constructions required by local building codes between adjacent units and corridors.**
 - b. **Council may require documentation for an alteration to be drawn and sealed by a Pennsylvania licensed architect or engineer, and/or a statement prepared at the Owner's expense from a qualified licensed professional, such as a structural engineer, architect, mechanical engineer, electrical engineer, stating that the proposed alteration will not adversely affect the integrity of the existing plumbing, HVAC system, electrical or structural systems.**
 - c. **Council will notify the Owner requesting approval to perform alterations within 30 days from the date the plans are submitted to the Association.**
5. **When combining two or more units, the owner shall pay all costs and expenses incurred in connection with the preparation, review, execution and recording of an amendment to the Declaration Plan to reflect the condition of the property after completion of such alteration. Association fees applicable to combination units shall be the sum total of fees applicable to the individual units prior to such combination. For more details, see the Declaration, Section 7.02(e-g).**
6. **Upon approval of the plans, the owner shall, before any construction begins, supply Council with the following:**
- a. **Copies of all licenses and permits required by the City of Philadelphia.**
 - b. **A statement agreeing to indemnify and hold harmless the Association, Council Members, Management and employees and assigns against loss or expense for damages because of bodily injuries, including death at any time resulting from, sustained by any person or persons, and injury to or destruction of property caused by accident, or due to any act or omission of the contractor.**
 - c. **A certificate of insurance from the contractor insuring the following:**
 - i. **Workman's Compensation Policy Statutory Limitations.**
 - ii. **Comprehensive General Liability, minimum limit of \$1,000,000 per occurrence with a \$2,000,000 aggregate covering bodily injury, property damage, personal injury, products and completed operation and broad form property damage.**
 - iii. **Automobile Liability Policy, Bodily Injury and Property Damage with a minimum limit of \$500,000.**

d. An agreement to be responsible for loss or damage to contractor's materials, tools or equipment used in the construction, caused by water, winds, acts of God, theft or other causes. The Association shall not be responsible for any loss or damage to contractor's property due to any cause whatsoever. The contractor shall be responsible for loss or damage to his property or that of subcontractors or third parties, as well as injury to his employees, subcontractors, agents or third parties, and must provide evidence of insuring these risks as provided in paragraph c. above in order to be permitted to work in the building. There are no exceptions to this requirement.

Contractor Procedures

The following procedures and regulations apply to the orchestration of construction or installation contracts in residential units. It is the responsibility of the unit owner to ensure that contractors are made aware of, and comply with all requirements applicable to contractors which are enumerated in this section.

Each unit owner shall be responsible for obtaining an executed "Hold-Harmless Agreement" and proof of insurance from the contractor and delivering same to the Resident Services Desk prior to the commencement of work. Neither the Hopkinson House Owners' Association Council nor Management shall have any liability for damages resulting from the unit owner's or contractor's failure to follow the mandated contractor procedures and requirements. Agreement forms are available upon request at the Resident Services Desk.

Each unit owner, his or her heirs, successors and assigns (collectively, the "Unit Owner"), shall indemnify, defend and hold harmless the Association, its Council and Management, the unit owners as members of the Association, and their respective heirs, successors and assigns, from any and all claims, demands, liabilities, obligations, damages, injuries, penalties, actions, costs and expenses, including costs of investigation and reasonable attorneys' fees, of whatever kind and nature, arising out of or relating to the performance of work within the Hopkinson House by a contractor retained by such unit owner, to the extent and only to the extent that any such liability or expense is not recovered from the contractor and is not recovered pursuant to insurance maintained by the Association.

Contractor registration forms and service elevator bookings will be available at the Resident Services Desk. Every contractor must sign in and out at the desk.

They will be given a Hopkinson House Owners' Association identification badge to wear, which they turn in at the end of the day to the Resident Services Desk. The Hopkinson House Owners' Association may require an individual contractor to post a performance bond. Council may refuse to allow a contractor to perform work in the Hopkinson House if, in the opinion of Management, the contractor previously failed to abide by the Hopkinson House Owners' Association *Community Rules and Regulations*.

Any contractor whose work involves electric cycle or terminal device activity, plumbing, master antenna or HVAC equipment must establish authorization through the Building Chief Engineer. This includes any work which requires entrance to a shaft way or soffit housing electrical or mechanical building services.

Contractors hired by anyone other than the Association must assume the responsibility of their own automotive parking expense.

The central alarm system is a smoke-detecting device. It is imperative that contractors, before starting any work, advise the Building Chief Engineer and Resident Services Desk if for any reason they may create dust or smoke which could activate the central alarm system. Non-compliance could result in the contractor being prohibited from doing work in the building as well as fines to the unit owner or resident.

Contractors are responsible for the removal of all debris from the building site before, during and after construction unless advance arrangement are made for building Management to remove debris at owner expense. During the course of construction, debris removed from the units must be immediately transported via the freight elevator directly to the garage service area for further disposition. Under no circumstances is construction debris to be stored or staged in hallways or freight elevator loading areas on residential floors.

N.B. Although it is the responsibility of the contractor to notify the Management Office and arrange for repair of damage to common areas which may occur during the course of construction, unit owners are ultimately responsible for the cost to repair any damages caused by their contractors.

Contractors and their employees must travel from floor-to-floor on the freight elevator. Use of passenger elevators is not permitted.

The use of radios and other audio equipment by contractors' employees during the course of construction is not permitted. Offensive language and loud

conduct on the part of contractors' employees will not be tolerated. Violations of this regulation can result in eviction of contractors from the building.

