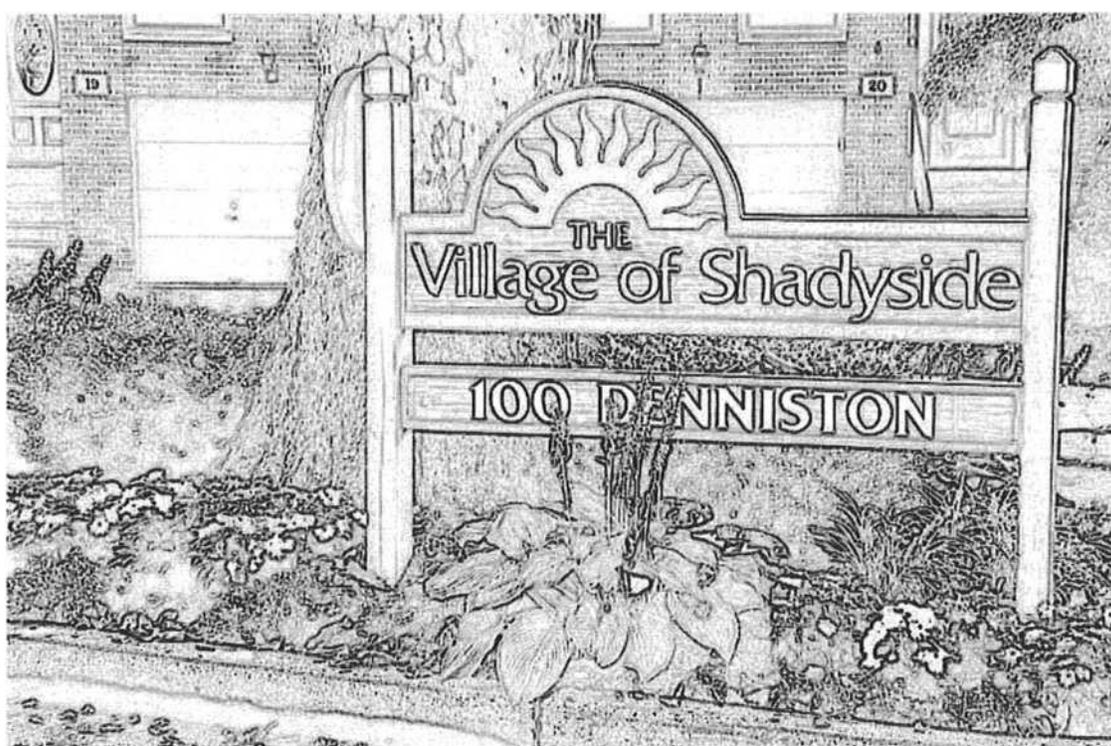


The Village of Shadyside

Reference Guide



Introduction

Welcome to the Village of Shadyside (VOS), a planned residential development of 84 townhouses, 41 condominium units and one single-family home located in the 7th Ward of the City of Pittsburgh. The VOS was designed and constructed between 1982 and 1995 by Montgomery and Rust, Inc. The governing body of the VOS is the Village of Shadyside Community Association, a non-profit corporation of the Commonwealth of Pennsylvania.

Everyone who is an owner in the VOS is a member of the Community Association, is bound by the Association's governing documents and must comply with VOS rules and regulations. The purpose of this booklet is to provide you with a summary of the rules and regulations, many but not all of which are contained in the Association's governing documents (See "Community Association Governing Documents" on page 5). While it may reference provisions of the governing documents, this booklet is not a complete representation of them. **Members/Owners of the VOS are responsible for reviewing VOS governing documents.** Owners are provided with these documents at or prior to closing on their units. Owners who rent their units must provide copies of VOS governing documents to the renters, and all renters are bound thereby.

Owners of condominiums are also members of the Village of Shadyside Condominium Association, which has a separate set of governing documents and additional rules and regulations that apply only to its members. Information specific to the Condominium Association can be found on pages 19-21.

Village of Shadyside Website

The Association has established a website, www.thevillageofshadyside.com. The website contains a wealth of information, including a member directory, an events calendar, community news, announcements, information about the Association's Board of Directors and Committees, and governing documents. Please visit the site often to check for updates.

*This booklet does not encompass all of the provisions in the
Community Association's governing documents.
Members should review all Association documents. To the extent there is an inconsistency
between this booklet and the provisions of the governing documents, the governing documents
shall prevail.*

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Village of Shadyside Community Association

Everyone who owns a unit (townhouse, condominium or single family) in the VOS is a member of the Community Association and shares in the ownership, use, maintenance, and replacement of Community Facilities. Community Facilities owned and maintained by the Association include the grounds and playground, roadways, walks, sidewalks, fences, walls, the guardhouse, pool and clubhouse. Aurelia Street, Denniston Street and Marchand Street are maintained by the City of Pittsburgh.

The VOS Community Association is responsible for the maintenance of the Common Facilities and for the maintenance and repair of the Limited Community Facilities, including townhouse exteriors, decks, roofs, and insurance. Please note that townhouse window and garage door replacement is the sole responsibility of townhouse owners.

The Association takes care to separate costs specific to the townhouses from the upkeep of the Common Facilities. This ensures that condominium owners do not pay for townhouse expenses. The Condominium Association oversees the maintenance and insurance of the three condominium buildings and establishes fees to cover condominium expenses. Townhouse owners do not contribute to the expenses specific to the condominium buildings.

Rj Community Management property management company, provides management services to both the Community Association and Condominium Association. Contact information for Rj Community Management is listed at the end of this booklet.

Everyone who owns a condominium or townhouse in the Village of Shadyside is a member of the Village of Shadyside Community Association.

