

## Welcome to the McCleary Lofts Condominium Association

The following tools are offered to help orientate and navigate you through routine matters that may be new to you as you move into/move about this condo association.

There are 20 residential units in the “schoolhouse” and 5-separate townhouse units. All 25-condo units have keyed access into the “schoolhouse” building and all owners may freely use the facilities/amenities therein, i.e. fitness room, dog grooming room, sun deck, etc.

Parking spaces in the gated lot are specifically assigned/licensed to individual unit owners. The parking spaces go with the unit being sold and transfers automatically from the selling unit owner to the buying unit owner.

Board members are elected in accordance with the underlying Statute (the Uniform Condominium Act) and the governing documents of this particular association (Declaration of Condominium and By-Laws/Code of Regulations duly recorded in the Public Records of the Allegheny County Department of Real Estate). The Board’s overall duty is to serve as the elected (governing) representatives and fiscal stewards of this association. This can be a time consuming commitment yet Board members serve without compensation nor do they receive any special benefits or services not otherwise provided to all the other unit owners. Serving on an association Board is often a thankless job because pleasing 25-constituent families (with different goals/objective, different opinions on how things should be done, different financial limits, different long-term and short-term goals (some owners expect to sell in the next year while others expect to call this association home for the next 10+ years), the fact that various unit owners will likely have very different ideas about what actions/behavior they consider appropriate or inappropriate and knowing that some owners want to see the Board impose stiff fines against rules violators while other unit owners object to living under the threat of fines or “big brother” intervention.) Collectively, these are examples of how Board members need to seek a balance between widely different goals and objectives of individual unit owners thus illustrating why volunteering to serve as an elected Board member can be a challenging, time-consuming, stressful and thankless endeavor. Attempting to satisfy the different expectations and tolerances of every unit owner on every issue, every time requires patience, diplomacy independent thinking and responsible decision making skills.

Here are some of the building locations you may need to know about:

The central Comcast room/phone room and electrical meter room is located in the lower floor of the building next to the fitness center. This “central equipment room” is typically unlocked for easy access by authorized service contractors.

The elevator room and water meter room/fire pump room is also located on the lower level of the building but this room is typically locked and only the Board members and management agent have keys to this "restricted access" area.

At this time, because of cost control measures, this particular association decided to NOT EMPLOY/RETAIN A HANDYMAN/MAINTENANCE PERSON. Therefore each unit owner may, from-time-to-time, find it necessary to take certain self-help action to get things done with reasonable promptness.

The McCleary Association is under a SERVICE CONTACT (or can report that these were the original installation firms) related to COMMON AREA maintenance and repair issues (or alternatively our management agent, Arnheim & Neely at 412-391-1900, can call these service firms when needed). However, one example of utilizing self-help measures is for you to make arrangements to admit service men into the building (or into your home) when necessary since the association does not employ service personnel who could otherwise perform these services for you. The key contractor/service firms who are now under contact at the McCleary Lofts Condominium Association or the original installers used for specific areas of common area property/equipment include:

ELEVATOR SERVICE is through Schindler Elevator Co. (412-578-660 or rep. Sean Walsh or Gary Pavlick at 412-578-6600)

SECURITY MONITORING is provided by Vector Security (724-908-9697/724-779-8800 – our password is McCleary)

ACCESS CONTROL/INTERCOM/GATE SYSTEM OPERATION is under contract with Stanley Convergent Security (1-877-476-4968)

PARKING GATE REPAIRS have been provided by Metro Fence 1-888-695-8650

SNOW REMOVAL & DEICING SERVICES are under contact with AGS Landscaping (412-969-5734)

The association's INSURANCE AGENT is Century Insurance (Carolyn Rupert) (412-373-5454)

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As for contractors who may be willing to schedule "in unit" work, we offer the following information:

You are certainly welcome to use any insured contractor of your choosing to do private/in-unit work but since we have some newer residents/unit owners who are not familiar with recommended service contractors, we offer the following quick contact list for your convenience. Understand, however, that we do not warrant the quality of the performance or cost efficiency of any service contractor. As an accommodation to you we offer the following specialists listed under their area of expertise/competency. Each of these firms

have done satisfactory work and have been recommended by unit owners from other Arnheim & Neely managed buildings. These contractors are not listed in any particular order or preference. **CAUTION:** Before you engage any contractor be sure to obtain a copy of their current insurance, any special licensing that may be required (i.e. plumber's license, HVAC/refrigeration license, electrical license, etc.), have a written/detailed bid proposal and clear understanding of when the contractor will begin and complete the work you need/want to have done.

**General handyman services:**

Dave O'Brien 412-403-5642

Jack Sullivan 412-855-0325

Jeff Mehalic (JM Services) 412-853-0241

Pat Querrin 412-583-5622

LRS Handyman Svcs. 412-629-7780

**Plumbing Contractors:**

Stahl Plumbing, Heating & Air Conditioning 412-683-8000

Carl Patricca 412-812-2614

Davey Plumbing 412-341-0921

**Electrical Contractors:**

Miller Electric 412-487-10441 (or Todd at 412-951-7806)

Tom Henry 724-831-4364

Harry Miller 412-290-6525

**Heating, Ventilation & Air Conditioning Contractors:**

Q-Dot 412-471-6618

Tobey Karg 412-787-3899

Stahl 412- 683-8000

White Heating 412-364-5003

**Painting Contractors:**

**Jamie Francken 412-628-8031**

**Jim Janisin 412-462-6562**

**Mike Perry 412-889-4624**

**Carpeting or Harwood Flooring Contractors:**

**Rusmur Floors 412-341-6558**

**Rich Virgin/Virgin Carpets 412-653-3424**

**Molyneaux Tile & Carpets 412-854-2525**

**Asia Carpets 412-441-1009**

**Marc Scurci Design – 412- 363-5000**

**Window repairs/replacement Contractors:**

**Dunrite Window & Door Co. 412-781-8200 (Dino)**

**Rex Glass 412-921-7777**

**Golden Triangle Glass Svc. 412-279-5662**

**Direct Window Outlet (Jim Clawson) 412-825-0739/412-372-8275**

**When in doubt or if you have questions about how to handle certain situations not covered in this introductory letter, please contact any member of the condo Board or call Arnheim & Neely Inc. at 412-391-1900.**

**Thank you, and welcome to the McCleary Lofts Condominium Association.**