Working Hours For Contractors

Monday through Friday	8:00 a.m to 5:00 p.m.
Saturday	12 Noon to 4:00 p.m
Sunday, Legal and Religious Holidays	No work permitted

In deference to resident's rights of peace and quiet, no exception will be made to these work hours.

Note: It is the responsibility of the unit owner having renovations done to notify management, who will contact residents of adjacent units on the same floor, and the floors above and below, to advise them of the likely noise.

Maintenance

1. Balconies shall be cleaned only with a vacuum cleaner, or damp mop or broom, and shall be cleaned in such a manner as to prevent water or debris from falling onto the balconies below. No trash or debris may be shaken or thrown from any balcony.
2. To maintain good hygiene, and fire safety, each resident shall keep his or her apartment clean, tidy, and free from clutter.

Washing Machines, Check Valves

Portable washing machines must have a check valve installed on their kitchen cold water supply line. The installation of this valve is necessary to prevent hot water from entering the cold water lines. Damage which results from failure to install such valves shall be a Unit Owner responsibility.

Association Fee Delinquency Policy

1. All Association fees are due on the first day of each month without prior written notice.
2. Any unit for which an Association fee payment has not been received by the close of business on the fifth business day of any and each month shall

be recorded as delinquent and a late charge of \$50.00 shall be assessed against the unit. Any unit for which an Association fee has not been received within 30 days of the due date shall be assessed an additional 1-1/2% interest per month on the unpaid balance.

3. Late fees shall be calculated monthly based on 1-1/2% of the accumulated unpaid balance including collection fees and prior late fee assessments. Such calculations shall continue and will be invoiced on a monthly basis until the entire accumulated balance is paid in full.
4. Partial payments made by the owner or owners of units recorded as delinquent shall be applied first toward payment of the longest outstanding Association fees, then late fees and finally to the outstanding collection fees.
5. On the 30th calendar day of delinquency, the account shall be referred to an attorney for collection. All costs of collection, including reasonable attorney's fees, shall be charged as further collection fees.
6. All amounts due to the Association which are levied against a unit owner pursuant hereto shall be treated as a lien against the unit of said owner or owners in accordance with Section 3315 of the Pennsylvania Condominium Act.
7. The Association reserves the right to secure a judgment through the courts to effect collection of monies due to the Association and to pursue all recourse available by law to execute such judgments, including, if necessary, a Sheriff's Sale of the unit, the proceeds of which shall be used to satisfy the judgment.

Work Order Invoices

Invoices for chargeable work orders are due upon receipt. A \$5 late fee will be added to all unpaid work order invoices over 30 calendar days old, and for each subsequent 30 day calendar period or portion thereof, during which the amount due remains unpaid. Work order charges are subject to the same collection procedures as are applicable to Association fees.

N.B. Residents who are delinquent in their debts to the Association will be required to pay cash in advance for the estimated cost of chargeable work orders. The Association reserves the right to refuse to perform discretionary work orders in delinquent situations.

Insufficient Funds

Hopkinson House Owners' Association will not assume the service cost of any check returned for insufficient funds. If a check is worthless, the maker will be assessed a charge of \$25 payable immediately. These charges, if assessed, are considered to be collection charges and, as such, are subject to the collection procedures applicable to Association fee delinquencies.

Pets

1. The following pets may be kept in an apartment provided they are pre-registered with the Management Office:
 - # Cats (maximum of one).
 - # Small domestic animals excluding dogs.
 - # Fish, turtles, and small birds.
 - # Seeing Eye or Hearing dogs.
2. Pet owners are required to obtain authorization from the Management Office to keep a pet in their apartment. Requests to keep Seeing Eye or Hearing dogs must be accompanied by medical proof of necessity acceptable to Council.
3. The pets permitted as outlined above notwithstanding, any pet determined by Council or its designee to be a nuisance will be prohibited. Keeping of pets in such numbers as determined by Council or its designee to constitute a nuisance will be prohibited.
4. Animals such as snakes and rodents are expressly prohibited, as are all varieties of insects.
5. Authorized pets shall be confined to the apartment of their residence and shall not be let into the hallways or other Common Areas unless carried in appropriate containers.
6. Guest of owners and/or residents are not permitted to bring pets into the building under any circumstances.
7. The Council or its designee shall have the right to change, limit or expand the pet restrictions set forth in this Manual, regardless of the date that any pet was purchased or brought into the building. The Council or its

designee may require any unit owner or resident to immediately remove any pet or pets from the building at any time due to conditions which are deemed detrimental to the best interest of the building, residents and owners.

Restrictions

1. Balconies are designated as “Limited Common Elements” in the *Declaration of Condominium*. Owners and residents are prohibited from mounting, installing or otherwise attaching any item to their balcony. Owners and residents may not drill holes or otherwise alter the face of the balcony. Plants, pots, receptacles and other movable objects are prohibited from being placed on or maintained on the ledges of the balconies. The height of planters, pots, receptacles and all loose or movable objects must be below the height of the balcony wall.

All loose or removable objects shall be removed from the balconies during periods of high winds. This includes, but is not limited to, patio umbrellas. From May 1 until October 31, umbrellas must be taken down and securely stored when not in use and/or during periods of high winds. From November 1 until April 30, umbrellas shall not be utilized and, during that time, such umbrellas must be securely stored.