Community Association's Governing Documents

As a planned residential development, the Village of Shadyside Community Association is subject to the retroactive provisions of the Pennsylvania Uniform Planned Community Act (68 Pa. C.S. § 5101, et seq.). The Act requires that all members receive the following governing documents:

- *Declaration of Covenants, Conditions and Restrictions (Declaration)*, which is a formal legal document that describes the planned community and establishes the protocol for property usage and maintenance, building rules and regulations, communication and resolution of problems and disputes. This document is a covenant which runs with the land.
- *Village of Shadyside Community Association By-Laws (By-Laws)*, which is a formal legal document that describes the day-to-day operations of the Community Association, including the composition of the Board of Directors, officers and provisions for meetings, elections and voting. If any provisions in the By-Laws and the Declaration conflict, the provisions in the Declaration shall govern.
- *Certificate of Resale of Planned Unit Development Interest (Resale Certificate)*, which provides potential purchasers and new members with a description of fees and other charges, anticipated capital expenditures, and a summary of insurance coverage and limits in place for the Community Association.

The Act requires the Community Association to provide copies of these documents to potential purchasers and to new owners when units are sold. The Declaration and By-Laws are available on the Association's website at www.thevillageofshadyside.com. They can be found in the "Documents" section under the "Resources" tab.

Other Reference Guides

The Community Association also has published booklets that describe the responsibilities and rules and regulations of both the Community and Condominium Associations in more detail.

- This *Reference Book* summarizes many of the provisions in the Community Association's governing documents, contains both Associations' rules and regulations, and describes some of the applicable City of Pittsburgh codes and laws.
- *Architectural Review Guide* describes the process for obtaining approval for alterations to the exterior of townhouse and condominium units.

The *Reference Book* and *Architectural Review Guide* are available on the Association's website at www.thevillageofshadyside.com. They can be found in the "Documents" section under the "Resources" tab.

This booklet does not encompass all of the provisions in the Community Association's governing documents. Members are responsible for reviewing all Association documents.

Community Association Responsibilities

Major responsibilities of the Community Association include the following:

- Maintaining exteriors of the townhouses and common elements such as the community pool, clubhouse and guard house; trees, shrubs, lawns, and flower beds; townhouse driveways, decks and roofs; walls and fences; and all sidewalks and interior roadways;
- Purchasing insurance on townhouse buildings and common elements to the extent required by the governing documents or the Act;
- Supervising contracted maintenance and security services;
- Maintaining financial records; and
- Providing resale certificates when units are sold.

The responsibility for maintaining and insuring the condominium buildings rests with the Condominium Association.

Rj Community Management provides property management services to both Associations; contact information for Rj Community Management. is listed at the end of this booklet.

Board of Directors

A five-member Board of Directors, elected at the Association's annual meeting, controls the affairs of the VOS Community Association. A separate Board of Directors controls the Condominium Association. Both Boards are assisted by a property manager from Rj Community Management.

Members of the VOS Community Association Board serve two-year staggered terms. Officers are elected by the Board and serve annual terms. The Association's officers and their primary responsibilities are listed immediately below.

Officers of the Board of Directors

- The *President* is the chief executive officer of the Community Association and presides at all meetings of the Community Association and the Board of Directors.
- The *Vice-President* performs the duties of the President when the President is not able to act and assists with the Association's activities as needed.
- The *Secretary* keeps the minutes of board meetings and is responsible for sending meeting notices to VOS members, Board of Directors and Board committees.
- The *Treasurer* is responsible for the Community Association's funds, receipts, and payments and provides a report of the financial condition of the Association at the annual meeting.

Responsibilities of the Board of Directors

Responsibilities of the Board of Directors include:

- Adopting an annual budget.
- Setting the monthly maintenance fees for operating expenses and reserve funds.
- Establishing other fees and special assessments.
- Overseeing the maintenance of Community Facilities.
- Overseeing the exterior maintenance of townhouses.
- Establishing and enforcing policies and rules as needed in accordance with governing documents.

A separate Board of Directors, elected by the members of the Condominium Association, oversees the activities of the Condominium Association. These activities include insuring and maintaining the three condominium buildings, and establishing and enforcing rules and regulations for the Condominium Association (refer to the section entitled Condominium Association Rules starting on page 20).

Information about the Association's Board of Directors and contact information is available on the Association's website at www.thevillageofshadyside.com. This information can be found in the "Board/Committees" section under the "Resources" tab.

Community Association Meetings

Annual Meetings

The annual meeting of the Community Association is held on a date established by the Association's Board of Directors. The meeting agenda consists of Treasurer and committee reports, the election of members to serve on the Board of Directors, and other Association business. Prior to the meeting, the Secretary of the Board of Directors distributes the notice of the annual meeting to all members.

All members may attend the annual meeting, but only members in good standing may vote. Each unit is entitled to one vote. A member is in "good standing" if the member has paid all Association dues, other fees and special assessments at least three days prior to the date of the meeting and is not in violation of governing documents and/or Rules and Regulations of the VOS Community Association or Condominium Association. See the section on Administration and Fees on page 9 for more information.

Members who are unable to attend a VOS Community Association meeting may appoint another member as their proxy to vote on their behalf at the annual meeting.

Special Meetings

The By-Laws allow for special meetings to address specific issues which may arise from time to time.

Community Association Elections

Elections of members to serve on the Board of Directors are held at the annual meeting. Prior to the meeting, the Board of Directors establishes the Elections Committee, which is responsible for soliciting nominees from the Association membership. At least 10 days prior to the annual meeting, the Elections Committee distributes a report of activities and a list of nominees to members. The By-Laws also allow for additional nominations from the floor at the annual meeting.