The following items are specifically prohibited on the balconies:

- a. **Grills**: The City of Philadelphia prohibits the placement of any grill with an open flame on balconies. Violators will be subject to citation by the City of Philadelphia and penalties by the Association.
 - b. **Bird Feeders**: Bird feeders may not be placed on any balcony due to the tendency to attract vermin to the building and create a nuisance for other residents.
2. No one shall paint the surface of any balcony, or permanently affix (glue or nail) any type of covering to balcony walking surfaces. (See **Resolution Governing Balconies** - page 23.)
 3. No structure is to be built or installed in/or on any balcony.
 4. No balcony will be used as a storage area.
 5. Unit owners or residents owning waterbeds are required to utilize water-

proof liner and shall be required to repair any damage caused by leakage or accident involving a waterbed, whether to the apartment, Common Elements or any other unit owner's apartment. Waterbeds shall only be emptied into bathtubs or sinks in the unit owner's or resident's apartment. Under no circumstances is a water bed to be emptied over the side of the building.

6. Except as provided below, no door-to-door selling, solicitation or distribution of flyers, advertising, or other materials is permitted within the building without the prior written consent of Council.

Council may, however, in its sole discretion, distribute or display printed material within the building, or door-to-door, in order to disseminate official Association information to owners/residents.

7. All defacing, breaking or destruction of any portion of a common area or of common property or equipment or of the apartment or property of another is strictly prohibited. Any defacing, breaking or destruction of any portion of a common area, property or equipment, or of the apartment or property of another resident and/or unit owner or unit owner's lessee, whether deliberate or accidental, shall be repaired at the expense of the unit owner of the responsible apartment.
8. All trash, waste and debris shall be disposed of in the facilities provided by the Association, and at such times and in such manner as the Council may direct, according to the Trash Disposal Policy as promulgated by Council.
9. The littering of any common element or of the property of another is strictly prohibited.
10. Only temporary decorations may be placed upon hallway doors if:
 - # The decoration does not create a safety hazard.
 - # The decoration does not obstruct passage.
 - The decoration may not be found to be offensive by another unit owner(s), resident(s), the Council or the Management.
11. The painting of the external surface of the unit entrance door is the responsibility of the Association. Unit owners/tenants are prohibited from such painting.
12. No unit owner or resident shall make or permit any television connection likely to foul or interfere in any way with the master cable system, or install

any antenna on any external portion of the building. Any television connection installed in violation of this rule shall be removed by the Association at the expense of the owner.

13. No electronic or other equipment, including, but not limited to, high-powered radios, ham and citizens band radios or computers, shall be operated within the building if such equipment interferes with the operation of other unit owners' or residents' television, radio or personal computer equipment.
14. The entry area, lobby and passenger elevators may be used solely for the purpose of entering and exiting the building and the transmittal of small packages.
15. Smoking is not permitted in or on the interior common areas of the building. For purposes of this regulation, common areas are defined as:
 - a. Garage area.
 - b. All building hallways including those leading to commercial areas.
 - c. Lower, main and Solarium lobbies.
 - d. Upper and lower Solariums.
 - e. Solarium Library and Kitchen.
 - f. Management Offices and Conference Room.
 - g. Maintenance penthouse and building service, mechanical and electrical facilities.
 - h. Pool area (excluding West Solarium Terrace).
 - i. Laundry Room.
 - j. Bicycle Room.
16. The laundry room is for the sole use of residents and those doing laundry for residents.

HOPKINSON HOUSE OWNERS' ASSOCIATION

NO SMOKING RESOLUTION

The Hopkinson House Owners' Association Council has voted unanimously to adopt the following Resolution as an addition to the Rules and Regulations as previously distributed to the Unit Owners and Residents. This addition is in accordance with the Bylaws Article V. Powers and Duties of Council, Section 5.01 (5).

Based upon the following factors, the No Smoking Resolution has been adopted:

1. Smoking is a fire hazard.
2. Smoking is detrimental to the health of smokers and non-smokers.
3. Smoke travels through the building, permeates adjacent units of non-smokers, and adversely affects the enjoyment of their homes.
4. The survey taken of the Owners supported the passage of this resolution.
5. Similar policies adopted by other associations have not adversely affected the marketability of homes in those buildings.

WHEREAS, the Council has the power and authority under the Bylaws Article V. Powers and Duties of Council, Section 5.01 (5), be it

RESOLVED, that this Resolution known as NO SMOKING RESOLUTION contains the following provisions:

1. Effective September 1, smoking is prohibited in all common areas, limited common areas (balconies), and units in Hopkinson House.
2. This rule applies to all residents, guests, employees, and service providers.
3. The Approved Lease Addendum must contain the verbiage in this rule addition effective September 1. This applies to new leases and renewals and extensions of existing leases.

Smoking Units: Current Owners who occupy their units prior to September 1, or prospective buyers with an executed Agreement of Sale who will be residing in their units prior to September 1, will be permitted to smoke in their units for as long as they remain residents of that unit. When the *Smoking Unit* is sold, transferred, or rented, the smoking-permitted status will be withdrawn.

4. A tenant may continue to smoke in the unit until the end of the current term

of the tenant's lease. The lease may not be extended or renewed unless the

Page 15

No Smoking provision is incorporated into the lease.

5. Residents disturbed by smoke from a *Smoking Unit* should file a complaint with the Management Office for investigation. Management may require remedial measures at the expense of the Owner of the smoking unit. These may include but are not limited to installation or reinforcement of smoke barriers at the perimeters of the unit, installation of an air pressure system, and/or installation of an air filtration system.