At the annual meeting, each unit whose owner(s) are in good standing receives one ballot. The By-Laws describe the procedures for voting in cases in which two or more members own one unit. Members who are unable to attend the meeting may vote by mail or by proxy.

For the election to take place, a quorum of at least 20% of the members is required. Members may attend the meeting to vote in person, be represented by proxy at the meeting or submit a mail ballot. Election to the Board requires a majority of the votes cast by eligible voters, including proxies.

Within 20 days after the annual meeting, the members elected to the Board of Directors meet to reorganize and elect the officers. Please note that the Members elect the Board Members and then the Board Members elect officers amongst themselves. Members do not elect which Board Members serve for each position.

Committees

The Community Association has the following committees:

- The Landscaping Committee oversees the maintenance of trees, shrubs, lawns, flower beds and plantings in the common areas and ensures that owner-requested changes to landscaping are compatible with the existing landscaping and maintenance schedule. This committee is also responsible for proposing a suggested style guide for the community landscaping. ***Owners request Landscaping Improvement by contacting the Landscaping Committee who then creates the list of tasks and defines the properties. A unit owner may accelerate an item on the list by covering the expense. In the case the Landscape Committee approves, schedules, and manages it with the supplier then the supplier invoices the owner directly.***
- The Architectural Review Committee has responsibility for reviewing all plans, drawings and specifications showing the nature, kind, shape, height, materials and location of proposed exterior additions, changes, or alterations to all Dwelling Units or Lots to determine if such proposals are in compliance with Rules, Regulations and specifications promulgated by the Board of Directors. The committee ensures all additions, modifications and alterations to the exterior of units are consistent with the established architectural style of the VOS. (For more information, consult the *Architectural Review Guide*, which is available in the “Documents” section of the Association’s website at www.thevillageofshadyside.com.) This committee also is responsible for developing a maintenance schedule and improvement plans for the exterior of the common areas and townhome units.
- The Pool and Clubhouse Committee is responsible for proposing pool rules and upgrades to pool amenities, plus ensuring that pool furniture is maintained and is in good repair. This committee is also responsible for equipping the interior of the clubhouse, proposing and overseeing renovations to the interior of the clubhouse, and proposing policies and fees for clubhouse use.
- The Board of Directors establishes the Elections Committee within two months of the Annual Meeting as prescribed in the By-Laws. The Elections Committee is responsible for supervising the nomination and election of Directors.

Committees must have at least three members, one of whom must be a member of the Board of Directors. Committees make recommendations to the Board of Directors and the Board of Directors makes all final decisions. The By-Laws permit the President of the Board of Directors to appoint other committees when necessary. A successful community has involved members. Members are always encouraged to volunteer to serve on committees.

Information about the Association’s Committees and contact information is available on the Association’s website at www.thevillageofshadyside.com. This information can be found in the “Board/Committees” section under the “Resources” tab.

To volunteer to serve on a committee, contact a member of the Board of Directors.

Administration and Fees

Community Association Membership Register

The Community Association maintains a membership register that is periodically distributed to Association Members. Members may view this information online by accessing the “Address Book” under the “Contact Other” tab on the Associations website (www.thevillageofshadyside.com). To update member information, contact the Property Manager at 412-391-1900. **The membership register is private information. Members are strictly prohibited from using the list for business or political purposes or to share information obtained from the list with non-members or outside organizations.**

Common Fee Payment

Common Fees are due the first calendar day of the month. *Members are strongly encouraged to establish an automated payment method for their monthly fees* using either electronic bill payment through their banks or direct debit. Members should contact Rj Community Management to set up direct debit of common fees.

Members who do not elect an automated payment method receive a coupon booklet to use when paying by personal check or money order. Payments must be sent to Condo Management Services, P.O. Box 3500, Pittsburgh, PA 15230-3500. Please do not send payments directly to the Association or to Rj Community Management. Also, the Site Superintendent is not permitted to accept fee payments.

Members may contact Rj Community Management to request statements of their accounts.

Special Assessments

From time to time, the appropriate Board of Directors may find it necessary to levy a special assessment on townhouse, condominium, or all unit owners. Special assessments are not intended to fund routine maintenance or other routine operating expenses. Special assessments may become necessary if there is a large, unexpected expenditure.

Late Payment Fees and Penalties

The following late fees apply:

Common fees received after 14 th day of month due	\$15.00
Unpaid common fees for second month and each subsequent month	\$50.00

In addition to the late fees, interest is charged on fees not paid within 30 days of the due date. The interest rate charged is the higher of either the prime interest rate at the Community Association's bank of record or the maximum legal interest rate. *Members who have delinquent accounts are responsible for all attorney fees and court costs incurred in the collection of their overdue common fees, assessments and late payment fees.*

Also, members who have delinquent accounts are not permitted to vote in elections and may be denied access to and use of community facilities such as the pool and clubhouse. Delinquent members will be responsible for all fees associated with de-activating and re-activating the pool fob due to delinquent account status.

Selling Units

At least two weeks prior to closing, an owner selling a unit must obtain a Resale Certificate from Rj Community Management and must provide the name and address of the buyer to the Secretary of the Board of Directors. The buyer may request a written statement showing the full amount of unpaid fees and applicable charges against the dwelling lot and owner. Also, please refer to the section entitled *Moving* on page 13 to make arrangements for moving furniture and possessions in and out of units.

Additional rules related to leasing and selling units and moving possessions apply to residents of The Denniston, The Gables and The Corinthian condominium buildings. Refer to the section entitled *Condominium Association Rules* starting on page 20 for more information.

Community Association Rules

The Community Association has established Rules and Regulations for the use of the Village's common facilities. These rules apply to all owners and residents of the Village, unless the rule specifically applies to townhouse units only.

General

- Members are required to obtain condominium unit owner's insurance to cover the contents of and improvements to their units and insurance to cover their own general public liability risk. These policies are commonly referred to as H06 policies. Members are responsible for contacting their insurance agents for appropriate policies.
- Areas under the decks of townhouses shall be neat and shall *not* be used for storage.
- Basketball courts may not be constructed on any lot or common area in the Village.
- Permanent or temporary above-ground swimming pools may not be placed on any common area or near any townhouse.
- Storage tanks and portable storage units and structures may not be placed on any driveway or common area or near any townhouse without the written consent of the Architectural Review Committee.
- Permanent installation of recreational or exercise equipment (e.g., swings, gliders, trampolines, etc.) on common areas or near any townhouse is prohibited.

Vehicles and Parking

- Townhouse residents are encouraged to park in their unit's garage and/or driveway.
- Condominium residents are encouraged to park in the garage.
- Residents and guests should avoid parking along the sidewalks in the community.
- Fire regulations prohibit parking along posted fire lanes or in front of fire hydrants.
- Non-residents may not use common parking areas for long-term parking unless they are guests in the units.
- Vehicles parked along the streets or in common area parking lots must have a current registration and inspection sticker. Abandoned vehicles are defined as vehicles that do not have a current registration or inspection sticker and are parked in common parking areas for more than one week.
- Residents may not conduct repair work on any motor vehicle or boat on any driveway, community roadway, parking area or common area. Repair work is permitted in townhouse garages.
- Boats, recreational vehicles, and other motor vehicles, except for passenger automobiles, may not be parked in or stored on any driveway, community roadway, parking area or common area. Storage is permitted in the enclosed portion of townhouse garages.
- Tents or trailers may not be parked in, placed on or attached to any driveway or common area or near any townhouse.
- Parking on sidewalks and curbs, even for brief periods of time, is strictly prohibited.

Speeding and Stop Signs

For the safety of all of residents of the Village of Shadyside, and especially our children, please observe the Village speed limit of 15mph at all times. Please respect stop signs.

Signage

- Signs may not be placed anywhere on the property without the written consent of the Board of Directors
- One *For Sale* sign measuring no larger than 24" x 18" may be placed in one window of a townhouse. Open House signs are permitted the day of the open house, but must be removed at the end of the scheduled open house.
- Building Permits may be displayed in one window as required by the City of Pittsburgh. For more

information on Building Permits, see the section on Relevant City of Pittsburgh Regulations on page 23.

Landscaping Committee Rules

- Residents **may NOT remove or plant** shrubs, trees, groundcovers, or other major plantings without prior approval from Landscaping Committee.
- Approved planting should not be planted or cultivated in such way as to damage or interfere with existing plantings.
- If residents wish to plant ANNUAL flowers, they should be under 12 inches tall and should be non-spreading varieties. The flowers can be planted along walkways or driveways as borders but should not restrict existing plantings. A published guide will be released in Spring 2015 for residents to choose from.
- Vegetables may be grown only in container gardens on REAR decks or balconies.
- Townhouse owners are responsible for weeding, watering and trimming any plantings they add and for removing plantings after the first frost.
- All residents and their guests should protect ground cover, shrubs and trees from damage due to traffic, children and pets and while moving possessions in and out of units.
- Although many landscaped areas have automatic irrigation, the Community Association urges residents to water un-irrigated shrubbery, trees and groundcover near their units during the summer months.
- Installation of walkway and driveway decoration, lighting, landscape fencing and edging is *not* permitted.
- ***Owners request Landscaping Improvement by contacting the Landscaping Committee who then creates the list of tasks and defines the properties. A unit owner may accelerate an item on the list by covering the expense. In the case the Landscape Committee approves, schedules, and manages it with the supplier then the supplier invoices the owner directly.***

Architectural Committee Rules

- Members desiring to make changes that affect the exterior appearance of their townhouses or condominiums, including the replacement of existing elements, **MUST** obtain the prior approval of the Architectural Review Committee.
- Antennas, including satellite dish antennas, may not be erected on or attached to any common property without the prior written consent of the Architectural Review Committee.
- Window treatments are to be neutral in color when viewed from the exterior. Windows should be free from temporary or permanent attachments visible from the exterior of the unit.
- Residents may display appropriate seasonal decorations as long as the attachments are not permanent and do not damage exterior surfaces or elements, masonry, or doors. The Board of Directors reserves the right to require residents to remove inappropriate or offensive decorations.

For more information, consult the *Architectural Review Guide*. The Guide is available in the “Documents” section of the Association’s website at www.thevillageofshadyside.com.

Holiday Decorations and Customs

Residents may display holiday decorations if the attachments are not permanent and do not damage the exteriors of their units. Decorations may be displayed up to 30 days before the holiday and no longer than 30 days after the holiday.

Halloween trick or treating is permitted in the Village on nights designated by the City of Pittsburgh. Residents who wish to participate should turn on their porch lights. Residents should instruct their children to only visit homes with porch lights on.

Snow and Ice Removal

The Community Association is responsible for snow and ice removal from roadways, condominium driveways, and common walkways. The Association will not remove snow and ice from balconies, patios or decks.

Residents of townhouses are responsible for removing snow and ice from their own driveways, walks and steps. Please do not use rock salt, which damages concrete. Use calcium chloride or other products that are equally effective.