6. Complaints about smoke from a *No Smoking Unit* should be relayed to the Management Office for enforcement.

7. Enforcement: Violations of this policy are subject to warnings, fines, and further action by the Council.

I, Lawrence Meehan, Secretary of the Hopkinson House Owners' Association, certify that this Resolution as set forth was adopted by the Council at a duly constituted meeting held on July 19, 2012.

Date: July 24, 2012 Secretary: Lawrence F. Meehan

Swimming Pool

The Rules and Regulations governing the operation of the Swimming Pool as promulgated by Council from year-to-year are incorporate herein by reference as fully set forth at length. For a copy of the current Swimming Pool Rules and Regulations, contact the Management Office.

Association Unit Leasing Policy

1. A unit owner may lease or sublease his apartment at any time and from time to time provided: (a) no apartment may be leased or subleased for an initial term of less than ninety (90) days. All leases and subleases must be

in written form, and a copy must be provided to the Management Office within ten (10) days of execution.

2. **Efficiencies and studios shall not be leased, subleased or occupied by more than two persons.**
3. **No one-bedroom unit shall be leased, subleased or occupied by more than two persons.**
4. **No two-bedroom unit shall be leased, subleased or occupied by more than four persons.**
5. **No three-bedroom unit shall be leased, subleased or occupied by more than five persons.**
6. **Combined unit occupancy maximums are determined by the Management Office on a case-by-case basis, depending on which units are combined. In no case will combined unit occupancy exceed six persons.**
7. **All tenants or occupants are subject to the Association *Community Rules and Regulations* and the owner(s) is held responsible for any and all infractions. The lease must contain a clause that indicates the tenant has acknowledged receipt of a copy of the Association's *Community Rules and Regulations*.**
8. **The unit owner(s) must provide Management with a copy of the lease, full name(s) of lessee and occupant(s), and the permanent address and emergency telephone numbers of both the owner and lessee within ten (10) days of lease signing. Tenants will not be permitted to move in until a signed copy of the lease is provided to the management office.**
9. **The unit owner is always primarily responsible for Association monthly fees, assessments, billable maintenance, fines, insurance deductibles, or other charges the Council may properly direct to the unit. Owner recourse to the tenant is primarily governed by lease terms and conditions.**
10. **All apartment leases are required to contain an assignment of rents payable by tenants to the Association as security for the owner's obligation to pay Condominium Association dues and charges. In the event a unit**

owner/landlord becomes delinquent in the payment of those dues or charges, and upon written notice fails to cure the delinquency, the Association can require the tenant to pay rent directly to the Association. Landlord and tenant must acknowledge and agree that the tenant, after receiving written notice from the Association, shall pay all rents directly to the Association. The Association will apply all rent received from the tenant to the delinquent account(s) of the Unit Owner/Landlord. This assignment clause is a required amendment to all residential leases, and constitutes a condominium regulation applicable to all Hopkinson House residential leases. The form of amendment is available at the Resident Services Desk.

11. Association insurance covers only damage to units caused by malfunction of building Common Elements. Association insurance does not cover unit owner loss to personal property (furniture, decorations, etc.) or installed additions and improvements, or from damage due to malfunctions caused by or emanating from another unit, such as bathroom or kitchen water overflow, or fire in an adjacent unit. These are risks which must be insured by individual unit owners. Unit owners are also responsible for damage to Association Common Elements and/or other units caused by either owner or tenant negligence. Accordingly, unit owner(s) are strongly encouraged to obtain casualty and liability insurance on their unit and any personal property located therein.

Additional Leasing Provisions

1. Council regulations require unit owners to check with the Association through Management to determine the status of complaints which have been lodged against the prospective tenant by any resident of the Hopkinson House during the tenant's prior occupancy of a unit before renewing a lease or entering a new lease with said tenant.
2. Management will maintain a separate record of all complaints involving tenants, listing the source, the date, the general nature of the complaint, and the disposition of any prior complaints. Owner/landlord will be informed in writing of such complaints as and when they occur.
3. In those instances where tenants have a record of multiple infractions of the *Community Rules and Regulations* including, but not limited to financial delinquencies, the Association may request the unit owner/landlord to decline a lease renewal, extension, or a new lease. In such

situations, the Association also reserves the right to take necessary steps to legally bar the entering or extension of leases if in the judgment of the Association Council, it is in the best interest of the Association to do so.

4. The Council has established these procedures in an effort to provide cooperative coordination and assistance to unit owner before they become bound in a lease with a tenant about whom the Association has already received numerous complaints. Thereafter, if the unit owner becomes the subject of a hearing because of a tenant's conduct, the unit owner's compliance or failure to comply with the Association Leasing Policy will be a factor to be taken into account in determining the amount of fines or other sanctions to be assessed on the unit.
5. A unit owner may lease his or her apartment at any time provided that:

The term of the lease shall be for a minimum of 90 days.

The lease shall be in writing and shall follow the format of number L-R 1996, Residential Lease, which has been endorsed by the Philadelphia Board of Realtors and the Consumer Council of Greater Philadelphia and approved by the Philadelphia Bar Association as an acceptable lease form for use in connection with premises situated in the City of Philadelphia and throughout the Commonwealth of Pennsylvania. A copy of said lease shall be available for inspection in the Management Office.

A Hopkinson House Owners' Association Lease Addendum must accompany the lease. The Addendum states that the lease is bound and subject to the *Declaration of Condominium*, the *Code of Regulations*, and the *Community Rules and Regulations*. The failure to enforce these provisions shall constitute a breach by the unit owner of his or her obligations under the *Community Rules and Regulations*, and the unit owner shall then be subject to such penalties, fines and other actions which are provided under the *Declaration of Condominium*, the *Code of Regulations*, and the *Community Rules and Regulations*, as if the unit owner had himself or herself committed such breach by the tenant.

Unit Owner's Liability

1. Each Unit Owner shall repair, at his or her own expense, any damage or defect in any portion of the building which has resulted from the negligence of the Unit Owner or his or her lessee or guest.

2. Each unit owner shall be responsible for his or her actions, the actions of his or her lessee, minor children, guests, and pets and also for the actions of his or her lessee's minor children, guests and pets. Any damage to any portion of the property, whether unintentional or through negligence or willful misconduct caused by the above persons, shall be repaired at the expense of the unit owner.

Infractions and Disputes

The *community rules and regulations* are designed to ensure safety, security, peace, and quiet for all who live or work in Hopkinson House. When possible and appropriate, infractions are resolved by warnings and by counseling but, when necessary, penalties may be imposed.

Disputes may be between residents or between a resident and the management. A dispute may or may not involve an infraction of the rules. There are infractions without a dispute, disputes where there is no infraction, and disputes based on an infraction.

I. Role of the General Manager

The resolution of infractions and disputes begins with the general manager. Most cases are brought to the manager's attention through the filing of a complaint. The manager must do his or her best to obtain evidence and establish the facts before attempting to settle the matter. If the manager is unable to achieve a satisfactory outcome, or if a penalty appears to be needed, he or she will transfer the case, with all accumulated evidence, to the Dispute Resolution Committee.

By law a fine may not be imposed without the accused person (respondent) being given the opportunity of a due-process hearing.

II. The Dispute Resolution Committee

A. Composition and Powers

1. The Council shall appoint a Dispute Resolution Committee of Hopkinson House consisting preferably of at least seven residents. No member of the Committee shall be a member of Council. Members of the Committee shall serve at the pleasure of the Council.
2. The Dispute Resolution Committee shall sit in panels of no more than three committee members to resolve infractions and disputes, and adjudicate

complaints arising between residents or between a resident and the Association and, in appropriate cases, recommend to the Council the imposition of penalties set forth in III. The committee chairman shall also appoint a non-voting recorder to conduct a hearing and record the panel's findings and recommendations.

3. The Council shall appoint a chairperson to coordinate the activities of the committee, including selection of panel members to hear a matter, scheduling of hearings, and submission to the Council of the findings and recommendations of hearing panels.
4. No member of a hearing panel shall be related to or reside with the complainant or respondent.

B. Procedures

1. If the general manager is unable to resolve an infraction or dispute, he or she will advise the chairman of the dispute-resolution committee. Members of the committee may then attempt to resolve the matter by counseling the person(s) involved. If necessary, and especially if a penalty seems to be warranted, the committee chairman will appoint a panel to hear the case.
2. The committee chairman shall notify respondent in writing of the following:
 - a. The substance of the complaint
 - b. The right of the respondent to a hearing before a panel of the Dispute Resolution Committee.
 - c. That the respondent must agree to a hearing within fifteen days of receipt of the notification or else be deemed to have waived the right to a hearing, unless the committee assents to an extension of this deadline.
 - d. That the respondent has the right to have counsel present at a hearing at the respondent's own expense.
3. The Dispute Resolution Committee may hold a hearing even if the respondent has waived the right to be heard. In that case, the respondent nonetheless has the right to attend the hearing.
4. Prior to the hearing, both the respondent and the complainant may obtain the names and addresses of witnesses and inspect and copy any statements, writings, and investigative reports relevant to the subject matter of the hearing.

5. Notice of the hearing shall be served on all parties at least ten business days before the hearing, by certified mail, return receipt requested, or by personal service.
6. The hearing shall be held no later than thirty days after the service of the complaint unless a delay is consented to by the parties and the panel.
7. At a hearing, each party shall have the right:
 - a. to call and examine witnesses,
 - b. to cross-examine the other party if the other party is present,
 - c. to introduce exhibits.
 - d. to rebut evidence, and
 - e. to question the credibility of any witness.
8. Formal rules of evidence shall not apply at the hearings. Rather, hearings will be conducted according to rules determined by the dispute-resolution committee and/or the Council.
9. Within fourteen days of the hearing the panel shall make written findings of fact and make recommendations to the Council regarding the disposition of the matter. The Council shall also be apprised where the matter is amicably resolved within the course of the hearing.
10. The Council shall not be bound by the panel's recommendations and may impose more severe or less severe penalties, or no penalty at all.
11. The general manager shall inform the parties of the Council's decision and shall be responsible for administering any corrective action the Council may have ordered.

III. Penalties

1. In accordance with Section 3302 of the Uniform Condominium Act, which authorizes the Council to levy reasonable fines, a violation of any of these *community rules and regulations* shall subject the violator of a fine of not more than \$100 for each infraction. Should a violation continue after the offending party has been notified of Council's decision forth in (B.11.), each day that the violation continues may, in the Council discretion, be deemed a separate infraction subject to an additional fine.