Trash Collection

The City of Pittsburgh collects trash from townhouses every Wednesday and collects recyclable materials every other Wednesday, unless collection is delayed due to a holiday. Residents should place their trash at the curb no earlier than 7:00 p.m. the evening before collection and no later than 6:00 a.m. on the day of collection. More information is available on the City of Pittsburgh's website: <http://www.city.pittsburgh.pa.us/pw/html/refuse.html>

For the condominium buildings, the Condominium Association contracts with a commercial waste management company for trash collection. Condominium residents should refer to the *Condominium Association Rules* starting on page 20 for information about bagging and placing trash and recyclables in trash chutes and in the receptacles in the condominium basement areas.

Pets

- All pets within the Village must be leashed at all times.
- Pets may not be tethered outside of units or to any other structure and may not be left unaccompanied.
- The owners of pets are required to clean up all pet waste immediately.

The City of Pittsburgh has additional regulations on pet ownership. Please see the section on Pet Ownership under Relevant City of Pittsburgh Regulations on page 23.

Pets in the Village are not permitted to be unleashed.

Pet owners must immediately clean up after their pets.

Moving

- Moving of furniture, household goods and possessions into or out of townhouse units is only permitted between 8:00 a.m. and 5:00 p.m. Sunday through Saturday.
- The Community Association requires all movers to provide, *prior to the move*, a certificate of public liability insurance covering bodily injury and property damage of \$150,000 plus automobile liability coverage.
- The resident moving into or out of the VOS must provide the Site Superintendent with a \$500 security deposit prior to the move. The security deposit does not limit the extent of liability. If no damages occur during the move, the deposit will be returned within 30 days of the move. Because of close clearances at the guardhouse entrance, moving vans are required to enter the Village through the Penn Avenue gate. Contact Rj Community Management at least 48 hours prior to the moving date to make arrangements to have the gate opened.

Additional rules related to moving apply to residents of The Denniston, The Gables and The Corinthian condominium buildings. Refer to the section entitled *Condominium Association Rules* on page 20 for more information.

Contractor Insurance

Members are responsible for damages to the exteriors of their units and to common property and landscaping caused by contractors and service providers they employ. The Association recommends that members engage only insured contractors and service providers.

If a contractor or service provider damages Association property, the Association will assess the member the cost of repairing the damage. Members are responsible for seeking reimbursement of the cost of repair from the service provider.

Contractor Work Hours

Out of courtesy to other residents of the Village, please try to schedule work between the hours of 7:00 a.m. and 8:00 p.m., Monday through Friday.

Penn Avenue Gates

Vehicle Gate

Moving vans and large delivery trucks are required to enter the VOS through the Penn Avenue gate. To arrange to have the gate open, contact the Site Superintendent at 412-361-8511 at least one day in advance.

Pedestrian Gate

Residents may use the pedestrian gate located to the right of the Penn Avenue vehicle gate to access Penn Avenue. Contact the Site Superintendent to obtain a pedestrian gate key. The gate must always be locked. Please do not slam the gate shut, as this will risk damaging it.

Gate keys are for residents only, and may not be loaned to non-residents and may not be duplicated. When units are sold or leased to a different resident, the gate key must be returned to the Site Superintendent. Residents are charged \$25 to replace lost or damaged keys.

Community Pool and Clubhouse Policies

All Users of the Pool and Clubhouse Must Comply with the Rules

The pool and clubhouse are for the sole use and enjoyment of residents of the Village of Shadyside and their accompanied guests. Excluding private rentals, each unit is limited to eight (8) guests for the pool and patio area. Residents, unit owners and guests are required to comply with all rules of the pool area and clubhouse. Pool privileges of residents who do not comply may be suspended. The Board of Directors has the right to adopt additional rules as necessary and to fine residents for serious rules violations and to cover the cost of damage caused by misuse.

Only Association Members in Good Standing Have Pool Privileges

Good standing is defined as being current on assessments and not in violation of any of the Association's governing documents and/or Rules and Regulations of the VOS Community Association or Condominium Association. Pool privileges will be revoked any time a member is deemed not in good standing.

Association Members in Good Standing Who Have Rented or Leased Their Units Forfeit Their Pool Privileges to Their Tenant(s) Association members who have leased or rented their units may purchase a season membership to the pool for \$350.

The Association Allows One Key Fob Per Unit

In the case of loss, a replacement may be obtained for a fee of \$25. Entrance through the gate can be arranged for those who are disabled.

There is NO LIFEGUARD on duty.

All Association members and their guests using the pool and the pool area, including chairs and tables, do so at their own risk. Neither management nor the Association will be responsible for any injury to persons and/or damage to personal property in connection with such use. Neither management nor the Association will be responsible for any lost or stolen items. Any Association member and/or guest using the pool area assumes all risks involved with such use.