2. In appropriate cases the Council may restrict or place conditions upon or withhold its approval of the use of certain common or limited common elements by any person found to be in violation of these *community rules and regulations*.
3. The Council may direct persons in violation of these *community rules and regulations* to conform their conduct to such conditions as the Council may establish either in lieu of or in addition to the fine set forth above.
4. The exercise of the enforcement powers set forth above shall be in addition to any other power or rights of the Council provided by the *Declaration of Condominium*, the *Code of Regulations*, or the law.

Utility Sales Tax: Investor Owners

In accordance with the position of the Pennsylvania Department of Revenue that the purchase of utilities by investor-owners at Hopkinson House is not exempt from sales tax and that such exemption applies only to owner-occupied units, each unit owner who is not a resident of his or her unit is responsible for the payment of sales tax on utilities used in their units by tenants. Council will fix the ratable cost of such aggregate sales tax on an annual basis and each investor-owner will be billed a portion thereof, in accordance with the unit's proportionate square footage share of the total utility expense for the building.

Housing Inspection Fee

On June 24, 1999, City Council passed Bill Number 990158, an Ordinance, amending Title 4 of the Philadelphia Building and Construction Occupancy Code which empowers the City to collect a \$50 annual license fee for each dwelling unit within the Condominium to a maximum fee of \$20,000. The Association pays this fee on behalf of the unit owners as part of the overall operating expenses of the building.

Moving Policy and Procedures

All moves are done through the loading area in the garage and the service elevator.

Policy:

1. A \$200 non-refundable fee shall be paid by all new residents at the time the move-in reservation request is submitted to the Resident Services Desk.
 2. A \$200 non-refundable fee shall be paid by the residents at the time the move-out reservation request is submitted to the Resident Services Desk.
 3. Persons moving in or out must reserve the service elevator well in advance of intended move date.
 4. Reservations are scheduled in the order in which reservations are submitted. Only one move is accommodated per day. Passenger elevators are not utilized for moving.
3. Moving may be done Monday through Saturday only between the hours of 10:00 a.m. and 4:00 p.m. No moves are permitted on Sunday, legal or religious holidays.

Moving Procedures

1. Present and/or new residents must contact the Resident Services Desk to reserve the service elevator at least one week in advance of their moving date. Only those dates and time periods which are available may be assigned.
2. Present and/or new residents shall inform their moving company the date and time assigned and the location of the loading area.
3. Present and/or new residents shall inform their moving company that trucks over 12 feet in height cannot fit into the garage. Note the dimensions of the service elevator: width: 5'9", height: 8'4", depth: 5'.
4. Persons moving in who need to dispose of cartons and boxes are asked to contact the Resident Services Desk to arrange for removal of those items. These items may not be left in the hallway, trash room, or service elevator lobby area.

Trash Disposal

1. Please dispose of trash only between the hours of 8:00 a.m. and 9:00 p.m., Monday through Friday, and 11:00 a.m. to 9:00 p.m. on Saturdays, Sundays, legal or religious holidays. At all other times, the trash chutes will be locked.
2. Glass, aluminum, magazines, papers and corrugated boxes should never be placed in the trash chute. Instead, those items should be placed only in the appropriate recycle trash can.
3. Food waste should be disposed of in your kitchen garbage disposal. If this is not possible, it should be securely bagged and tied (in plastic) and placed in the gray trash pail in the trash room.
4. All trash must be bagged and tied into packages small enough to pass through the door of the chute.
5. Never place lighted cigarettes, cigars or flammable materials in the chute.
6. Arrangements must be made with the Resident Services Desk for the removal of large or bulky items that will not fit in the chute.

Bicycle, Registration and Storage

Pursuant to Article V, Section 5.01(5) of the *Code of Regulations*, Council is empowered to promulgate reasonable *Community Rules and Regulations* concerning the use and enjoyment of the property.

In Council's effort to set standards for the building and bring order to the bicycle storage area, the following policy was approved and adopted by Council on the 17th day of February, 2000, to be effective January 1, 2001.

1. Bicycles may be stored in the Bicycle Room or in the resident's apartment by way of the service elevator in the garage. Bicycles may not be brought into the lobby or onto the passenger elevators.
2. All bicycles stored in the Bicycle Room must be registered with the Management Office on an annual basis.
3. The annual registration period will be January 1 through December 31.

Interim registrations will be charged at the rate of \$2 per month or portion thereof for the number of months remaining in the calendar year at the time of such registration.

4. The annual registration fee for the first bicycle will be \$24.00 with an additional fee of \$24.00 for each additional bicycle (revised February 26, 2008).
5. All bicycles stored in the Bicycle Room must display a current registration tag.
6. The Hopkinson House Owners' Association will consider unregistered bicycles to be abandoned property and will make arrangements to have such bicycles removed from the premises.
7. Owners and tenants shall indemnify and hold harmless the Hopkinson House Owners' Association, its agents and employees from any and all damages or losses arising out of the use of the Bicycle Room.
8. Bicycle parking spaces are available on a first-come, first-serve basis.
9. Bicycle Owners will be required to post with the Association a \$20 refundable key deposit for access to the Bicycle Room. The deposit is refundable upon return of the key and discontinued use of the storage room.

Resolution Governing Balconies

WHEREAS Council's architect/engineer has advised Council that if exterior surfaces, that is, walls and floors, of balconies are not inspected and repaired periodically, damage to the balconies, caused by natural elements, could result in falling pieces of concrete or structural unsoundness, either of which could cause severe property damage or personal injury.

Now, therefore, be it resolved:

1. All finishes or coverings on the exterior walls and floors of all balconies except for ceramic tile permanently installed, must be removed (unless a wooden deck or enclosure, which then is the owner's responsibility) so that the surfaces may be inspected for damage and repaired as necessary.