Community Pool Rules

1. Pool hours are 6:00 a.m. until 11:00 p.m., seven (7) days a week. After 9:00 p.m., excessive noise is prohibited.
2. The door to the pool may not be propped open for any reason. Those who have access privileges through the gate are responsible for locking the gate once they have entered.
3. **There is no lifeguard on duty.** Everyone using the pool is responsible for his or her own safety.
4. Children fourteen (14) years and younger must be accompanied by someone eighteen (18) years or older who is responsible for the younger children's conduct and safety. Children are the sole responsibility of their parents/guardians at all times.
5. All persons in the pool must be in proper swimming attire. Babies and toddlers needing diapers must use swim diapers.
6. Glass containers, including but not limited to baby bottles, and other breakable, sharp, and/or dangerous objects are not permitted at any time in the pool area, including the patio/deck.
7. Chairs, tables, and the grill are the property of the Association and are available for use by Association members and their guests. Except when the clubhouse is rented, they are available on a first come first use basis and may not be held or reserved for use by persons not in attendance at the pool.
8. Personal chairs may be brought to the pool, but they may not be left in the pool area and must be stored in the shed.
9. The sidewalk around the pool must be kept clear of any obstruction including chairs, tables, footrests, toys, etc.
10. Proper behavior is required of all persons in the pool area. Running, rough play of any kind or vulgar language is strictly forbidden.
11. Adult consumption of alcohol is permitted, but underage drinking will not be tolerated.
12. Pets and animals of any kind are strictly prohibited.
13. **Smoking is NOT permitted in the clubhouse, nor on the outside patio and also not inside the gated pool area.** Residents and invited guests must exit outside of the gated pool area and outside of the clubhouse building if they wish to smoke. Cigarettes must not be disposed of in the grass, sidewalk, or parking lot.
14. All trash must be deposited in trash containers. Please use the available recycling bins when appropriate. Diapers are not to be put in trash containers unless they are wrapped in plastic bags.
15. Association members may bring guests to the pool, but they must accompany their guests and are responsible for their conduct. Excluding private rentals, **the maximum number of guests permitted per unit at any one time is eight (8).** Failure of guests to comply with pool rules is considered sufficient cause to evict the guests and may result in a fine or revocation of pool privileges for the Association member. Association members may also allow adult guests who are visiting or house-sitting for extended overnight periods the use of their key fob to access the pool in their absence, but should report each defined time period and guest names to the site superintendent or the pool committee chair person.
16. **IN THE CASE OF AN EMERGENCY** call 911 on the phone located in the entrance to the pool
17. Please contact one of the following people if you have any concerns:
 - **Donna Brock, Property Manager:** 412-550-0003
 - **Dave Savko, Site Superintendent:** 412-361-8511
 - **Guard House:** 412-362-9929 (after dark)
 - **Pool Committee Chair:** Faith Martin, 412-362-3677.

Members, residents, and accompanied guests use the pool area and pool furniture at their own risk.

Clubhouse Rental

VOS residents who are in good standing may use the clubhouse for a private event, open events and meetings. Contact the Site Superintendent at 412-361-8511 to reserve the clubhouse and obtain the Clubhouse Rental Agreement Form (private events) or Application for Open Events which must be signed by the host resident. Copies of each may be downloaded from the Association's website at www.thevillageofshadyside.com, found in the "Documents" section under the "Resources" tab.

The rental fee for a private event is \$50 for Friday, Saturday and Sunday. The fee for private events on weekdays is \$25. The full fee, along with a \$100 cleaning deposit, is due when the clubhouse is reserved for private events. Full refunds will be issued for cancellations made with 72-hour notice. Rental hours are from 6:00 AM until 12:00 AM. Rental agreements are not confirmed until both rental fee check and separate cleaning fee check for \$100 are received, along with the signed form. Make checks payable to *Village of Shadyside Community Association*.

VOS residents hosting Open Events must submit a completed application with required details to the clubhouse committee chairperson so that the event can be properly communicated to all VOS residents, who can then attend if interested. Host resident can also invite a maximum of up to eight outside guests to the Open Event. There are no fees for Open Events.

Clubhouse reservations for private parties, open events and meetings will be made on a first come first serve basis. However certain dates will automatically be scheduled as Open Events for all residents to gather together. These dates will include: New Years Day, Memorial Day, July 4th, Labor Day, Halloween, plus other selected events or meetings that the VOS Board may sponsor.

All guests and residents must observe all rules:

1. The capacity of the clubhouse is 50 people
2. No glass containers of any kind are permitted outside the clubhouse, this includes the deck, sidewalks and grass.
3. Pets are not allowed in the clubhouse or pool area at any time, exception service animals.
4. Smoking is strictly forbidden in the clubhouse.
5. Alcoholic beverages may not be served to minors.
6. Decorations may not be attached to the walls or woodwork of the clubhouse - no nails, scotch tape or duct tape.
7. Only adults should operate audio or video equipment. The host resident is responsible for making sure that all remote controls are kept with the appropriate device and not removed from the Clubhouse. TV picture setting should not be modified.

Host resident assumes liability for damages to the property caused by themselves or their guests during private events and must be present at all times when the clubhouse is in use. Guests must remain in the clubhouse and pool area. When in season, the pool is available to all VOS residents regardless if there is a private clubhouse event. All residents are responsible for their own actions during open events and meetings. The VOS Community Association is not responsible should any mishap that occurs in the clubhouse or pool area during any private or open function and will be held harmless by either residents or guests.

The cleaning deposit check will be returned only if no damage is done and if the following cleaning steps are taken:

- The clubhouse carpet vacuumed. The carpet is 100% treated for stain prevention. If there is a spill of any kind, wipe up with a clean, absorbent cloth immediately. Next wipe with a wet cloth. Do not use cleaning agents or detergents.
- All but 30 chairs stowed in the alcove in the hallway.
- All but 4 round tables returned to the closet and 2 long rectangular tables to be left standing.
- The fireplace swept, ash removed and the flue left open, if used.
- Wipe down & clean: stovetop, countertops, sink and vinyl table cloths on each table.
- Wash and return linen table cloths, if used.
- Empty & clean: refrigerator, oven, microwave, dishwasher, coffee maker & patio grill, if used.

- Garbage bagged and placed in trash containers.

Children's Play Area

The children's play area, located in the common area adjacent to The Corinthian condominium building and rear of unit 80, is for the use of children and guests of residents of the VOS only. Contact the Site Superintendent if any equipment requires repair.

- Residents and their guests use the play area at their own risk. Parents/guardians are responsible for their children and their guests when using the play area. The Association and the Property Manager do not assume responsibility for any injuries and/or damage to personal property resulting from use of the play area facility and equipment.
- Residents are responsible for the cost to repair damage caused by themselves, their children and/or their guests.
- Children 9 years of age or younger are not permitted to use the play area unless accompanied by a parent or responsible individual 16 years of age or older.
- Play area hours are dawn to dusk daily.
- Smoking is not permitted in the play area.

Community Safety and Security

The main phone at Rj Community Management (412-550-0003) answers 24 hours a day, 365 days a year. Operators have a list of managers and maintenance technicians who are on-call to address emergencies and security issues *in common areas* after hours and on weekends and holidays. Residents should not call the 24-hour service at Rj Community Management for urgent maintenance situations within their units.

The VOS employs a security guard during the overnight hours. Residents may call the guard at 412-362- 9929 to report disturbances or ask the guard to check on open doors.

Neither the security guard nor the Community Association is responsible for damages or stolen property resulting from unlocked or open windows and doors. All residents are responsible for ensuring that their individual units are secure.

Residents may wish to provide the Site Superintendent with keys to their units in case of emergency.

Security Systems

Residents who have security systems or alarms that are not connected to a commercial control center are required to provide the Property Manager with names and contact information in case the alarm is triggered. Also, the City of Pittsburgh requires all owners of operational alarm systems to obtain a yearly alarm permit from the Department of Public Safety. Please see the section on Relevant City of Pittsburgh Regulations on page 22 for more information.

Cameras at the Pool

Cameras have been installed in the pool area and at the entrance to the pool. The inside of the restrooms are not in view of the cameras. The cameras record continuously. The system will retain a rolling two weeks of video. This means that after two weeks, unless the Association takes action to preserve it, recorded video will be overwritten. Video, which can be viewed only by a member of the Board, will not be retained unless it is needed to document rule violations or as required by law. The system will not continuously be monitored. However, in

order for the video system to be an effective deterrent and to ensure that the cameras are working properly, a member of the Board will randomly monitor the video.

All residents are responsible for ensuring that their individual units are secure.

Condominium Association Rules

The Condominium Association of the Village of Shadyside has adopted additional rules and regulations that apply to residents of *The Denniston*, *The Gables* and *The Corinthian* condominium buildings. The Board of Directors of the Condominium Association is responsible for the adoption and enforcement of the Condominium Association rules and regulations. *These rules do not apply to townhouse owners and residents.*

Smoking

Smoking is not permitted in lobbies, hallways, stairways, elevators or garages.

Fire Emergencies and Smoke

- All residents should maintain easy-to-operate ABC fire extinguishers in their kitchens. Fire extinguishers are also located in each hallway.
- Because the building emergency lighting only lasts two hours, residents may need to use flashlights in stairwells. All residents should keep emergency flashlights in kitchen and bedroom areas. Flashlights should be tested often.
- In the event of a fire in a condominium building, residents must immediately pull the nearest red fire alarm to alert people in the building, evacuate the building as quickly as possible, and call 911 to summon the City of Pittsburgh's fire department. Fire alarms in the condominium buildings are not equipped to call Pittsburgh's emergency response departments directly.

Supervision of Minors

- Children under 21 years of age (minor children) residing in a condominium unit in the Village of Shadyside must have a parent or legal guardian living with them in the condominium unit, and the unit must be the principal residence of the parent or legal guardian.
- The parent or legal guardian residing in the unit is responsible for the maintenance, care and upkeep of the unit and the behavior of the minors in their care.
- Children are not permitted to play in the common area lobbies, hallways, stairways, elevators or garages.

Condominium Entrances

Residents are responsible for picking up newspapers the day they are delivered. Newspapers not removed after 24 hours will be discarded. When out-of-town, residents should cancel delivery or arrange to have their newspapers collected.

All residents are encouraged to be courteous and dispose of litter properly to keep the buildings and grounds clean.

Elevators

In the event of an elevator malfunction, such as an elevator stalled between floors or the door not opening, occupants of the malfunctioning elevator should remain calm and press the bell button to sound the alarm. Residents responding to the elevator alarm should contact Marshall Elevator at 412-431-1340. Marshall Elevator

is on call 24 hours a day. Responders should remain near the elevator to reassure those inside the elevator that help is on the way. (Do not call 911 because City of Pittsburgh responders are not equipped to resolve elevator emergencies in the condominium buildings.)

Condominium Garages

- Condominium residents must park in the designated parking spaces for their units and should park between yellow lines to allow sufficient space for adjacent vehicles.
- Only cars, bicycles and wheelchairs or other handicap aids are permitted in parking spaces. All other items should be stored in lockers.
- Only condominium residents' cars may be washed in the garages.
- Owners are required to maintain their vehicles. Owners are responsible for the cost of extra clean up caused by fluid leakage, including, but not limited to, oil spills and rust stains.
- Drivers should exercise caution when entering and exiting the garages. Residents of The Corinthian should be especially careful when leaving or approaching the garage because children may be in the play area and visibility is limited.
- Garage doors are timed to close after 15 seconds. When following another driver in or out of the garage, drivers must allow sufficient time to enter or exit before the door closes.
- For additional security, when entering or exiting the garage, verify that the garage door is closed and that strangers have not entered the garage.

Condominium Pet Policy

No animals or reptiles of any kind may be kept, bred or allowed to visit in any unit except as mandated by the American Disabilities Act. Tropical fish tanks in excess of 20 gallons are prohibited in condominium units.

Disposal of Trash and Recyclables

The Condominium Association contracts with a commercial waste management company for trash collection. The Site Superintendent oversees the process. Fire regulations prohibit the storage of boxes and trash in stairwells, halls, or lobbies prior to disposal.

- All trash must be enclosed in securely sealed or tied plastic bags for proper disposal down the trash chutes.
- Oversized and/or heavy items such as boxes, books, telephone directories and large bottles must not be discarded in the trash chutes, but should be placed neatly in the trash rooms for disposal.
- To avoid splattering in the trash chutes and receptacles, no liquids or open containers of liquid may be disposed of down the chutes.
- Hazardous materials, such as flammable liquids, may not be disposed of in the trash chutes.