Tile floors do not have to be removed because they are impervious to moisture and chemical salts.

- 2. Upon written application to Council and upon written consent of Council, wooden paneling or decking on the exterior surfaces of balcony walls and floors will be permitted, provided that such wooden paneling or decking was installed prior to the 1990 restoration project. No applications for new installation of wooden paneling, tile covering or decking on the exterior surfaces of balcony walls or floors will be approved in the future.**
- 3. Upon written application to Council and upon written consent of Council, unglued and untacked carpet (that is, "loose" carpet which is not permanently installed) may be placed on the floors of the balconies. This rule is necessary because the manufacturer of the membrane which is used to seal the balcony floors will honor its warranty only if carpet is "loosely" installed. Council, in its sole discretion, retains the right to determine whether any carpet installation will be permitted, loose or otherwise.**
- 4. Council reserves the right, as necessary, from time-to-time, to require the temporary removal of wooden paneling, decking, carpeting or any other finish or covering on the walls or floors of the balconies for the purpose of inspecting for damage or performing repairs or replacements.**
- 5. All of the above notwithstanding, Council reserves the right, in its sole discretion, to require immediate removal at the expense of the unit owner of all finishes or coverings on the exterior walls and floors of all balconies.**

AND WHEREAS Council's architect/engineer has also advised Council that if the exterior surfaces of balconies are covered by paneling, decking or carpet, even if loosely installed, the covering may tend to trap moisture which will ultimately damage the balconies.

Now therefore, Council resolves to permit reinstallation of existing wooden paneling or decking removed for inspection, or installation of loose carpet, requiring unit owners

- 1. to pay the cost, if any, of fully repairing future damage to the balconies caused by the installation, presence or removal of same;**

2. to indemnify and hold harmless Hopkinson House against any claim, loss, or damage arising in any way, in whole or in part, from the installation, presence or removal of any wooden paneling or decking or carpet or any other finish or covering on the exterior walls and floors of said balcony.

Solarium Use Policy

The Hopkinson House Owners' Association permits and encourages the use of the Solarium by owners, tenants, and other entities on a prior approval basis. All permitted uses of the Solarium must be applied for by a unit owner or tenant. Tenants applying for Solarium use must have a valid Lease on file in the Management Office. An owner or tenant applying for Solarium use must be in good standing. Good standing is defined as: *Being in compliance with Association Rules and Regulations and current in Association fees and other charges due to the Association.*

At the time of application to use the Solarium for private parties, Owners and Tenants must prepay a \$150 Security Deposit and a \$200 non-refundable Service Fee. For Commercial use of the Solarium, the applicant must prepay a \$250 Security Deposit and a non-refundable Service Fee of \$400 if food or beverages are served, or \$250 if no food or beverages are served. Owners and Tenants of Hopkinson House who reserve the Solarium for a non-resident must be in attendance in order to receive the Owner/Tenant rate. If the applicant does not attend the function, the applicant must pay the rate for commercial use of the Solarium. The Owner/Tenant applicant is responsible for all damage and clean up costs which may be incurred. Following the event, the Security Deposit will be refunded provided the Solarium is left in a clean and undamaged condition. Expense incurred by the Association to restore cleanliness and/or repair damages will be deducted from the Security Deposit. If the cost of cleaning and/or repairs exceeds the amount of the Security Deposit, the applicant will be responsible to the Association for excess costs. Such costs, if not paid, shall become an assessment against the applicant's unit.

In addition to the above, owners and tenants who wish to use the Solarium must adhere to the following other terms and conditions:

Rules

1. The applicant must be at least 21 years old.
2. Commercial organizations must be sponsored by an owner or tenant.
3. For social functions, a tenant applicant must have his/her landlord's

approval. The landlord will be held liable for any costs to the Association incurred but not paid by the applicant.

4. At functions where alcoholic drinks will be served, the Association may provide a monitor at the applicant's expense.
5. The applicant must show evidence of suitable liability insurance.
6. If non-resident guests are invited, the applicant must provide a guest list to the resident services desk.
7. The applicant must be in financial good standing with the Association.
8. If the applicant does not attend and supervise the function, the appropriate commercial fees will be charged.
9. Any costs of cleaning or repairs incurred by the Association will be deducted from the refundable deposit. If this is insufficient, the applicant will be billed for the difference.
10. All functions must be held between 10 am and midnight.
11. Loud music or other loud noise is not permitted.
12. The sale of drinks or other refreshments is not permitted.
13. The service elevator must be used for the delivery and removal of furniture, equipment, and refreshments.
14. If the services of Hopkinson House employees are required, the applicant will be billed at the appropriate hourly rate, with a minimum two-hour billing per employee.
15. If the kitchen is used, it must be cleared and cleaned by 8:00 am the next day.
16. Any furniture or equipment brought in must be removed by 8:00 am the next day.
17. If the event is for children, there must be an adult over 21 years of age in charge at all times. Otherwise the event will be terminated immediately.
18. No decorations may be attached to walls, windows, light fixtures or ceiling tiles.
19. The applicant and guests may use the sun deck but not the pool deck.
20. Smoking is not permitted in the solarium or other common areas of the building.
21. The maximum occupancy in the solarium is 137 people.

Approved by Council: September 25, 2007

Effective Date: January 1, 2008

Hopkinson House Insurance Deductible Rule

The Association's property insurance has a \$25,000 deductible. The deductible will be borne by the Association or Unit Owner, depending upon the nature of the insurance loss. Amendments to the Uniform Pennsylvania Condominium Act that permit these options were signed into law by Governor Edward Rendell in November, 2004.

The Hopkinson House Owners' Association Council has approved the following rule pertaining to the insurance deductible:

Failure of a Building Component or Staff Error

The Association will bear the responsibility for the deductible if the insurance loss results from staff error while working for the Association.

Insurance Loss Attributable to any Component or Resident

The insurance deductible will be assessed to the Unit Owner(s) responsible for damage to any component of the building common areas or units, whether deliberate or accidental. The deductible may be charged to the Unit Owner or Owners involved in the damage. If the loss is caused by a building component, the Association will reimburse the unit owner for their insurance deductible up to \$1,000.

Unit Owners are advised to obtain HO6 insurance that provides coverage for the \$25,000 deductible and to provide proof of such coverage to the Management Office.

Approved by Council: October 17, 2013

General Provisions

1. No action at law or in equity shall lie for failure of Council or the Manager to enforce any of the provisions of these ***Community Rules and Regulations***.
2. The reliance of any unit owner or resident on these ***Community Rules and Regulations*** shall not in any manner affect the right of Council to alter, amend, supplement or otherwise modify the ***Community Rules and Regulations*** and same day be amended to restrict or prohibit conduct or activities which previously had been

permitted, and no unit owner or resident shall have the right to rely upon the prior *Community Rules and Regulations* as a basis for engaging in such conduct or activities after any amendment.

3. The invalidation of all or any portion of one or more *Community Rules and Regulations* shall not in any manner invalidate the remaining *Community Rules and Regulations* which remain in full force and effect.
4. These *Community Rules and Regulations* are intended to supplement and/or summarize, but not conflict with, some of the provisions of the *Declaration* and *Code of Regulations*. In the event of any conflict between the provisions of the *Community Rules and Regulations* and the applicable Pennsylvania governing law, or the *Declaration* or *Code of Regulations*, these *Community Rules and Regulations* shall be interpreted to be modified, changed or voided, as required, to eliminate any such conflict.

Index

Subject	Page Number
A	
Access to apartments by Council	Page 2
Alterations	Page 4
Alterations, proposals for	Page 4
Association Fee Delinquency Policy (Revised 2/23/09)	Page 8
B	
Balconies, cleaning of	Page 8
Balconies, inspection and repair	Page 23
Balconies, "loose" carpeting	Page 26
Balconies, objects falling from	Page 8
Balconies, removal of finishes and coverings	Page 25
Balconies, wooden decking	Page 26
Balcony Restrictions	Page 11
Barbecuing, equipment	Page 1,11
Bicycles, Registration and Storage (Revised 10/17/13)	Page 24
C	
Combining two or more units	Page 5
Common areas, damage to	Page 12
Complaints about prospective tenant	Page 17
Contractor, activation of alarm	Page 7
Contractor, damage caused by	Page 7
Contractor, disturbances	Page 7
Contractor, parking	Page 7
Contractor, performance bond	Page 7
Contractor Procedures	Page 6
Contractor registration forms	Page 6
Contractor, removal of debris	Page 7
Contractor, use of passenger elevator	Page 7
Contractor, working hours (Revised 9/26/06)	Page 8

Subject	Page Number
D	
Decorations on hallway doors	Page 12
Dispute Resolution Committee	Page 19
Door-to-door selling or solicitation	Page 12
E	
Electronic equipment	Page 13
Entry area, lobby, passenger elevators	Page 13
Entry Permits	Page 2
F	
Fire alarms	Page 1
Floor covering	Page 1
G	
General Provisions	Page 29
H	
Hazardous substances	Page 2
Hibachi	Page 1
Hold Harmless Clause	Page 5
Holiday decorations, fire proofing	Page 2
Housing Inspection Fee	Page 22
I	
Infractions and Disputes (revised 6/22/09)	Page 19
Insufficient Funds	Page 10
Insurance Deductible Rule (Revised 10/1/13)	Page 29
L	
Laundry Room	Page 13
Lease Addendum	Page 18
Lease, terms	Page 18

Subject	Page Number
Leasing	Page 15
Liability	Page 18
Locks and keys	Page 2
M	
Maintenance	Page 8
Move-in fee (Revised 8/1/14)	Page 23
Move-in, move-out hours	Page 23
Move-in, move-out procedures	Page 23
Move-in, move-out reservations	Page 23
Move-out fee (Revised 8/1/14)	Page 23
Moving Policy and Procedures	Page 23
P	
Peace and Quiet (Revised 9/26/06)	Page 1
Parking and deliveries	Page 3
Pets	Page 10
R	
Repairs or renovations, hours	Page 1
Restrictions (Revised 11/24/08)	Page 11
S	
Safety	Page 1
Smoking not permitted	Page 13
Smoking Resolution	Page 13
Solarium Use Policy, (Revised 8/1/14)	Page 24
Sound, noise, or disturbance	Page 1
Space heater, flame	Page 1
Swimming Pool	Page 13
T	
Television connections	Page 12
Trash Disposal	Page 24

<i>Subject</i>	<i>Page Number</i>
<i>U</i>	
Unit Owner's Liability	Page 18
Utility Sales Tax	Page 22
<i>W</i>	
Washing machines, check valve	Page 8
Waterbeds	Page 11
Work Order Penalty Fees	Page 9