The Site Superintendent manages the disposal of recyclable materials for the condominium buildings.

- Newspapers, magazines, and other clean paper should be placed in the blue containers designated for papers in the condominium garages. Paper materials for recycling must not be in plastic bags.
- Glass, metal, and plastic recyclables should be clean and disposed of in the blue containers in the garages.
- Telephone directories and large boxes must be placed neatly in the garages for pickup.

Remodeling of Condominium Units

- Construction may only be scheduled for Monday - Friday 8:00 am to 5:00 pm and never on weekends or holidays.
- Condominium floors for units above the first-floor level must be at least 70% carpeted or 70% soundproofed to minimize noise to the Unit below.

Sale or Lease of Condominium Units

- For Sale, For Rent or Realty Company signage may not be displayed in condominium unit windows.
- The Board of Directors of the Condominium Association maintains an up-to-date roster of all owners and residents.

- Prior to the closing of a change in ownership, the seller is required to notify the Board of Directors of the Condominium Association and supply the following information:
 - Moving dates of seller and buyer
 - Telephone number where seller can be reached following the move
 - Name and telephone number of moving company
 - Name and current telephone number of the buyer
 - Name and telephone number of buyer's moving company
- When renting units, the owner is required to submit copies of the rental agreement or lease to the Boards of Directors of both the Condominium Association and the Village of Shadyside Community Association for approval prior to the rental. The owner is responsible for notifying the Board of Directors of the Condominium Association of the following information:
 - Moving dates of owner or outgoing renter and incoming renter
 - Telephone number and address where owner can be reached following the move
 - Name and telephone number of both moving companies
- All Community and Condominium Association fees must be up to date before the renter can move in.
- The seller or owner is responsible for conveying to the buyer or renter all information pertaining to the condominium building and both the Condominium and Community Association, including the Community Association By-Laws and Declaration & Covenant, and all rules and regulations. The seller or owner must inform the buyer or renter of parking space and locker locations and building policies and procedures related to emergencies, elevators, garages, and garbage and waste disposal. The seller or owner must turn over the garage door openers and keys with proper identification of each key to the buyer or renter. Replacement keys to the condominium buildings cost \$100 each.

Moving Possessions Into and Out of Condominium Units

- Inform the Site Superintendent as early as possible but at least 48 hours, prior to the moving date. Also provide the Site Superintendent with the name and telephone number of the moving company in case any damage occurs to the common property areas.
- The owner is responsible for the orderly disposal of boxes and other residual materials resulting from the move. These items must not be placed in the garbage because additional costs are incurred for removal. The Site Superintendent can arrange to have boxes and moving waste removed by the refuse company at the owner's expense.
- Movers may not block the garage entrances or restrict access to the garage.
- Moves are permitted Sunday - Saturday 8 am to 5 pm and never on holidays.
- To allow all residents to access the building elevators, elevators should only be held to load and unload, and not while carrying possessions to and from the moving truck and the unit.
- All moves and deliveries of large items such as furniture and appliances must be made through the garages.
- The resident moving into or out of the VOS must provide the Site Superintendent with a \$500 security deposit prior to the move. The security deposit does not limit the extent of liability. If no damages occur during the move, the deposit will be returned within 30 days of the move.

Relevant City of Pittsburgh Regulations

Pet Ownership

The City of Pittsburgh requires all dogs to be licensed. Contact the City Treasurer's office to obtain licenses. Rabies vaccinations are required at three months of age by Pennsylvania state law. Owners of dogs and cats must have proof of their pets' current rabies vaccinations. The City of Pittsburgh allows the ownership of a maximum of five dogs or cats in any combination and prohibits ownership of nondomestic cats, non-domestic cat-mixes, pure wolves and wolf-mixes. For more information, see the City of Pittsburgh website:

http://www.city.pittsburgh.pa.us/pw/html/pet_ownership_guide.html

Building Permits

Except for painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work, the City of Pittsburgh requires building permits prior to the start of interior renovations unless the owner performs the work and no employees are used. Replacing windows and entry doors and interior renovations requiring electrical and plumbing work typically require building permits.

Unit Owners or their contractors are responsible for contacting the City of Pittsburgh to determine whether a permit is required and for obtaining necessary permits. For more information or to verify the need for a building permit, contact the City of Pittsburgh's Bureau of Building Inspection at 412-255- 2181 or consults the Bureau's website:

http://www.city.pittsburgh.pa.us/BBI/html/permit_information.html

Security Systems and Alarm Systems

The City of Pittsburgh requires all owners of operational burglar alarm systems, fire alarm systems and multi-purpose systems (one system for both intrusion and fire) to obtain a yearly alarm permit. For more information, contact the Department of Public Safety at 412-255-2843 or consult the Department of Finance website:

http://www.city.pittsburgh.pa.us/finance/html/alarm_permits.html

Contact Information

Emergencies

Fire & Medical	911
Duquesne Light Company	1-888-393-7000
Equitable Gas Company	1-800-253-3928
Pittsburgh Water & Sewer Authority	412-255-2429
Lins Elevator	412-261-1656

Rj Community Management

Main Phone and 24-Hour Answering Service	412-550-0003
Fax	412-227-9003

4900 Perry Highway
Building 1, Suite 300
Website : www.rjcmgt.com

Donna Brock, Property Manager (Phone answers during business hours) Email : DBrock@rjcmgt.com	412-550-0003
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Dave Savko, Site Superintendent Guard House	412-361-8511 412-362-9929
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